

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE SRINAGAR
NOTICE INVITING TENDER

Subject: Sealed tenders for Disposal of obsolete and unserviceable equipment and furniture items.

The Regional Centre, Srinagar invites sealed tenders from junkyard dealers, recycler, Reprocessor of e-Waste (electronic waste) for disposal of unserviceable and obsolete equipment and furniture items as given in the tender on "***As is where is Basis***". The items are located at IGNOU, Regional Centre Srinagar. The bidder can visit the site and can check the items before quoting the financial bids / rates. **Last date of submission tenders will be 04-02-2019.**

General Terms and Conditions:-

1. All the items will be disposed off in one lot to the successful bidder and no part bids shall be entertained.
2. The bidders may inspect the items on any working day given in the auction notice and satisfy themselves of the items that for they are bidding.
3. The items shall be sold / auctioned to the **Highest Bidder (H-1)**.
4. Items once disposed off to the successful bidders shall not be taken back by the IGNOU, Srinagar.
5. The successful bidder has to make full balance payment in the form of Account Payee Demand Draft of a Nationalized Bank / Scheduled bank in favour of "***IGNOU, Srinagar***" payable at Srinagar within a week after confirmation, failing which the offer shall be cancelled.
6. The successful bidder shall be required to lift all the items from the site to his premises within a week time after the payment at his own cost.
7. The bidder should mention the mobile no./ contact no. on the outer envelope.
8. The Regional Director, Srinagar reserves full right to alter or amend any condition of the tender document before the last date of submission.
9. The successful bidder will be allowed to lift the material after the necessary approval is received from IGNOU Hqrs New Delhi.
10. University has the right to cancel the tender at any time without assigning any reason thereof.

REGIONAL DIRECTOR (I/c)

Terms & Conditions for Tenders quoted

1. Tender letter in sealed envelope should be addressed to the Regional Director IGNOU Srinagar *“Tender for unserviceable and obsolete items.”*
2. The bidders should submit the bids as per two bid system i.e Technical bid and financial bid. Two bids should be enclosed in separate envelopes. These two envelopes should be then put in a bigger envelope which should be superscribed “Quotation for obsolete items”. Financial bids of only those bidders will be opened who are declared successful in the technical bids.
3. The tender must reach the IGNOU, Regional Centre, Srinagar on or before the due date and time. Tenders received after due date and time due to any reason whatsoever including postal delays shall not be considered.
4. The financial bid should be quoted both in figures and words. Any overwriting or erasing in the figure shall not be considered for acceptance of the rates offered by the tenderer.
5. The Regional Director IGNOU Srinagar reserves the right to accept or reject any/all bids without assigning any reason whatsoever.
6. Each page of the tender document should be stamped and signed by the bidder (s).
7. Incomplete and unsigned tenders are liable to be rejected.
8. An Earnest Money Deposit (EMD) of Rs. 5,000/- must accompany in the technical bid envelope. This shall be in the form of an account payee Demand Draft/Pay order of any nationalized/scheduled bank drawn in favour of the IGNOU payable at SRINAGAR without which the tender shall be summarily rejected. No cheque/money order/cash shall be accepted.
9. No interest is payable for the Earnest Money Deposit.
10. The Regional Centre Officers / employees/ contractual and Daily wage staff and their relatives are not allowed to participate in the above auction / tender process.

Sd/-

REGIONAL DIRECTOR