



No. ROC/DC/Record/
13226

Date: 9.3.2015

Government of India
Ministry of Corporate Affairs
Office of Registrar of Companies,
NCT of Delhi & Haryana
IFCI Tower, 4th Floor, 61, Nehru Place,
New Delhi -110019.

Letter of Offer

As per list enclosed

Sub:- Inviting tenders for disposal of old surplus/unserviceable items in the Office of ROC, Delhi at plot No. 6, 7 & 8, Basement of IICA Campus I M T, Manesar Gurgaon (HR).

Sir,

I am directed to Invite sealed tenders for the disposal of old surplus/unserviceable items on "as is where is basis" without guarantee, measurement, weight and number. Interested parties/firm may send their tenders for the items (detailed in Annexure- A), in the prescribed proforma (Annexure-B) with a-Demand Draft of Rs. 2,000/- in favour of Pay & Account Officer, Ministry of Corporate Affairs, Government Of India, New Delhi as earnest money in the office of Registrar of Companies, 4th Floor, IFCI Tower, Nehru Place, New Delhi-110019 on or before 26/03/2015.

(ATMA SAH)

Asstt. Registrar of Companies
NCT of Delhi & Haryana

Copy to:-

1. Secretary MCA, 5th Floor, A 'wing', Dr. RP Road, Shastri Bhawan, New Delhi.
2. Regional Director (NR), Noida, MCA Noida.
3. Auction Committee
4. Establishment Section
5. E- Governance cell for hosting this letter on MCA Website.

Annexure-A

LIST OF OLD ARTICLES TO BE SOLD BY BID

Description of Article	Quantity
Split AC (Voltas Brand)	3
Cassette AC (Voltas Brand) 6	6
20 KVA D.G.Set (Kirloskar Brand)	1
10 KVA D.G.Set (Kirloskar Brand)	2
Router Boxes	2
Main Power Panel (MPP)	1
Steel Safe	3
Wooden Tables with Drawer	
(a) 4'*6'*2'-6"	2
(b) 4'*4'*2'-6"	1
Set with 3 Steel Chairs joined together	2 Sets
Discussion Table with Top of Round Glass and Steel Stand	1
Steel office chairs	3
20" computer monitor	5
Key Board	5
C.P.U. of Computers	8
U.P.S of Computers	8
Voltage Stabilizers	2
Servers	2
Computer Tables	2
Room Desert Cooler(18" Exhaust Fan)	1
Total Value	

The total value of the articles lying in the Basement of IICA Building at Plot No. 6,7 & 8, Sector-5, IMT Manesar, Gurgaon, Haryana would be Rs. 1,76,000/- only (Rupees One Lac, Seventy Six Thousand Only).



(ATMA SAH)

Asstt. Registrar of companies,
NCT of Delhi & Haryana
New Delhi



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IFCI Tower, 4th Floor, 61, Nehru Place,
New Delhi –110019.
(Tel. No. 26235703/4/5 Fax 26235702)

Terms & Conditions

The following terms and conditions may please be read and understood before submitting the tenders.

1. Competitive sealed tenders are invited from reputed firms/persons for disposal of old, obsolete, Condemned, unserviceable Items on "as is where is basis" without guarantee, measurement, weight and number.
2. The items are listed In Annexure-A with this document.
3. The tender must be sealed and accompanied with an earnest money of Rs.2000/- (Rs. Two Thousand Only) in the form of Demand Draft/Pay order in favour of Pay and Accounts Officer, Ministry of Corporate Affairs, New Delhi from any Nationalized/Scheduled Bank in Delhi.
4. The tenders not sealed or not in the enclosed proforma as Annexure-B or not accompanied with EMD or received after the due date and time will be summarily rejected. While sending Tender, it must be clearly indicated on the envelope "TENDER FOR DISPOSAL OF OLD, OBSOLETE AND UNSERVICEABLE ITEMS."
5. The mentioned old, obsolete & unserviceable items are sold on "as is where is basis" in one lot irrespective of number. The items can be inspected on any working day between **10.30 AM to 3.30 PM** at record room of ROC at Plot No. 6, 7, 8 Sector-5 IICA Campus IMT, Manesar (HR), on **23/03/2015 & 24/03/2015**. Tender have to be submitted by **26/03/2015**.

6. The offered purchase price should be mentioned in Indian currency, both in figures and in words separately, the purchase price is to be offered for all the items in one lot irrespective of number of item. Cost offered in parts will not be accepted.
7. If the offer purchase price is less than the Minimum Reserve Price (MRP) already fixed by the technical committee as mentioned in Annexure- A of this document, the tender shall be treated null and void.
8. The EMD shall be forfeited if the tenderer resiles from his offer for whatever reasons.
9. Tender form filled in pencil, overwriting, illegible or erased will not be considered.
10. Tender will be opened on **27/03/2015** at **12:00 PM** at IMT Manesar. The Interested tenderer or his authorized representative can participate in it. In case **27.03.2015** is closed holiday, the tender shall be opened on following working day at the same time and venue.
11. The successful tenderer will have to make full payment by Cash/Bank Draft/Pay Order in favour of Pay & Account Officer, Ministry of Corporate Affairs, and New Delhi within two working days failing which EMD will be forfeited.
12. The successful tenderer immediately, after making full payment referred to in para-1 above shall take delivery of the items in one lot irrespective of number within 5 (Five) Days and make the area, where these are kept, clean and Clear.
13. The Successful tenderer shall take away the items on his own risk & cost and he shall be responsible for safe and appropriate use/disposal of the items.
14. The Ministry reserves the right to accept or reject any or all the offers of tenders without assigning reasons therefore.
15. If the number of successful and highest bidders are more than one then on the spot auction would be conducted among the successful and highest bidders. The decision of auction committee shall be final.
16. In case of any dispute, the decision of the Ministry shall be final and binding on all parties.
17. The EMD of the unsuccessful tenderers shall be released without interest after successful tenderer takes possession of the unserviceable items.
18. In case there is no successful tenderer, then the process of tendering will be considered again in the Department and decision taken thereon shall be final and binding upon the tenderers.

Tender Form for Disposal of old, surplus/ unserviceable items (As was attached in Annexure- A of the offer document)

Name & Address of the tenderer _____
(in capital letters) _____

Telephone No. _____

Details of EMD Bank Draft/Pay order No _____
(Amount Rs.) _____

I/We Quote:

I/We have inspected the old, surplus/ unserviceable items (As was attached in Annexure- A of the offer document) lying in the Office of ROC Delhi at Plot No. 6, 7 & 8 Basement of IICA Campus, Sector - 5, IMT Manesar, Gurgaon (HR) and am/are interested to purchase the same on "**As is where is Basis**".

My/Our offer purchase price for all items mentioned in Annexure- A of the offer document is given below:-

Our Offer purchase price is Rs. _____/-
In words (Rupees _____ only)

I/We have gone through the terms and conditions given in the tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the Department.

(Signature of the Tenderer)

Date:

To,
The Registrar of Companies,
NCT of Delhi & Haryana,
4th Floor, IFCI Tower,
61, Nehru Place,
New Delhi-110 019