



भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002
<https://insaindia.res.in>

निविदा आमंत्रण सूचना (एनआईटी)

(खुली निविदा)

विषय: इन्सा में अप्रचलित/अनुपयोगी कंप्यूटरों और परिधीय उपकरणों (कंप्यूटर, मॉनिटर, प्रिंटर, यूपीएस यूनिट, केबल और अन्य संबंधित इलेक्ट्रॉनिक वस्तुओं) की बिक्री/नीलामी हेतु निविदा।

एकल बोली प्रणाली के अंतर्गत उक्त कथित कार्य के लिए वैध ई-कचरा पुनर्चक्रण प्रमाणपत्र रखने वाले इच्छुक रीसाइक्लर्स से खुली निविदा के माध्यम से मुहरबंद निविदाएँ आमंत्रित की जाती हैं।

निबंधन और शर्तों सहित निविदा दस्तावेजों को (अप्रतिदेय/ अहस्तांतरणीय) दिनांक 08.10.2026 को अपराह्न 6:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट से डाउनलोड किया जा सकता है। विधिवत् भरे हुए निविदा दस्तावेजों को रु. 10000/- EMD राशि के साथ (ऑफलाइन) जमा करने की अंतिम तिथि 15.10.2026 को अपराह्न 2:00 बजे तक है। निविदाएँ दिनांक 15.10.2026 को अपराह्न 3:00 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक समिति द्वारा खोली जाएँगी। अकादमी बिना कोई कारण बताए किसी एक अथवा सभी निविदाओं को रद्द या स्वीकार करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-। (वित्त एवम् प्रशासन)



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

<https://insaindia.res.in>

NOTICE INVITING TENDER (NIT)

(Open Tender)

Sub: Tender for sale/auction of obsolete/unserviceable computers and peripherals (computers, monitors, printers, UPS units, cables and other related electronic items) at INSA.

Sealed tenders through open tender enquiry are invited from interested Recyclers holding a valid e-waste recycling certificate for the above said work under Single Bid System.

The tender documents (Non-returnable/ non-transferable) with terms and conditions can be downloaded from CPP portal and INSA website from 08.10.2026 at 06:00 pm onwards. The last date for submission of the duly filled up tender along with EMD of Rs. 10,000/- (offline) is 15.10.2026 till 2:00 pm. The tenders shall be opened by a committee appointed by the competent authority on 15.10.2026 at 3:00 pm at INSA. The Academy reserves the rights to reject or accept any or all the tenders without assigning any reason thereof.

Deputy Executive Director-I (F&A)



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

Tel: 91-11-23221931 up to 1950 (20 lines) (EPABX); Fax: 23235648, 23231095

Website: <https://insaindia.res.in>; E-mail: estate@insa.nic.in; insaestate@gmail.com

Ref. No.: INSA/Estate/sale/auction/2026-27/

8th October, 2026

Tender for sale/auction of obsolete/unserviceable computers and peripherals (computers, monitors, printers, UPS units, cables and other related electronic items) at INSA.

Sealed tenders are invited from the interested Recyclers having a valid E-waste recycling certificate for electronics items/equipments such as computers and peripherals (Printers, UPS units, cables and other related items etc). (herein referred as “items”) as mentioned in the **Annexure-II** on “**As is Where is**” basis.

Schedule of Tender:

1.	Tender No.	INSA/Estate/Sale/Auction/2026-27/
2.	Tender Type	Open
3.	Tender Category	Sale/Auction
4.	Estimated Cost	Rs. 2,74,600/- inclusive GST as applicable
5.	Amount of earnest money deposit (EMD)	Rs. 10,000/-
6.	Availability of tender on CPPP & INSA Website (Tender published)	08.10.2026 at 06:00 pm
7.	Last date of receipt of the tender	15.10.2026 till 02:00 pm
8.	Date and time of opening of tender	15.10.2026 at 3:00 pm
9.	Venue	Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002
10.	Inviting Officer	Shri Sunil Zokarkar Deputy Executive Director-I (F&A)

Deputy Executive Director-I (F&A)



INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

Tender for sale/auction of obsolete/unserviceable computers and peripherals (computers, monitors, printers, UPS units, cables and other related electronic items) at INSA.

