

F.No.13-29/2018-S & S
Government of India
Central Hindi Directorate
(Ministry of Human Resource Development)
Department of Higher Education

West Block-7, R.K.Puram,
New Delhi-110066
Dated:- May, 2019

TENDER NOTICE

ANNEXURE

Sub: Sealed Quotations for the disposal of unserviceable and old office equipments and furniture items etc, in the CHD.

Sir,

The Central Hindi Directorate Proposes to **dispose off the following office equipments** and furniture etc. quotations are invited from interested parties. Quotation must be accompanied with Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand Only) in favor of Drawing DDO, CHD, New Delhi in the form of a Demand Draft or exemption certificate enclosed if any. The quotation without earnest money will not be considered.

1. Eligibility Criteria of Technical Bid.

All the following documents of Technical bid should be self attested with page number as per Technical bid.

- (a) The bidders should be company, registered under Indian Companies Act, 1956/2013 or partnership firm registered under the Indian Partnership Act or Proprietary concern. Self-attested documentary proof should be provided.
- (b) The bidder should have its own bank account. A self-attested bank account statement for the last six months should be provided.
- (c) The bidder should have office of the company/firm/agency in the NCT of Delhi. A self-attested documentary proof should be provided.
- (d) The bidder should furnish signed declaration indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender Document.
- (e) The turnover of the firm should not be less than Rupees One lakh per annum of last Two years.
- (f) Photocopy of Two Years balance sheets, Profit & Loss statement duly attested by Chartered Accountant.
- (g) Self attested undertaking that the firm not been black listed by any Government organization, Undertaking etc. and no Police/Criminal case registered against the firm for any kind of violation of rule.

- (h) Copy of PAN and GST No. if allotted. either in the name of the proprietor/ owner/ firm/ company.
- (i) Document showing MCD License.
- (j) Self attested Bank Solvency Certificate of minimum value of Rs.5 lakhs in favor of Central Hindi Directorate, New Delhi.
- (k) The material shall be collected in trucks licensed to carry such products.

2. SELF ATTESTED DOCUMENTS TO BE SUBMITTED ALONGWITH THE TECHNICAL BID

- i. Copy of MCD License.
 - ii. Copy of PAN number.
 - iii. Copy of EPF registration certificate.
 - iv. Copy of ESIC registration certificate.
 - v. A self-attested bank account statement for the last six months.
3. The interested parties may inspect the items on “As is where is basis” on any working days (23.05.2019 to 25.05.2019) between 1500 hrs to 1700 hrs. The quotation should reach the undersigned latest by 1400 hrs on 27.05.2019.
4. The undersigned reserves the right to accept or reject any quotation without assigning any reason.
5. The employees of Central Hindi Directorate and their relatives are not allowed to participate in the auction.
6. The quotation may be submitted in two parts i.e. **(1) Technical/qualifying Bid** and **(2) Financial Bid** are to be sealed in two separate envelopes superimposed with words “TECHNICAL/ QUALIFYING BID –for the disposal of unserviceable and old office equipments and furniture items etc.” and “FINANCIAL BID – for the disposal of unserviceable and old office equipments and furniture items etc” respectively. These two sealed envelopes with desired enclosures and Earnest Money Deposit (EMD) Demand Draft or NSIC registration certificate should then be placed and sealed in a bigger envelop having superimposed with words"

QUOTATION FOR THE DISPOSAL OF UNSERVICEABLE AND OLD OFFICE EQUIPMENTS AND FURNITURE ITEMS ETC".

Thereafter the sealed envelope shall be address to Administrative officer Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi so as to reach on or before **14.00 hrs** on **27.05.2019**.

7. General terms and conditions of the Contract:

- (a) The rates should be quoted both in words and figures.
- (b) Conditions rates or terms attached with the rates will not be accepted and all such rates will be rejected out rightly.
- (c) The rates should be kept valid for 120 days from the date of opening of the quotations.
- (d) The firm will have to strictly follow all the Terms and Conditions mentioned in the Tender notice.
- (e) The tender received after scheduled dated and time will not be accepted.

