

Government of Himachal Pradesh
Department of Personnel
(Secretariat Administration-R&I-1Section)

No. Pers(SA-R&I-1)7(G) 2-7/2015

Dated : Shimla-2 the

23rd - July, 2019

**AUCTION NOTICE FOR DISPOSAL OF OBSOLETE COMPUTER HARDWARE AND
OTHER OFFICE AUTOMATION MACHINES.**

Sealed tenders/quotations are invited on "As IS WHERE IS BASIS" from the vendors/e-waste recyclers registered with Ministry of Environment & Forest/Central Pollution Control Board or with H.P State Pollution Control Board for auction of obsolete Computers, Printers, TFT's, CRT's, Fax Machines, Typewriters, Calculators in the premises of H.P Secretariat, Shimla-02.

Bidder should be authorized scrap Vendors/e-waste recyclers from above Ministry and / or Board. Attested copy of his registration certificate issued by the Central Pollution Control Board or HP Pollution Control Board should be attached with the bidding document.

The above items are located in the premises of Armsdale & Eilerslie Building of HP Secretariat, Shimla-171002. Details for inspection, contact person, tender acceptance are as under :-

1. **Date & Time for inspection of items** : All working days between
25-07-2019 to 30-07-2019
2:30 PM to 4:30 PM
2. **Contact Person** : Smt. Kusam Lata
Section Officer, SA R&I-I
Tel. No. 0177-2880453
Tel. FAX 0177-2623178
3. **Tender documents available at** : [www.himachal.nic.in /tenders](http://www.himachal.nic.in/tenders)
4. **Date & Time and Place of Acceptance of tenders** : In sealed cover to Section Officer (SAR&I-I) at Room No.G-4-Ellerslie Building, SA R&I-I Section, HP Secretarait, Shimla-02
Upto 31-07-2019 (01:30PM)
5. **Date, Time & venue for opening of tenders** : 31-07-2019 at 2.30 PM in the office of undersigned.

Submission of Bids: Bids shall be submitted in two separate envelopes named as, 'Technical Bid' (Format-I) and 'Financial Bid' (Format-II). Both the sealed envelopes of "Technical Bid" and "Financial Bid" should be kept in the third envelope and the sealed envelope superscribed as "Tender for disposal of obsolete computer hardware and other office automation machines". The envelopes should be clearly marked as 'Technical bid' (Envelope-I) and 'Financial Bid' (Envelope-II). The bidder shall submit an EMD alongwith Technical Bid in the

form of Demand draft amounting to Rs. `10,000/- (Rupees Ten Thousand Only) drawn in favour of Deputy Secretary (SA R&I-I) to the Government of HP, H.P Secretariat, Shimla-171002, failing which the tender will be summarily rejected. EMD in any form other than stated above shall not be accepted.

- (a) Technical Bid shall contain the information in format-I duly supported with the documents (duly self attested). The rates of the items shall not be quoted in technical bid.
- (b) The financial bid in format-II, of the tenderers whose bid is found technically qualified will be opened in the presence of the tenderers, who choose to attend the opening of financial bid.
- (c) Tenders received in the single-bid system or having the technical as well as financial bid in the same envelope shall be rejected.

GENERAL TERMS & CONDITIONS OF TENDER:-

1. Bidders may inspect the items on the stipulated date and time.
2. The items shall be sold to the highest bidder.
3. List of items are given in Annexure-`A`.
4. The Earnest Money Deposit (EMD) of successful bidder shall be returned after full payment of the bid.
5. The successful bidder has to make full payment within 05 days, failing which the offer will be cancelled and EMD shall stand forfeited. The EMD of unsuccessful bidders shall be returned without any interest.
6. Item once disposed of to the successful bidder shall not be taken back by this Department on any condition, whatsoever.
7. The successful bidder(s) will be required to lift all the items from the disposal site within five days after the payment of full payment. On failure to do so, this Department shall have right to forfeit the entire amount of the bidder and dispose the items to alternate bidder. The successful bidder, on their own cost, will also be required to make their own arrangement of transport, labour etc. for lifting the items.
8. Bid letter in sealed envelope marked; **TENDER FOR DISPOSAL OF OBSOLETE `COMPUTER HARDWARE AND OTHER OFFICE AUTOMATION MACHINES`** would be addressed to Deputy Secretary (SA R&I-I) to the Government of Himachal Pradesh, Himachal Pradesh Secretariat, Shimla-171002.
9. The bid must be handed over to Section Officer (SAR&I-I) at Room No. G-4-Ellerslie Building, SA R&I-I Section, HP Secretariat, Shimla-02 on or before the due date and time, Bids received after the due date and time due to any reason whatsoever, shall not be considered.
10. The financial bid should be quoted both in figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer.
11. Undersigned reserves the right to accept or reject any/all bids without assigning any reason, whatsoever.
12. Each page of tender document should be signed by the bidder(s)
13. Incomplete and unsigned bids are liable to be rejected.