General Terms and Conditions:

1. Parties:

The parties to the contract are the vendor (the tenderer to whom the order has been issued) and Indian National Science Academy, New Delhi

2. Tender Availability & Earnest Money Deposit:

- a) The tender form along with terms and conditions can be downloaded from the website <https://eprocurement.gov.in> (CPP portal) or <https://insaindia.res.in>. No printed copies will be provided.
- b) Earnest Money Deposit of Rs 10,000/- (Rupees Ten Thousand) only must be deposited by the tenderers through an Account Payee Demand Draft/Banker's Cheque in favour of Indian National Science Academy, New Delhi along with duly filled up tender.
- c) EMD is to remain valid for a period of Thirty (30) days beyond the final bid validity period.
- d) EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- e) Tenderer shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- f) The tenders without the Earnest Money Deposit (EMD) will be summarily rejected.

3. Inspection of Items by Interested Parties:

All interested tenderers, after downloading the bid documents, may visit the Academy (address mentioned above), with prior appointment from Assistant Executive Director-II (Estate), on any working day in the working hours.

4. Preparation of Tender Documents by the tenderers:

SINGLE - BID SYSTEM:

a) Tender documents in the following manner are to be prepared and the Tender should contain the documents as under:

(i) Terms and Conditions Checklist (Annexure I) with all documents.

(ii) Price bid in the format (Annexure II).

b) Tenderers are required to quote for the whole lot in the prescribed Tender forms (Annexure-II) and enclose the duly filled in and signed form in a sealed cover. For offering the price for the items, groupings of items are done as lot and produced as under:

Lot No.	Description
Lot-1	sale/auction of obsolete/unserviceable computers and peripherals (printers, UPS units, cables and other related electronic items) at INSA (As per list attached)

c) Tenderer may bid for lot mentioned above or selectively.

d) The price quoted (tender) shall remain valid for a period of 90 days from the date of tender opening.

e) The items will be sold on the H-1 (highest one) rates of each item of quotation sheet. The H-1 bidder will be decided on the basis of total price for complete lots.

f) Tender should be superscribed on the top of the sealed envelopes as **‘sale/auction of obsolete/unserviceable computers and peripherals (computers, monitors, printers, UPS units, cables and other related electronic items) at INSA.**

g) The envelope containing the tenders shall be properly sealed. Envelopes stapled shall not be accepted. All the envelopes must be sealed and the Tender No. and Due date of opening must be superscribed thereupon. Name and address along with email and contact numbers of the tenderer must also be indicated on the envelope. In case of non-submission of the bids as above, the tender shall be treated as ‘Disqualified’.

h) The material shall be treated and handled as e-waste wherever applicable under the E-Waste (Management) Rules, 2022 and other applicable environmental laws/rules.

i) The bidder shall be a legally valid entity engaged in recycling/refurbishing/processing of electronic waste, as applicable.

j) For e-waste lots, the bidder shall possess valid registration/authorization applicable to its activity under the prevailing CPCB/environmental regulatory framework and shall submit documentary proof of the same along with the bid.

k) The registration/authorization shall remain valid on the date of bidding and on the date of lifting/delivery of the material.

