

F. No. CSU/G.Admn./35020/2022-23/1774

**CENTRAL SANSKRIT UNIVERSITY**  
(Under Ministry of Education, Govt. of India)  
Janakpuri, New Delhi-110058

Dated: - 14.09.2024

**NOTICE INVITING TENDER**

**Subject:-Notice Inviting Tenders (NIT) for disposal of Obsolete/Unserviceable Furniture & Fixtures items /E-Waste Scrap/ obsolete AC/ Photocopier/computer/ UPS etc., in HQ Office of Central Sanskrit University, Delhi.**

Central Sanskrit University, HQ Office, Delhi invites sealed bids from eligible bidders for disposal/ auction of Obsolete/ Unserviceable Office Equipments/Furniture & Fixtures/E-Waste/ Scrap Materials and other Obsolete items on "AS IS WHERE IS BASIS".

2. The tender document can also be downloaded from the website of Central Sanskrit University, Delhi [www.sanskrit.nic.in](http://www.sanskrit.nic.in) under the tab "Tenders" and from CPP Portal. There is no fee for Tender Document. Important dates of tender related activities are as under: -

S.No.	Description	Details
1.	Available Items can be inspected at	Designated places in HQ Office of Central Sanskrit University, 56-57, Institutional Area, Janakpuri, Delhi-110058
2.	Cost of Tender Document	NIL
3.	Published Date	14.09.2024
4.	Bid Documents Download Start Date	14.09.2024
5.	Bid Submission Start Date	14.09.2024
6.	Inspection of items date and time	14.09.2024 to 19.09.2024 (11:00 a.m. to 5:00 p.m.)
7.	Bid Submission End Date	21.09.2024 upto 6:00 p.m.
8.	Bid Opening Date	23.09.2024 (11:00 a.m.)

3. **Contact Persons** : Shri Manish Lohani, Section Officer (8448847946)  
Shri Chandan Singh Rawat, UDC (9560759608)


4. **Tender Fee & Earnest Money Deposit (EMD):**

(a) **Tender Fee** : NIL

(b) Tender EMD way of deposit

: Rs. 20,000/- (Rupees Twenty Thousand only)  
By way of Insurance Surety Bonds/Account  
Payee Demand Draft/Fixed Deposit Receipt/  
Banker's Cheque or Bank Guarantee  
[including eBank Guarantee] in favour of  
Registrar Central Sanskrit University, Delhi  
on any scheduled Bank payable at New Delhi.

5. The bid must be submitted in the prescribed proforma as per Annexure-I, II & III enclosed and should be deposited in Tender Box kept in Admin Block, Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi in a sealed cover super-scribed "**Quotation for disposal of Obsolete/Unserviceable Furniture & Fixtures items /E-Waste Scrap/ obsolete AC/ Photocopier/Computer/ UPS and other related items etc., in HQ Office of Central Sanskrit University, Delhi**" on or before 6.00 PM on 21.09.2024. Non-submission of EMD shall lead to rejection of the tender.
- a) Interested parties may visit the designated place at HQ Office Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi and inspect the old/obsolete items before quoting their rates on all working days (including Saturday/ Sunday) as per the schedule mentioned above.
- b) EMD of remaining Bidders, except of the **Highest bidder (H1)**, shall be returned after issuance of Letter of Award to the Successful Bidder.
- c) The EMD of the Highest Bidder (Successful Bidder) shall be returned after Full payment, i.e. the residual amount after adjusting the bid security before releasing the goods.
- d) In case the selected bidder does not show interest in lifting the goods or fails to accept LoA, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter.
- e) No interest shall be paid on EMD.
6. For disposal of hazardous waste/ scrap batteries/ E-Waste as per the enclosed list, the perspective bidders should be in possession of registration with Ministry of Environment & Forest/ Central Pollution Control Board/Delhi Pollution Control Committee (DPCC) which shall be valid on the date of delivery, as recycler/ pre-processor agency. **This condition is mandatory.**
7. The University reserves the right to accept or reject or cancel or relax any part or whole of the tender documents, without assigning any reason(s) thereof.
8. The bids will be opened at **11:00 a.m. on 23.09.2024** in the presence of Tender Opening/ Evaluation Committee of this University and the representatives of the firms may be present, if so desire. **Selection of Highest Bidder (H1)** will be based on the recommendations of the Tender Opening/ Evaluation Committee of CSU, Delhi.

