



भारत के महारजिस्ट्रार का कार्यालय,
Office of the Registrar General, India
भारत सरकार, गृह मंत्रालय,



(Government of India, Ministry of Home Affairs)

प्रथम तल, विंग-ए, एन डी सी सी-II बिल्डिंग, जय सिंह रोड, नई दिल्ली -110001
1st Floor, Wing-A, NDCC-II Building, Jai Singh Road, New Delhi-110001

No. D-27011/03/2022-GS

Dated: 26.12.2022

E-Tender Notice

Sub: E-Tender Notice for disposal of obsolete/ unserviceable items at office of Registrar General, India, office building, Pushpa Bhawan, New Delhi.

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 details
Annexure-III : Proforma for Financial Bid

E-TENDER SCHEDULE

Sl. No.	Schedule Activities	Date
1	Date of Issue/Publishing	26.12.2022
2	Document download start date	26.12.2022
3	Bid submission start date	26.12.2022
4	Seek clarification start date	26.12.2022
5	Seek clarification end date	06.01.2023
6	Bid submission closing date	16.01.2023 (3:00 PM)
7	Date and time of opening of technical Bids	17.01.2023 (3:30 PM)

- In case any holiday is declared by the Government on the day of bid opening, the tender 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,

(Hemlata Sindhura)

Deputy Director (HoO)

Tel. No.011-23438151

Email: hemlata.rgi@gov.in

Important Instruction & General Instruction

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 comply 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.110000/- (Rupees one lakh ten 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 of tendering firm shall be ignored straightaway and will not be considered except under exemptions as per Govt. rules. EMD of the successful bidder(s) will be released only after realization of sale proceeds 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 “as in where is basis” and no guarantee of certificate of its worthiness of quality will be given by this Department. The items to be disposed of have been kept in office building, Pushpa Bhawan, New Delhi of this office. The list of items mentioned in the Annexure –III. The items can be inspected physically by visiting office building of this office between 11:00AM to 4:00PM on any working day.
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 shall be summarily/outrightly rejected and will not be further considered

- i. Copy of Registration of e-waste management with concerned department
- ii. Copy of the PAN Card No.
- iii. Copy of GST Registration No.
- iv. EMD Rs.110000/- (Rupees one lakh ten thousand only)

Financial bids of only technically qualified bidders will be opened.

12. Evaluation of bid & acceptance of offer

Total item wise 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. If the successful bidder fails to deposit the quoted amount within stipulated date, the second highest firm **may** considered for award of bid at the rates quoted by highest bidder and so on.

**** Actual items for disposal may vary from the list of items as mentioned in Annexure-III. The bidder selected for disposal work will have to deposit extra amount in case actual value of items for disposal exceeds the list of items. In case actual value of items for disposal is less than that in the list, the surplus amount will be returned to the bidder. So before participating in the bid, bidders are requested to visit the site for inspection.**

13. Settlement of disputes:

The courts/ any other Tribunal or Forum in New Delhi alone shall have exclusive jurisdiction with regard to any matter /dispute relating to or arising out of this bid.

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 its own labour, bags and other items as required for packing and lifting of the goods/

material. List of items are given at Annexure-III. However, the handling/ disposal of items should be as per the latest guidelines/ instructions of Government of India. It shall be the sole responsibility of the bidder(s).

15. Tender Fee-NIL.

A handwritten signature in blue ink, appearing to be 'Haw', is located in the lower-left quadrant of the page.

Annexure-II

Contractor's 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	
4	Telephone number	Landline/ Mobile No.
		e-mail address
5	Other details (enclose copy)	PAN No.
		GST No.
6	Earnest Money Deposit (EMD) details	Amount in Rs. 110000/- (Rupees one lakh ten thousand only)
		DD/BC/PO No.
		Date of issue
		Name of the issuing Bank
		Address of Issuing branch
7	Certificate/ Undertaking	a. I/we certify that I/we have carefully read the terms & condition mentioned in the tender enquiry form and shall abide by them.
		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.
		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 Notice No.



Signature of the bidder(s)/authorized signatories with stamp

Obsolete and unserviceable item list

Sl. No.	Particulars of Stores	Estimated quantity (Nos.)	Quoted rate Per Quantity	Total quoted Amount (In Rs.)
1	Steel table	34		
2	Wooden table	26		
3	Wooden computer table	65		
4	Steel round canteen table	9		
5	Steel computer table	24		
6	Computer operator table	71		
7	Work station	20		
8	Revolving chair	161		
9	Visitor chair	48		
10	Computer chair	21		
11	Plastic chair	53		
12	Without arm steel cushion chair	62		
13	Steel canteen chair	33		
14	Steel cane chair	3		
15	Steel almirah	81		
16	Steel almirah small	3		
17	Steel glass almirah	12		
18	Steel glass almirah small	3		
19	Foot rest	22		
20	Fire extinguisher	38		
21	Fire extinguisher	55		
22	Wooden rack Small	21		
23	Fire buckets with stand	16		
24	Aluminum glass door	1		
25	AC net	7		
26	Iron net	5		
27	Iron plate	6		
28	Iron cover big	1		
29	Locker steel almirah (12 lockers)	8		
30	Wooden curtain rod	31		
31	Vertical blind curtain	27		
32	Notice board	4		
33	White map board	1		
34	Scenery board	1		