- l) The Academy reserves the right to verify the validity and scope of the bidder's registration/authorization from the concerned regulatory authority/portal.
- m) The successful bidder shall ensure that the e-waste received from the Academy is transported, dismantled, processed, recycled and/or disposed of only through legally permitted and environmentally sound channels.
- n) The successful bidder shall not dump, burn, abandon or dispose of e-waste in any manner prohibited under applicable environmental laws.
- o) No e-waste shall be transferred by the successful bidder to an unauthorized person/entity for disposal.
- p) The bidders shall inspect the material at the Academy's premises before submitting their bids.
- q) The bidder shall satisfy itself regarding the quantity, condition, make/model, weight and recoverable material before quoting the bid price.
- r) The material shall not be released until the Academy has received the complete amount payable by the successful bidder.
- s) The successful bidder shall arrange, at its own cost and risk:
 - (i) labour for loading;
 - (ii) weighing, wherever required;
 - (iii) packing/segregation;
 - (iv) transportation;
 - (v) necessary permits/documents; and
 - (vi) all other arrangements required for removal of the material.
- t) The Academy shall not be responsible for any damage, accident, loss or liability arising during loading, transportation or subsequent handling by the successful bidder.
- u) Before release/lifting of the e-waste, the successful bidder shall submit copies of applicable registration/authorization documents and an undertaking confirming environmentally sound management of the material.
- v) Where applicable, the bidder shall provide documentary evidence/records of receipt and recycling/processing of the e-waste as required by the Academy or applicable regulatory requirements.
- w) Where the lot contains computers, hard disks, SSDs, storage devices or other equipment containing Academy information, the bidder shall not access, copy, disclose, transfer or misuse any data.
- x) Where data-bearing devices are handed over for destruction, the successful bidder shall provide a certificate of secure destruction/data destruction, wherever required by the Academy

- y) Any violation shall be the responsibility of the successful bidder and shall be dealt with in accordance with applicable law and the terms of the sale.
- z) The successful bidder shall comply with all applicable provisions of the Environment (Protection) Act, E-Waste (Management) Rules, 2022, applicable CPCB directions, transportation requirements, GST/tax laws and other applicable statutory requirements.

5. Submission of Tender documents:

Tenders should be addressed to: The Deputy Executive Director-I (F&A), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi - 110 002

- a) The tenders may be deposited in person by the tenderer in the Academy at the address given above during working hours.

OR

- b) The tenders can be sent by Registered post or Speed post so as to reach the address of the Academy on or before the scheduled date and time. This office is not responsible for any kind of delay for receipt of tender within the specified date and time and the tenders received after the scheduled date and time will be out rightly rejected. Only one tender should be kept in one cover. The tender is not transferable.

6. Opening of Tender:

The tenderer is at liberty either himself or to authorize a representative (not more than one) to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification on the date and time indicated in the "Schedule of Tender". The Tender will be opened and read out in the presence of tenderer's representatives. If the tenders could not be opened at the given time and date due to unforeseen circumstances, the tenders will be opened on next working day at the same time/venue.

7. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made on the basis of technical information and commercial information furnished in form given in Annexure-II. It must be kept in view that no decision will be given by the Tender Evaluation Committee and any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the Academy will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The contract is finalised on the basis of highest acceptable responsive bidder i.e. on H-1 basis.

8. Rights to decide the tender:

The Academy reserves all rights to reject any tender including those tenderers who fail to comply with the instructions without assigning any reasons, whatsoever and does not bind

itself to accept any specific tender. The decision of the Academy in this regard is final and binding. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvas will prejudice the Tenderer's quotation. Any attempt on the part of the tenderer to influence in any way for acceptance of his tender will render for rejection. The decision of the Academy shall be final on any matter of dispute arising out of this tender.

9. Communication of Acceptance:

The successful tenderer will be informed of the acceptance of his tender by post or/and e-mail.

10. Scope of work:

Sale/auction of obsolete/unserviceable computers and peripherals items from Indian National Science Academy, New Delhi and clearance of site at own cost. The vendor is also responsible for disposal of the hazardous materials and e-waste strictly as per Govt. of India norms and guidelines issued by the local authority for this purpose at own cost.