  
(Prof. R. G. Murali Krishna)  
[Registrar I/c]

### TERMS AND CONDITIONS OF THE TENDER

1. The successful bidder has to submit an undertaking that all the E-waste will be disposed off as per E-waste (Management and Handling) Rules, 2011 notified by Ministry of Environment and Forest.
2. All the bidders shall ensure compliance with the provisions contained in E-waste (Management and Handling) Rules, 2011, Batteries (Management and Handling) Rules, 2001 and guidelines/amendments issued by Government from time to time for its disposal/recycling in an environment friendly manner.
3. Quotation received after due date and time will not be accepted. The undersigned reserves the right to reduce or increase the number of items offered. The University also reserves the right to reject any quotation without assigning any reason at any stage without any prior notice. Each page of tender document should be signed by the bidder(s) in token of acceptance of terms and conditions of tender. Incomplete and unsigned quotations are liable to be rejected.
4. **The inspection of material should be done carefully by the prospective bidders or their representatives in this University HQ premises between 11:00 A.M to 5:00 P.M. from 14th to 19th September 2024 and queries raised to the concerned officer at the time of inspection. No further clarifications shall be given after the above inspection.**
5. The interested bidders should quote the rates as a whole. The bid of those bidders will be rejected who fails to quote prices as a whole. However, in case of any difficulty, the decision of the University shall be final in this regard.
6. All the items will be disposed of on "**AS IS WHERE IS BASIS**". Labour and transportation charges will be borne by the highest successful bidder H1. The successful bidder shall be required to lift all the items from the disposal site to his premises within 02-days after making the payment of the quoted amount. On failure to do so, the University shall have the right to forfeit the entire amount of the bidder and dispose the items to the alternate bidder
7. **Store Charges:** - If the successful bidder fails to lift the items within stipulated period as directed by the University, he/she will be liable to pay store charges @₹1000/-per day.
8. All relevant rules and regulations of Government of India will be final and applicable & binding on all the bidders.
9. After receipt of the full payment from the highest successful bidder, CSU will issue order in the name of the firm for lifting the items for transportation. After lifting the old/condemned items the firm is required to clear the space immediately. No items should be left by the firm.
10. In the event of any dispute or differences between the Bidder and the University, whether arising during the execution of orders under these terms and conditions or hereafter whether by breach or in manner in regard to the construction of the terms and condition or the respective rights and liabilities of the parties hereto there under or any matter or thing out of or in relation to or in connection with these terms and conditions, then the decision of the Competent Authority of the Central Sanskrit University, Delhi shall be final and binding on both the parties.
11. No damage should be caused to the existing property of the CSU, Delhi or the Govt. while removing the auctioned articles from the site. Any loss/damage to CSU, Delhi or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/ supervisor will have to be indemnified by the successful bidder.
12. The successful bidder will have to take away all Condemned listed items and not selectively.



## ANNEXURE-I

**PROFORMA FOR FURNISHING BIDS FOR PURCHASE OF UNSERVICEABLE/ CONDEMNED ELECTRONICS & OTHER ITEMS OF CENTRAL SANSKRIT UNIVERSITY, DELHI.**

S.NO.	Particulars	Information to be filled by the bidder
1.	Name of the bidder firm	
2.	Registered address and Mobile No. of authorized person of the firm	
3.	PAN No. & GST No. of the firm	
4.	EMD of Rs. 20,000/- Enclosed or not	DD/ Banker's Cheque No.  Date:  Name of Issuing Bank:
5.	Whether the firm is blacklisted/debarred by any Ministry/Department of the Government of India/ State Govt.	Yes:  No:
6.	Registration No. with Central Pollution Control Board/Delhi Pollution Control Committee/ Pollution Control Board/ Agency of a State Government.  <b>(Self-attested of registration certificate to be submit with bids)- This is Mandatory</b>	<b>Validity:</b> From..... To .....  Name of Issuing Authority:

I/We have fully read the terms and conditions to the tender notice and are agreeable to us.

