

No. IPR--F007/27/2024-TECHNICAL-I&PR DEPARTMENT
Government of Himachal Pradesh
Department of Information and Public Relations

4769 to 73
dt 24/12/2024

**AUCTION NOTICE FOR DISPOSAL OF OBSOLETE COMPUTER HARDWARE AND
OTHER OFFICE AUTOMATION MACHINES**

Sealed tenders/quotations are invited from the venders/e-waste recyclers registered with Ministry of Environment & Forest/Central Pollution Control Board or with H.P. State Pollution Control Board for auction of obsolete Computers and its peripherals in the premises of Director, Information and Public Relations Department, Suchna Bhawan, Majitha House, Shimla-2.

Bidder should be authorized scrap Venders/e-waste recyclers from above Ministry and/ or Board. Attested copy of his registration certificate issued by the Central Pollution Control Board or HP Pollution Control Board should be attached with the bidding document.

The above items are located in the premises of Information and Public Relations Department, Suchna Bhawan, Majitha House, Shimla-2. Details for inspection, contact person, tender acceptance are as under:

1. Date & Time for inspection of items : All working days between 01.01.2025 to 10.01.2025 10:00 AM to 05:00 PM
2. Contact Person : Deputy Director (Technical) or Sr. Engineering Assistant 9816074367
3. Tender documents available at : www.himachalpr.gov.in
4. Date & Time and Place of Acceptance : In sealed cover to the Deputy Director (Technical) of Tenders Room No. 105, Directorate of Information and Public Relations Department, HP.
5. Date, Time & Venue for opening of tenders : 14.01.2025 at 11:00 AM in the office of the undersigned.

Submission of Bids: Bids shall be submitted in two separate envelopes named as, "Technical Bid" (Format-I) and "Financial Bid" (Format-II). Both the sealed envelopes of "Technical Bid" and "Financial Bid" should be kept in the third envelope and the sealed envelop superscribed as "Tender for disposal of obsolete computer hardware and other office automation machines". The envelopes should be clearly marked as "Technical bid" (Envelope-I) and "Financial Bid" (Envelope-II). The bidder shall submit an EMD alongwith Technical Bid in the form of Demand draft amounting to Rs. 5,000/-(Five Thousand Only) drawn in favour of Director, Information

and Public Relations, Himachal Pradesh, Suchna Bhawan, Majitha House, Shimla-171002, failing which the tender will be summarily rejected. EMD in any form other than stated above shall not be accepted.

- a) Technical Bid shall contain the information in format-I duly supported with the documents (duly self attested). The rates of the items shall not be quoted in technical bid.
- b) The financial bid in format-II, of the tenderers whose bid is found technically qualified will be opened in the presence of the tenderers, who choose to attend the opening of financial bid.
- c) Tenders received in the single-bid system or having the technical as well as financial bid in the same envelope shall be rejected.

GENERAL TERMS & CONDITIONS OF TENDER:-

1. Bidders may inspect the items on the stipulated date and time.
2. The items shall be sold to the highest bidder.
3. List of items are given in Annexure- 'A'
4. The Earnest Money Deposit (EMD) of successful bidder shall be returned after full payment of the bid.
5. The successful bidder has to make full payment within 05 days, failing which the offer will be cancelled and EMD shall stand forfeited. The EMD of unsuccessful bidders shall be returned without any interest.
6. Item once disposed of to the successful bidder shall not be taken back by this Department on any condition, whatsoever.
7. The successful bidder(s) will be required to lift all the items from the disposal site within five days after the payment of full payment. On failure to do so, this Department shall have right to forfeit the entire amount of the bidder and dispose the items to alternate bidder. The successful bidder, on their own cost, will also be required to make their own arrangement of transport, labour etc. for lifting the items.
8. Bid letter in sealed envelope marked: TENDER FOR DISPOSAL OF OBSOLETE 'COMPUTER HARDWARE AND OTHER OFFICE AUTOMATION MACHINES' would be addressed to The Director, Information and Public Relations, Himachal Pradesh, Suchna Bhawan, Majitha House, Shimla-2.
9. The bid must be handed over to Deputy Director (Technical) in Room No. 105, Directorate of Information and Public Relations, Himachal Pradesh, Suchna Bhawan, Majitha House, Shimla-2 on or before the due date and time, Bids received after the due date and time due to any reason whatsoever, shall not be considered.
10. The financial bid should be quoted both in figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer.
11. Undersigned reserves the right to accept or reject any/all bids without assigning any reason, whatsoever.
12. Each page of tender document should be signed by the bidder(s)
13. Incomplete and unsigned bids are liable to be rejected.
14. Bidder must enclose copy of address proof (Voter I-card/Adhaar card/Driving Licence etc.) and PAN CARD alongwith his bid.


Director,

Information and Public Relations,
Himachal Pradesh.

Endst No. and Date : As above.

Copy forwarded to :

1. Auditor General (Audit/Accounts), Himachal Pradesh, Shimla-171003 for information.
2. Notice Board, HP Secretariat, Chotta Shimla.
3. Notice Board, Department of Information and Public Relations, Suchana Bhawan, Chotta Shimla-171002.
4. Notice Board, Deputy Commissioner, Shimla.
5. Website of the Department of Information and Public Relations, Himachal Pradesh at www.himachalpr.gov.in.
- ✓ 6. Guard File.



Director,
Information and Public Relations,
Himachal Pradesh.

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Format I

TECHNICAL BID

(To be kept in separate sealed envelope superscribed as "Technical Bid")

1. Name of the Tenderer :
2. Name of the authorized person :
(who will sign the tender documents) :
3. Address of the tenderer :
4. Phone No. :
5. Mobile No. :
6. Email :

Details of documents:

Sr. No.	Particulars	Attached at page	Remarks
1.	Earnest Money demand draft for Rs. 5,000/- (In Demand Draft Form)		DD No.: Amount: Date:
2.	VAT/Sales Tax Registration No.		Copy of certificate to be attached
3.	PAN/TIN No.		-do-
4.	Have you ever been debarred by any Govt. organization/PSU		Yes/No
5.	Vendors/e-waste recyclers registered with Ministry of Environment & Forest/Central Pollution Control Board or with H.P. State Pollution Control Board		Copy of certificate to be attached.

Date

Place:

(Signature & Seal of the Tenderer)

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Format-II

FINANCIAL BID

(To be kept in separate sealed envelope superscribed as "Financial Bid")

Name & Address of the Tenderer _____

(IN CAPITAL LETTERS)

Telephone No. _____

Details of EMD _____

I/we have gone through the terms and conditions given in the tender document and agree with the same. I/we understand that in the event of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the Department.

Date

Place:

(Signature & Seal of the Tenderer)

To

The Director,
Information and Public Relations,
Himachal Pradesh, Shimla-2.