

# **NCDC**

## **Tender Document**

**for**

**Disposal of Obsolete / Unserviceable / Condemned Old  
Office Equipments / Electronics Equipments & other  
Misc Dead Stock Items**

**at**

**National Cooperative Development Corporation's academy,  
Laxmanrao Inamdar National Academy for Cooperative Research  
and Development,  
Gurugram**

**लक्ष्मणराव इनामदार राष्ट्रीय सहकारी अनुसंधान एवं विकास अकादमी (लिनाक)  
प्लॉट संख्या - 89, सेक्टर- 18, गुरुग्राम, हरियाणा – 122015**

**Laxmanrao Inamdar National Academy for Cooperative Research and Development  
Plot No.89, Sector-18, Gurugram, Haryana – 122015**

**वेब साईट: <http://www.ncdc.in>**

**Website: <http://www.ncdc.in>**

**निविदा की लागत – मुफ्त**

**Cost of Tender: Free**

**NCDC**

Assisting Cooperatives. Always!

**राष्ट्रीय सहकारीविकासनिगम  
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**

ISO-9001:2015 प्रमाणित संगठन

सहकारिता मंत्रालय, भारत सरकार

**लिनाक**

दूरभाष : 0124-2349028, 2340671

फैक्स : 0124-2340674

ई-ईमेल : [linac@ncdc.in](mailto:linac@ncdc.in)

प्लॉट न. 89, सेक्टर-18, इंस्टीट्यूशनल एरिया,

गुरुग्राम (हरियाणा) - 122015

वेबसाइट : [www.ncdc.in](http://www.ncdc.in)

क्रमांक रा.स.वि.नि.: 13-37/06-लिनाक

दिनांक: 01.12.2023

**निविदा आमंत्रण सूचना**

लक्ष्मणराव इनामदार राष्ट्रीय सहकारी अनुसन्धान एवं विकास अकादमी (लिनाक), प्लॉट नंबर 89, सेक्टर-18, गुरुग्राम, हरियाणा - 122015 "इलेक्ट्रॉनिक मर्दों, प्रयुक्त कंप्यूटर उपभोग्य सामग्रियों एवं अन्य छोटी व विविध मर्दों आदि" के निपटान हेतु सीलबंद निविदा/उद्धरण आमंत्रित करती है। निपटान किये जाने वाले मर्दों का विवरण निविदा दस्तावेज के अनुबंध I में उल्लिखित है।

2. निविदा दस्तावेज के अनुबंध I में शामिल विविध मर्दों को दो समूहों (क एवं ख) में विभाजित किया गया है। बोलीदाता अनुबंध II में दर्शाए गए मर्दों के कॉलम के सामने अपनी दरें उद्धृत कर सकते हैं। अनुबंध I के अंतर्गत समूह-क में उल्लिखित मर्दों के निपटान हेतु, जो कि कंप्यूटर संबंधित मर्द हैं, केवल केंद्रीय प्रदूषण नियंत्रण बोर्ड में पंजीकृत स्कैप डीलर ही उक्त ई-कचरे के निपटान की प्रक्रिया में भाग लेने हेतु पात्र हैं। स्कैप डीलर जो अनुबंध I में उल्लिखित मर्दों के लिए अपनी बोली प्रस्तुत करना चाहते हैं, उन्हें बोली दस्तावेज के साथ पंजीकरण प्रमाणपत्र की एक प्रति भी जमा करनी होगी।
3. निविदा दस्तावेज लिनाक, प्लॉट नंबर 89 सेक्टर-18, गुरुग्राम-हरियाणा में सुबह 10:00 बजे से अपराह्न 4:00 बजे तक दिनांक 01.12.2023 से 21.12.2023 के बीच सभी कार्य दिवसों पर निःशुल्क प्राप्त कर सकते हैं। निविदा दस्तावेज एनसीडीसी की वेबसाइट <https://www.ncdc.in> से डाउनलोड भी किया जा सकता है।
4. बोलीदाता द्वारा लिफाफे में विधिवत भरी हुयी निविदा तथा बयाना राशि (ईएमडी) रुपये 1500/- (रुपए एक हजार पाँच सौ मात्र) के साथ, सीलबंद लिफाफे पर कार्य के नाम के साथ लक्ष्मणराव इनामदार राष्ट्रीय सहकारी अनुसन्धान एवं विकास अकादमी (लिनाक), प्लॉट नंबर 89, सेक्टर-18, गुरुग्राम, हरियाणा - 122015 में दिनांक 22.12.2023 को अपराह्न 1:00 बजे तक अधोहस्ताक्षरी के कार्यालय में प्रस्तुत किया जाना चाहिये। निविदा बोलियाँ दिनांक 22.12.2023 को अपराह्न 3:00 बजे खोली जाएंगी। बोलीदाताओं या उनके प्रतिनिधि बोली खोले जाने के समय उपस्थित हो सकते हैं।
5. निविदा बयाना राशि (ईएमडी) रुपये 1500/- (रुपए एक हजार पाँच सौ मात्र) "एन.सी.डी.सी - एन.सी.एफ.टी", गुरुग्राम के पक्ष में डिमांड ड्राफ्ट / पे ऑर्डर / बैंकर्स चेक के रूप में जमा करवानी होगी। बिना बयाना राशि (ईएमडी) निविदाओं पर विचार नहीं किया जाएगा और बिना किसी संज्ञान के अस्वीकार कर दिया जाएगा।
6. अकादमी बिना कोई कारण बताए किसी भी बोली को स्वीकार या अस्वीकार करने करने का पूरा अधिकार रखती है।

