

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, PUNE

Website : <http://rcpune.ignou.ac.in>

F.No. IG/RCP/Obsolete F&E/E-items/Scrap/dispose/2023-2024/

Dt.17-10-2023

To,

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub : Tender for sale of Obsolete(Unserviceable)Furniture, Equipment items and Computers, UPS and other Electronic items as Scrap on **As is where is Basis**

Sir / Madam,

Sealed tenders are invited from Scrap Dealers, individuals and others who are interested in buying Obsolete (unserviceable )Furniture items, Equipment items , Computers UPS and other Electronic items as scrap on "As isWhere is Basis".

In case your firm / agency is interested and having license to deal with E- Waste Licence, please give your rates in sealed envelopes in the enclosed proforma / Annexures..

Please note that Tender document for Scrap Sale (Terms & Conditions) are to be returned to us after signing each and every page thereof as a token of acceptance of the same by the tenderers.

The tenders in sealed envelopes should reach the following address on or before 07/11/2023 by 11.00 A.M.

To,

The Regional Director

India Gandhi National Open University(IGNOU )

Regional Centre, 1<sup>st</sup> Floor, M.S.F.C. Building,

SenapatiBapat Road,

Pune-411016

Maharashtra

Yours faithfully,

Regional Director  
IGNOU, RC, Pune

Encl :(i) Tender Document and Annexure I and II .

**Terms and Conditions :Tender Document for Scrap Sale:**Indira Gandhi National Open University (IGNOU) is a Central University established by an Act of Parliament having its headquarters at MaidanGarhi, New Delhi and Regional Centres in all States of the country. The Regional Director, IGNOU Regional Centre Pune is inviting sealed quotations from Scrap Dealers. Individuals having and others who are interested in buying and Having E-waste Licence from the State Pollution Boards may submit their bids for **Obsolete (unserviceable )Furniture items, Equipment items , Computers , UPS and other Electronic items as scrap on "As is Where is Basic"** on the following terms and conditions:

**\*\* Last date and time for submission of quotation : Dt.07/11/2023 Time :11.00A.M**

**\*\* Date and time for opening Bids. :Dt . 07/11/2023 Time :03.00P.M**

1. Tenders shall submit their offer in a sealed envelope super scribed as **"Tender for buying Obsolete (unserviceable )Furniture items, Equipment items , Computers UPS and other Electronic items scrap"** at IGNOU, Regional Centre, Pune on or before **dt 07/11/2023** up to 11.00 A.M.
2. You may download the Tender document at free of cost from the website <http://rcpune.ignou.ac.in>.
3. The tenderer shall have to deposit **Rs. 3000/- as Earnest Money Deposit (EMD)** by way of Bank draft of a Nationalized Bank drawn in favor of IGNOU payable at Pune. No cash will be accepted. No interest will be paid on the amount of EMD and the EMD will be refunded to the unsuccessful bidders after award of the work to the successful bidder. EMD of successful bidder will be converted as interest free performance security and will be refunded after expiry of the contract period.
4. Bids without EMD will be rejected.
5. The Tender completed in all respect should be signed with date by the authorized signatory of tenderer on all the pages of the Tender.
6. Tenderers shall take into account the cost of labour, loading, Cartage etc for taking delivery from the premises of IGNOU, Regional Centre, Pune before quoting the rates. In this regard no claim of what so ever will be entertained by IGNOU, Regional Centre, Pune.
7. IGNOU, Regional Centre, Pune shall hand over the scrap to successful tenderer at the place where it is actually lying presently.
8. The validity of offer shall be 90 days from the last date of submission of offer.
9. The tenderers are free to inspect the scrap at the IGNOU, Regional Centre, First Floor, MSFC Building, 270, Senapati Bapat Road, Pune- 411016 from 11 am to 5 pm on any working days from Monday to Friday w.e.f \_dt. 18/10/2023.
10. The rates may be quoted in the prescribed proforma, which should be inclusive of all taxes and other charges, if any.
11. The rates shall be written both in words and figures. If there is any discrepancy between the rates quoted in words and figures, the rate quoted in words shall prevail. Alteration, if any, in the quotation shall be attested properly by putting signatures and seal, failing which the quotation is liable to be rejected.
12. The tender shall be awarded based on the highest offer received for individual item/stock. In other words, the successful bidder would be decided for each item based on the highest offer received for a particular item. Accordingly delivery of item would be issued separately to selected bidder for that particular item.
13. **Submission of Quotation:**
  - a) The bid document is divided into two parts **"Annexure –I Technical Bid"** and **"Annexure- IIFinancial Bid"**.
  - b) **Annexure-I** Complete in all respect along with the following enclosures should be put in a sealed cover super scribing **"Technical Bid for Sale of obsolete Furniture and Equipment ,Computers, UPS and other Electronic items as Scrap on As is where is Basis "**
    - i) DD for Rs. 3000/- towards EMD
    - ii) Copy of PAN Card and copy of Aadhar Card duly attested.
    - iii) Copy of GST Registration, if registered. (duly attested )
    - iv) **License /Permission letter for collection of E-waste Management &Handling from the State Pollution Board and License for shop act or GST Registration certificate**
    - v) **Affidavit in the enclosed format** on Rs. 50/-non judicial stamp paper duly notarized
  - c) **Annexure-II** duly completed should be put in separate sealed cover super scribing **"FinancialBid for Sale of Obsolete Furniture, Equipment , Computers. UPS and other electronic itesm as Scrap"**Both the covers containing Annexure I and Annexure II should be put in a third sealed cover super scribing **"Quotation for Sale of Obsolete Furniture , Equipment items, Scrap of Furniture, Computers, UPS and other Electronic items on"As is Where is Basis"**.
  - d) Quotation as above is to be submitted to the Regional Director, IGNOU Regional Centre Pune so as to reach him on or before 07/11/2023 by 11.00A.M.**Tenderers Name & Signature with seal**

