

**NIC-MLSC/2024/Obsolete/**  
Government of India  
Ministry of Electronics & Information Technology  
National Informatics Centre  
Meghalaya State Centre  
NIC Building, Secretariat Hill, Shillong – 793001

Dated: 28.02.2025

Subject: AUCTION NOTICE FOR DISPOSAL OF 248 Furniture Items at NIC Meghalaya, Shillong


Sealed tenders/ quotations are invited from the interested vendors/ parties for Furniture Items at NIC Meghalaya on an "As is where is basis" as per Annexure-A.

The items mentioned in Annexure-A are physically available at the National Informatics Centre Meghalaya State Center. Details for inspection, contact person, and tender/quotation acceptance are as under:-

1. :

1. Date and time of Inspection of items	Date: 3rd March 2025 to 17 <sup>th</sup> March 2025 Time: 3:00 pm – 5:00 pm Address: NIC, Meghalaya State Center, Shillong
2. Contact person	HoD (Store) National Informatics Center, NIC, Building, Secretariat Hills, Shillong - 793001 Mobile No. +91 9436104813 Email Id: benos.lyngskor@nic.in
3. Tender Auction Form available at	<a href="https://meghalaya.gov.in">https://meghalaya.gov.in</a> <a href="https://meg.nic.in">https://meg.nic.in</a> NIC Meghalaya State Centre, Shillong - Notice Board
4. Start Date & Time for acceptance of Tender	4th March 2025 from 10:30 am
5. Last Date & Time for acceptance of Tender	18 <sup>th</sup> March 2025 up to 2:30 pm
6. Date & time of opening of tender	<b>19<sup>th</sup> March 2025 at 3:00 pm</b>

An EMD of **Rs. 2500/- ( only)** should be deposited along with the bids in the form of an account payee bank draft/pay order of a Nationalized bank / Scheduled commercial bank drawn in favour of Drawing & Disbursing Officer(DDO) payable at Guwahati.

  
State Informatics Officer  
National Informatics Center,  
Meghalaya State Center,  
Shillong

संतोष वी.टी./Santhosh V.T  
राज्य सूचना-विज्ञान अधिकारी/State Informatics Officer  
भारत सरकार / Government of India  
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय/ MeitY  
राष्ट्रीय सूचना-विज्ञान केन्द्र / NATIONAL INFORMATICS CENTRE  
मेघालय राज्य केन्द्र / MEGHALAYA STATE CENTRE  
शिलांग-७९३००१/Shillong-793001

**CONSOLIDATED LIST OF ITEMS TO BE AUCTIONED**

Item No.	Particulars of stores	Quantity/ Weight
1	Executive Revolving Chair	18
2	Visitor Chair without Arms(Revolving)	02
3	Visitor Chair with Arms (Fixed)	43
4	Revolving Chair without Arms	85
5	Revolving Chair with Arms	100
Total		248

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NIC Building, Secretariat Hill, Shillong – 793001

Dated: 28.02.2025


Subject: Sealed tender/quotations are invited from the interested vendors/parties to dispose of 248 Furniture Items at NIC Meghalaya State Centre, Shillong.

### **General Terms & Conditions**

1. Bidders who desire to inspect the items to satisfy themselves about the items they are bidding for can inspect them at NIC Meghalaya State Centre, Shillong at their own cost & risk during the scheduled period & time.
2. The Items shall be sold on, as is where basis to the highest bidder of quoted rate/price. GST will be extra which the vendor will have to deposit on their own to the concerned department, if applicable, and will have to submit a copy of challan to NIC. A list of items is given in the Annexure A.
3. The successful bidder's Earnest Money Deposit (EMD) shall be adjusted in the bid forth. The EMD of the unsuccessful bidders shall be returned within 90 days of the auction date, without any interest.
4. Numbers of items, once disposed off to the successful bidder, shall not be taken back by NIC, on any condition whatsoever.
5. The successful bidder has to make full and final payment/balance payment in the form of a Demand Draft in favor of the Drawing & Disbursing Officer (DDO), Guwahati, National Informatics Centre, Ministry of Electronics & Information Technology, Government of India through Bharatkosh (<https://bharatkosh.gov.in>) within 5 days after confirmation, failing which the offer will be canceled and EMD shall stand forfeited.
6. The successful bidder shall be required to lift all the items from the disposal site to his premises at their own risk and expense within 5 days after the payment of the balance amount. On failure to do so, NIC shall have the right to forfeit the entire amount of the bidder and dispose of the items in the better interest of the Government.
7. Any loss or damage that occurs to the office property while removing the items will be made good at the cost of the concerned purchaser.

