

No. NCSC-GEN038/1/2024-ADMN (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.
Date: 10.10.2025

Tender Notice

Subject: Tender for disposal of obsolete/Unserviceable office equipment's furniture and other items.

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

2. The above items are laying at 5th and 7th floor of NCSC Headquarter, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. The details of tender is as under: -

Date & Time for inspection of items	10.10.2025 and 13.10.2025
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 till 15.10.2025 (14:00 Hrs).
Date & Time for opening of tender	16.10.2025 at 11:00 Hrs.

General Terms and Conditions:

- i. The detail of tender is displayed on the notice board of NCSC as well as on the website of NCSC (www.ncsc.nic.in).
- ii. Bidders may inspect the items on the stipulated date & time.
- iii. 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.
- iv. The handling/disposal of IT related equipment's 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)

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10/10/2025

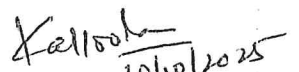
participation in auction of e-waste materials shall be registered with the Govt. Agency as per the E-waste management & handling Rules, 2011 published by the Ministry of Environment & Forests, Government of India vide their notification dated 12.05.2011.

- v. 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"
- vi. No item once disposed to the successful bidder shall be taken back by this office on any condition whatsoever.
- vii. 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.
- viii. The successful bidder shall make their own arrangement of transport, labour etc. for lifting the disposed items.
- ix. Bid in sealed envelope marked "Tender for disposal of obsolete/Unserviceable office equipment's 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.
- x. 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.
- xi. 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.
- xii. NCSC reserves the right to accept or reject any/all bids without assigning any reasons whatsoever.
- xiii. Each page of bid document should be signed by the bidder(s).
- xiv. 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.

Encl:

1. List of obsolete items.
2. BID form


(Kalloo Ram)

Under Secretary to Govt. Of India

List of Obsolete/Unserviceable office equipment, furniture and other items

Sl. No.	Item	Quantity
1.	Big Table	03
2.	Office Table	10
3.	Computer Table	11
4.	Choki	01
5.	AC [Split (Outdoor + Indoor)]	07 + 07
6.	AC (Split Outdoor)	01
7.	AC (Window)	04
8.	Work Station	17
9.	Wall Fan	05
10.	Scanner	02
11.	LED Light	06
12.	Spiral Binding Machine	02
13.	Almirah	16
14.	Big Book Shelf	20
15.	Small Book Shelf	07
16.	Photocopier Machine	04 (02 Kyocera + 01 HP + 01 Xerox)
17.	File Cabinet	03
18.	Chairs	39 + 19 (Revolving) = 58
19.	Fridge	01
20.	T.V.	02 (1TV+ 1 LED) Samsung
21.	Dispenser	02
22.	Sound Systems	01
23.	AIO Desktop	09
24.	LaserJet Printer	03
25.	Key Board	30
26.	Library Books and Consumables (Magazines, Papers and Other misc.)	As per weight.

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10/10/2025

BID FORM

(To be submitted in a sealed envelope)

Tender Notice for disposal of absolute/ Unserviceable office equipment and furniture items

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