

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, PUNE

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

F.No. IG/RCP/Obsolete F&E/Scrap/dispose/2022-23/3677

Dt. 02/01/2023

To,

M/s

Sub : Tender for sale of burnt, damaged and Obsolete(Unserviceable)Furniture, Equipment items and Computers, UPS and Racks 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 (having licence dealing with computer scrap) UPS and Racks (including burnt and damaged items)as scrap on **As is Where is Basis**.

In case your firm / agency is interested, please give your rates in sealed envelopes in the enclosed proforma / Annexures..along with all necessary documents including licence for E-waste scrap.

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 along with all necessary documents and EMD should reach the following address on or before **24/01/2023 by 11.00 A.M.**

To,

The Regional Director

India Gandhi National Open University (IGNOU)

Regional Centre, 1st Floor, M.S.F.C. Building,

Senapati Bapat Road,

Pune-411016

Maharashtra

Yours faithfully,

Regional Director
IGNOU, RC, Pune



Encl : (i) Tender Document and Annexure I (Technical Bid), Annexure-II & III (Financial Bid).

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 Maidan Garhi, 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 and others who are interested in buying burnt, damaged and Obsolete **Furniture items, Equipment items(unservicable) Computers, UPS and Racks as scrap on As is Where is Basic** on the following **terms and conditions:**

**** Last date and time for submission of quotation : Dt. 24/01/2023_ Time :11.00A.M**

**** Date and time for opening Bids. : Dt .24/01/2023_Time :03.00P.M**

1. Tenders shall submit their offer in a sealed envelope super scribed as 'Tender for **Furniture, Computer, UPS and Racks Scrap and other Furniture , Equipments items (Burnt and Obsolete)** at IGNOU, Regional Centre, Pune on or before **dt. 24/01/2023_** 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. 5000/- 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. 03/01/2023
10. The rates may be quoted in the prescribed proforma, which should be inclusive of all taxes and other labour, loading, unloading , transportation, lifting and miscellaneous 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- II, Annexure- III, Financial 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 Scrap**" on `**as is where is basis`**
 - i) DD for Rs. 5000/- towards EMD
 - ii) Copy of PAN Card duly attested.
 - iii) Copy of GST Registration, if registered. (duly attested)
 - iv) **License for lifting of scrap and Licence/Permission letter for collection of E-waste Management & Handling) from the State Pollution Board.**
 - v) **Affidavit in the enclosed format** on Rs. 50/-non judicial stamp paper duly notarized
 - c) **Annexure-II and III (Financial Bid)** duly completed should be put in separate sealed cover super scribing "**Financial Bid for Sale of Scrap of Furniture, Computers, UPS and Racks and burnt, damaged items** Both the covers containing Annexure I and Annexure II,III should be put in a third sealed cover super scribing "**Quotation for Sale of Obsolete Furniture , Equipment items, Scrap of Furniture, Computers, UPS and Racks**

Burnt and damaged 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 24/01/2023 at 11.00A.M.
14. The quotations received after the prescribed date and time shall not be considered.
15. Quotations will be opened on 24/01/2023 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 Scrap/obsolete/burnt, damaged items**Technical Bid****Annexure -I**

Details of Earnest Money Deposit Rs. 5000/- (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		
6	Telephone/Mobile number		
7	License for dealing with scrap (duly signed and stamped copy to be attached)		
8	License for dealing with Computer Scrap (duly signed and stamped copy to be attached)		
9	GST Registration No.		
	(Attach copy of Regn. Certificate duly signed and stamped)		
10	PAN No. (attach copy of PAN card duly signed and stamped)		
11.	Total No. of years of service in the field		
12	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**

(Format of Affidavit duly executed before the Notary Public on a Stamp paper of Rs. 50/-)

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

Quotation for Sale of Scrap/Obsolete /unserviceable /burnt, damaged items
Financial Bid
Annexure- II
Name of the Bidder :

Sr.No.	Particulars of items	No. of items /Quantity burnt/damaged in fire accident	No. of items /Quantity Obsolete/unserviceable items	Rate (in Rs. Figure & in words)per each item/K.g.
1	ELECTRONIC TYPEWRITER		1	Rs. _____ per each Rupees(in words) _____
2	BATTERY CONTROL SYSTEM		3	Rs. _____ per each Rupees(in words) _____
3	VCR + VCD		1	Rs. _____ per each Rupees(in words) _____
4	MICROPHONE		3	Rs. _____ per each Rupees(in words) _____
5	SPEAKER		7	Rs. _____ per each Rupees(in words) _____
6	EC TV		9	Rs. _____ per each Rupees(in words) _____
7	SAMSUNG/BPL TV		1	Rs. _____ per each Rupees(in words) _____
8	Television Samsung make	1		Rs. _____ per each Rupees(in words) _____
9	PERSONAL COMPUTER		16	Rs. _____ per each Rupees(in words) _____
10	RT Monitors14" / Computers /(Datamini mak pentinum-3	30		Rs. _____ per each. Rupees(in words) _____

11	CD WRITER		2	Rs. _____ per each. Rupees(in words) _____
12	UPS 3.0 KV		1	Rs. _____ per each/per K.G Rupees(in words) _____
13	UPS 10.0 KV(Emerteck make)	2		Rs. _____ per each/per K.G Rupees(in words) _____
14	Stabilizer	1		Rs. _____ per each. Rupees(in words) _____
15	INVERTOR		1	Rs. _____ per each. Rupees(in words) _____
16	Printers TVS make	2		Rs. _____ per each. Rupees(in words) _____
17	Window Air Conditioners 1.5 tons (Voltas make)	1		Rs. _____ per each. Rupees(in words) _____
18	DIGITAL SATELLITE RECEIVER IRD		1	Rs. _____ per each. Rupees(in words) _____

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

Quotation for Sale of Scrap/Obsolete /unserviceable /burnt, damaged items
Financial Bid
Annexure- III
Name of the Bidder :

1	CUSHION CHAIR WITH CONT. ARMS		4	Rs. _____ per each. Rupees(in words) _____
2	CHAIR CUSHION WITHOUT ARM		1	Rs. _____ per each. Rupees(in words) _____
3	CANE CHAIR WITH CONTINUOUS ARMS		12	Rs. _____ per each. Rupees(in words) _____
4	CHAIRS (GODREJ MAKE)	13		Rs. _____ per each. Rupees(in words) _____
5	COMPUTER CHAIR		10	Rs. _____ per each. Rupees(in words) _____
6	TABLE WITHOUT DRAWER		1	Rs. _____ per each. Rupees(in words) _____
7	TABLE 3X2X2.5		9	Rs. _____ per each. Rupees(in words) _____
8	COMPUTER TABLE /WORKS STATION TABLES	5		Rs. _____ per each. Rupees(in words) _____
9	SOFA SET 5 SEATER		1	Rs. _____ per each. Rupees(in words) _____
10	CENTRE TABLE 45X24		1	Rs. _____ per each. Rupees(in words) _____
11	TV CABINET		1	Rs. _____ per each. Rupees(in words) _____
12	LECTURE STAND WOODEN		1	Rs. _____ per each. Rupees(in words) _____

13	TROLLEY IRON/WOODEN		1	Rs. _____ per each. Rupees(in words) _____
14	TENDER BOX/ALUMINIUM BOX		2	Rs. _____ per each. Rupees(in words) _____
15	CARPET/ COIR MATTING		1	Rs. _____ per each. Rupees(in words) _____
16	WOODEN BOX		1	Rs. _____ per each. Rupees(in words) _____
17	SLOTTED ANGLES (Big)		3	Rs. _____ per each. Rupees(in words) _____
18	Steel Rack (Godrej Make)	4		Rs. _____ per each. Rupees(in words) _____
19	PLASTIC CHAIR		1	Rs. _____ per each. Rupees(in words) _____
20	Black chair long back with back head wheels at bottom		1	Rs. _____ per each. Rupees(in words) _____
21	CYCLE ATLAS MAKE		1	Rs. _____ per each. Rupees(in words) _____
22	CEILING FAN		5	Rs. _____ per each. Rupees(in words) _____
23	Aquaguard ST2000		1	Rs. _____ per each. Rupees(in words) _____
24	WATER COOLER VOLTAS MAKE		1	Rs. _____ per each. Rupees(in words) _____
25	Type Writer English		4	Rs. _____ per each. Rupees(in words) _____

26	Emergency Lights		2	Rs. _____ per each. Rupees(in words) _____
27	OHP SCREEN		1	Rs. _____ per each. Rupees(in words) _____
28	Telephone Instrument		13	Rs. _____ per each. Rupees(in words) _____
29	Wire (LAN wiring and Electrical Wiring)	1 kg (Approx)		Rs. _____ per kg. Rupees(in words) _____

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