## Terms and Conditions for Tender Quoted

1. Quotation letter in a sealed envelope should be addressed to the State Informatics Officer, National Informatics Centre, Meghalaya State Center, Shillong, and must be submitted on or **before 2:30 pm on 18<sup>th</sup> March 2025**.
2. An Earnest Money Deposit (EMD) of **Rs. 2500/- (Rupees two thousand five hundred only)** must be accompanied with each quotation. This shall be in the form of an account payee Demand Draft/Pay Order of any nationalized bank/scheduled commercial bank drawn in favor of the Drawing & Disbursing Officer (DDO) payable at Guwahati without which the tender shall be summarily rejected. No cheque/money order/cash/IPO shall be accepted. The EMD draft/pay order date should be on or after the date of the tender document otherwise the bid will not be considered.
3. The EMD deposit shall not attract any interest in any case.
4. The financial bid should be quoted both in figures and words. **If there is a variation in the quoted amount i.e. figure amount is different and words amount is different, the highest quoted amount will be taken as final. However, Taxes (GST, CGST), if any, applicable in the case shall be deposited by the vendor itself to the concerned department. NIC will not take any responsibility to deposit it. The selected vendor should deposit the copy of challan along with final payment to NIC.** Any overwriting or erasing in the figures shall not be considered for acceptance of the rate offered by the Tenderer/bidder. If the highest quoted vendor will not lift the items in the stipulated time, the EMD will be forfeited.
5. Each page of the tender document should be signed by the bidder(s).
6. The quotation must reach the undersigned at NIC, Meghalaya State Centre on or before the due date & time. Tenders received after due date and time due to any reason whatsoever including postal delays shall not be considered.
7. Incomplete and unsigned quotations are liable to be rejected.
8. NIC reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
9. For financial evaluation, the highest bidder shall be chosen based on the figures quoted without GST, CGST.

  
State Informatics Officer  
National Informatics Center,  
Meghalaya State Center, Shillong

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मेघालय राज्य केन्द्र / MEGHALAYA STATE CENTRE  
शिलांग-७९३००१/Shillong-793001

Tender Form for disposal of various Furniture Items at NIC Meghalaya State Center, Shillong.

Name & Address of the Tenderer: \_\_\_\_\_  
(in Capital letters) \_\_\_\_\_

Telephone/Mobile Number : Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Details of EMD : Bank Draft/Pay Order No. \_\_\_\_\_

Dt. \_\_\_\_\_ Issued by \_\_\_\_\_ (Bank Name)

Amount-Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_ Only)  
in favour of Drawing & Disbursing Officer payable at Guwahati.

I/we have inspected the obsolete furniture items and am/are interested to purchase the items on **AS IS WHERE IS BASIS** and will lift the items from the center if I/we may declare successful. My/our offer for the all.

**a. Quote Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)**

**b. GST (If any)Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)**

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 with the terms and conditions of the tender, my/our EMD shall be forfeited by the Government of India, Ministry of Electronics & Information Technology, National Informatics Centre, Meghalaya State Center, Shillong.

Date:  
Place:

Signature of the Tenderer  
Name:  
Seal (If any)

To

State Informatics Officer  
National Informatics Center,  
Meghalaya State Center,  
NIC Building, Secretariat Hills,  
Shillong – 793001, Meghalaya