

**National Institute of Electronics and Information Technology (NIELIT)**  
Under Ministry of Electronics and Information Technology, Govt of India  
Silchar Extension Centre, Shibbari Road, Tarapur  
Silchar 788003, Dist. - Cachar, Assam

File No: NIELIT/Silchar EC/Equipment/

Dated Silchar, the 11<sup>th</sup> April 2025

**NOTICE INVITING TENDER**

**Sub:- Disposal of Obsolete/ unserviceable /old Electronics / Old Furniture**

**Silchar Extension Centre of NIELIT Guwahati, Silchar** invites sealed bids under single bid system i.e. Techno commercial from the interested bidders for auction of old / obsolete/used desktop Computers, UPSs, Printers, Used Cartridges, Keyboards, Furniture, etc. on “**As is where is basis**” stored at Silchar Extension Centre.

**A. General:**

1. Tender Document can be downloaded from the website  
([www.nielit.gov.in/guwahati/index.php](http://www.nielit.gov.in/guwahati/index.php), [www.nielit.gov.in/silchar/index.php](http://www.nielit.gov.in/silchar/index.php)).

2. Details of Bid: -

a) Bid Reference:

b) Last date & time of Receipt of bid: 24/04/2025 15:00 Hrs.

c) Opening of Techno Commercial bids: 24/04/2025 15:30 Hrs.

d) Place of receiving of bid:

Silchar Extension Centre of NIELIT  
Guwahati, Shibbari Road, Tarapur,  
Opposite NMI School, Silchar 788003,  
Assam

e) Address for Communication:

Centre in Charge  
Silchar Extension Centre of NIELIT  
Guwahati, Shibbari Road, Tarapur,  
Opposite NMI School, Silchar 788003,  
Assam

g) Pre-Bid meeting / date of Inspection : 22/04/2025 from 14:00 PM to 17:00 PM

h) Contact person : Shamik Gupta Bhaya, Centre In Charge

**1. Qualification criteria:**

a) The bidder should have been registered with Goods and Services Tax (GST). Copy of such certificate shall be enclosed as a proof.

b) Registration certificate of bidder under any suitable act e.g. shop and Establish Act, Company Act, Partnership Act etc. Copy of such certificate shall be enclosed as a proof.

c) Self-attested copy of PAN card.

- d) The bidder should have sufficient documents regarding compliance in E-waste (Management and Handling) Rules,2011, Batteries (Management and Handling ) Rules,2011

## **2. General Terms& Conditions:**

- a) The bidders may inspect the items on predetermined dates and satisfy themselves about the items they are bidding for, as the items condition is on “ As is where is basis”.
- b) The items shall be sold to the bidder quoting highest price.
- c) The successful bidder shall be required to lift all the items from the disposal site to its premises within 3(Three) days after the payment of the quoted amount. On failure to do so, ASCFMS shall have the right to forfeit the entire amount of the bidder and dispose the items to alternate bidder.
- d) Successful bidder has to submit an undertaking that the firm will ensure prevention of leakage of government data stored in obsolete devices if any.
- e) Each page of tender document should be signed by the bidder (s)
- f) Incomplete and unsigned quotations are liable to be rejected.
- g) Total Quotation price on letter head of the firm - Annexure A
- h) Detail list of items to be disposed is at Annexure-B

## **3. Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.

## **4. Submission of Bids:**

- a) A bidder shall submit the quotation in one sealed envelope only as per format.
- b) Sealed Bids shall be received, not later than 07/04/2025 15:00 Hrs. No Bids 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.

- c) Envelope containing quotation must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

### **5. Opening of Bids:**

- a) Techno Commercial bids will be opened after scheduling time, date and venue in the presence of the bidders' representatives who choose to attend.
- b) The bidders' representatives who will be present shall sign in the designated register/ attendance sheet evidencing their attendance, In the event of the specific bid opening being declared a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day.
- c) The Committee formed in NIELIT Guwahati in this regard will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and conform to the terms and conditions.

### **6. Validity of Bid**

The bid shall remain valid for a period not less than 30 day after the deadline date specified for submission.

### **7. Award of contract**

- 7.1 The contract will be awarded to the bidder whose quotation has been determined to be substantially responsive and who has offered the highest evaluated quotation price.
- 7.2 Notwithstanding the above, NIELIT reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.3 The bidder whose bid is accepted will be notified of the award of contract by NIELIT prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 7.4 The bidder has to submit EMD of amount Rs. 2250/- to the following account along with the submitted bid documents:

Name of A/C Holder : NIELIT Guwahati  
Account Number : 30011246687  
Name of Bank : State Bank of India  
Bank A/c type : Savings Account  
Branch : IIBM, Guwahati, Assam  
IFS CODE : SBIN0010669

8. **Payment Terms:** The successful bidder has to submit the bid amount through bank transfer **within 3 three days after confirmation**, failing which the offer will be cancelled to the following account:

Name of A/C Holder : NIELIT Guwahati  
Account Number : 30011246687  
Name of Bank : State Bank of India  
Bank A/c type : Savings Account  
Branch : IIBM, Guwahati, Assam  
IFS CODE : SBIN0010669

A copy of the transaction receipt of above in Original should be submitted to Silchar Extension Centre of NIELIT Guwahati for hand over the Condemned materials and after verification, the materials will be released.

9. **Dispute Resolution:** NIELIT and the Purchaser i.e. bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

You are requested to provide your offer latest by **24/04/2025**.

We look forward to receiving your quotations and thank you for your interest in this project.

Sd/- (L Lanuwabang)  
Director, NIELIT Guwahati  
AIRT & SC Building,  
Jawaharnagar, Khanapara  
Guwahati - 781022

**ANNEXURE- A**

(On letter Head of the firm)

Tender No. NIELIT/Silchar EC/Equipment/ dated 27-03-2025

Subject:- Tender for Disposal of Obsolete/ unserviceable /old Electronics / IT Equipments/  
Old Furniture

- **Name & Address of the Bidder:**  
**(In capital letter)**
- **Contact Number:**

1. I/We declared that I / my representative have inspected the obsolete items at Silchar Extension Centre of NIELIT Guwahati as per the tender document and am/are interested to purchase the same on “As is where basis is”. My/our offer for all the items, is given below:-

Total Quote Price Rs..... (Rupees )

2. 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 I /We will be liable to accept the decision taken by Director, NIELIT Guwahati in this regard.

(Signature of the Bidder)

**ANNEXURE- B**

**List of the items to be disposed off**

<b>Sl. No.</b>	<b>Description of Items</b>	<b>Qty (in Nos.)</b>
<b>Furniture Items</b>		
1	2-Seater Computer Table for Lab	16
2	Computer Chair without Armrest	30
<b>Computer (E-Waste)</b>		
3	CPU	82
4	Monitor	32
5	Keyboard	38
6	Mouse	10
7	Scanner	02
8	Fax Machine	01