



National Institute of Open Schooling (NIOS)

(An Autonomous Institution of the Ministry of Education, Deptt.
Of School Education and Literacy, Govt. of India)
A-24/25, Sector-62, Noida-201309 (U.P.)

TENDER FOR DISPOSAL OF OLD OBSOLETE/UNSERVICEABLE ITEMS

ABOUT THE INSTITUTE

The National Institute of Open Schooling (NIOS) is an autonomous institution of the Deptt. Of School Education & Literacy, Ministry of Education, Govt. of India. It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and quality for a better tomorrow. The mission of the NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC and ST, persons with disability and other disadvantaged persons who for one or the other reason could not continue their education with the formal system. The NIOS operates through a network of Twenty (23) Regional Centers and One (2) Sub-Regional Centres and about three thousand Accredited Institutions (AIs) commonly known as Study Centres in India. The NIOS is the largest open schooling system in the world.

The NIOS floats tender for disposal of old, obsolete and unserviceable items which is annexed as Annexure-I.

Important Dates and Time

Published Date	30/09/2021
Bid Document Download/Sale Start Date	30/09/2021 at 4.00PM
Clarification Start Date & Time	01/10/2021 at 10.00AM
Clarification Closing Date & Time	07/10/ 2021 at 4.00PM
Bid Submission Start Date & Time	08/10/ 2021 at 10.AM
Bid Submission End Date & Time	08/10/ 2021 at 2.30PM
Bid Opening Date & Time	08/10/ 2021 at 3.00PM

INSTRUCTIONS TO BIDDERS

The Secretary, NIOS invites sealed tenders for the disposal of old Obsolete/Unserviceable/Condemned items on "as is where is basis" without guarantee, measurement, weight and number. Interested Parties/Firms may submit their tenders for the above work in the prescribed proforma appended at Annexure-I along with a Demand Draft of any Nationalized bank of lumpsum amount of Rs. 25000/- (Rupees Twenty Five

Thousand Only) towards Earnest Money Deposit (EMD) in favour of Secretary, NIOS, NOIDA, in the tender box kept in Maintenance Section, Room no. 204, NIOS, A-24/25, Sector-62, NOIDA on the specified date and time above.

The tenderer shall be required to follow the following instructions to participate in the tender process.

- i. The tender document can be downloaded from CPP Portal, www.eprocurement.gov.in and NIOS website i.e. www.nios.ac.in.
- ii. The complete tender document must be dropped in the tender box placed at Maintenance Section, Room no. 204, 2nd Floor, Institutional Area, Sector-62, NOIDA-201309 (U.P.) along with an Earnest Money Deposit of lumpsum amount of Rs. 25000/- (Rupees Twenty Five Thousand Only) in the shape of Demand Draft of any Nationalized bank in favour of the Secretary, NIOS payable at NOIDA on the date and time specified above failing which the tender will summarily rejected. The tender will be opened on the date and time specified above in the presence of the authorized representative of the firm. No interest on the Earnest Money Deposit shall be payable.
- iii. The Obsolete/Unserviceable items are placed in the Basement and can be inspected by the Party/Firm in this office between 2.30 PM to 4.30 PM on any working day (except public holidays) on the specified date. The Party/Firm will quote the Highest Consolidated Rate of all items listed at Annexure-I. The highest rate quoted by the Party/Firm for all Obsolete/Unserviceable items shall be given preference.

TERMS & CONDITIONS

The following terms and conditions may please be read and understood by the Party/Firm before submitting the tender.

1. Sealed tenders are invited from reputed Parties/Firms for disposal of old Obsolete/Unserviceable items on “as is where is basis” without guarantee, measurement, weight and number in one lot irrespective of number. The items can be inspected between 2.30 PM to 4.30 PM on any working day (except public holidays) on specified dates. The sealed tender shall be deposited in the tender box kept in the Maintenance Section, NIOS HQ., Room no.204, Sector-62, NOIDA on the date and time specified above.
2. The list of Obsolete/Unserviceable items to be disposed off is appended at Annexure-I.
3. The tenders must be sealed and accompanied with an Earnest Money Deposit (EMD) of lumpsum amount of Rs. 25000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft of any Nationalized bank in favour of The Secretary, NIOS, NOIDA.

