

No. NCSC-GEN038/1/2024-Admin [82094]
Government of India
National Commission for Scheduled Caste
(A Constitutional body set up under Article 338 of the Constitution of India)

5th & 7th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 20.09.2024

**Tender Notice for disposal of obsolete/Unserviceable office equipments
furniture and other items.**

Sealed bids are invited from eligible bidders for disposal/auction of obsolete/Unserviceable office equipments and furniture, etc. of the NCSC on “as is where is” basis (list of items enclosed).

2. The above items are available in the stores of NCSC Headquarter, 5th and 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. Details for inspection, contact person, tender acceptance are as under: -

Date & Time for inspection of items	25.09.2024
Contact person	Shri M K Tiwari, ASO, NCSC, 5 th and 7 th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003
Date & Time and place for acceptance of tender	In the tender box kept in Administration Section of NCSC, 5 th and 7 th Floor, Lok Nayak Bhawan, Khan Market, New Delhi during office hours on 26.09.2024 from 10:00 Am Onwards
Date & Time for opening of tender	27.09.2024

General Terms and Conditions:

- i. Bidders may inspect the items on the stipulated date & time.
- ii. The items shall be sold to the highest bidder. The bids are invited for the lot (i.e. all the items contained in the list of old condemned, obsolete office equipment and furniture items as a whole and no bid would be accepted for any part of the same.
- iii. The handling/disposal of IT related equipments shall be done as per the latest guidelines/instructions of Ministry of Environment & Forest and its related agencies and compliance thereof shall be the sole responsibility of the bidder(s). The bidder(s) participation in auction of e-waste materials shall be registered with the Govt. Agency as per the E-waste management & handling Rules, 2011 published by the Ministry of Environment & Forests, Government of India vide their notification dated 12.05.2011.

Kallu Khan
20/9/2024

- iv. The bidders are required to submit Bidder bid Security declaration form along with the bid document mentioning the following clause with acceptance;

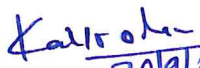
"that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of one year"

- v. No item once disposed to the successful bidder shall be taken back by this office on any condition whatsoever.
- vi. The successful bidder will be required to lift all the items from the disposal site within three days after the payment of the complete bid amount. Payment is to be made in form of Demand Draft (DD) within two working days. On failure to do so NCSC shall have the right to dispose the items to alternate bidder.
- vii. The successful bidder shall make their own arrangement of transport, labour etc. for lifting the disposed items.
- viii. Bid in sealed envelope marked "Tender for disposal of obsolete/Unserviceable office equipments and furniture items" should be addressed to Shri Kalloo Ram, Under Secretary, Room No. 733, 7th Floor, Lok Nayak, Bhawan, Khan Market, New Delhi-110003.
- ix. The sealed bid must be dropped in the tender box kept in the Administration Section of NCSC, 5th and 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi as per the scheduled time. Bids received after the due date and time shall not be considered and would be rejected straightway without assigning any reasons thereof.
- x. The amount in the bid submitted should be given in both figures and words. Any overwriting or mismatch in the amount in words and figures shall not be considered for acceptance of the rates offered by the bidder.
- xi. NCSC reserves the right to accept or reject any/all bids without assigning any reasons whatsoever.
- xii. Each page of bid document should be signed by the bidder(s).
- xiii. Incomplete and unsigned bids are liable to be rejected. Bidder must enclose copy of I.D./Address proof (Aadhar Card/Driving License, Pan Card) along with his/her bid.

Note: The quantity of the above items may increase or decrease. The Notice may also be seen at www.ncsc.nic.in

Encl:

1. List of obsolete items.
2. BID form


20/9/2024
(Kalloo Ram)
Under Secretary

List of obsolete/Unserviceable office equipments, furniture and other items

Sr. no	Item	Quantity
1	Dispenser	06
2	Photo Copy Machine	14
3	Computer Desktop (Monitor)	24
4	C.P.U	16
5	Printer / Fax / Scanner	28
6	Fan	11
7	Ceiling fan	6
8	Heater	5
9	Window AC	7
10	Computer Table	24
11	Normal Table	2
12	Air Purifier	1
13	U.P.S	14
14	Sanitizer Machine	1
15	Almirah (Big)	48
16	Almirah (Small)	11
17	Almirah (RACK)	23
18	Almirah Cabinet File	9
19	Wooden Side Rack	2
20	Tijori	1
21	Wooden Almirah	10
22	Book Self Big	10
23	Book Self Small	13
24	Sofa Set one seater	3
25	Office Table	8
26	Two Seater Sofa	1
27	Three Seater Sofa	4
28	Split AC (Outdoor) (Indoor)	6 7
29	Chair	69
30	Typewriter	1
31	Tape Recorder	1
32	Compactor	1
33	Consumables	Newspaper, Magazines, Scrap (As per weight).

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Handwritten signature
20/9/2024

BID FORM

(To be submitted in a sealed envelope)

Tender Notice for disposal of absolute/ Unserviceable office equipment and furniture items
{Reference No. NCSC-GEN038/1/2024-Admin [82094] date 20.09.2024}

To

The Under Secretary, (Admn)
NCSC, 5th & 7th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Subject:- Bid for disposal of obsolete/unserviceable office equipment and furniture items
reg

1 Bidder Details

- I) Name of Person/Firm/Company**
- II) Registered Address**
- III) PAN Number (Self attested Copy)**
- IV) Aadhar Card (Self attested Copy)**
- V) Mobile Number**
- VI) E-mail Address**

2. Amount Quoted : In figure_____

: In Words_____

Declaration:-

I hereby declare/accept that if I withdraw or modify the bids during period of validity etc., I will be suspended for a period of one year

Signature & Stamp of the bidder