

National Institute of Electronics & Information Technology, (NIELIT), Guwahati

Ref. No. NIELIT/GHY/Scrap Disposal/281/2k14/934

Dated: 14th June 2019

Sub: Tender Notice for disposal of Obsolete Furniture from NIELIT Guwahati.

A number of Obsolete Office Furniture items as per detailed list enclosed at **Annexure 'A'** are lying in the office of this Institute (at Guwahati) for disposal. This Institute proposes to dispose of these materials on '**as is where is**' basis to the vendors/firms registered with Government agencies who will be selected on the basis of highest bid price and on fulfilling eligibility terms. Detailed terms and conditions for the disposal are enclosed at **Annexure 'B'**.

2. Interested parties are requested to quote their highest prices in the Proforma enclosed at **Appendix- 'I'** under the Terms and Conditions. Please note that it is required to bid for all items.

3. Your quotation / bid in the prescribed proforma along with requisite documents should be sealed in a cover super scribed with the words "**Bid for purchase of Obsolete Furniture Items**" addressed to "**The Director, National Institute of Electronics and Information Technology, Vittiya Bhavan, AFC Building, Md. Shah Road, Guwahati - 781008**" and must reach on or **before 12:00 noon of 3rd September, 2019 (Tuesday)**. Price Bid should be submitted in separate sealed envelope superscripted as Financial Bid. Late bids shall not be accepted under any circumstances. Please note that NIELIT Guwahati reserves the right to accept/reject any/all bids without assigning any reason whatsoever. The notice inviting tenders (NIT) can also be downloaded from the NIELIT Guwahati website: <http://www.nielit.gov.in/guwahati/tender>

The Bids shall be opened on **3rd September, 2019** at 3.00 PM in this Office. Bidders may depute their representative (only one) with authorization letter for attending the Bid opening event.

Sd/-
(K.Baruah)
Director

Encl: As above

List of Obsolete Furniture Items

SL.No	Particulars of Assets	Unit
1	Lab Wheel Chair(without arm)	30
2	Round Lab Chair	13
3	Lab Wheel Chair(with arm)	4
4	Wheel Chair Faculty	2
5	Faculty Chair without wheel (with arm)	1
6	Flap Chair	30
7	Computer Lab Chair	10
8	Executive Chair	12
9	Visitors Chair	1
10	Wooden Chair	11
11	Broken Wheel Chair	16
12	Steel Chair Frame	1
13	Three Seater Desk Bench	2
14	Computer Table	5
15	Aluminium Door	3
16	Broken Visitor Chair (steel frame)	1
17	Broken Chair(revolving)	1

National Institute of Electronics & Information Technology, (NIELIT), Guwahati

ANNEXURE-B

Terms and conditions of Tender Notice for disposal of Obsolete Furniture from NIELIT Guwahati.

A. General:

1. The notice inviting tenders can also be downloaded from the NIELIT website (www.nielit.gov.in/guwahati/tender).
2. Details of Bid:-
 - a. Bid Reference : Tender for disposal of Obsolete Furniture
From NIELIT Guwahati Centre
 - b. Last date and time of receipt of bids : 3rd Sept, 2019, 12:00 Noon
 - c. Date and time of opening of bids : 3rd Sept, 2019, 3:00 P.M.
 - d. Date and time of inspection : 23rd-30th, Aug, 2019 (10:00 AM to 5:00 pm
on prior appointment)
 - e. Place of receiving bids : National Institute of Electronics and
Information Technology, Vittiya Bhavan,
AFC Building, Md. Shah, Road, Paltan Bazar,
Guwahati-781008
 - f. EMD : Rs. 8,500/- (Rupees Eight Thousand
Five Hundred Only) In form of Demand
Draft/Pay order in favour of NIELIT
GUWAHATI payable at NIELIT Guwahati or
online through NEFT/RTGS NIELIT
GUWAHATI, A/C No: 30011246687, IFS
Code: SBIN0013247)
 - g. Tender Fee : Tender Fee Rs. 200/- (Rupees Two
Hundred Only) In form of Demand
Draft/Pay order in favour of NIELIT
GUWAHATI payable at NIELIT Guwahati or
online through NEFT/RTGS NIELIT
GUWAHATI, A/C No: 30011246687, IFS
Code: SBIN0013247)

B. Eligibility/ Qualification Criteria:

- a) The bidder shall have to provide services required at Guwahati.
- b) All bidders must enclose GST registration certificate along with the tender documents.
- c) Only Govt. registered firms are eligible to participate .They will have to submit a copy of valid certificate to this effect along with the tender document and this certificate must have

National Institute of Electronics & Information Technology, (NIELIT), Guwahati

the validity on the last day of submission of Bid.

