



**IGNOU Regional Centre**  
**17/12 J.C. Bose Road, Subhash Pally**  
**Siliguri, West Bengal-734001**

Phone 0353-2526818 Email [rcsiliguri@ignou.ac.in](mailto:rcsiliguri@ignou.ac.in)

Ref: IG/SRC/Admn/60/2021-22/ 876  
Date: 15.12.2021

### **Tender Notice**


**Sub: Disposal notice of obsolete/unserviceable office equipment/other items etc**

Bids are invited for disposal of obsolete/unserviceable office equipment/other items etc of IGNOU Regional Centre, Siliguri on *as is where basis*, as per the list (**Annexure-1**)

Date and time of inspection	15.12.2021 to 22.12.2021 10am to 5 pm
Last date and time of submission of tender	5.1.2022 5 pm
Date and time of opening the tender	6.1.2022 3 pm

#### ***General terms and conditions:***

1. There is no earnest money deposit (EMD) required along with the tender
2. The items shall be sold to the highest bidder. The bids are invited for the lot (i.e., all the items contained in the list of obsolete/unserviceable items as detailed in Annexure-1 as a whole, and no bid would be accepted for any part of the same.
3. The successful bidder will be required to lift all the items from the site within two days after making full payments.
4. The financial bid should be recorded in both figures and words.
5. The Regional centre reserves the right to accept or reject any/all tenders without assigning any reason whatsoever
6. Bidder must enclose a copy of the valid address proof
7. Bid shall be submitted in a sealed envelope superscribed 'Bid for disposal of obsolete/unserviceable office equipment/other items' and addressed to the "Regional Director, IGNOU Regional Centre, Subhaspally, Siliguri-734001".

  
Dr Salam Dilan Singh  
Regional Director

#### **Distribution:**

1. Notice Board
2. Regional Centre website
3. PWD (Civil) Notice Board, Venus More, Siliguri

## Annexure I

**Indira Gandhi National Open University**  
**Regional Centre**  
17/12 J.C. Bose Road, Subhash Pally, Siliguri, West Bengal-734001

### List of obsolete/unserviceable items

Sl No	Item	Make/Model No	Remarks
01	Key Board	HP Model K 1500. Sl No 7CH3395038	Non-functional
02	UPS Battery	Exide CS-7-12 12v, 74h	Non-functional
03	Laser Printer	Samsung ML 2570 Sl.No. 3x67BKCP6ii421d 3x67BKCP6ii420p	Non-functional
04	Fax Machine	Panasonic Model No. KXFP-343SN	Non-functional
05	Web cam	Creative VF0050	Non-functional
06	Water filter	Forbes Aquasure (Storage water purifier)	Non-functional

## **Annexure II**

### **Proforma for furnishing bids for purchase of obsolete/unserviceable office equipment/other items etc**

1. Name and address of the firm:
  
  
  
  
  
2. Name of the proprietor/contact person:
  
  
  
  
  
3. Telephone Number (s)
  
  
  
  
  
4. PAN Number
  
  
  
  
  
5. Total amount quoted for items in Annexure I

In Figure: Rs .....

In Words: Rupees

**Date:**

**Name and signature of the bidder**