4. The tenders not sealed or not in the prescribed proforma or not accompanied with EMD or received after due date and time will be summarily rejected. While sending tender, it must be clearly indicated on the envelope "TENDER FOR DISPOSAL OF OLD OBSOLETE/UNSERVICEABLE ITEMS."
5. The purchase price is to be offered for all the items in one lot irrespective of number in the enclosed proforma at Annexure-I. Cost offered in part will not be accepted. The offered purchase price should be mentioned in Indian Currency, both in figures and in words in the prescribed format at Annexure-I.
6. The Earnest Money Deposit (EMD) shall be forfeited if the tenderer withdraws his offer for whatever reasons.
7. Tender form filled in pencil, overwriting, illegible or erased will not be considered and automatically rejected.
8. Tender will be opened on the date and time specified above. The interested Party/Firm or his authorized representative can participate at the time of opening of tender. In case, the date of opening of tender is closed holiday, then the tender shall be opened on following working day at the same time and venue.
9. The successful tenderer will have to make full payment for all the Obsolete/Unserviceable items by way of Bank Draft in favour of The Secretary, NIOS, NOIDA within a week from the date of issue of Sale letter failing which entire amount of Earned Money Deposit (EMD) will be forfeited.
10. The successful tenderer immediately after making full payment to the NIOS shall take delivery of all the items in one lot irrespective of number within 3 (Three) days and make the area, where these are kept, clean and clear. The Party/Firm whom the Obsolete/Unserviceable items sold is not allowed to segregate or clean the same and leave the unwanted items in the NIOS Campus.
11. The successful tenderer shall take away the items on his own risk & cost and he shall be responsible for disposal of the Obsolete/Unserviceable items.
12. The NIOS reserves the right to accept or reject any or all the offers of tenders without assigning reasons.
13. The Party/Firm shall also have to make payment of applicable GST on the total cost of Obsolete/Unserviceable items sold to it within 03 (Three) days along with the total payment of NIOS.
14. The bid of the highest acceptable responsive bidder shall normally be accepted. However, if the price offered by the bidder is not acceptable, negotiation shall be held only with that bidder.
15. Successful bidder shall be required to submit an undertaking at the time of lifting of materials that all the e-wastes namely, Computers, Printers, Scanners, Photocopier

Machines, Fax Machines, Batteries, Television, etc. shall be disposed off as per e-waste (Management & Handling) Rules, 2015 notified by Ministry of Environment and Forests.

16. The EMD of the unsuccessful tenderers shall be released without interest after successful tenderer takes possession of the Obsolete/Unserviceable items and removes from NIOS.
17. The EMD to the successful Party/Firm shall be refunded only after the applicable GST received on the total value of the goods sold.
18. The EMD shall be forfeited in case the selected Party/Firm does not take possession of all Obsolete/Unserviceable items within the time limit specified for taking delivery of the items in Sale Order or fail to pay the GST to NIOS or fail to comply with any of the terms and conditions in the Sale Order.
19. The Party/Firm awarded the Sale Order should
 - (i) Remit the amount quoted by it on receipt of the Sale Order to the NIOS within specified time together with GST as applicable on total value of the goods sold and
 - (ii) To lift the Obsolete/Unserviceable items sold to it within 3 (Three) days from the date of award of Sale Order.
20. The NIOS shall not entertain any dispute with regard to description of quality, quantity, condition, etc of the Obsolete/Unserviceable items being disposed off under this tender document.
21. The delivery shall be allowed on week days from Monday to Friday except public holidays between 11.00 AM to 5.00 PM under the supervision and instruction of the NIOS designated Officer for this purpose. The Party/Firm shall make full payment of the NIOS by way of Demand Draft in favour of "The Secretary, NIOS, NOIDA" before lifting all the Obsolete/Unserviceable items. The Party/Firm shall be responsible to make all arrangements to take delivery of the items offered in Sale Order.
22. The Party/Firm awarded the Sale Order shall not cause or inflict any damage to the NIOS properties while taking delivery of the sold items. The damage, if any, shall be made good before taking out the items offered for disposal by the Contractor.
23. Labour/transportation charges on account of lifting/removing the sold goods shall be borne by the successful Contractor.
24. In case of any dispute, the decision of the Chairperson, NIOS shall be final and binding on the Party/Firm.

