

F.No. 18-30/2007-08/CIET/P&C/Pt. file  
Central Institute of Educational Technology  
(National Council of Educational Research & Training)

**E-AUCTION NOTICE**

Date: 20.12.2019

The Central Institute of Educational Technology, NCERT, New Delhi invites online bids under two bid systems (Technical and financial bid) from reputed firms for the disposal of condemned material pertaining to General Section, CIET, NCERT.

The details of e-auction bids with complete terms and conditions are available on **CPP portal i.e eprocure.gov.in/e-procure/app as well as on NCERT website** may read out carefully before applying the same.

**CRITICAL DATE SHEET**

Published Date	20.12.2019 at 5.00 p.m.
Bid Document Download / Sale Start Date	23.12.2019 at 11.00 a.m.
Bid Submission Start Date	24.12.2019 at 11 a.m.
Bid Submission End Date	13.01.2020 at 11 a.m.
Bid Opening Date	14.01.2020 at 3 p.m.

For any queries/clarification, you may kindly contact General and Technical Section at phone no. 011-26864801-10 Ext.-335 However, any queries relating to the process of online submission of bids relating to CPP portal in general may be directed to 24x7 CPP portal help desk on Toll Free Number – 1800-233-7315

(Premlata Gianey)  
Under Secretary  
CIET, NCERT

## **Terms & Condition:-**

1. Condemned/Obsolete material's pertaining to General Section, CIET of CIET, NCERT will be sold out in a Lot (consolidated) on **"As is where is, whatever is there and without recourse basis"** to the highest bidder.

2. The sale/bid value shall be deposited by the highest bidder on the same day in DD/BC in favour of Joint Director, CIET, NCERT.

3. The interested bidders will have to upload the photocopy of DD/BC to tune of **Rs.10,000/- (Rs. Ten Thousand only) as Security/EMD** in favour of Joint Director, CIET, NCERT payable at New Delhi on CPP portal [eprocure.gov.in/e-procure/app](http://eprocure.gov.in/e-procure/app) and hard copy of EMD will be submitted in General and Technical Section before last. The EMD will not be accepted in cash, which will be refundable to the unsuccessful bidder except first highest bidder and second highest bidder.

4. The condemned/obsolete materials can be inspected on any working day between **2.00 pm to 5.00 p.m** in all working days in the premises of General Section, CIET, NCERT.

### **1. The possession of condemned/obsolete materials will be given to highest bidder on the receipt of full amount of bid value including GST.**

6. The highest bidder/purchaser will have to remove the Condemned/obsolete material within five days at their own cost and risk from the date of sale letter to highest bidder.

7. In case, if the highest bidder does not lift the condemned material **within 05 days a penalty of Rs.5,000/- per day** will be imposed on the bidder maximum up to 05 days, thereafter bid security/EMD of Rs.10,000/-(Rs. Ten Thousand only) deposited by him shall be forfeited and liable for taking action against him. Thereafter, the condemned/obsolete materials will be sold out to the second highest bidder.

7. The highest bidder will have to deposit GST as applicable on the entire bid amount with the concerned authority and the copy of deposit slip shall be submitted in the NCERT before lifting the material.

8. In case of any dispute arises relating to any aspects of this contract between two parties, the decision of the NCERT shall be final and binding on the bidder.

9. Sale value in R/o condemned / obsolete materials will be recovered As is Where is basis. The CIET, NCERT reserves the rights to cancel the auction without assigning any reasons thereon.

10. All the items from Sr. No. 1 to 69 will be disposed off in one lot on lump sum amount of all material's (Sr. No. 1 to 69) basis.

**Documents to be uploaded on the CPP portal are as under:-**

1. Scanned copy of DD/BC of Rs.1,000/- (non- refundable) in favour of Joint Director, CIET, NCERT payable at New Delhi as tender cost.
2. Scanned copy of EMD of Rs.10,000/- (Refundable) in favour of Joint Director, CIET, NCERT payable at New Delhi as EMD.
3. GST number of the firm.
4. Tender terms & conditions acceptance letter (Annexure –A).
5. Certificate of non-blacklisting and non-registration of criminal case in non-judicial stamp paper of Rs.100/- (Annexure-B).
6. Scanned copy of PAN card.
7. Scanned copy of ITR for last financial year i.e 2018-19 may be uploaded.
8. Scanned copy of undertaking that the firm will not sublet/transfer the contract to any other firm (Annexure-C).
9. NCERT reserves the rights to cancel the e-auction bids without assigning any reasons thereon.
10. The price schedule will be filled in Excel sheet provided with the tender documents in consolidated amount and not in item wise.
11. The financial bid shall be filled on-line as per proforma/BOQ- Bill of quantity in one lot of items from Sr. No. 1 to 69 (Consolidate Price) and not item wise, the materials are not in counting position, which is available at CPP portal i.e eprocure.gov.in/e-procure/app. Offline financial bids will not be accepted in any case. The option in the rates will not be entertained.

