

ICWA/BLDG/Misc/WO/2021
Indian Council of World Affairs
Sapru House, New Delhi

Maintenance Section

Tender Notice (06.06.2022)

Tender notice for the sale of Old Office files and absolute books

Indian Council of World Affairs (ICWA) invited sealed tender for disposal/settlement of obsolete office files, registers and books etc. The details of the items, terms and conditions of settlement/disposal and the following are as follows:

Sr. No.	Details	Offered Rates (per kg.) inclusive all taxes
1	Office files (upward 300 kg)	
2	Old registers (upward 100 kg)	
3	Old obsolete books (upward 200 kg)	
4	Old obsolete register cover/folder cover (gatte) (upward 100 kg)	

Note: The goods marked on serial number 1 and 2 will be weighed after cutting them finely with shredding machine. The rest of the serial number 3 cover will be removed and the serial number 4 will be weighed as it is.

(Signature of Competent Authority along with Seal)

Date: _____ Name:.....

Terms and Conditions:

1.	All the bidders are requested to send their representatives on 20.06.2022 from 4.30 p.m. to 5 p.m. at Sapru House, Barakhamba Road, New Delhi to inspect all the items. After this, no firm will be given a chance to inspect it.
2.	Sealed tenders can be deposited in the tender box available near Security guards room on or before 26.06.2022 at 3 p.m.
3.	Address of the sealed tenders to the following: Deputy Director General Indian Council of World Affairs Sapru House, Barakhamba Road, New Delhi
4.	Bids should be sealed and written in the top "obsolete Office record auction 2022"
5.	Any amount offered by the highest and successful bidder firm will be deposited through bank draft or online transfer in the account of the council in the next two working days.
6.	Every bidder will have to pay a bank draft of Rs 10,000 / - as "Indian Council of World Affairs" with sealed tenders. Without the bank draft the tender will be rejected.
7.	It is mandatory to attach the copy of PAN with letter head of the firm
8.	The Department reserves the right to accept or reject any application without assigning any reason.
9.	The approval of written information about acceptance of the tender will be given only to the highest bidder.
10.	All obsolete and old items will be collected from the same place and in whatever condition the bidder will have to accept.
11.	The firm will have to give an undertaking that whatever obsolete and old material sold by the Council the latter will not be responsible after taking it from here.

(Signature with the authorized signatory's seal)

Date : _____ Name:.....

Annexure - A

Undertaking

I / We declare that: -

- 1) I / We offer to do the above material at the proposed cost
- 2) I agree with all the terms of payment and other tender terms
- 3) I / we have carefully read all the rules and terms of technical specifications of the tender. We will follow them
- 4) I / We also confirm that we have not been blacklisted by any organization / government / semi-government / autonomous institution

(Signature with the authorized signatory's seal)

Date:

Name:

Tel. No.: