

• To,

• Date : 28/01/2022

All interested bidders

• Ref : 5-24/RC-GRC/Obsolete/18-19/

Dear Sir/ Madam,

Sub: Notice Inviting for Auction for disposal of obsolete/unserviceable computers and other items

Sealed tenders are invited for disposal of obsolete/unserviceable computers and other items on "As is where basis is"

The details of notice is as under:

- 1.All the material are offered for sale on "as is where is" basis. The details of the materials kept for auction is available on our website i.e., www.rcguwahati.ignou.ac.in
- 2.The bidder who wants to participate in the auction process has to submit their sealed quotation to this office on or before 7th February,2022
- 3.For any additional information regarding auction the intending bidder can contact following official

IGNOU RC Guwahati, H/No-71, Chrisitan Basti, GMCH Road,
Guwahati-781005

Telephone No: 0361-2343785

IGNOU RC Guwahati Auction System

Basic Detail

1. Auction Title : Disposal of obsolete/unserviceable items
2. Description : Computer and other items
3. Details : As per List enclosed
4. Lot Type : Single
5. Product Category : Unserviceable /Obsolete
6. Inviting Officer : Regional Director
7. Inviting Officer Address : IGNOU RC Guwahati, H/N-71, Christian Basti, GMCH Road, Ghy-05

Fee Details

8. Auction Fee Required : Yes
9. Auction Fee : Rs. 100/-
10. EMD Required : Yes
11. EMD Amount : Rs. 5,000/-
12. Fee Payable To : IGNOU
13. Fee Payable At : Guwahati
14. EMD Exemption Allowed : No
15. Solvency Value : No
16. Payment Mode : Offline/ Online
17. Payment Instrument : **Auction Fee and Amount of the Bid Value** is to be paid through RTGS/NEFT/ECS through a schedule bank to the following account and copy of the receipt of payment made is to be technical bid document at the time of submission:

Account No & name	IFSC Code	Bank Name	Branch Address
50100251382672 IGNOU PFMS- Guwahati	HDFC0001474	HDFC BANK	JAY KAY HERITAGE,CHRISTIAN BASTI, GUWAHATI-5

Critical Dates

- | | DD/MM/YYYY | Hrs Mins |
|--|-------------------|-----------------|
| 18. Date of Publication : | 28-01-2022 | 12:00 Hrs |
| 19. Start Date for Material Inspection : | 28-01-2022 | 13:00 Hrs |
| 20. End Date for Material Inspection : | 07-02-2022 | 13:30 Hrs |
| 21. Document Submission Start Date : | 28-01-2022 | 14:00 Hrs |
| 22. Document Submission Last Date : | 07-02-2022 | 14:00 Hrs |
| 23. Opening of Tender (expected) : | 07-02-2022 | 16:30 Hrs |

Terms and Conditions

Technical Term:

1. Bidder will be considered for evaluation who will deposit auction fee, EMD in original within prescribed time limit in the IGNOU RC Guwahati. Further all other documents mention in Annexure-III should also to be submitted.
2. Original Document if asked by the Authority should be produced immediately by the bidder.
3. No bidder shall be exempted from payment of EMD. EMD exemption given by other department will not be accepted. Offer submitted without EMD will not be accepted.
4. Acceptance of auction will rest with the authority, who reserves the right to reject any or all auction without assigning any reason.. The auction whose offer is accepted will have to complete the contract form within stipulated time of being notified to do so and shall abide by all the rules and regulations and special conditions enumerated or attached herewith.
5. The offer shall remain valid for the period of 180 (One hundred eighty) days from the date of issue of Acceptance Letter.

Taxes:

1. Maximum offered rate is net value of the goods to be sold. Taxes in respect of sales by transfer of property in goods involved under the provision of GST for the purposed of buy to be bear by the bidder.

