



GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS,  
OFFICE OF REGISTRAR OF COMPANIES, NCT OF DELHI & HARYANA  
4<sup>TH</sup> FLOOR, IFCI TOWER, 61, NEHRU PLACE, NEW DELHI-110019.  
(TEL: 26235703/4/5 FAX: 26235702)

No. ROC/DL/Record/ 8950

Dated: 19/11/2014

To  
The Secretary,  
Ministry of Corporate Affairs,  
Shastri Bhawan,  
New Delhi.

Kind Attention : Shri Sanjay Gupta, Dy. Director, E-Governance Cell

**Sub:- Inviting tenders for disposal of old surplus / unserviceable items in the record room of ROC situated at plot No. 6,7 & 8 sector 5 IMT, Manesar Gurgaon (HR)**  
Sir,

This is in reference to the Directorate letter no. ERD/PDIL/6446 dated 25.09.2014 copy endorsed to this office regarding shifting of records of this office lying at IICA Building. In this regard it is submitted that the Committee the constituted by this office has identified certain old and obsolete articles to be sold/ auctioned through bid/tender after following the due procedure under the relevant rules. A list of such articles along with the valuation report of the Government approved valuer as well as draft copy of offer letter and terms and conditions thereon are enclosed herewith with the request to the Ministry to kindly examine the same and issue necessary direction to put the offer letter and terms & conditions for the said auction on the Ministry's website inviting tender /Bids from the respected parties.  
Encl: As above

Yours faithfully,

(P.L.Malik)

Dy. Registrar of Companies,  
NCT of Delhi & Haryana.

Copy to:-

1. The Regional Director (NR), Ministry of Corporate Affairs, Noida.




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

Letter of Offer  
As per list enclosed

Subject: - Inviting tenders for disposal of old surplus/unserviceable items in the record room of ROC situated at plot No. 6,7 & 8 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 above work In the prescribed proforma (annexure-A) 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, 4<sup>th</sup> Floor, IFCI Tower, Nehru Place, New Delhi-110019 on or before 27.11.2014.

  
(P.L. Malik)

Deputy Registrar of Companies  
NCT of Delhi & Haryana

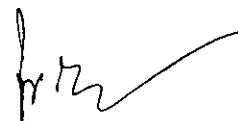
Copy to:-

- ✓ 1 Secretary MCA, 5<sup>th</sup> Floor, A 'wing', Dr. RP Road, Shastri Bhawan, New Delhi.
2. Regional Director (NR), Noida, MCA Noida.
3. Auction Committee
4. Establishment Section

**LIST OF OLD ARTICLES TO BE SOLD BY BID**

Description of Article	Quantity	Minimum Reserved Price
Split AC (Voltas Brand)	3	15000
Cassette AC (Voltas Brand)	6	66000
20 KVA D.G.Set (Kirloskar Brand)	1	50000
10 KVA D.G.Set (Kirloskar Brand)	2	22000
Router Boxes	2	Scrap
Main Power Panel (MPP)	1	Scrap
Steel Safe	3	4500
Wooden Tables with Drawer		
(a) 4'*6'*2'-6"	2	1000
(b) 4'*4'*2'-6"	1	500
Set with 3 Steel Chairs joined together	2 Sets	5000
Discussion Table with Top of Round Glass and Steel Stand	1	200
Steel office chairs	3	300
20" computer monitor	5	Scrap
Key Board	5	Scrap
C.P.U. of Computers	8	4000
U.P.S of Computers	8	4000
Voltage Stabilizers	2	2000
Servers	2	Scrap
Computer Tables	2	1000
Room Desert Cooler(18" Exhaust Fan)	1	500
File Racks of Slotted Angles 5 Shelves 7 Shelves	62	20000
<b>Total Value</b>		<b>1,96,000/-</b>

The total value of the articles lying in the Basement of IICA Building at Plot No. 678, Sector-5, Manesar, Gurgaon, Haryana for the purpose of auction would be Rs 1,96,000/- only (Rupees One Lakh Ninety Six Thousand Only).



(P.L. Malik)  
Deputy Registrar of companies,  
NCT of Delhi & Haryana  
New Delhi



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

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 Fts.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 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 tenders are invited for old, obsolete & unserviceable items 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) from 20.11.2014 & 25.11.2014 tender have to be submitted by 27.11.2014.
6. The offered purchase price should be mentioned in Indian currency, both in figures and in words in the format enclosed separately
7. The purchase price is to be offered for all the items in one lot irrespective of number in the enclosed proforma of FINANCIAL BID at Annexure-B. Cost offered in parts will not be accepted.
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 28.11.2014 at 4.00 PM. The Interested tenderer or his authorised representative can participate in it. In case 28.11.2014 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, New Delhi within two working days falling 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 3 (Three) days and make the area, where these are kept, clean and dear.

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. In case of any dispute, the decision of the Ministry shall be final and binding on all parties.

16. The EMD of the unsuccessful tenderers shall be released without interest after successful tenderer takes possession of the unserviceable items.

A handwritten signature or mark, possibly a stylized 'R' or 'S', located in the lower right quadrant of the page.