



भारतकेमहारजिस्टरकाकार्यालय,
Office of the Registrar General, India

भारतसरकार, गृहमंत्रालय,
(Government of India, Ministry of Home Affairs)

प्रथमतल, विंग-ए, एनडीसीसी-II बिल्डिंग, जयसिंहरोड, नईदिल्ली -110001
1st Floor, Wing-A, NDCC-II Building, Jai Singh Road, New Delhi-110001



No. D-30011/01/2020-GS (Pt-I)

Dated: 18/08/2020

E-Tender Notice

Sub: E-Tender Notice for disposal of obsolete/ unserviceable items in the office of Registrar General, India at NDCC-II Building and West Block-I, R. K. Puram office.

E-tender is invited for disposal of obsolete/ unserviceable items on "as is where is basis" in two bid system.

- The bid will be accepted through e-tender only and intending bidders must be registered with the Central Public procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>.
- The tender document contains the following:-
 - Annexure-I : Instructions for Online Bid Submission
 - Annexure-II : Contractor's and other details
 - Annexure-III : List of items with quantity for disposal
 - Annexure-IV : Copy of BOQ (Price bid proforma)

E-TENDER SCHEDULE

Sl. No.	Schedule Activities	Date
1	Earnest Money to be Deposited	Rs.5,000/- (Rupees five thousand only)
2	Date of Issue/Publishing	19/08/2020
3	Document download start date	19/08/2020
4	Bid submission start date	19/08/2020
5	Seek clarification end date	26/08/2020
6	Bid submission closing date	01/09/2020 (11.00 A. M.)
7	Opening of technical Bids	02/09/2020 (11.30 A. M.)

- In case any holiday is declared by the Government on the day of bid opening, the tenders will be opened on the next working day at the same time. This RFP is being issued with no financial commitment and purchaser reserves the right to change or vary any part thereof at any stage.

Yours faithfully,


18/8/20
(Dharendra Kumar)
Deputy Director
Tel. No.011-23438277

Important Instructions

1. **Seller:** Office of the Registrar General, India, Ministry of Home Affairs on behalf of THE PRESIDENT OF INDIA
2. The tender will be processed in two bid system & on an “As is where is Basis”.
3. **Firms and fixed rates:**
The price/rate quoted should in INR in the Annexure-III of this Tender Notice only. Request for change of contracted rate shall not be considered under any circumstances. Quotation with variable prices of seeking provision for changing of prices/ contracted rate or quoted rates to ant/some condition shall be rejected without any consideration.
4. **Terms & Conditions**
Terms & conditions as set out in this Tender Document shall have to complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected at the discretion of this Department.
5. **Earnest Money Deposit:**
An EMD of Rs.5,000/- (Rupees five thousand only) should be deposited with the tender in the form of an Demand Draft, Pay Order/ Banker's Cheque alongwith the original copy of the tender submitted by the firm in the name of PAO(Census), New Delhi. Offers received without EMD (except under govt. rules) of tendering firm shall be ignored straightaway and will not be considered under any circumstances. EMD of the successful bidder(s) will be released only after realization of sale precedes amount and lifting of all the items from the premises. The Earnest Money Deposit (EMD) will not be adjusted in the sale amount accepted by this office. The EMD of unsuccessful bidders shall be returned within one month from the auction date, without any interest.
6. **Inspection of the Items**
The disposal of obsolete/ unserviceable items shall be on an “as in where is basis” and no guarantee of certificate of its worthiness of quality will be given by this Department. The condition of the items can be inspected physically between 11:00AM to 4:00PM on any working day. These items are lying at two locations:
(i) Office of the Registrar General, India, 1st Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001
(ii) Office of the Registrar General, India, West Block-I, R. K. Puram, New Delhi-110066
7. **Prescribed forms:**
Quotation of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained.
8. **Late delayed tenders:**
Quotations received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
9. **Departments right**
The office of the Registrar General, India reserves the right to reject any tender/ all tenders in full or part thereof without assigning any reasons.
10. **Submission of Bid**
The bid send through e-mail, post/speed post or by any other means other than as stipulated in the Tender documents will not be considered by the Department and shall be liable to be rejected.
11. **Documents to be attached with bid**

The firms are required to upload copies of the following documents along with the Technical Bid, failing which their bids may be summarily/outrightly rejected and may not be further considered.

