

NIQ No. IISERBpr/NIQ/S&P/2025-26/33

Date: January 27, 2026

NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER), Berhampur, is an Institute of National Importance established under Ministry of Education, Government of India. Quotations are invited from prospective firms for **Disposal of Old Newspapers and Magazines**.

All prospective suppliers are requested to submit complete documents as mentioned in "Sr. No. 13" their quotations on or before the end date/time of submission in the following ways:

a) By email to purchase@iiserbpr.ac.in. mentioning subject for **Disposal of Old Newspapers and Magazines**

OR

b) The sealed envelope should be duly super-scribed of the quotation should be as **Disposal of Old Newspapers and Magazines**

1.	NIQ No.	IISERBpr/NIQ/S&P/2025-26/33
2.	NIQ Date:	January 27, 2026
3.	Brief Description of the item for Disposal	Disposal of Old Newspapers and Magazines
4.	Quotations/bids submission:	Rates should be quoted on per kg basis separately for Newspapers & magazines strictly as per prescribed format enclosed as Annexure-1. The quotation in other format will be not considered and will be summarily rejected.
5.	Bid Security	Bid Security of Rs. 500/- (Rupees Five Hundred only) through online mode or in the form of a Demand Draft from any Commercial bank drawn in favor of "Director, IISER Berhampur" payable at Berhampur should be submitted with bid. If bid security deposited online, the UTR reference should be mentioned (Bank account details mentioned at Sr. No-14). Bids without Bid security or in other forms will be summarily rejected. Bid Security of the successful bidders will be retained in the IISER Berhampur as Performance Security and deposited to Government Account. For unsuccessful bidders, bid security will be returned within 30 days of entering into agreement with the successful bidder. Performance Security of the successful bidder will be returned after successful completion of the contract.
6.	NIQ Submission End Date & Time of submission	February 11, 2026 at 11:00 hrs.
7.	NIQ Opening Date, Time & Venue	February 11, 2026 at 12:00 hrs. (Store & Purchase Office)
8.	Eligibility Criteria	a. The firm should be registered with Govt. authority. Registration certificates to be attached with the bids. b. The firm should have experience in the relevant field.
9.	Selection Process:	The Quotations/bids shall be examined by the Tender Evaluation Committee. Selection will be made on the basis of highest quoted rate from the eligible and acceptable bids. In case of same rate for two or more firms, the firm with more experience in the field will be given preference.
10.	Other Terms and Conditions:	a) Quotation form (Annexure- '1') should be filled up in all respects and submitted along with this Tender Document by the bidder duly signed by authorized signatory on each page as mark of acceptance of terms of conditions of this document. b) Bids will be opened as per time schedule given in this tender document in the presence of bidders/authorized representative of the bidders, if available. c) There will no extension in respect of last date for submission of Quotations. However, if the last date happens to be a holiday, the Quotations shall be submitted on the next working day at same time and opened on the same day at scheduled time. d) Late bids will be not accepted.

		e) The revision of rates etc. shall not be allowed after the Quotations are opened and the approved/accepted rates shall be valid for till completion of Contract Period. f) Competent authority of this IISER Berhampur reserves the right to accept or reject any or all the Quotations or accept any Quotation without assigning any reason thereof. Competent authority also reserves the right to award the work to more than one bidder at the approved highest rates. g) Bidders shall provide details of the firm in its letter head mentioning name, contact number of authorized person for making contacts on specific issues related with the disposal process. h) After weighting with electronic weighting machines whole items should be packed in gunny bags. After completion of weighing exercise, bidders are required to submit the amount so arrived as per the quotation of the bidder by online payment or in form of Demand Draft drawn in favor of " Director, IISER Berhampur " or in any other acceptable form within 3 days. After receipt of the amount, bidder will be allowed to take away the disposed old newspapers/magazines from the Institute. i) The disposable items will have to be collected by the successful bidder within time period prescribed in this tender document on the basis of "AS IS WHERE IS" on quarterly basis during the validity of the contract. j) Except otherwise specified in the contract and subject to the powers delegated to him by the Government under the code and rules for the time being in force, the decision of the competent authority of IISER Berhampur shall be final. k) Acceptance of rate quoted by successful bidder by IISER Berhampur will form a binding contract between the two parties in terms of this tender document. l) This contract shall remain valid for a period of one year from the date of issue of work order. However, contract can be extended for a further period of one year on similar rate and terms & conditions at the discretion of this office. m) In case of Non-satisfactory performance of the successful bidder during validity of the contract, performance security can be forfeited and firm can also be black listed by the IISER Berhampur.
11	Address for submission of NIQ:	The Stores & Purchase Office, IISER Berhampur At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
12	Award of Contract:	The bidder who fulfils the eligibility criteria and quotes the highest amount shall be awarded the contract
13	Mandatory Documents	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Quotation Format (Ref. Annexure- '1') b. Declaration for non-blacklisting/debarment (Ref Annexure-'2')
14	Institute Bank Account Details	IISER Berhampur Revenue Account Account No.: - 37927733884 IFSC Code: - SBIN0000033 Bank Name: - State Bank of India, Berhampur Main Branch Branch Address: - Utkal Ashram Road, Berhampur- 760001
15	For technical Clarifications please contact:	Dept. of stores & Purchase Email: purchase@iiserbpr.ac.in
16	NIQ Inviting Authority:	Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-709

Stores & Purchase Officer

REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Sign & Seal of the firm

Date: _____

QUOTATION FORMAT**Disposal of old Newspapers & Magazines**

Ref: IISER Berhampur, NIQ No. _____ Dt. _____

Basic Information about the Bidder (to be furnished on Letter Head of the firm)

Name of the Firm _____ :

Address of the Firm (Attach Proof) _____ :

PAN No./TAN No of the Firm (Attach Proof) _____ :

Registration /License No (Attach Proof) _____ :

GST No. of the Firm (Attach Proof) _____ :

Mob No. _____ :

E-Mail _____ :

Work Experience (Attach Proof) _____ :

Any Other Information, Bidders would like to Submit (Attach Proof):

Bid Security- Details of Demand Draft/UTR DD No. of amount _____ issued
by (bank Name)**Quotations/Bid**

I agree to take away old newspapers/magazines of the Central Library, IISER Berhampur during the validity for the contract at under mentioned rates:

Item	Rates in Rs./ kg.
Newspapers of all types	
Magazines	
Total	

a) All above prices are F.O.R. IISER Berhampur.

b) Quotation No. _____ date _____

c) Validity of quotation _____ days

I also undertake that all terms and conditions of **NIQ No. IISERBpr/NIQ/S&P/2025-26/** **dated**
____/____/____ are acceptable to our firm.**Sign & Seal of the firm****Date:** _____