C. Period of validity of bid:-

The bid shall remain valid for 90 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, NIELIT Guwahati be at liberty to forfeit the Bid Security absolutely.

D. General Terms and Conditions:-

The bidders may inspect the items on a predetermined date as given in Bid Schedule and satisfy themselves about the items they are bidding for. For inspection of items under auction at NIELIT Guwahati 1st & 2nd Floor, Vittiya Bhavan, Md. Shah Road, Paltan Bazar, Guwahati-781008.

- a) The items shall be sold to the highest bidder.
- b) The Earnest Money Deposit of the successful bidder shall be adjusted in the bid forthwith. The EMD of unsuccessful bidders shall be returned within one month of the auction date, without any interest.
- c) No items, once disposed of to the successful bidder, shall be taken back by the office of NIELIT Guwahati.
- d) The successful bidder has to make full balance payment in the form of Demand Draft in favour of NIELIT Guwahati or online to Bank Account (NIELIT GUWAHATI, A/C: 30011246687, IFS Code: SBIN0013247) within 3(three) days after confirmation and communication from NIELIT failing which the offer will be cancelled and EMD shall stand forfeited.
- e) An Earnest Money Deposit (EMD) of Rs. 8,500/- (Rupees Eight Thousand Five Hundred Only) must accompany each quotation. This shall be in the form of Demand Draft/Pay order of any Nationalized / Scheduled Bank drawn in favor of NIELIT Guwahati payable at Guwahati or online through NEFT/RTGS without which the tender shall be summarily rejected. Cheque/ Money order/ Cash shall not be accepted. The EMD deposit shall not attract any interest.
- f) The successful bidder shall be required to lift all the items from the disposal site to his premises within 3 (Three) days after the payment of the quoted amount on their own cost(EMD amount will be adjusted with the quoted value for the successful bidder). On failure to do so, office of NIELIT Guwahati shall have the right to forfeit the entire amount of the bidder and dispose the items to an alternate bidder.
- g) A copy of this document (terms and conditions) with each page duly signed by the authorized signatory, who has signed the bid should be submitted with the quotation in token of acceptance of the terms and conditions.
- h) Incomplete and unsigned quotations will be rejected.

E. Bidding Procedure:-

- a) Sealed Bids shall be received, not later than **3rd September, 2019 by 12:00 Noon**. No Bid will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.
- b) The bids would be opened at 3.00 PM on **3rd September, 2019**. The bidders can depute their representatives to attend the bid opening event.

National Institute of Electronics & Information Technology, (NIELIT), Guwahati

- c) All bids must be submitted to the office of NIELIT Guwahati, Vittiya Bhavan, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781008.
- d) All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.

F. Submission, opening and evaluation of Bids:-

- a) The Bidder shall submit their bid in the prescribed proforma enclosed as Appendix-I.
- b) The bidder shall be required to quote for all items in the list.
- c) The amount should be quoted in Indian Rupees and should be clearly legible. In case of any ambiguity, NIELIT Guwahati shall have the authority to reject the bid.
- d) The amount must be quoted in figures as well as in words. In case of any inconsistency in the rates quoted in figures and words, the rates quoted in words shall be taken as correct.
- e) Any over-writing/cutting/fluiding should be authenticated by the signatures of the individual who has signed the bid. Non-adherence to the same will lead to rejection of the bid.
- f) A copy of the terms and conditions (with each page duly signed by the authorized signatory signing the bid with seal) must be attached with the Proforma containing the rates quoted.
- g) All the bids must be accompanied by a bid security (EMD) of the amount of **Rs. 8,500/- (Rupees Eight Thousand Five Hundred Only)** in the form of a Bank Draft issued by any Nationalized Bank in favour of NIELIT Guwahati payable at Guwahati or online NEFT/RTGS. Bids received without EMD shall be summarily rejected.
- h) A copy of Certificate of registration of the bidder firm with the Government of Assam or India or any Govt. Body to be submitted along with the tender document.
- i) The performa containing bids along with Demand Draft or online payment towards EMD, a copy of certificate of Registration and a signed copy of terms and conditions should be sealed in a Cover super scribed with the words **“Offer for Purchase of Obsolete Furniture from NIELIT Guwahati.”** and sent to the Director, National Institute of Electronics & Information Technology (NIELIT) Guwahati, Vittiya Bhavan, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781008 so as to reach the addressee latest by the date and time indicated in this Document.
- j) No bid may be modified subsequent to the deadline for submission.
- k) The bid would be opened on the same day i.e. closing date for submission of Bids. The bidders can depute their representative for the event. Only one person/ representative from each bidder with an authorization letter would be allowed to attend the Bid opening event.
- l) The Bid shall be awarded in favour of the bidder quoting highest price above minimum Bid price(reserve price). The highest quote would be arrived at after taking into account the prices quoted for all items and not item by item rates. In case, where a bidder quotes lump sum amount for complete furniture waste proposed for disposal under this tender and the same is found to be the highest value tender, such bidder shall be awarded the bid.

