भारतकेमहारजिस्ट्रारकाकार्यालय,
Office of the Registrar General, India
भारतसरकार, गृहमंत्रालय,
(Government of India, Ministry of Home Affairs)
प्रथमतल ,विंग-ए ,एनडीसीसी II-बिल्डिंग,जयसिंहरोड,नईदिल्ली- 110001
1st Floor, Wing-A, NDCC-II Building, Jai Singh Road, New Delhi-110001

File No:-D-27013/1/2021-GS (Pt)

Dated: 08.12.2021

E-Tender Notice

Sub: E-Tender Notice for disposal of obsolete/ unserviceable items in the office of Registrar General, India.

E-tender is invited for disposal of obsolete/ unserviceable items on "as is where is basis" in two bid system.

2. The bid will be accepted through e-tender only and intending bidders must be registered with the Central Public procurement (CPP) Portal i.e. http://eprocure.gov.in/eprocure/app.

3. The tender document contains the following:-

Annexure-I	:	Instructions for Online Bid Submission
Annexure-II	:	Contractor's details
Annexure-III	:	List of items for disposal
Annexure-IV	:	Copy of BOQ

E-TENDER SCHEDULE

Sl. No.	Schedule Activities	Date
1	Date of Issue/Publishing	08.12.2021
2	Document download start date	08.12.2021
3	Bid submission start date	08.12.2021
4	Seek clarification start date	08.12.2021
5	Seek clarification end date	15.12.2021
6	Bid submission closing date	21.12.2021 (11.00 A.M)
7	Date and time of opening of technical Bids	22.12.2021 (11.30 A.M)

4. In case any holiday is declared by the Government on the day of bid opening, the tenders will be opened on the next working day at the same time. This RFP is being issued with no financial commitment and purchaser reserves the right to change or vary any part thereof at any stage.

Yours faithfully,

(Hemlata Sindhura)
Deputy Director (HoO)
Tel. No.011-23438151

हेमलता सिंधुरा/HEMLATA SINDHURA
उप निदेशक एवं कार्यालय प्रमुख
Deputy Director and Head of Office
भारत के महारजिस्ट्रार का कार्यालय
O/o the Registrar General India
गृह मंत्रालय/Ministry of Home Affairs

Annexure-I

Important Instruction & General Instruction

1. **Seller:** Office of the Registrar General, India, Ministry of Home Affairs on behalf of THE PRESIDENT OF INDIA
2. The **tender will be processed in two bid system & on an "As is where is Basis".** The tender will be processed in two bid system & on an "As is where is Basis". The bidders are required to submit online technical and financial bid (BOQ) as per the tender document. Financial bid of only those bidders will be opened who qualify in the technical bid. All the participating bidders are requested not to mention quoted bid amount in the technical bid otherwise those bid (s) will be rejected
3. **Firms and fixed rates:**

The consolidated amount quoted should in INR in the prescribed BOQ only of this Tender only. Request for change of contracted rate shall not be considered under any circumstances. Quotation with variable prices of seeking provision for changing of prices/ contracted amount any/some condition shall be rejected without any consideration.

4. Terms & Conditions

Terms & conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected at the discretion of this Department.

5. Inspection of the Items

The disposal of obsolete/ unserviceable items shall be on an "as in where is basis" and no guarantee of certificate of its worthiness of quality will be given by this Department. The condition of the items can be inspected physically between 11:00AM to 4:00PM on any working day. Sh. Surender Singh, S.I Grate-I (Mob-8285747356) for NDCC Building & Shri Bijendra Rai, Consultant (Mob - 9868619396) for West Block-I, R. K. Puram, may be contacted for inspection of the items to be disposed off.For any further query,Sh. Arvind Kushwaha,Assistant Director(Mobile- 8902464686) may be contacted.

6. Prescribed forms:

Online quotation of bidders received in the format prescribed in this e-tender shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained.

7. Late delayed tenders:

Quotations received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.

8. Departments right

The office of the Registrar General, India reserves the right to reject any tender/ all tenders in full or part thereof without assigning any reasons.

9. Submission of Bid

The bid send through e-mail, post/speed post or by any other means other than as stipulated in the E-Tender documents will not be considered by the Department and shall be liable to be rejected.

10. Documents to be attached with bid

The firms are required to upload copies of the following documents along with the Technical Bid, failing which their bids shall be summarily/outrightly rejected and will not be further considered

i. Copy of PAN Card No.
ii. Copy of GST Registration No.
iii. Bank Account details

Financial bids of only technically qualified bidders will be opened.

