

No.ICWA/F.4-26/2022
Indian Council of World Affairs
New Delhi

Administration Section

Tender Notice dated 13.10.2022

Tender for sale of old office equipment/furniture

Indian Council of World Affairs (ICWA) invites sealed tenders for disposal of old office equipment/furniture kept at Akbar Bhawan, Satya Marg, Chanakya Puri, New Delhi-110021 as per details given below:

Sl. No.	Particulars	Quantity	Rates
1.	Air Conditioner	5	
2.	Briefcase		
3.	EPABK		
4.	Generator	1	
5.	LCD TV		
6.	Mobile		
7.	Office equipment		
8.	Panasonic cordless phones		
9.	Photocopier	1	
10.	Tata Sky kit	1	
11.	Projector	1	
12.	Stabilizer		
13.	Furniture & fixture		
14.	Fan		
Total Offer Price			

(Signature of competent authority along with seal)

Date:

Name:

Terms and Conditions

1.	The bidders are requested to send their representatives to Akbar Bhawan, Satya Marg, Chanakya Puri, New Delhi-110021 on 24.10.2022 from 4.30 pm to 5.00 pm to survey the items. The bidders interested in surveying the items may inform ICWA in advance at the following e-mail address: adfinance@icwa.in .
2.	Sealed tenders will be accepted till 3.00 pm on 4.11.2022.
3.	Address for sending tenders: Deputy Director General, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi – 110001.
4.	Bids should be sealed and the sealed envelopeds should be superscribed “Auction of old office equipment/furniture”.
5.	The amount offered by the highest and successful bidder will be deposited through Bank Draft or online transfer in the accounts of the Council within two working days of intimating the selection of successful bidder.
6.	It is mandatory to attach a copy of PAN card and letterhead of the firm with the bid.
7.	The Council reserves the right to accept or reject any bid without assigning any reason.
8.	The written intimation of approval and acceptance of the tender will be given only to the highest bidder.
9.	The items may be collected on “as is where is” basis.
10.	The bidder should give an undertaking that for the obsolete and old items sold by the Council, the latter will not be responsible after being collected from the current location i.e., Akbar Bhawan.

(Signature of competent authority along with seal)

Date:

Name:

Annexure-A

Undertaking

I/We declare that:

1. I/We offer to buy the material mentioned in the tender notice at the rate offered by us.
2. I/We agree with the terms of payment and all other terms of the tender.
3. I/We have carefully read all the rules and terms of technical specifications of the tender and we will follow them.
4. I/We also confirm that we have not been blacklisted by any organization/government/semi-government/autonomous institution.

(Signature and seal of authorized signatory)

Date:

Name:

Telephone Number: