

**GOVERNMENT OF INDIA  
NORTH EASTERN COUNCIL SECRETARIAT  
SHILLONG-793 003**

No.NEC/NAZ/22/2019

Dated, Shillong the 2<sup>nd</sup> December, 2019.

**SHORT TENDER NOTICE**

**Subject:-** Tender notice for disposal of old/unserviceable Furniture, etc. items

Sealed tenders are invited for disposal of old/unserviceable furniture, etc. items on "as is where is" basis. The list of old/unserviceable furniture, etc. items is enclosed as Annexure I.

2. The above items are located in the office of **NORTH EAST RURAL LIVELIHOOD PROJECT**, House No.102, Dilip Huzuri Path, Dispur, Guwahati-781006. Details for inspection contact person, tender acceptance are as under :-


Date & Time for Inspection of items	From 09/12/2019 to 19/12/2019 between 10.00 AM to 5.00 PM
Contact Person	Shri Paul Lokho, Chief Operating Officer, NERLP, Guwahati (Mobile No.9774207645) and Shri Shekhar Nag, Section In-charge (Naz.), NEC Secretariat, Shillong (0364-2522651)
Tender form available at NEC website	<a href="http://www.necouncil.gov.in">www.necouncil.gov.in</a>
Date & Time and place for acceptance of tender	In the tender box kept at the Reception Area of North East Rural Livelihood Project, House No.102, Dilip Huzuri Path, Dispur, Guwahati-781006 during office hours up to 1.00 PM on or before 20/12/2019
Date & Time for opening of tender	20/12/2019 at 2.00 PM in NERLP Office

3. An Earnest Money Deposit for Rs.10,000/- (Rupees Ten thousand)only should be deposited with the tender in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of DDO, NEC payable at Shillong. It may be noted that the EMD should remain valid for a period of 45 days.

**General Terms & Conditions:**

1. Bidders may inspect the items in the stipulated date & time.
2. The items shall be sold to the highest bidder. The bids are invited for the lot (i.e. all the items contained in the list of old/unserviceable furniture, etc. items as a whole and no bid would be accepted for any part of the same).
3. The Earnest Money Deposit (EMD) of successful bidder shall be adjusted from the total payment.
4. The Earnest Money Deposit (EMD) of unsuccessful bidders shall be returned within 30 days after the auction date, without any interest.

5. The successful bidder has to make full balance payment, after due adjustment of the EMD, in form of Demand Draft in favour of "DDO, NEC payable at Shillong" within three days after the offer letter is issued, failing which the offer will be cancelled and EMD shall stand forfeited.
6. No item once disposed to the successful bidder shall be taken back by NEC on any condition whatsoever.
7. The successful bidder will be required to lift all the items from the disposal site within three days after the payment of the balance amount. On failure to do so the NEC Secretariat shall have the 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 disposed items.
8. Quotation letter in sealed envelope marked **"TENDER FOR DISPOSAL OF OLD/UNSERVICABLE FURNITURE, ETC. ITEMS"** should be addressed in favour of Deputy Secretary (Admn.), North Eastern Council Secretariat and should be dropped in the tender box kept in the Reception Area of North East Rural Livelihood Project, House No.102, Dilip Huzuri Path, Dispur, Guwahati-781006 during office hours up to 1.00 PM on or before 20/12/2019. Tenders received after the due date and time due to any reason whatsoever shall not be considered.
9. The financial bid should be given in 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.
10. The NEC Secretariat, Government of India reserves the right to accept or reject any/all quotations without assigning any reasons whatsoever.
11. Each page of tender document should be signed by the bidder(s).
12. Incomplete and unsigned quotations are liable to be rejected. The bid is to be submitted for the entire lot, as mentioned in Sl. No.2 above in this section.
13. Bidder must enclose copy of address proof (Voter I-card/ Aadhar Card/ PAN Card) along with his/her bid.
14. An Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand) only must accompany the quotation, without which the relevant bid shall be summarily rejected.

  
 (L. Beimopha),  
 Deputy Secretary (Admn.)

Copy to:-

- ✓ 1. Sr. Technical Director, NIC-NEC with a request to upload the Tender Notice on the website of NEC Secretariat.
2. Chief Operating Officer, North East Rural Livelihood Project, House No.102, Dilip Huzuri Path, Dispur, Guwahati-781006 for information and necessary action.

**LIST OF OLD/UNSERVICEABLE FURNITURE ITEMS**

Sl. No.	Name of the Item	Size	Make	Quantity
01.	Revolving Chair	-	Godrej	30 Nos.
02.	Chair	-	Godrej	30 Nos.
03.	Office Table	4' x 2'	Local	03 Nos.
04.	Office Table	4'5" x 2'3"	Local	10 Nos.
05.	Office Table	5' x 2'2"	Local	01 No.
06.	Office Table	6' x 3'	Local	01 No.
07.	Sofa Set 5 Seater (3+1+1)	-	Local	01 Set
08.	Almirah	Big Size	Godrej	01 No.
09.	Book Shelve 5 door	-	Local	01 No.
10.	Desktop PC (includes CPU, Monitor, Keyboard, Mouse, UPS)	RAM-2 GB	CPU – HP Monitor – HP Keyboard – Prodott Mouse – Logitech UPS (500 VA) - Energ	01 Set
11.	Desktop PC (includes CPU, Monitor, Keyboard, Mouse, UPS)		CPU – HP Monitor Keyboard – HP Mouse – HP UPS (500 VA) - Elnova	01 Set
12.	Desktop PC (includes CPU, Monitor, Keyboard, Mouse)		CPU – Acer Monitor - Acer Keyboard – Acer Mouse – HP	01 Set
13.	Printer	Laserjet 1020 Plus	HP	01 No.
14.	Printer	HP 227FDW	HP	01 No.
15.	Printer	MF4820d	Canon	01 No.
16.	Digital Photocopier	KYOCERA	KYOCERA	01 No.

Tender form for disposal of old/unserviceable furniture, etc. items

Name and address of the tenderer:

Telephone/Mobile No. \_\_\_\_\_

Details of Earnest Money Deposit:

I/we have inspected the old/unserviceable furniture, etc items and am/are interested to purchase the same on as is where is basis. My/our offer for the items is given below:-

Quote Rs..... (Rupees .....  
.....) only.

I/we have gone through the terms and condition given in the tender document and agree with the same. I/we understand that in the event of non compliance of the terms and condition of the tender my/our Earnest Money Deposit (EMD) shall be forfeited by the NEC Secretariat, Government of India.

Date: \_\_\_\_\_

Signature of the Tenderer