- (f) The completely filled bid documents, duly wax sealed, should be address to "Administrative Officer, Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi and should reach on or before 14:00 PM on 27.05.2019 by Registered post of by hand at Dak Counter at the above mentioned address duly super scribed on the top of the envelope as "QUOTATION FOR THE DISPOSAL OF UNSERVICEABLE AND OLD OFFICE EQUIPMENTS AND FURNITURE ITEMS ETC"
- (g) Bid shall be submitted with a forwarding letter on letter head of the bidder/agency duly signed and stamped b authorized signatory on each page to ensure the compliance of scope, services and general terms and conditions of the tender under reference.
- (h) Technical Bid should be submitted by the bidder strictly as per Bidder eligibility criteria with documentary evidence prescribed.
- (i) Each page of the tender document should be signed and stamped by authorized signatory.
- (j) Rates should be quoted, both in Figures & Words, inclusive of all taxes otherwise bid shall be rejected.
- (k) RNI shall not be responsible for postal or any other delays. Bids received in an envelope that is damaged/torn or merely stapled will be summarily rejected.
- (l) Bids once submitted shall not be allowed to be withdrawn. Any default after acceptance of bid shall be deemed to be non-compliance of the terms of contract and would be liable to forfeiture of EMD deposit and cancellation of contract.
- (m) Bidder/authorized representative duly authorized in writing on letter head are requested to be present at the time of opening of the bids. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.

Yours faithfully



(Rita Dev)

Administrative Officer

रिता देव / RITA DEV

प्रशासनिक अधिकारी / Administrative Officer

केंद्रीय हिंदी निदेशालय / Central Hindi Directorate

पश्चिमी खण्ड-7, रामा कृष्णा पुरम, नई दिल्ली-66
West Block No-7, R.K. Puram, New Delhi-66

केंद्रीय हिंदी निदेशालय
मानव संसाधन विकास मंत्रालय
(उच्चतर शिक्षा विभाग)

पश्चिमी खंड-7, आर.के.पुरम
नई दिल्ली-110066

निदेशालय में दूटी-फूटी पडी स्टील अलमारी, लकड़ी की अलमारी, लकड़ी की टेबल लोहे की टेबल, डेजर्ट कूलर, टाईपिंग राईटर तथा स्टील कुर्सियों आदि का निपटान किया जाना है। नियम व शर्तें संलग्न Annexur में देखी जा सकती हैं। सामग्री का विवरण निम्न प्रकार है:-

क्रम सं.	सामग्री का नाम	अनुमानित संख्या
1	टाईप राईटर अंग्रेजी/हिंदी	60 + 40 आयोग
2	लकड़ी की अलमारी	17
3	लकड़ी की शीशे की अलमारी	04
4	लोहे की अलमारी बडी	20
5	लकड़ी की टेबल	15
6	लोहे की टेबल	14
7	लकड़ी की छोटी अलमारी	03
8	डेजर्ट कूलर	27
9	लकड़ी की कुर्सी	10
10	लोहे की कुर्सी	76
11	लकड़ी के रैकस आदि	16
12	होट केस	03
13	नोटिस बोर्ड	01
14	साइक्लोस्टाईल मशीन अलमारी सहित	02
15	पेडिस्टल फेन	03
16	टेबल फेन	02
17	होट केस	03
18	प्लास्टिक कुर्सियां	92
19	प्लास्टिक टेबल	16



(रीता देव)

प्रशासनिक अधिकारी

रीता देव / RITA DEV

प्रशासनिक अधिकारी / Administrative Officer
केंद्रीय हिंदी निदेशालय / Central Hindi Directorate
पश्चिमी खण्ड-7, रामा कृष्णा पुरम, नई दिल्ली-66
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