



राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान, सीहोर
National Institute of Mental Health Rehabilitation, Sehore
दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार

Department of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice & Empowerment, Govt. of India

भोपाल इंदौर हाईवे, शेरपुर, सीहोर, मध्य प्रदेश - 466001

Bhopal Indore Highway, Sherpur, Sehore, Madhya Pradesh - 466001

वेबसाइट / Website: <https://nimhr.nic.in>, फोन / Phone :07562-223960, ईमेल / Email: nimhrsehore@gmail.com

F.No. NIMHR/S&P/Scrap Disposal/2025-26/

Date: 02.02.2026

Expression of Interest (EoI)

Subject: EoI for disposal of obsolete/Unserviceable/Surplus office equipment's and other items.

Sealed EoIs are invited from eligible interested parties for disposal/auction of obsolete/Unserviceable /Surplus office equipment's etc. of the NIMHR, Sehore on “as where is” basis (list of items enclosed as Annexure I).

2. The above items are laying at NIMHR campus at Bhopal Indore Highway, Sherpur, Sehore, Madhya Pradesh - 466001 The details of EoI are as under:-

Date & Time for inspection of items	From 02.02.2026 to 16.02.2026 (from 10:30 am to 02:30 pm of working days)
Contact person	Shri Abhishek Mishra, Store and Purchase Officer, NIMHR, Sehore
Date & Time and place for acceptance of EoI	Interested parties/scrap dealers are required to submit sealed envelope superscribing “ EoI for disposal of scrap ” at dispatch section of the Administration Section of NIMHR, Administrative and Academic Block, 2 nd Floor, Bhopal Indore Highway, Sherpur, Sehore, Madhya Pradesh - 466001 during office hours till 16.02.2026 (03:00 pm).
Date & Time for opening of EoI	16.02.2026 at 03:30 pm

General Terms and Conditions:

- i. The details of EoI are displayed on the website of NIMHR, Sehore (<https://nimhr.nic.in/>).
- ii. Interested parties may inspect the items on the stipulated date & time.
- iii. The items shall be sold to the party quoted the highest rate among all participants (on H-1 basis). The bids are invited for the complete items (i.e. all the items contained in the list as a whole and no bid would be accepted for any part of the same). The officials/consultants etc. of NIMHR are strictly prohibited to participate.
- iv. The handling/disposal of IT related equipment's shall be done as per the latest guidelines/instructions of Ministry of Environment & Forest and its related agencies and compliance thereof shall be the sole responsibility of the interested party(s). The interested party(s) participation in auction of e-waste materials shall be registered with the Govt. Agency as per the E-waste management & handling Rules, 2011 published by the Ministry of Environment & Forests, Government of India vide their notification dated 12.05.2011.

- v. The interested parties are required to submit a sum of **Rs. 5,000/-** in form of demand draft/bankers cheque in favor of “NIMHR payable at Sehore” as security deposit. The demand draft submitted as security deposit will be refunded to the un-successful party within 15 days of issuance of release order to the successful party. The demand draft in case of successful party will be adjusted against the total value of release order.
- vi. No items once disposed to the successful party shall be taken back by this office on any condition whatsoever.
- vii. The successful party will be required to lift all the items from the disposal site within three days after the issuance of release order by paying the complete amount. Payment is to be made in form of Demand Draft (DD). On failure to do so NIMHR, Sehore shall have the right to dispose the items to alternate interested parties by forfeiting the security deposit.
- viii. The successful interested parties shall make their own arrangement of transport, labour etc. for lifting the disposed items.
- ix. EoI received after the due date and time shall not be considered and would be rejected straightway without assigning any reasons thereof.
- x. The amount in the bid submitted should be given in both figures and words. Any overwriting or mismatch in the amount in words and figures shall not be considered for acceptance of the rates offered by the interested parties.
- xi. NIMHR, Sehore reserves the right to accept or reject any/all bids and cancel the whole process without assigning any reasons whatsoever.
- xii. Each page of EoI document should be signed by the interested parties(s).
- xiii. Incomplete and unsigned EoIs are liable to be rejected. Interested parties must enclose copy of I.D./Address proof (Aadhar Card/Driving License, Pan Card) along with his/her EoI.
- xiv. **Disposal of scrap by NIMHR constitutes a taxable supply under GST. GST shall be payable @ 18% under RCM when scrap is sold to registered persons, and under forward charge when sold to unregistered persons.**
- xv. **TCS at 1% under section 206C(1) of the Income-Tax Act, 1961 is mandatorily applicable on scrap sales.**

Note: The quantity of the above items may increase or decrease.

Encl:

1. List of Obsolete/Unserviceable/Surplus office equipment, etc. (Annexure - I)
2. EoI form (Annexure - II)

(Director)

List of Obsolete/Unserviceable/Surplus office equipment, etc.

Sl. No.	Items	Quantity
1.	Chair with Writing Pad	10 Nos.
2.	Chair S Type	04 Nos.
3.	Revolving Chair	04 Nos.
4.	Aadhar Biometric Machine	01 Nos.
5.	Cable Wire	1 Bundle (in pieces)
6.	Air Cooler	02 Nos.
7.	Borewell Pump	01 Nos.
8.	Cartridge	27 Nos. (of different make and model)

EoI FORM

(To be submitted in a sealed envelope on letterhead of the firm/company)
EoI Notice for disposal of absolute/Unserviceable/Surplus office equipment etc.

To,

Director, NIMHR

Subject: - EoI Notice for disposal of absolute/Unserviceable/Surplus office equipment etc.- reg.

1. Interested parties Details

- I. Name of Person/Firm/Company:
- II. Registered Address (along with address proof):

- III. PAN Number (Self attested Copy):
- IV. Aadhar Card (Self Attested Copy):
- V. Mobile Number:
- VI. E-mail Address:

2. Amount Quoted:

i. Amount for all lots: _____

ii. GST@18%: _____

Total (in figures): _____

Total (in words): _____

Declaration: -

I understand that the validity of the amount quoted is 90 days beyond the last date of submission of EoI. I hereby declare/accept that if withdraw or modify the bids during period of validity etc., I will be suspended for a period of one year.

Signature & Stamp of the interested party

Name:-----