**Sign/Date/Seal of the firm**

**PRICE BID**  
**Details of Store Items for Disposal**

Sl. No.	Item	Quantity/No.	Rates per Unit (Rs.)	Total Amount (Rs.) (Quantity x Rate per Unit)
<b>Machinery &amp; Equipment Items (A)</b>				
1.	Split AC	14 nos.		
2.	Rooftop AC	05 nos.		
3.	Window AC	05 nos.		
4.	Gyser	02 nos.		
5.	Staplizer	17 nos.		
6.	Computer Set	23 nos.		
7.	Printer	40 nos.		
8.	TV	01 nos.		
9.	Display Board Big	01 nos.		
10.	Display Board Small	01 nos.		
11.	UPS	75 nos.		
12.	Inverter Online	01 no.		
13.	Air Purifier	03 nos.		
14.	Fire Extinguisher Big	23 nos.		
15.	Fire Extinguisher Small	02 nos.		
16.	Fan	49 nos.		
17.	Exhaust Fan	09 nos.		
18.	Wall Fan	09 nos.		
19.	Rooftop light	21 nos.		
<b>Total (A)</b>				
<b>Furniture &amp; Fixture Items (B)</b>				
1.	Racks Big	27 nos.		
2.	Racks Small	02 nos.		
3.	Almirah Big	06 nos.		
4.	Almirah Small	03 nos.		
5.	Wooden Almirah Big	02 nos.		
6.	Wooden Almirah Small	01 nos.		
7.	File Cabinet	01 nos.		
8.	Bench	02 nos.		
9.	Sofa	01 no.		
10.	Table	06 nos.		
11.	Chairs	60 nos.		
12.	Iron Design Table	02 nos.		
<b>Total (B)</b>				

Contd...

Sl. No.	Item	Quantity/No.	Rates per Unit (Rs.)	Total Amount (Rs.) (Quantity x Rate per Unit)
<b>Misc. &amp; Other Sanitary Items (C)</b>				
1.	Mayur Jug	06 nos. (Plastic Per KG)		
2.	Old Window Frames & Glasses (Iron/Aluminium)	As per actuals (Per KG)		
3.	Tiles	As per actuals (Per Tile)		
<b>Total (C)</b>				

**Note:-** The Items shall be sold to the Highest Bidder (H1) in individual category i.e. (A, B,C), or as per the recommendation of tender opening/evaluation committee.

**Total Amount Quoted  
(A):-**

(In Figures) Rs. ....

(In words) Rs. ....

**(B):-**

(In Figures) Rs. ....

(In words) Rs. ....

**(C):-**

(In Figures) Rs. ....

(In words) Rs. ....

**Date:-**

**Signature of authorized representative of  
the firm with seal**

**TENDER ACCEPTANCE LETTER**  
(To be given on Firm Letter Head)

To,

**The Registrar**  
Central Sanskrit University, Delhi  
Janakpuri, New Delhi-110058

**Subject: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.**

**Name of the Tender/Work:**

Dear Sir,

1. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), which form part of the contract agreement and I/We shall abide hereby by the terms/ conditions/clauses contained therein.
2. The corrigendum (if any) issued from time to time by your University too have also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ Corrigendum(s) in its totally/entirely.
4. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector undertaking. I/We also declare that our Firm has not been involved in bankruptcy nor any case pending in any court of law.
5. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be Incorrect/untrue or found violated, then your University shall without giving any notice or treason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**

**(Signature of the Bidder with official seal)**