11. Time Schedule:

- a) Completion period: The successful tenderer shall be required to make full payment (quoted price in the tender minus the submitted EMD) by an Account Payee Cheque/Demand Draft in favour of Indian National Science Academy, New Delhi payable at New Delhi within five (05) working days from the date of award of contract.
- b) The tenderer shall lift all the items from the disposal site to his premises within five (05) working days at own cost after making the payment as above.
- c) On failure to do so, tender inviting authority shall have the right to forfeit the entire amount of the bidder including the EMD and dispose the items to the alternate bidder.
- d) The successful tenderer shall take the responsibility to set right any damages caused during lifting of the materials, to the satisfaction of the concerned authority. On failure to do so, the Academy shall have the right to forfeit the entire amount of the tenderer and dispose the items to alternate tenderer.
- e) During the currency of the tender, additional condemned items if any should be lifted by the successful tenderer at the rates quoted or higher rates that may be applicable at the time of lifting, as the case may be.
- f) The obsolete/unserviceable items being disposed off are only for recycling or reuse. The hazardous materials and e-waste shall be disposed off, strictly in such a manner as prescribed by the Govt. The use of the lifted items in any other form will lead to appropriate legal action. The successful tenderer will be solely responsible to ensure this action.

12. Arbitration:

In case of any dispute or differences, the award of single arbitrator appointed by the President, INSA shall be final and binding on both the parties to the contract and Court at Delhi/ New Delhi shall only have the jurisdiction over the same.

Deputy Executive Director-I (F&A)

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List of electronic items

Sr. No.	Tag No.	Device Type	Serial Number	Quantity
1	O-1	Moniter	CNC7351K2T	16 Nos.
2	O-2	Moniter	6CM6450GKW	
3	O-3	Moniter	CNC102QGLK	
4	O-4	Moniter	V1X2781	
5	O-5	Moniter	V1NZ070	
6	O-6	Moniter	V1V1832	
7	O-7	Moniter	V161136	
8	O-8	Moniter	V1M7922	
9	O-9	Moniter	V1Y7199	
10	O-10	Moniter	V1Y7180	
11	O-11	Moniter	V1Y7186	
12	O-12	Moniter	V1Y7196	
13	O-13	Moniter	V1Y7238	
14	O-14	Moniter	V1Y7217	
15	O-15	Moniter	V222340	
16	O-16	Moniter	V1Y7220	
17	O-17	UPS		02 Nos.
18	O-18	UPS		
19	O-19	CPU	L907201	17 Nos.
20	O-20	CPU	L924774	
21	O-21	CPU	L924896	
22	O-22	CPU	L921018	
23	O-23	CPU	L924556	

24	O-24	CPU	L920924	
25	O-25	CPU	L924166	
26	O-26	CPU	L930367	
27	O-27	CPU	L924947	
28	O-28	CPU	L924078	
29	O-29	CPU	L924762	
30	O-30	CPU	L924832	
31	O-31	CPU	L906728	
32	O-32	CPU	L906692	
33	O-33	CPU	99FYG56	
34	O-34	CPU	L906168	
35	O-35	CPU	INA212RFZ0	
36	O-36	Printer	CNEXG3TDDM	09 Nos.
37	O-37	Printer	CNBJ53K022	
38	O-38	Printer	CNBJ532026	
39	O-39	Printer	CNCJ226643	
40	O-40	Printer	CNCJ205589	
41	O-41	Printer	CNCJ243024	
42	O-42	Printer	CNC1G35981	
43	O-43	Printer	CNC0X00481	
44	O-44	Printer	CNCK223308	
45	O-45	Scanner	CN85CBO152	01 No.
46	O-46	BOX (Keyboard, Mouse etc)		02 Box
47	O-47	BOX (Cables- Data cables, BNC		

		cables/ DMP printer sharer etc.)		
48	O-48	Modem		01 No.
49	O-49	SMPS		05 Nos.
50	O-50	SMPS		
51	O-51	SMPS		
52	O-52	SMPS		
53	O-53	SMPS		
54	O-54	Desktop	INA212RFYK	40 Nos.
55	O-55	Desktop	INA410TRD7	
56	O-56	Desktop	INA410TRB3	
57	O-57	Desktop	INA247RZPM	
58	O-58	Desktop	INA 212RQ1P	
59	O-59	Desktop	INA212RH9P	
60	O-60	Desktop	INA212R51W	
61	O-61	Desktop	INA212R51B	
62	O-62	Desktop	INA212RHH5	
63	O-63	Desktop	INA212RQIP	
64	O-64	Desktop	INA212RH6K	
65	O-65	Desktop	INA212RGV1	
66	O-66	Desktop	INA212RPYQ	
67	O-67	Desktop	INA249SGTJ	