14. The quotations received after the prescribed date and time shall not be considered.
15. Quotations will be opened on 07.11.2023 at 03.00 P.M. by the duly constituted Tender Opening Committee in the presence of the Bidders or their representatives who may like to be present. The same will be opened even if the bidders are not present at the scheduled time.
16. The financial bids will be opened only for the technically qualified bidders. The parties/bidders will be formally informed about the time and date of opening of technical/Financial bids by Post/Phone /E-mail if there is any change in the Bid opening date.
17. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder from the present bid and any future bids in IGNOU.
18. The Regional Director, IGNOU Regional Centre Pune reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
19. IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the highest bidder in the interest of the University and no reason needs to be given thereof.
20. The successful tenderer shall deposit the bid amount by way of DD / Pay Order from Nationalized Banks drawn in favor of **IGNOU** Payable at **Pune** towards cost of Scrap within two working days from the date of awarding the order. The EMD will be forfeited if the bid amount not deposited within the stipulated time.
21. Tenders not conforming to these requirements shall be summarily rejected and no correspondence in this regard shall be entertained.
22. Failure to lift the Obsolete Furniture, Obsolete Equipment and Scrap items within 10 days from the date of award can cause cancellation of the contract and forfeiture of the performance security.
23. Tender once submitted, it would be presumed to have understood and accepted all the terms and condition. No inquiry, verbal or written shall be entertained in respect of acceptance/rejection of the tender.
24. In case any dispute parties shall resolve the dispute by mutual discussions within a period of 30 days failing which regular courts under whose jurisdiction the IGNOU Headquarters (New Delhi) is located only will have the jurisdiction to adjudicate upon the matter.  
I/ we have thoroughly read the terms and conditions and confirm our acceptance to all the terms and conditions without any deviation.

**Tenderers Name & Signature  
with seal**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

REGIONAL CENTRE PUNE

**Quotation for Sale of Obsolete Furniture , Equipment items, Scrap of Furniture, Computers, UPS and other E-waste items as scraps on “As is Where is Basis”.**

**Technical Bid****Annexure -I**

Details of Earnest Money Deposit Rs. 3000/- (Please attach the DD with this form)		DD No. :	
		Dated :	
		Bank:	
1.	Name of the tenderer /agency ( block letter)		
2.	Address with Telephone /Mobile Number		
3.	Whether Registered /Pvt. Ltd./ Other		
4.	Name of Proprietor/ Partner/ Managing Director		
5.	Name of the contact person with		
	Telephone/Mobile number		
6	(a)License for dealing with Computer Scrap (duly signed and stampd copy to be attached)		
	((b)License of the Shop etc. (Attach a copy of license duly signed.		
	(c)GST Registration No.		
	( Attach copy of Regn. Certificate duly signed and stamped )		
8	a)PAN No. ( attach a copy of PAN card duly signed and stampd )		
	b)Aadhar No. (attach a copy of aadhar card duly signed and stamped		
9.	Total No. of years of service in the field		
10	Present Client list		
	Name of the Firm	Name & telephone No.	Contract period
		Of contact person	
	a.		
	b.		