Secretary, NIOS

ANNEXURE-II**(FORM TO BE FILLED IN BY THE ELIGIBLE BIDDERS)****TENDER FOR DISPOSAL OF OLD OBSOLETE/UNSERVICEABLE ITEMS**

Sr. No.	PARTICULARS	DETAILS TO BE FURNISHED BY THE PARTY/FIRM
1	Name of the Party/Firm Complete Postal Address, Phone Numbers (O) & (Mob.) Email I.D. (Copy of Address proof should be enclosed)	
2	Type of Party/Firm (Individual/Partnership/Proprietorship)	
3	Registration Number of the Party/Firm, If any, with details of issuing authority (Copy should be attached)	
4	PAN Card Number (Copy should be enclosed)	
5	GST Registration Number (Copy should be enclosed)	
6	Last two years IT Returns (Copy should be enclosed)	
7	Details of EMD being submitted herewith	Bank Draft No. Dated: Amount: Bank:
8	Experience, if any with Central Govt./State Govt./Autonomous Body/Public Sector Undertaking for undertaking similar work. (Copy of Experience Certificate should be enclosed)	
9	Any Litigation/Civil Suits against the Party/Firm	

10	Consolidated highest rate to be offered by the Party/Firm	Rs. _____ (in figures) Rupees _____ _____ _____ Only

Note: The successful Party/Firm shall have also to make payment of applicable GST on the total cost offered by it as indicated above for all the Obsolete/Unserviceable items listed at Annexure-I sold to it within 15 days along with the total payment to NIOS.

UNDER TAKING

(Submitted separate in Letter Head of the Party/Firm with duly sign & seal)

I/we hereby undertaking that all the E-waste materials to be purchased from the NIOS shall be disposed/recycled as per the E-waste (Management) Rules, 2015 published by the in the Ministry of Environment & forest and climate change Government of India.

ACCEPTANCE OF THE TENDER

All the clauses of tender document and terms and conditions enumerated therein have been read by me/us and are acceptable to me/us.

Signature of the authorized personnel with seal

ANNEXURE-I**LIST OF OBSOLETE/UNSERVICEABLE ITEMS FOR DISPOSAL**

Sr.No.	Items	Quantity
1	ALMIRAH	7 NOS
2	ALMIRAH SMALL	1 NOS
3	AC (WINDOW)	2 NOS
4	BOOK SHELVES	7 NOS
5	CALCULATOR	8 NOS
6	CHAIR-EXECUTIVE	5 NOS
7	HEATER	12 NOS
8	WOODEN CHAIR	8 NOS
9	COMPUTER	29 NOS
10	MONITOR	32 NOS
11	UPS (NORMAL)	42 NOS
12	STABILIZER	7 NOS
13	EXHAUST FANS	2 NOS
14	FAN PEDESTAL	4 NOS
15	WALL FANS	12 NOS
16	FILE CABINET	3 NOS
17	HOT CASE	3 NOS
18	PRINTER 3 IN 1	10 NOS
19	MODI XEROOX AND HP	26 NOS
20	HP 2015	8 NOS
21	FAX MACHINE	12 NOS
22	SCANNER	4 NOS
23	OFFICE TABLE	15 NOS
24	COMPUTER TABLE	5 NOS
25	BOOK RACK	10 NOS
26	STEEL CHAIR WITH ARM	46 NOS
27	STEEL CHAIR WITH OUT ARM	12 NOS
28	IRON CHAIR	12 NOS
29	REVOLVING CHAIR	2 NOS
30	TELEVISION	2 NOS
31	WEIGHING MACHINE	2 NOS
32	PHOTOCOPIER MACHINE	4 NOS
33	PAPER SHREDDER	2 NOS
34	RO	3 NOS
35	MOTOR 1 HP	1 NOS
36	MONOBLOCK PUMP	2 NOS
37	TELEPHONE	63 NOS
38	WATER COOLER	3 NOS
39	LMP PRINTER	3 NOS
40	SOFA	

	SIX SEATER	1 NOS
	5 SEATER	1 NOS
41	LAPTOP	5 NOS
42	MOBILE PHONE	7 NOS
43	PLAN SET	1 NOS
44	AIR COOLING UNIT	10 NOS
45		
46		
47		
48		
49		
50		