**Reserve price has been fixed as Rs..... Lakh (excluding GST) for all items from Sr. No. 1 to 69 in one lot (consolidate) and items are not in countable position..**

(Premlata Gianey)  
Under Secretary  
CIET, NCERT

## PRICE SCHEDULE

List of obsolete/unserviceable/condemned material pertaining to General Section, CIET, NCERT

Item No.	Particulars of Stores with Distinctive Nos. if any	Qty/Unit	
1.	Water Cooler make Sidhwal	01	<b>Rate should be quoted in the consolidated amount of all items from Sr. No. 1 to 69 in one lot only (Consolidate) and not in item wise and countable position</b>
2.	Water Cooler make Sidhwal	02	
3.	Desert Cooler	01	
4.	Desert Cooler	10	
5.	Chair Steel With Arm Canning	08	
6.	Chair Steel w/o Arm Canning	30	
7.	Computer chair	10	
8.	Computer Chair	05	
9.	Computer Chair	04	
10.	Computer chair	15	
11.	Computer Chair	06	
12.	Chair Revolving Cushioned	01	
13.	Chair Revolving Cushioned	01	
14.	Chair Revolving Cushioned	04	
15.	Chair Revolving Cushioned	01	
16.	Chair Revolving Cushioned	18	
17.	Chair Visitor cushioned	49	
18.	Steel Rack Small	08	
19.	Steel Rack Small	02	
20.	Steel Rack Big	08	
21.	Steel Rack Big	02	
22.	Wooden Sofa Set	01	
23.	Wooden Almirah	01	
24.	Wooden Rack	04	
25.	Computer Table	06	
26.	Steel Assistant Table	09	
27.	Officer Table	05	
28.	Officer Table	02	
29.	Officer Table	01	
30.	Officer Table	02	
31.	Plastic Steel Chair	30	
32.	Steel Almirah Big	05	
33.	Steel Almirah Big	03	
34.	Steel Almirah Small	05	
35.	Heater Rod	04	
36.	Heater Rod	06	
37.	Heater Rod	10	
38.	Heater Rod	10	
39.	Heat Convector	04	

40.	Heat Convector	05
41.	Calculator Scientific	02
42.	Calculator 10 digits	01
43.	Calculator 12 digits	02
44.	Calculator 12 digits	02
45.	Calculator 12 digits	01
46.	Calculator 10 digits	02
47.	Calculator	01
48.	Calculator 12 digits	01
49.	Calculator Citized-CT-112	01
50.	Calculator 12 digits	03
51.	Pen Drive	04
52.	Pen Drive 2 GB	02
53.	Pen Drive 4 GB	05
54.	Pen Drive 4 GB	10
55.	Chairs	11
56.	Chairs	38
57.	Computer Table	08
58.	Chair Godrej	22
59.	Wooden Frame	02
60.	Control Table	02
61.	Control Table	01
62.	Scrap Steel (iron)	1000 kg (approx.)
63.	Wooden Round table	01
64.	Wooden cabinet	16
65.	Wooden Table	24
66.	Wooden Scrap	1500 kg (approx.)
67.	Steel frame of Auditorium chair	10
68.	Desert Cooler	12
69.	Cooler Stand	23

**Rate should be quoted in the consolidated amount of all items from Sr. No. 1 to 69 in one lot only (Consolidate) and not in item wise and countable position**

ANNEXURE - A

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

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

To,

The Under Secretary,  
CIET, NCERT,  
New Delhi-16

**Sub: Acceptance of Terms & Conditions of Tender.**  
**Tender Reference No: F.18-30/2007-08/CIET/P&C/Pt. File**

**Name of Tender / Work: - E-Auction for the disposal of condemned material's pertaining to General Section of CIET, NCERT**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above Mentioned Tender/Work "from the website(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Place:-  
Date:-

(Signature of the Bidder,  
with Official Seal)

**Annexure-B**

**Non-blacklisting certificate in non-judicial stamp paper of Rs.100/-**

I,.....on behalf of .....(Name of the firm/agency) hereby declare that there is no legal/suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violations of any of the laws in force and company is not black listed by any Government Organisation.

I,.....on behalf of .....(Name of the firm/agency) hereby declare that our organisation or the staff to be provided has no business or direct family relationship with member(s)CIET, NCERT.

I,.....on behalf of .....(Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I,.....on behalf of .....(Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and ..... (Name of the firm/agency) would be debarred from any further engagement by CIET, NCERT ever.

Signature(s)

(Name & Address of the Tenderer(s))

With Official Seal)

**Place:**

**Date:**

**Undertaking for non-sublet of contract**

I,.....on behalf of .....(Name of the firm/agency) hereby declare that our organisation will not sublet the contract to any other firm during the period of contract.

,.....on behalf of .....(Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and ..... (Name of the firm/agency) would be debarred from any further engagement by CIET, NCERT ever.

Signature(s)

(Name & Address of the Tenderer(s))

With Official Seal)

**Place:**

**Date:**



## **INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

### **REGISTRATION**

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “**Online Bidder Enrollment**” option available on the home page. Enrolment on the CPP Portal is free of charge.
- (ii) During enrolment/registration, the bidders should provide the correct/true information valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into site through the secured login by entering their userID/password and the password of the DSC/eToken.

### **SERCHING FOR TENDER DOCUMENTS**

- (i) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number a search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP

Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.

(iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

(i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.

(ii) After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.

(iii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

(iv) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.

(v) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

(vi) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

### **SUBMISSION OF BIDS:**

(i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date & time.

(ii) Bidder should prepare the Tender Fee as per the instructions specified in the tender document. The details of the DD others physically sent, should tally

with the details available in the scanned copy and the date entered during bid submission time. Otherwise he uploaded bid will be rejected.

(iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP Portal) and accepts the same in order to proceed further to submit their bid.

(iv) Bidders shall select the payment option as offline to pay the Tender Fee enter details of the DD others.

(iv) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.

(v) Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.

(vi) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, transaction uploading time will be very fast.

(vii) If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and change/modification of the price schedule render it unfit for bidding.

Bidders shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Price schedule file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and Earnest Money shall be forfeited.

The bidders are cautioned the uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

(ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

(ix) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.

(x) Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.

(xi) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

**ASSISTANCE TO BIDDERS:**

Interested eligible bidders may obtain further information in respect of the Bidding Documents from Under Secretary, General and Technical Section, CIET, NCERT, Sri Aurobindo Marg, New Delhi-110016

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Toll Free Number 1800-3070-2232. Mobile Nos. 91-7878007972 and 91-7878007973.

