**1. INSTRUCTIONS TO THE BIDDER**

This Office intends to dispose off old/obsolete/unserviceable electrical items/goods, on basis **"AS IS WHERE IS".**

**I. Eligibility Criteria:** Bidders must fulfill following eligibility criteria and upload all the documents in GeM Portal as well as submit the self certified copies of the same in the office of CPO, CMD (Opp. Horticulture Cell), IGNOU Campus, Maidan Garhi, New Delhi-110068:

a. Must be registered as a Recycler/Reprocessor/Dismantler of electrical items and should have valid copies of Registration Certificate from Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board or State Governments dealing with electrical items etc. Bids received from the firms other than so registered will be summarily rejected.

b. Must not be blacklisted by any Department of the Government of India or of any State/or by any PSU/Autonomous Organization of Government. A Notarized Certificate regarding non-blacklisting of the bidder by any Government Organization must be furnished.

c. Should be registered with GST and accordingly scanned copies of PAN & GST registration certificate must be uploaded on GeM Portal.

**2. EMD :** Earnest Money Deposit to be submitted in the form of Demand Draft in favour of "Indira Gandhi National Open University" payable at New Delhi in the office of Chief Project Officer, CMD (Opp. Horticulture Cell), IGNOU Campus, Maidan Garhi, New Delhi-110068 on working days within stipulated timeline.

**3. Inspection of Items:** The inspection of material can be done carefully by the prospective bidders or their authorized representatives at the designated places in CMD (Opp. Horticulture Cell), IGNOU Campus, Maidan Garhi, New Delhi-110068. (for which they may contact at the following no. 9650001551, 8800365252, 9013683464), between 1100 hours to 1600 hours from –on working days as per bid dates.

**4. Payment terms**: The successful bidder will have to pay the entire amount in form of bank draft / pay order drawn in favor of Indira Gandhi National Open University (IGNOU), payable at New Delhi within 5 working days after receipt of work order.

**5. Penalty Clause:** If all the electrical items are not picked up within 15 days from the date of receiving the work order, 0.2% per day and maximum 3% of H-1 amount will be deducted from EMD. Also if the successful bidder fails to pick up

all the electrical items within 15 days from the date of receiving the work order, EMD will be forfeited and work order will be cancelled.