14. Bidder must enclose copy of address proof (Voter I-card/Adhaar card/Driving Licence etc.) and PAN CARD along with his bid.

(Manoj Tomar)
Addl. Secretary (SA) to the
Govt. of Himachal Pradesh

Endst.No. Pers(SA-R&I-1)7(G) 2-7/2015,

Dated: Shimla, the 23rd July, 2019

Copy is forwarded for information/necessary action to:-

1. Auditor General (Audit/Accounts), Himachal Pradesh, Shimla-171003 for information.
2. Director, Information & Public Relations Department, H.P. Shimla-171002 with the request to publish the same immediately in two leading newspapers.
3. The Senior Technical Director-cum-SIO, National Informatics Centre (NIC), 6th Floor, Armsdale Building, H.P Secretariat for uploading the same on official website of H.P. Govt. immediately.
4. Notice Boards, Gate Nos. 1 & 3, H.P. Secretariat.

(Pushp Lata Singha)
Deputy Secretary (R&I-I) to the
Govt. of Himachal Pradesh.
Ph. No. 0177-2624323

Annexure-A

List of obsolete Computers, Printers, TFT's, CRT's, Photostat Machines, Type Writers, Calculators, Batteries in H.P. Secretariat, Shimla-02.

Sr. No.	Name of Items	Quantity (Approx.)
1.	CPU's	166
2.	Dot Matrix Printers	26
3.	Laser Jet Printers	38
4.	TFT Monitors	250
5.	Keyboards+Mouse	400
6.	CRT Screens	72
7.	Photostat Machines	08
8.	Tupewriters	10
9.	Calculators	25
10.	Fax Machines	14
11.	Batteries	56

TECHNICAL BID
(To be kept in separate sealed envelope superscribed as "Technical Bid")

- 1. Name of the Tenderer :
- 2. Name of the authorized person :
(who sign the tender documents)
- 3. Address of the tenderer :
- 4. Phone No. :
- 5. Mobile No. :
- 6. Email :

Detail of documents :

Sr. No.	Particulars	Attached at page	Remarks
1.	Earnest Money demand draft for Rs. 10,000/- (In Demand Draft Form)		DD No.: Amount : Date :
2.	VAT/Sales Tax Registration No.		Copy of certificate to be attached
3.	PAN/TIN No.		-do-
4.	Have you ever been debarred by any Govt. organization/PSU		Yes/No
5.	vendors/e-waste recyclers registered with Ministry of Environment & Forest/Central Pollution Control Board or with H.P State Pollution Control Board		Copy of certificate to be attached

Date
Place:

(Signature & seal of the Tenderer)

FINANCIAL BID
(To be kept in separate sealed envelope superscribed as "Financial Bid")

Name & Address of the Tenderer _____
(IN CAPITAL LETTERS)

Telephone No. _____

Details of EMD _____

I/we have inspected the obsolete items and am/are interested to purchase the same on 'as is where basis' situated in the premises of HP Secretariat, Shimla-02. My/our offer for the items is given below:

Quote ` _____ (_____)

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 Department.

Date

Place:

(Signature & seal of the Tenderer)

To

The Deputy Secretary (SAR&I-I) to the
Government of Himachal Pradesh
Room No. 314-Armsdale Building
HP Secretariat, Shimla -02
Tel. No. 0177-2624323