68	O-68	Desktop	INA249SGP3
69	O-69	Desktop	INA247RZW2
70	O-70	Desktop	INA249SGND
71	O-71	Desktop	INA304W41B
72	O-72	Desktop	INA247RZT1
73	O-73	Desktop	INA249SGPG
74	O-74	Desktop	INA247RZPK
75	O-75	Desktop	INA249SGQ7
76	O-76	Desktop	INA249SGSG
77	O-77	Desktop	INA249SGRS
78	O-78	Desktop	INA249SGMK
79	O-79	Desktop	INA249SGST
80	O-80	Desktop	INA249SGSW
81	O-81	Desktop	INA249SGST
82	O-82	Desktop	INA249SGRM
83	O-83	Desktop	INA249SGRP
84	O-84	Desktop	INA410TRDM
85	O-85	Desktop	INA410TR9C
86	O-86	Desktop	INA410TR6S
87	O-87	Desktop	INA410TRD3
88	O-88	Desktop	INA410TRKP
89	O-89	Desktop	INA410TR7S
90	O-90	Desktop	INSA410PRD7
91	O-95	Desktop	INA249SGP3

92	O-96	Desktop	INA249SGPG	
93	O-97	Desktop	INA212RH6K	
94	O-91	MFP HP Printer	CNB8K5D96S	4 Nos.
95	O-92	MFP HP Printer	CNB8K5D94C	
96	O-93	MFP HP Printer	CNB8K5D9Q9	
97	O-94	MFP HP Printer	CNB8K5D98N	



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

TERMS AND CONDITIONS CHECK LIST

(to be submitted along with the Bid)

Sl. No.	Description	Remarks
1.	Name of the Tenderer / concern and address	
2.	Contact Number (s)	
3.	e-mail Address	
4.	Whether each page of NIT and its Annexures have been stamped and signed	
5.	Earnest Money Deposit Details (Banker's Cheque / Demand Draft Number)	
6.	Nature of the Concern (Sole / Partnership / Company)	
7.	Documents attached in respect of nature of the concern	
8.	Details of any other information (i.e copies of the valid e-waste certificate, PAN, GST Regd. etc)	
9.	Whether the tenderer agrees to the general terms and conditions mentioned in the NIT	

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Academy and shall abide by them.
2. I /We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Signature of the tenderer with seal



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

PRICE BID

Tender for sale/auction of obsolete/unserviceable computers and peripherals (computers, monitors, printers, UPS units, cables and other related electronic items) at INSA

Name and Address of the Tenderer:

Telephone No.:

I/we have inspected the items identified for disposal as obsolete/unserviceable/surplus items, and am/are interested to purchase the same on "AS IS WHERE IS" basis. My/Our offer for the items is given below:

S. N.	DESCRIPTION	QTY.	QUOTED RATES (INCLUSIVE GST)	TOTAL AMOUNT (INCLUSIVE GST)
1.	Monitors	16 Nos.		
2.	UPS	02 Nos.		
3.	CPUs	17 Nos.		
4.	Printer and scanners (9+1)	10 Nos.		
5.	Box -1 (Keyboard, Mouse etc) Box -2 (Cables- Data cables, BNC cables/ DMP printer sharer etc.)	02 box.		
6.	Modem	01 No.		
7.	SMPS	05 Nos.		
8.	Desktop Computer	40 Nos.		
9.	Multi-Function Printer (MFM)	04 Nos.		
	TOTAL (INCLUSIVE GST)			Rs.
	(In words: Rupees.....)			

Signature of tenderer

DECLARATION

I/We have gone through the terms and conditions given in the tender documents and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender, my/our EMD shall be forfeited by the Academy.

(Signature of the tenderer
with date & stamp)