डॉ मनोज कुमार  
महानिदेशक (लिनाक)



**NCDC***Assisting Cooperatives. Always!*

राष्ट्रीय सहकारी विकास निगम  
**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**  
An ISO-9001:2015 Certified Organization  
Ministry of Cooperation, Government of India  
**LINAC**

Tel.No. 0124-2349028, 2340671  
Fax : 0124-2340674  
E-mail: [linac@ncdc.in](mailto:linac@ncdc.in)

Plot No. 89, Sector-18, Institutional Area,  
Gurugram (Haryana) - 122015  
Website: [www.ncdc.in](http://www.ncdc.in)

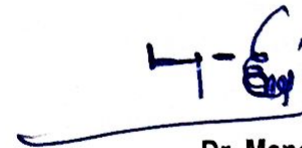
No. NCDC: 13-37/06-LINAC

Date: 01.12.2023

**NOTICE INVITING TENDER**

Laxmanrao Inamdar National Academy for Cooperative Research and Development at plot no.89, sector-18, Gurugram, Haryana – 122015 intends to invite sealed tender/quotation for **“Disposal of electronic items, used computer consumables and other petty items and miscellaneous items, etc.”** as mentioned in the tender document under **Annexure I**.

2. The items for disposal divided into two groups (A and B) mentioned at **Annexure I**. The bidder may quote their rates for items against column indicated in **Annexure II**. For disposal of items mentioned in Group-A at **Annexure I** that is computer related items only scrap dealers registered with Central Pollution Control Board are eligible for participation in disposal of said e-waste. Scrap dealers who wish to submit their offer for items in **Annexure I** shall submit a copy of the registration certificate in this regard along with offer.
3. Tender documents can be obtained from NCDC-LINAC, Plot No 89 Sector-18, Gurugram-Haryana for free of cost from 10:00 A.M. to 4:00 P.M. on all working days between **01.12.2023 to 21.12.2023**. The tender document can also be downloaded from NCDC's website <https://www.ncdc.in/>.
4. Bidder must submit duly filled tender along with **Earnest Money Deposit (EMD) of Rs 1500/-** (Rupees One Thousand Five Hundred Only) in a sealed envelope mentioning the name of the work to be executed, to Laxmanrao Inamdar National Cooperative Research and Development Academy (LINAC), Plot No. 89, Sector-18, Gurugram, Haryana – 122015 **by 1:00 PM on 22.12.2023**. Tender bids will be opened on **22.12.2023 at 3:00 PM**. Bidders or their representatives may be present at the time of opening of bids.
5. **Earnest Money Deposit (EMD) of Rs.1500/-** (Rupees One Thousand Five Hundred Only) must be deposited in the form of **Demand Draft/ Pay Order/ Banker's Cheque** in favour of **“NCDC – NCFT”, Gurugram**. Tenders without Earnest Money Deposit (EMD) will not be considered and will be rejected without any cognizance.
6. The Academy reserves the full right to accept or reject or part of any offer without assigning any reason thereof.

  
01/12/23  
**Dr. Manoj Kumar**  
Director General (LINAC)

## TERMS & CONDITIONS

1. The items are offered for disposal of obsolete / unserviceable / old office equipments / electronics equipments on '**AS IS WHERE IS BASIS**'.
2. The bidders may inspect the items in the premises of LINAC Academy at Plot No.89, Sector 18, Gurugram - 122015 on all working days between **01.12.2023 - 21.12.2023** during office hours i.e. 9.00 AM - 5.30 PM. The sealed offers shall be accepted upto **1.00 PM on 22.12.2023** and shall be opened on the **same day at 03.00 PM** in the presence of bidders who may wish to be present. The items shall be sold to the bidder quoting highest price.
3. For disposal of E-waste mentioned in Group A at Annexure I i.e. computer related items, only scrap dealers registered with Central Pollution Control Board (CPCB), are eligible for participation in bids. Scrap dealers who wish to submit their offer for items mentioned in tender document, shall submit a copy of the registration certificate in this regard along with the offer.
4. Offer must be valid for 30 days from the date of close of the Tender.
5. The EMD of Rs 1500.00 (One thousand Five Hundred Rupees only) should be submitted by the way of Bank Draft / Pay Order in favour of "**NCDC-NCFT**" at Gurugram. The offers without the EMD are liable to be rejected.
6. No Bids will be accepted after the stipulated date and time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.
7. Splitting of Tender is not allowed.
8. The successful bidder will be informed about acceptance of the offer in writing by LINAC Academy. The successful bidder will be required to deposit the payment **within 7 days from** the date of issuance of acceptance offer letter, failing which offer will be cancelled and earnest money will be forfeited. No claim in this regard will be entertained by the Academy. The EMD of the successful bidder will be adjusted against the payment to be made by the bidder.
9. Items, once disposed to the successful bidder, shall not be taken back by the O/o of the Director General, Laxmanrao Inamdar National Academy for



