



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ई-मेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001  
Phone: +91-11-23386626-28, Fax: +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
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SA.37/HO/eCPPP/20484

10th September 2018

### e-Tender Notice for Auction of old/obsolete items

Sahitya Akademi is an autonomous organization under the Ministry of Culture, Government of India invites online bids from the Recycler/Re-Processor of e-waste/others for disposal of old/obsolete items on AS IS WHERE IS BASIS as per Annexure-II on two bid system. Both the bids should be sealed and superscribed "Technical Bid" and "Financial Bid" kept in a separate sealed cover. The details mentioned in the tender document that may also be download from the Akademi's website [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in). Tenders complete in all respect addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 and must reach latest by 28.09.2018 of publication on <https://eprocure.gov.in>. The terms and conditions of the procurement are as under:-

1. Tenders not submitted in the prescribed proforma are liable for rejection.
2. Technical Bid shall contain all self-certified documentary evidences as per Annexure-I.
3. The Annexure- I and II are to be stamped and signed by the authorized signatory on each page.
4. Earnest Money of Rs.5000 shall be payable by demand draft in favour of the Secretary, Sahitya Akademi, New Delhi.
5. Tenders not accompanied by Earnest Money Deposit shall be rejected.
6. The parties exempted from deposit of Earnest Money should enclose documentary evidence.
7. The parties shall ensure submission of certificate of authorizations of the competent authority for disposal of e-waste/others.
8. The quantity of items may increase or decrease due to unavoidable circumstances.
9. The reserved price of the e-auction is Rs.75000.
10. The rates should hold good upto 90 days from the last date of receipt of bids.
11. The successful bidder shall pickup/lift the auctioned items immediately on receipt of the authorization letter from Sahitya Akademi but not later than 15 days from the date of issue of the letter or the auction items will be confiscated which will be the property of the Sahitya Akademi and the successful bidder shall have no claim. The Earnest Money Deposit shall also stand forfeited.
12. The Sahitya Akademi shall be at liberty to re-auction/re-sell the confiscated items without any further communication in this regard.
13. The auction items shall be pickup/lift from Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 and Sahitya Akademi, Sales Section, Swati Working Women Hostel Basement, Mandir Marg, New Delhi-110001 as per details in Annexure-II.
14. The successful bidder shall deposit 25% of the bid value within 2 days by demand draft in favour of Secretary, Sahitya Akademi.
15. The decision of the competent authority in the Sahitya Akademi shall be final.
16. The sealed tender containing the "Technical Bid" and "Financial Bid" as uploaded on e-procure in the prescribed format should also be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001.
17. The "Technical Bid" shall be opened on 01.10.2018 at 11.30 am. in the 3<sup>rd</sup> floor Conference Hall of the Sahitya Akademi. The result of opening of the Technical Bids shall be uploaded on e-procure.
18. The "Financial Bids" shall be opened on 01.10.2018 at 4pm of those who qualify their "Technical Bids".
19. The Secretary, Sahitya Akademi reserves the right to either accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.



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20. Any legal dispute will be within the jurisdiction of Hon'ble High Court of Delhi.
21. Sahitya Akademi GST: Registration Number : **07AAETS3607BIZU**
22. Sahitya Akademi PAN: **AAETS3607B**

(S. Rajmohan)

Deputy Secretary(Admin)

*For uploading on Sahitya Akademi website*



(on the company letter head)

ANNEXURE – I

To,

The Secretary,  
Sahitya Akademi  
New Delhi – 110001



**Subject: Technical Bid**

Dear Sir,

In response to the e-Tender notice, I/We submit our Technical Bid for supply of paper and enclosed the following documents duly signed and stamped.

1	Proof of authorization/registration for recycler/re-processor of e-waste/others of the competent authority.	Attached	Not Attached
2	Bid has been submitted in the prescribed format	Attached	Not Attached
3	Certified copy of PAN	Attached	Not Attached
4	Certified copy of GST Registration	Attached	Not Attached
6	Documentary evidence for exemption from deposit of tender cost/ EMD	Attached	Not Attached
7	Earnest Money Deposit by demand draft *	Attached	Not Attached
9	Copy of documents uploaded on e-Procure	Attached	Not Attached
10	Certificate of firm not blacklisted	Attached	Not Attached
11	Certificate of rates validity period	Attached	Not Attached
12	Certificate of acceptance of terms & conditions	Attached	Not Attached
13	Name and e-mail /mobile number of the authorised person	Attached	Not Attached

Date.....