I hereby confirm that I have read the bid document and agree to all the terms and conditions mentioned therein. I also understand that in case of the statements furnished by the undersigned is found false or if any of/all the terms and conditions of the bid documents are not complied with, the contract is liable for cancellation.

**Signature and Seal of the authorized person  
with date,Name**

**AFFIDAVIT**

(Before Public Notary, \_\_\_\_\_)

I, \_\_\_\_\_ (Name of the Deponent), S/o  
\_\_\_\_\_, Aged About \_\_\_\_\_ years, Resident  
of \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly state and affirm as  
under:

1. That, I am working as \_\_\_\_\_ (Designation of the Deponent) with M/s  
\_\_\_\_\_ (Name & Address of the Firm/Company) since \_\_\_\_\_  
years;
2. That I am the Authorized Signatory / have been duly authorized to execute this affidavit on behalf of the  
above named Firm / Company and as such component to swear this affidavit. The duly certified copy of  
the Authorization Letter / Board Resolution to this effect is enclosed an Annexure with this Affidavit.
3. That, being the Authorized Signatory I am conversant with the technical details and the overall  
functioning of the Firm / Company applying for the present tender.
4. That, it is submitted that the Firm / Company shall maintain utmost secrecy and take utmost care not to  
leak / divulge any information of the IGNOU.
5. That, in case any such incident is noticed, penalty as imposed by the Hon'ble Vice Chancellor of the Indira  
Gandhi National Open University shall be payable by us.
6. That, I take oath and solemnly declare / affirm that the particulars furnished in the present "Tender  
Form" are correct and that nothing has been concealed for misrepresented therein. That, it is submitted  
that all the Statements / Submission / Declarations / Information, etc. furnished in this "Tendering Form"  
are true statement.
7. That, I declare that there are no legal / criminal proceedings pending / contemplated against our firm or  
any staff members of our firm. It is further submitted that the integrity of the Firm / Company or any of  
its staff members is not under suspicion / inquiry / investigation (as the case may be) before any agency  
like Police, Crime Branch, Central Bureau of Investigation, Vigilance Cell, Central Vigilance Commission,  
etc. and other such agencies empowered to do so under the extant laws.
8. That, I declare that the Firm / Company here-in-above mentioned has not been black-listed by any  
Organizations'/Company.
9. That, I provide hereunder the following details of penalty imposed\*, etc. on the Firm / Company by any  
Organization / company by way of monetary penalty or any other mode:

Sl. No.	Details of Organization / Company, etc.	Details of penalty imposed, etc.

(\*) Strike off whichever not applicable.

10. That, I do hereby swear that my statements under Para's (1) to (9) are true and correct and that it  
conceals nothing and that no part of this is false. In case the contents of affidavit are found to be  
incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and  
other relevant laws.

**PLACE :**

**DEPONENT**

**Signature and Seal of the Tenderer**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY -Regional Center Pune**  
**Quotation for Sale of Obsolete/Unserviceable items of**  
**Furniture& Equipment (scrap )**

**Financial Bid: Name of the Agency:**

**Table -I**

<b>S. No.</b>	<b>Item DESCRIPTION</b>	<b>Quantity of obsolete/ unserviceable Furniture and Equipment item s</b>	<b>Rate (in Rupees-Figures and Words) per each item/</b>
1	CUSHION CHAIR WITH CONT. ARMS(Black seat)	06	Rs. _____ per each (Rupees in words)_____
2	Wheel Chair Cushion seat/Executive cushion chair	03	Rs. _____ per each Rupees( in words)
3	COMPUTER CHAIR	02	Rs. _____ per each Rupees( in words)_____
4	Steel Stool with top	02	Rs. _____ per each Rupees( in words)
5	Notice Board	01	Rs. _____ per each Rupees( in words)
6	Shredder machine	01	Rs. _____ per each Rupees( in words)
7	Steel Rack – Small	03	Rs. _____ per each Rupees( in word)
8	Library Access Card –Godrej make Rack	01	Rs. _____ per each Rupees( in words)_____
9	Plastic Tray	01	Rs. _____ per each Rupees( in words)
10	Plastic Rack –small	03	Rs. _____ per each Rupees( in words)
11	Postal Weighing Machine Part	01	Rs. _____ per each Rupees( in word)
12	Elect. Bell	01	Rs. _____ per each Rupees( in words)
13	Screen Stand	01	Rs. _____ per each Rupees( in words)
14	Air Cooler with stands -Make Bajaj	05	Rs. _____ per each Rupees( in words)
15	Cyclostyle Machine	01	Rs. _____ per each Rupees( in words)_____
16	Microwave Oven–Make:LG	01	Rs. _____ per each Rupees( in words)
17	Over Head Projector (OHP)–Make Photophone	01	Rs. _____ per each Rupees( in words)
18	TELEPHONE INSTRUMENTS	06	Rs. _____ per each Rupees( in words)
19	Generator Set –( Small ) Make :Shriram Honda	01	Rs. _____ per each Rupees( in words)
20	Wire ( LAN wiring and Electrical wiring)	Approx. 1 Kg.	Rs. _____ per each Rupees( in words)

Signature and Seal of the Authorized Person  
With date and Name

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Regional Center Pune**

**Quotation for Sale of Obsolete/Unserviceable items of  
Computers, UPS, Printers and other Electronic Equipment(E-scrap ) Items**

**Financial Bid: Name of the Agency:**

**Table -II**

<b>S. No.</b>	<b>DESCRIPTION</b>	<b>Quantity of obsolete/ unserviceable Equipment i.e. Computers, UPS and other E-waste items</b>	<b>Rate (in Rupees-Figures and Words) per each item/</b>
1	Digital Setup Box –Universal Make	01	Rs. _____ per each Rupees( in word) _____
2	Radio cum Tape Recorder –Bush Make/ philips	06	Rs. _____ per each Rupees( in words)
3	Tape Recorder Speaker	01	Rs. _____ per each Rupees( in words)
4	Mike	02	Rs. _____ per each Rupees( in words)
5	TV Remote-Samsung Make	01	Rs. _____ per each Rupees( in words)
6	Televisions make EC TV/ Sumsung make	02	Rs. _____ per each Rupees( in words)
7	MagnaFlux System (looks like Stabilizer)	2	Rs. _____ per each Rupees( in words)
8	Broad Band Amplifier AV Com	01	Rs. _____ per each Rupees( in word)
9	Kiosk Machine (Blue )	02	Rs. _____ per each Rupees( in words)
10	DVD Writer – Make Super writer master	01	Rs. _____ per each Rupees( in words)
11	Computer Spare parts/accessories		Rs. _____ per each Rupees( in word)
	CPU (computers ) HCL make	10	Rs. _____ per each Rupees( in word)
	Computer Speaker s	08	Rs. _____ per each Rupees( in words)
	Computer –CPU-HCL make	01	Rs. _____ per each Rupees( in words)
	Computer Hard Disk –Make Hitachi	01	Rs. _____ per each Rupees( in
	Computer Fan boxes	03	Rs. _____ per each Rupees( in words)
	Computer Mouses-	10	Rs. _____ per each Rupees( in words)
	Computer KeyBoards –HCL Make/ Zebian/Datamini	06	Rs. _____ per each Rupees( in words)
	UPS KV(Asia power-1) Sizzle 600-	16	Rs. _____ per each Rupees( in words)

12	Laser Printer --Samsung Make/ BROTHER MAKE / HP MAKE	15	Rs. _____ per each Rupees( in words)
13	Dotmatrix Printer -Wipro	2	Rs. _____ per each Rupees( in words)_____
14	VHF Booster	01	Rs. _____ per each Rupees( in words) _____
15	Thomson CD Mini System (RP9322 model) with speakers	04	Rs. _____ per each Rupees( in words)
16	Photocopier Machine (Xerox Machine)-Canon (received from Sadhna Institute Management	01	Rs. _____ per each Rupees( in words)
17	Digital Remote SVR	02	Rs. _____ per each Rupees( in words)
18	Postal Franking Machine Pitney Bowl Make (01 new 02 Old)	03	Rs. _____ per each Rupees( in words)_____

Signature and Seal of the Authorized Person  
With date and Name