

No. D-21013/01/2013-AR (Ad. II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances

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5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi - 110 001

23 March, 2016

Subject **Disposal of unserviceable/surplus/obsolete Desktop Computer/Laptops, PCs, Printers, Refrigerator, Xerox Machines, LCD, Air Conditioners etc.**

This Department invites sealed tenders for the disposal of old unserviceable items on "intends to dispose off unserviceable/surplus/obsolete Desktop Computer/PCs, Laptops, Printers, Refrigerators, Xerox Machines, Fax Machines, T.V.s, Air Conditioners, etc. laying in its stores by way of auction on "**AS IS WHERE IS BASIS**". These unserviceable/surplus/obsolete PCs/Desktops, Laptops are to be disposed off after crushing/destroying the Hard Disks of the PCs/Desktops/Laptops to the Registered Recycler/Reprocessors of e-Waste with Ministry of Environment & Forests/Central/State Pollution Control Board. List of items to be disposed of as Auction and e-Waste is at Annexure I and II respectively.

2. The firm shall enclose attested copy of Registration Certificate declaring that the firm is Registered Recycler/Reprocessor/Disposal of e-Waste. The bids shall remain valid for 60 days after the date of bid opening. If any bidder withdraws his tender before the said period shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.

3. The bidders interested to buy these items, may inspect the stores **between 1100 hrs to 1530 hrs on any working day up to- 04th April 2016** with the permission of the undersigned and submit their quotations (Items-wise price as per Annexure I and II) giving their bid amount both in figures and words on their letter head with signature of authorised person with name and seal in sealed cover to the undersigned/drop in box laying in Reception, Ground Floor of Sardar Patel Bhawan. The quotation shall be for the entire lot of items only. The quotation will be accepted up to **1200 hrs on 05th April 2016 and the same will be opened at 1230 hrs on same day** in the presence of representative of the firm submitting quotations, The quotation should carry an earnest money of Rs. 5000/- (Rupees five thousand only) in the form of Demand Draft from any nationalised bank in favour of DDO, AR & PG.

4. No Assistance will be provided by this department for Loading/Unloading of stores.

5. The earnest money of all firms other than the successful tenderer will be returned immediately after ascertaining the highest successful tenderer. The earnest money of the successful tenderer will be returned only after all formalities such as payment of articles and removal of items from the Sardar Patel Bhwan are completed. The successful tenderer will have to make payment of auctioned items immediately after his quotation is accepted and will have to remove the articles from the Store within Seven days of acceptance of his tender. If the tenderer fails to comply with any or both of these conditions the earnest money deposited by him will be forfeited and the tender stands cancelled.

Yours faithfully,

Len
23/3/16

(Renu Arora)

Under Secretary to the Government of India

Tele : 23401453

Copy to :-

1. All Ministries/Departments of Government of India located in New Delhi/Delhi
2. TD, NIC - with a request to upload the above quotation letter in Department website.

*Shif Copy may
please be provided*

Annexure - I

Sl.No.	Items	Qty.
(a)	Executive Table wooden	03 Nos.
(b)	Computer Table Wooden	03 Nos.
(c)	Side Table Wooden	01 Nos.
(d)	Almirah Iron	03 Nos.
(e)	Chairs	05 Nos.
(f)	Wooden Sofa Set	01 Nos.

Annexure – II

Sl.No.	Items	Qty.
(a)	Montor/TFT	17 Nos.
(b)	Computer (CPU)	16 Nos.
(c)	Scanners	04 Nos.
(d)	Printer	03 Nos.
(e)	UPS	20 Nos.
(f)	Keyboard/Mouse	20 Nos.
(g)	Ricoh Photocopier Machine	02 Nos.
(h)	Sony LCD TV	02 Nos.
(i)	AC Window/Spilt	08 Nos.
(j)	Laptop	02 Nos.
(k)	Hotcase	04 Nos.
(l)	Electric Kettle	10 Nos.
(m)	Telephone Instrument	10 Nos.
(n)	Old HP Toner	15 Nos.
(o)	Refrigerator	01 Nos.
(p)	Room Heater/Convactor	11 Nos.