Payment Terms:

1. On the completion of the bid and issue of Acceptance letter, bidder shall deposit to IGNOU RC Guwahati 25% of the amount of bid value within 7 days from the date of issue of Acceptance Letter through RTGS/NEFT/ECS through a schedule bank. If successful auction purchaser fails to deposit initial 25% amount within stipulated period, his EMD will be forfeited and further he will be disqualified for the participation in further auction of IGNOU RC Guwahati.
2. The successful bidder must pay the balance amount of 75% of the bid value within 15 days (including holiday) from the date of issue of Acceptance Letter through RTGS/NEFT/ECS through a schedule bank. In case of failure to pay the balance 75% amount within above stipulated period , the payment may be accepted on the discretion of Authority upto period of two week from the due date of payment on payment of additional late payment penalty @1% per week on total sale value. In case of failure of pay the balance amount along with penalty also, the 25% amount specified above will stand forfeited on expiry of 30 days from the date of issue of Acceptance letter and same will be treated as cancelled. However, IGNOU RC Guwahati reserves the right not to accept the payment with or without the late penalty after the expiry of above mentioned time limits.
3. The payment of 75% amount shall be paid to the IGNOU RC Guwahati then only Sales Release order will be issue.

Lifting period:

1. The successful buyer have to lift the material by employing their own labour and transport at their own cost within 25 days from date of issue of sales release order after making the balance payment of 75% of sale value.
2. If the successful bidder is unable to lift the material within stipulated period, ground rent @1/2% of the accepted bid per day will be levied and upto 2 weeks maximum, provided written request is received before the expiry of free lifting period. If no such request is received, the Sale order shall stand cancelled and the entire amount paid will be forfeited.

3. If the auction material is not lifted within 45 days from date of issue of Sales Release order, the auction will be treated as cancelled and in this case the entire amount paid will be forfeited.

General terms:

1. Bidder shall submit copies regarding to personal detail, technical document along declaration duly signed and sealed by the authorised representative of the Bidder.
2. Quotation letter in the sealed envelope super subscribe as “Tender for disposal of Obsolete/Unserviceable Computer and other items” , should address to Regional Director, IGNOU R C Guwahati, Christian basti, Guwahati-05.
3. Any change in auction schedule or auction term and condition will be available online on IGNOU RC Guwahati website. IGNOU RC Guwahati will not be responsible for ignorance of bidder to see updates on website.
4. The auctionable material shall be disposed of in “AS IS WHERE IS” basis. It is expressly understood that the bidder is fully satisfied himself regarding the quality, quantity & condition of auctionable material before bidding. The disposable materials are normally kept in the yard in open space and the concerned office will not be responsible for any damage/ loss of the material.
The number/ quantities or tonnage & nature of material given are only indicative & the material will be sold without any regard or consideration to these number/ tonnage of material & no warranty shall be implied. It is presumed that the bidder is fully aware of lot put to auction and no complaint whatsoever will be entertained after the bid is made.
5. Auction material lying “as is where is” basis will have to be lifted by bidder at his own cost.
6. The bid shall remain valid for a period of 180 days from the date of issue of Acceptance Letter.
7. Only after Sale release order is awarded to particular bidder the concerned bidder has to lift the auction purchase material from the site as specified earlier.
8. Any Change in auction notice or its cancellation is unquestionable.
9. Conditional auction is not acceptable.
10. IGNOU RC Guwahati reserve the right to demand copy of any other documents/ license/ certificate issued by Government authority in favour of bidder if required.
11. IGNOU RC Guwahati has the right of cancelling the auction notice its procedure at any stage.
12. **COUNTER TERMS & CONDITIONS OF PURCHASERS:** Whether counter terms and conditions/printed cyclostyled conditions have been offered by the purchaser, the same shall be deemed to have been accepted by the Seller unless specific written acceptance thereof obtained.
13. **SIGNING OF QUOTATION:** The quotation is liable to be ignored if complete information is not given therein or if the particulars and data (if any) asked for in the schedule to the quotation are not filled in. Particular attention must be paid to the delivery dates and time in this respect is the essence of the contract and also to the general conditions of contract as the contract would be governed by those terms and conditions.
14. **ARBITRATION:** In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Sale Order or in connection with this contract, (except as to any matters the decision of which is specially provided for by these conditions) the same shall be referred to the sole arbitration of the Registrar, IGNOU or to some other person nominated by him. There will be no objection that the arbitrator is an IGNOU servant that he had to deal with matter to which the contract relates or that in the course of his duties as an IGNOU servant he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties of this contract.