- i. Copy of Registration of e-waste management with concerned department
- ii. Copy of PAN Card No.
- iii. Copy of GST Registration No.
- iv. EMD Rs.5,000/-(Rupees five thousand only)
- v. Proof of Bank Account/Bank Mandate Form

Financial bids of only technically qualified bidders will be opened.

12. Evaluation of bid & acceptance of offer

Unit wise total price should be quoted. Total price of all items (grand total) will be considered as quoted price and contract will be awarded to that firm which has quoted the highest total amount. In the event of two or more bidder have quoted identical highest amount of all items and they fulfill the terms and condition of this tender, the Department may award contract to any firm at their discretion and decision of the Department will be final and no representation in this regard will be considered. The successful bidder(s) will be required to deposit the total bid/quoted amount in lump sum by means of Demand draft, Pay Order/ Banker's Cheque in favour of PAO (Census), New delhi within 10(ten) working days from the date of award of contract and the items will be lifted within 05 days of the receipt of confirmed work order by the firm. Failure to do so may result in forfeiting of EMD. The EMD of the unsuccessful bidders will be released only after completion of the tender process. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H1 declared firm may be forfeited and the second highest firm will be considered for award of bid and so on.

13. Litigation

Any disputes arising shall be settled through arbitration.

14. Terms & Job execution period

The successful bidder will have to inform at least two working days in advance of the intended date of lifting of the materials. The bidder will be required to make own arrangement for lifting of the materials and will employ his own labour, bags and other items as required for packing and lifting of the goods/ material. List of items are given at **Annexure-III**. The handling/ disposal of all items should be as per the latest guidelines/ instruction of Ministry of Environment & Forests and as per rules. It shall be the sole responsibility of the bidder(s). The bidder(s) participating in the auction of e-waste materials shall be registered with the Govt. Agency as per e-waste Management.

15. Tender Fee-NIL.

Contractor's and other Details

Supporting documents be annexed with the application form (Applications found incomplete in any respect are liable to be rejected without further correspondence)

Sl. No.	Description	Information
1	Name of the applicant/ Firm	
3	Address(attach proof)	
4	Telephone number	Landline/ Mobile No.
		e-mail address
5	Other details (enclose copy)	PAN No.
		GST No.
		Bank Account No. of the firm
		Registration of e-waste management with concerned department
7	Earnest Money Deposit(EMD) details	Amount in Rs.
		DD/BC/PO No.
		Date of Issue
		Name of Issuing Bank
		Address of Issuing branch
8	Certificate/ Undertaking	<p>a. I/we certify that I/we have carefully read the terms & condition mentioned in the tender enquiry form and shall abide by them.</p> <p>b. I/we certify that the information given is true to the best of my/our knowledge. I/we also understand that if any of the information is found false at any stage, I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by Department of ORGI, MHA.</p> <p>c. I/we agree to the forfeiture of the EMD if fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Document.</p>

Signature of the bidder(s) with stamp

Annexure-III**Obsolete and unserviceable items list;**

- (I) List of items available at Office of the Registrar General, India, 1st Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001:

Sl. No.	Particulars of items	Quantity
1	Visitor chair	2
2	Hot case	3
3	Steel rack	1
4	Wooden Rack	1
5	Steel Almirah	6
6	Water Dispenser	1
7	AC , Iron Cage	3
8	White Board	1
9	AC Split	1
10	Split AC Outdoor	2
11	Split AC indoor Units	2
12	AC iron Stand	2
13	Wooden Drawer	9
14	Work Station side cover	3

- (II) List of items available at Office of the Registrar General, India, West Block-I, R. K. Puram, New Delhi-110066:

Sl. No.	Particulars of items	Quantity
1	Split Acs 1.5 Ton	08
2	Split ACs outdoor Units 1.5 Ton	09
3	Split ACs Indoor Units 1.5Ton	09

Validate

Print

Help

Tender Inviting Authority: Deputy Director(GS)							
Name of Work: Disposal of obsolete/unserviceable items in ORGI, West Block-I, R. K. Puram.							
Contract No: D-30011/01/2016/GS							
Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Qty	Units	Total Amount (inclusive of all) In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT (inclusive of all) Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	13	54	55
1	Disposal of obsolete/unserviceable items in ORGI, West Block-I, R. K. Puram, New Delhi						
1.01	Furniture, electrical, electronics, etc items (as per Annexure-III of Tender Document)- as one lot	item1	1	Nos		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	

Item Wise BoQ