Seal

Signature of Bidder with

To,

The Secretary,  
Sahitya Akademi  
New Delhi – 110001

**Subject: Financial Bid**

Dear Sir,

In response to the e-Tender notice, I/We submit our Financial Bid for the below mentioned items:-

S.No.	Name of Items	Quantity
Items/material at Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001		
1.	कम्प्युटर पी 4	32
2.	कम्प्युटर पी 3	2
3.	कम्प्युटर पी 3 से पहले	1
4.	मानिटर सी आर टी	32
5.	मॉनिटर टी एफ़ टी	4
6.	यु पी एस	65
7.	कीबोर्ड	63
8.	माउस	48
9.	लेसर प्रिंटर B/W	9
10.	लेसर प्रिंटर रंगीन (Colour Laser)	2
11.	डॉट प्रिंटर (Dot Matrix)	3
12.	स्याही रंगीन प्रिंटर (Inkjet Printer)	3
13.	स्कैनर (Scanner)	3
14.	कार्ट्रिज (Cartridge)	225
15.	यु पी एस बैटरी (7Ah-small)	50
16.	टेबल लैंप (Table Lamp)	4
17.	मयूर जग (Mayur Jug)	03
18.	दीवार घड़ी (Wall Clock)	04
19.	पंखा (Fan)	01
20.	कूलर (Cooler)	01
21.	वोल्टेज नियंत्रक (Stabilizer)	13
22.	चाय केतली	30
23.	वातानुकूलन मशीन (स्प्लिट) भीतरी अनुभाग(AC-indoor unit)	03
24.	वातानुकूलन मशीन (स्प्लिट) बाहरी अनुभाग(AC-outdoor unit)	01
25.	वातानुकूलन मशीन (खिड़की)(windows AC)	02
26.	कम्प्रेसर (AC Compressor)	07
27.	दूरभाष यंत्र (Telephone Instrument )	75
28.	कागज कटर (Paper Cutter)	02



S.No.	Name of Items	Quantity
29.	द्वि छेदक यंत्र (Double Punch)	01
37.	बड़ा स्टेप्लर (Stapler big)	03
38.	ऑनलाइन यु पी एस	01
39.	पावर सप्लाइ कम्प्युटर(SMPS)	04
40.	बैनर स्टैंड	17
41.	बैटरी बड़ी	2
42.	स्पीकर	11
43.	इमरजेंसी प्रकाश यंत्र (Emergency light)	5
44.	खाना गर्म करने कि मशीन (Hot case)	2
45.	फैक्स मशीन	1
46.	जल निस्पादक (Water filter)	1
47.	फ्रंकिंग मशीन (Franking Machine)	1
48.	परिक्रामी कुर्सी (Revolving Chair)	6
49.	मेज)Table	9kmj
50.	एयर पियुरिफायर (Air Purufire)	13
51.	टेबल फैन (Table Fan)	01
52.	सी सी टी वी कैमरा (CCTV Camera)	04
53.	इलेक्ट्रीक कैटल (Electronic Cattle)	01
54.	बारकोड रीडर (Barcode Reader)	02
55.	इलेक्ट्रॉनिक कैलकुलेटर (Electronic Calculator)	01
Items/material at Sahitya Akademi, Sales Section, Swati Working Women Hostel Basement, Mandir Marg, New Delhi-110001		
56.	यु पी एस - विक्रय अनुभाग	4
57.	कम्प्युटर पी 4 (विक्रय अनुभाग)	9
58.	कम्प्युटर पी 3- विक्रय अनुभाग	1
59.	मानिटर सी आर टी- विक्रय अनुभाग	13
60.	किबोर्ड - विक्रय अनुभाग	3
61.	इमरजेंसी प्रकाश यंत्र (Emergency light)	03
62.	वोल्टेज नियंत्रक (Stabilizer)	03
63.	खाना गर्म करने कि मशीन (Hot case)	01



Date.....

Seal

Signature of Bidder with