National Institute of Electronics & Information Technology, (NIELIT), Guwahati

(To be printed & submitted in firm's letterhead)

APPENDIX - I

Name of the Organization :

Address of the organization :

Telephone No. :

E Mail ID :

Rates Quoted:-

ITEMS AVAILABLE IN NIELIT Guwahati Centre						
S. NO.	Item Name	Quantity & Unit (nos)	Unit price offered in figures Rs.	Unit price offered in words	Amount (Quantity x Unit Price) Rs.	Remarks if any
1.	Lab Wheel Chair(without arm)	30				
2.	Round Lab Chair	13				
3.	Lab Wheel Chair(with arm)	4				
4.	Wheel Chair Faculty	2				
5.	Faculty Chair without wheel (with arm)	1				
6.	Flap Chair	30				
7	Computer Lab Chair	10				
8	Executive Chair	12				
9	Visitors Chair	1				
10	Wooden Chair	11				
11	Broken Wheel Chair	16				
12	Steel Chair Frame	1				
13	Three Seater Desk Bench	2				
14	Computer Table	5				
15	Aluminium Door	3				
16	Broken Visitor Chair (steel frame)	1				
17	Broken Chair(revolving)	1				

(Total amount in figure: Rs.

In words.....)

National Institute of Electronics & Information Technology, (NIELIT), Guwahati

N.B: The total price should be inclusive of all misc. charges like transportation, labour or any other expenses etc. As all above items are interlinked to each other therefore no comparison will be made on individual item wise and contract will be awarded on comparison of consolidate price of all items only.

I/We declared that I / my representative have inspected the obsolete items as per the list attached (annexure-A) with tender and am/are interested to purchase the same **“As is where is basis”**.

I/We have gone through the terms and conditions given in the tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the NIELIT Guwahati.

Date:

Signature of Authorized Signatory

Name of the Person _____

Designation_____

National Institute of Electronics & Information Technology, (NIELIT), Guwahati

Annexure-I: CHECK LIST

Sub: Tender for disposal of Obsolete from NIELIT Guwahati

Tender No. NIELIT/GHY/Scrap Disposal/281/2k14/934

Date: 14/06/2019

Name of Bidder:-

Address of Bidder:-

SL NO.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (Tick YES/NO)		Page Number in the Technical Bid	REMARKS
		YES	NO		
01	Cost of Tender Documents (Rs 200/-)	YES	NO		
02	Details of Earnest Money Deposit (EMD Rs 8500/-)	YES	NO		
03	Acceptance of terms and conditions of the tender and it is submitted on the firm's letter head	YES	NO		
04	Signature and seal on all pages of the tender documents including all enclosures	YES	NO		
05	Whether quotation is typed?	YES	NO		
06	Firm Registration Certificate	YES	NO		
07	Proof of address of firm	YES	NO		
08	Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or public sector undertaking in the form of Affidavit	YES	NO		
09	GST Certificate	YES	NO		
10	PAN Card	YES	NO		
11	Valid GST Registration No.	YES	NO		
12	Acceptance of price bid format	YES	NO		
13	Affidavit/ Power of attorney stating the capacity and the authority of the person signing on behalf of the firm.(IF applicable)	YES	NO		
14	Commercial/Financial/Price bid submitted as per format.	YES	NO		