Cooperative Research and Development, Plot No. 89, Sector – 18, Gurugram, Haryana.

10. The successful bidder will be required to take delivery and lift the items within 10 working days of depositing the payment. The freight, transportation, decommissioning of installed ACs, packing, insurance for the quantities being lifted, will be borne by the buyers themselves.
11. The items will be delivered on “**AS IS WHERE IS BASIS**” and no special / extra packing will be provided by the LINAC Academy.
12. The quantities sold under the above offer will not carry any warranty/guarantee for the replacements whatsoever it may be.
13. Each page of tender document should be signed by the bidder (s).
14. Incomplete and unsigned quotations are liable to be rejected and no bid may be modified subsequent to the deadline for submission.
15. List of obsolete items is enclosed at **Annexure I** and item-wise price quotation format is enclosed at **Annexure II**.
16. In case the successful bidder is unable to lift the items within the stipulated time period as mentioned above, the offer will be stand rejected and EMD so deposited will be forfeited.
17. In case of any dispute relating to tender, the same will be referred to Managing Director of NCDC whose decision shall be final and binding.
18. NCDC reserves the right to reject any or all bids in part or full including the highest bid without assigning any reason thereof.

(Signature of the bidder)

Name-----

Address-----

Telephone/Mobile No. -----

**List of Items proposed to be auctioned / disposed of by**  
**Laxmanrao Inamdar National Academy of Cooperative Research and Development**  
**Plot No 89, Sector-18, Gurugram-Haryana**

**List of Items**

<b>Group- A</b>		
<b>Sl. No.</b>	<b>Name of Items</b>	<b>Qty.</b>
1	Air-Conditioner (Split AC-1.5 TON)	5
2	Air-Conditioner (Window AC – 2 TON)	4
3	Computer System (CPU, VDU & KB)	7
4	Printer (Wep HQ1070+DX)	2
5	Public Address System with Mike, P.A amplifier, PA speaker, Microphone, Wireless microphone	1
6	OHP	1
7	TFT Monitor	1
8	LCD Projector	2

<b>Group- B</b>		
<b>Sl. No.</b>	<b>Name of Items</b>	<b>Qty.</b>
1	Clamp meter	1
2	Flood Light	4
3	Induction cook top	1
4	Board Key	1
5	Letter Board Plastic	1
6	Notice Board (Planter)	1
7	Plastic Notice Board	2
8	Podium	1
9	Sofa Chairs/single seater	2
10	Table lamp	8
11	Wall Brackets	10
12	Water meter	1
13	Submersible Pump Complete set 5HP	1



**Format for submitting item wise price bid for items proposed to be auctioned/ disposed of**

Please quote rates for the following items:

<b>List of Items mentioned at Annexure-I under Group A &amp; B</b>				
<b>Sl. No.</b>	<b>Name of Items</b>	<b>Quantity</b>	<b>Total Value</b>	<b>Remarks (if any)</b>
1	Air-Conditioner (Split AC-1.5 TON)	5		
2	Air-Conditioner (Window AC – 2 TON)	4		
3	Computer System (CPU, VDU & KB)	7		
4	Printer (Wep HQ1070+DX)	2		
5	Public Address System with Mike, P.A amplifier, PA speaker, Microphone, Wireless microphone	1		
6	OHP	1		
7	TFT Monitor	1		
8	LCD Projector	2		
9	Clamp meter	1		
10	Flood Light	4		
11	Induction cook top	1		
12	Board Key	1		
13	Letter Board Plastic	1		
14	Notice Board (Planter)	1		
15	Plastic Notice Board	2		
16	Podium	1		
17	Sofa Chairs/single seater	2		
18	Table lamp	8		
19	Wall Brackets	10		
20	Water meter	1		
21	Submersible Pump Complete set 5HP	1		
<b>Total Amount</b>				

Total Amount in word.....

Name &amp; Address of the Bidder .....

.....

.....

Signature of Bidder with Seal.....

Phone No .....

Place &amp; Date.....