35	Wooden board	1		
36	Flow chart Census 2011	3		
37	Grass cutter machine	1		
38	Photostat machine trolley	1		
39	Stitching machine	1		
40	Water tank	3		
41	Aluminium glass window	5		
42	Roller blind curtain	10		
43	Black screen	1		
44	Laminated black glass	4		
45	White glass	2		
46	Wooden Centre table	6		
47	Wooden work station cabin	24		
48	Wooden drawer	48		
49	Binding gauge spiral size	1		
50	Wooden card holder	1		
51	Writing desk	3		
52	Steel box (locked)	1		
53	Wooden cane chair	2		
54	AC base stand (Iron)	11		
55	Table glass	4		
56	Wooden glass book rack	2		
57	Wooden modular book selves big	2		
58	Wooden modular book selves	2		
59	Iron language trolley	2		
60	Plastic batten	25		
61	Iron rod fitting part	3		
62	Chawk	7		
63	Work station table top	111		
64	Work station big table top	70		
65	Work station Partition	80		
66	Work station side arch	72		
67	Wooden almirah	15		
68	Wooden almirah	2		
69	Keys box (wooden)	1		
70	Key tray	2		
71	Steel glass door	1		
72	White board	2		
73	Dari	1		
74	Aluminium double leg ladder	1		
75	Iron stand	3		

76	Steel washbasin big size	2		
77	Chick	4		
78	Sintex water tank 1000 ltr	2		
79	Aluminum frame	1		
80	Drum for diesel oil	2		
81	Sell Counter steel canteen	1		
82	Gas stove	7		
83	Taraju (balance)	2		
84	Imam dusta Iron	1		
85	Iron drum Canteen	3		
86	Iron tray canteen	10		
87	Kadhai (Iron)	3		
88	Gas cylinder	6		
89	Iron cage for cylinder	1		
90	Steel rack canteen	5		
91	Steel chimni canteen	1		
92	Steel sink (big) canteen	1		
93	Steel container for serving food in canteen (5 port)	1		
94	Steel container for serving food in canteen (3 port)	1		
95	Steel sink (single port) Canteen	1		
96	Corrugated box filled with coaster qty. 112	8 box		
97	Godrej drawer	1		
98	Steel box (big)	4		
99	Steel box (small)	2		
100	White flex board	6		
101	Iron patti	5		
102	Steel almirah Godrej	2		
103	INDIA map (big size)	2		
104	Door closer	4		
105	Sofa Set (three seater)	1		
106	Reception table wooden	1		
107	Wall clock	14		
108	Wall fan	30		
109	AC plant unit	5		
110	Water dispenser	4		
111	Inverter	2		
112	Intercom beetel	14		
113	Stablizer	41		
114	Photocopy machine Samsung 50x452F	1		
115	Photocopy machine Toshiba studio 2820C	1		

116	Photocopy machine Ricoh MP3500 sr.no. V971910672	1		
117	Photocopy machine Richo aficio MP 2500	1		
118	Photocopy machine Richo aficio MP 2500	1		
119	Photocopy machine Richo aficio MP 2500	1		
120	Photocopy machine Richo aficio MP 2500	1		
121	Photocopy machine Model-D sim 735	1		
122	Photocopy machine Richo aficio MP C2051	1		
123	Photocopy machine Richo MPC 3300 sr.no.v1406310002	1		
124	Extension board fixed with conference table	48		
125	Blowers	17		
126	MTNL telephone	3		
127	Calculator	2		
128	Ac power supply 230 watt	8		
129	AC adaptor	1		
130	Socket	24		
131	Wire	35 mtr.		
132	Room heater	7		
133	Remote	1		
134	Hot case	2		
135	Light fitting	2		
136	Pedestal fan	2		
137	Exhaust fan (big)	6		
138	Exhaust fan (small)	1		
139	Ceiling fan	7		
140	Fortune Bio metric finger machine	1		
141	Florescent 40 WAT tube lights	20		
142	Digital EPBAX System ADX-600 (Digital KTS)	2		
143	Mike	20		
144	Panasonic UPS batteries (small with iron stand)	66		
145	UPS batteries with iron stand	80		
146	Battery	9		
147	Extension board fixed with computer operator table	86		
148	Fire alarm system	2		
149	Electric switch panel	1		
150	Water cooler (Blue star)	1		
151	Water motor	1		
152	Iron rod fitting part	3		
153	Small tube lights	2 Pkt.		
154	Florescent 40 w tube light	20		

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155	Generator-NDEF 180KVA	2		
156	Kriloskar (jaaackson) Generator 50KVA	1		
157	Pepsi Refrigerator	1		
158	Commercial Refrigerator(double door)	1		
159	Coffee machine	4		
160	Microwave Oven	1		
161	Mixer	3		
162	Water cooler	1		
163	Unknown electric panel	1		
164	EST quick start machine	1		
165	Digital Door locks	13		
166	Fire alarm panel	1		
167	Table lamp	1		
168	Window AC Carrier	15		
169	Window AC Videocon	2		
170	Window AC Shri Ram Usha	6		
171	Split AC LG	16		
172	Split AC Voltas	1		
173	Split AC Voltas	5		
174	Split AC Hitachi	1		
175	Split AC Carrier	3		
176	Split AC outdoor unit Hitachi	1		
177	Split AC outdoor unit Videocon	2		
178	Split AC outdoor unit Amtrex	3		
179	Split AC outdoor unit Purison supercool	2		
180	Split AC outdoor unit Snow white	1		
181	Split AC outdoor unit Blue Star	1		
182	Split AC outdoor unit Voltas	2		
183	Split AC Indoor unit LG	6		
184	Split AC Indoor unit Voltas	4		
185	Split AC Indoor unit Press	1		
186	Split AC Indoor unit Smart Azure	2		
187	Split AC Indoor unit Amtrex	3		
188	Split AC Indoor unit Blue Star	1		