15. A person signing the quotation from or any documents forming part of the contract on behalf of another shall be deemed to be a warranty that he has authority to sign it, on enquiry if it appears that the persons signing had no authority, Seller will have the right to cancel the contract and hold the signatory liable for all cost, consequences and damages.

Date:

Signature of the Bidder or the Authorized Signatory
.....**Seal of the company with**
address

ANNEXURE-I

SL.NO.	Description of Items	Quantity	Make
1	CPU	55	HCL
2	CPU	15	ALL TYPE
3	LASER PRINTER	33	--do--
4	UPS	85	--do--
5	KEY BOARDS	50	--do--
6	MONITOR	37	--do--
7	MOUSE	5	--do--
8	SCANNER	2	--do--

ANNEXURE-III

COMPLIANCE CERTIFICATE

(This certificate of compliance to NIQ term must be enclosed in the Quotation)

Sl. No.	NIQ Terms and Conditions	Yes/No
01	Receipt of Auction Fee Rs. 100/- Non-refundable for each lot is to be paid through RTGS/NEFT/ECS through a schedule bank	
02	EMD amount Rs. 5000/- in the form of Term or Fixed Deposit receipt (Valid for one year since date of publication of auction) of any Nationalised or Schedule bank Drawn in favour of IGNOU payable at Guwahati	
03	GST Registration Certificate	
04	Shop act or Company Registration Certificate	
05	Detail of the bidder as per Annexure-IV	
06	Bidder Declaration as per Annexure -V	

Sign. :.....

Bidder : M/s.....

Official seal of the Bidder

NOTE: The Original Receipt of payment towards the auction entry fee and Original TDR/FDR for EMD should reach to the Regional Director of IGNOU RC Guwahati on or before 01-02-2022 . The bidder who fail to submit the original Receipt and Original EMD within due date will not be considered for evaluation. Further any delay on part of post office or if any will not be considered.

Annexure-IV

Detail of Bidder

1. Individual/Bidder details

- a) Individual/Bidder name :
- b) Address :
- c) Bidder's Establishment Year :
- d) Individual/Company nature of Business :
- e) PAN/TAN Number (Copy uploaded) :
- f) Bidder Legal Status : i.e Private/Proprietary etc.
- g) Bidder turnover During last three year :
- h) Bidder website address (if any) :

2. Bank Details:

- a) Principal Bank Name :
- b) Principal Bank Address :

3. Contact details:

- a) Title (Name of the Firm/Person) :
- b) Contact Name :
- c) Contact E-Mail :
- d) Designation :
- e) Phone :
- f) Fax :
- g) Mobile :

4. Any other information bidder want to submit

Sign. :.....
Bidder : M/s.....

Official seal of the Bidder

Annexure-V

DECLARATION OF THE BIDDER

I/We hereby declare that I/We have made myself/ourselves thoroughly conversant & accept with term and condition of auction for Item type in the state of Assam belonging to IGNOU RC Guwahati.

I/We have actually seen the total lot offered in auction and I/We are fully satisfied with the quantity, quality & Condition of available material kept for auction sale before bidding.

I/We hereby further declare that my/our bid is unconditional in any manner or whatsoever in nature.

All the information submitted by me/us are true and complete.

Sign. :.....

Bidder : M/s.....

Official seal of the Bidder