11. Evaluation of bid & acceptance of offer

Consolidated price should be quoted for all items for disposal. Contract will be awarded to that firm which has quoted the highest amount. In the event of two or more bidder have quoted identical highest amount of all items and they fulfill the terms and condition of this tender, the Department may award contract to any firm at their discretion and decision of the Department will be final and no representation in this regard will be considered. The successful bidder will be required to deposit the total bid/ quoted amount in lump sum by means of Demand draft, Pay Order/ Banker's Cheque in favour of PAO (Census), New Delhi, within 10(ten) working days from the date of award of contract and the items will have to be lifted within 05 days of the receipt of confirmed work order by the firm. If the successful bidder fails to deposit the quoted amount within stipulated time, it may lead to blacklisting of the bidder for six months. In such case, H2 bidder will be given a chance to match the H1 price to lift the items and so on.

12. Litigation

Any disputes arising shall be settled through arbitration.

13. Terms & Job execution period

The successful bidder will have to inform at least two working days in advance of the intended date of lifting of the materials. The bidder will be required to make own arrangement for lifting of the materials and will employ his own labour, bags and other items as required for packing and lifting of the goods/ material. List of items are given at Annexure-A

14. **Tender Fee-NIL.**

Contractor's Details **Annexure-II**

Supporting documents be annexed with the application form (Applications found incomplete in any respect are liable to be rejected without further correspondence)

Sl. No.	Description	Information	
1	Name of the Firm		
3	Address (attach proof)		
4	Telephone number	Landline/ Mobile No.	
		e-mail address	
5	Other details (enclose copy)	PAN No.	
		GST No.	
7	Bank Account details	A/c No.	
		Name of Bank	
		Branch	
		Type of Account	
8	Certificate/ Undertaking	a. I/we certify that I/we have carefully read the terms & condition mentioned in the tender enquiry form and shall abide by them.	
		b. I/we certify that the information given is true to the best of my/our knowledge. I/we also understand that if any of the information is found false at any stage, I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by Office of RGI, MHA.	

Signature of the bidder(s) with stamp

Annexure-III

List of items for disposal lying at NDCC-II Building, Jai Singh Road, New Road, New Delhi:

Item No.	Particulars of Stores	Quantity/ Weight
1.	Staff Chair	14
2.	Visitor Chair	4
3.	Steel Almirah (Big Size)	3
4.	Steel Almirah (Small Size)	1
5.	Wooden Storage (Almirah)	1
6.	Wooden Work Station (Table)	1
7.	Wooden Drawer	3
8.	Water Dispenser	1

List of items for disposal lying at West Block-I, R.K Puram, New Road, New Delhi:

Item No.	Particulars of Stores	Quantity/ Weight
1.	Wooden Storage (Almirah)	3
2.	Visitor Chair	11
3.	Chair	111
4.	Iron frame of Work Station	111

Annexure-IV

BOQ

Tender Inviting Authority: Deputy Director (HoO)	
Name of Work: Disposal of obsolete/ unserviceable items in the office of Registrar General, India	
Contract No: D-27013/1/2021-GS (Pt)	
Name of the Bidder/ Bidding Firm / Company :	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Consolidated amount in Figures To be entered by the Bidder in Rupees	Consolidated amount	TOTAL AMOUNT In Words
1	2	3	4	5	7	15	17
1	**Disposal of obsolete/unserviceable items in ORGI**						
1.01	Obsolete/unserviceable items lying in NDCC-II building and West Block-I office as per Annexure-III of the tender document	item1	1.000	Lot		**0.00**	INR Zero Only
Total in Figures						**0.00**	INR Zero Only
Quoted Rate in Words		**INR Zero Only**					

Validate Print Help **em Wise BoQ**

Tender Inviting Authority: Deputy Director (HoO)

Name of Work: Disposal of obsolete/ unserviceable items in the office of Registrar General, India

Contract No: D-27013/1/2021-GS (Pt)

Name of the Bidder/ Bidding Firm / Company :	

PRICE SCHEDULE

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NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Consolidated amount in Figures To be entered by the Bidder in Rupees	Consolidated amount	TOTAL AMOUNT In Words
1	2	3	4	5	7	15	17
1	**Disposal of obsolete/unserviceable items in ORGI**						
1.01	Obsolete/unserviceable items lying in NDCC-II building and West Block-I office as per Annexure-III of the tender document	item1	1.000	Lot		**0.00**	INR Zero Only
Total in Figures						**0.00**	INR Zero Only
Quoted Rate in Words		**INR Zero Only**					