

**TENDER NOTICE**  
**DIRECTORATE OF SUPPLIES & DISPOSALS, HARYANA**  
**Bays No. 3-6, Second Floor, Sector-2, Panchkula-134109 (Haryana) (India)**  
**Phone Numbers.:0172-2570121,2570123,2570124,2584125,2585125.**  
**Fax No.:0172-2570122.e-mail:-supplies@hry.nic.in,website:-dsndharyana.gov.in**

**SCHEDULE –“A”**

Sr. No.	Particulars	Remarks
1.	TENDER NOTICE No.	109/2025-26
2.	Superscribed No. of Tender	DSD/Disposal-56/2025-26
3.	Sr. No. of Tender	Disposal (Physical Submission)
4.	Cost of Tender (Document) Form	Rs. 500/- (Rs. Five Hundred only) (Non Refundable)
5.	EMD-cum-Security Amount Deposit required	10% of the Rate (Sale Value of the Store) quoted by the bidder (Rounded off to Rs. 100/-) Demand Draft issued in favour of “Director, Supplies & Disposals, Haryana payable at Panchkula”
6.	Manual Submission of technical Documents (Date & Time)	On or before 16.02.2026 upto 14.00 Hrs. (02.00 p.m.))
7.	Opening of Tender of technical Documents (Date & Time)	On or before 16.02.2026 upto 14.30 Hrs. (02.30 p.m.)
8.	Financial Bid Submission (Date & Time)	On or before 18.02.2026 upto 14.00 Hrs. (02.00 p.m.)
9.	Opening of Tender of Financial Bid Submission (Date & Time)	On 18.02.2026 at 14.30 Hrs. (02.30 p.m.)
10.	Rates to be Kept Valid for Acceptance	18.05.2026 (3 Months)

**DESCRIPTION AND LOCATION OF STORE(S)**

Description of Stores	Consignee/Location of Store
Group of items i.e. 01 No. list comprising of Sr. No. 1 to 24 items (Single lot of 24 items)*. (List of 24 Nos. items is available at Annexure-“A”. *Note:-The Rate should be quoted on whole lot basis.	The Director, Secondary Education, Haryana, Panchkula. Location of the Stores:- The Director, Secondary Education, Haryana, Panchkula.

**ELIGIBILITY CRITERIA & DOCUMENTS TO BE ATTACHED/SUBMITTED WITH FINANCIAL (COMMERCIAL) BID**

1.	Only those firms (Pvt. Ltd. or Ltd.) or proprietorship firm can participate who have valid GST Registration Certificate/Sales Tax (VAT) Registration Certificate/Tax Identification No. (TIN) issued from the Competent Authority. Copy of GST/Sales Tax/VAT Registration Certificate should be attached with the tender (bid)
2.	PAN Card of the firm/proprietor & the copy of the same should be submitted with the tender.
3.	Undertaking on the letter pad/ letter head in case of firms (Pvt. Ltd. or Ltd.) & affidavit on Non Judicial Stamp Paper of Rs. 10/- duly attested from Notary Public in case of proprietorship firm to the effect that the firm/person is neither black listed by any Government Department, nor any criminal case/complaint is registered or pending against the firm/person.
4.	Note:-All copies to be attached should be self attested/certified.

**IMPORTANT TERMS AND CONDITIONS**

(A)	The Earnest Money-cum-Security (10% of the quoted Rate) deposited by the tenderer will be adjusted towards security. The Successful Tenderer shall have to deposit GST alongwith Surcharge on GST as applicable within 15 days from the date of issue of Acceptance Letter, failing which their Earnest Money-cum-Security deposited with the offer will be forfeited to Govt. Account.
(B)	<u>Lifting Period:- Fifteen Days (15 days) from the date of issue of detailed Sale Order.</u>
(C)	<u>Storage Charges:- Storage Charges @ 2% per month of the value of the Sale Order shall be charged, if the purchaser fails to lift the material within the stipulated lifting period allowed, subject to the extension in the lifting period.</u>
(D)	<u>Extension in Lifting Period:- Extension in the Lifting Period will be allowed strictly as per Condition No. 2 contained in the condition of the contract.</u>

## GENERAL TERMS AND CONDITIONS

(1)	<b>It is the sole responsibility of bidder to inspect the store/complete items mentioned in the list thoroughly before quoting any rate/price/bid for the same.</b>
(2)	<b>Place of Delivery:-Consignee's site on "as it where is basis" &amp; "as it what is basis".</b>
(3)	<b>The bidder/tenderer should quote their rates exclusive of applicable GST &amp; Surcharge on GST will be charged extra.</b>
(4)	<b>GST once deposited shall not be refunded in any case.</b>
(5)	<b>Deposit of Sale Value of Store (Payment):-100% Payment will be deposited by the successful bidder/tenderer with the Indenting Officer/Consignee as the case may be before lifting the Store.</b>
(6)	<b>The offer without Tender Form/Fees will be rejected straightaway.</b>
(7)	<b>The Rate should be quoted both in Words as well as in Figures.</b>
(8)	<b>Offers should be neatly typed or hand written. Any overwriting, additions and alternations carried out, if any, in the Tender form by the Tenderer(s)/Firm(s) will invite the rejection of offer straightway.</b>
(9)	<b>Conditional offer will not be considered in any circumstances.</b>
(10)	<b>Any fraudulent document submitted with the tender and any misleading information furnished will invite penal action to tune of cancellation of Sale Order, Forfeiture of Security Amount deposited with the tender &amp; blacklisting/ debarring of firm (Pvt. Ltd. or Ltd.) or proprietorship firm for doing future business.</b>
(11)	<b>The Director, Supplies &amp; Disposals, Haryana reserves the right to reject or accept any offer without assigning any reasons thereof.</b>

### KEY DATES

Sr. No.	Bidder's Stage	Remarks
1.	<b>Manual Submission of technical Documents (Date &amp; Time)</b>	<b>On or before 16.02.2026 upto 14.00 Hrs. (02.00 p.m.)</b>
2.	<b>Opening of Tender of technical Documents (Date &amp; Time)</b>	<b>On or before 16.02.2026 upto 14.30 Hrs. (02.30 p.m.)</b>
3.	<b>Financial Bid Submission (Date &amp; Time)</b>	<b>On or before 18.02.2026 upto 14.00 Hrs. (02.00 p.m.)</b>
4.	<b>Opening of Tender of Financial Bid Submission (Date &amp; Time)</b>	<b>On 18.02.2026 at 14.30 Hrs. (02.30 p.m.)</b>

**Disposal Incharge,  
for: Director General, Supplies & Disposals, Haryana.**

**01 No. lists comprising of items from Sr. No. 01 to 24  
(Single Lot of 24 Nos. Items)**

**Annexure-“A”**

<b>Sr. No.</b>	<b>Description of items</b>	<b>Quantity</b>
1.	Wooden Table	40+4
2.	Iron Table	24
3.	Iron Almirah	2
4.	Wooden Notice Board	2
5.	Wooden Setti	8
6.	Telephone	51
7.	Iron Rack	9
8.	Iron Almirah	2
9.	Wall Fans	3
10.	Cycle	2
11.	Wooden Meeting Table	1
12.	Fans	7
13.	Steel Chairs	4
14.	Water Cooler	2
15.	Fridge	1
16.	Water R.O.	3
17.	Dispenser Water	5
18.	Hotcase	3+2
19.	Wall Fans	5
20.	Iron Chairs	82
21.	Plastic Chairs	4
22.	Sofa Set	3
23.	Sofa Set	1
24.	Typewriter Machine	17