

	NEEPCO HR MANUAL THE NEEPCO FURNITURE & OFFICE/ EDP EQUIPMENT DISPOSAL POLICY	VOLUME : II SECTION : I DATE OF EFFECT : 01.09.2009 UPDATED AS ON : 01.06.2020 PAGE NO. : 1 of 5
---	--	---

Background :

“The NEEPCO Furniture & Office / EDP Equipment Disposal Policy” was approved by the Board of Directors in its 171st Meeting held on 26.08.2009 vide OM dtd 16.09.2009 and circulated vide Memo No. Pers/25/75/13533-13590 dtd. 16.09.2009, and shall be effective from 01.09.2009

(A) **Title :** THE NEEPCO FURNITURE & OFFICE/EDP EQUIPMENT DISPOSAL POLICY

(B) **Scope :** The Policy shall apply to all the Projects/Establishments of the Corporation

(C) **Commencement :** This Policy shall be effective from 01.09.2009

(D) **Definitions :** The Furniture & Office/EDP Equipment for the purpose of this policy shall comprise of the following

1. Computers & Peripherals(Printers/Scanners/Projectors) etc
2. Photocopier Machines/Cyclostyle Machines/Typerwriters etc
3. Television/Refrigerators/Air Conditioners etc
4. Steel Furniture(Almirah/Bookshelf/File Cabinet/Rack/Chair/Table) etc
5. Wooden Furniture(Almirah/Bookshelf/Chair/Table) etc

(E) Identification Procedure :

- (a) In respect of the Office / EDP equipment & steel furniture a committee comprising of the following shall identify the disposable items on the basis of their age, usability, obsolete technology, serviceability & book value after depreciation and thereafter such items be sold to the highest bidder through the process of tendering.
- (b) In respect of the wooden furniture (almirahs/chairs/tables etc), a committee comprising of the following shall identify the disposable items on the basis of their age and certify that the identified items are 10 years or more old and in dilapidated condition and that the book value jointly or separately does not exceed Rs. 5000/- in each proposal subject to the ceiling of Rs. 2 lakh.

Members of the Committee		
Establishments	Projects	HQ
HOD shall nominate one representative each from HR, F&A & Technical Wing	HOP shall nominate one representative each from HR, F&A & Technical Wing	Director (P) shall nominate one representative each from HR, F&A & Technical Wing

	NEEPCO HR MANUAL THE NEEPCO FURNITURE & OFFICE/ EDP EQUIPMENT DISPOSAL POLICY	VOLUME : II SECTION : I DATE OF EFFECT : 01.09.2009 UPDATED AS ON : 01.06.2020 PAGE NO. : 2 of 5
---	--	---

(F) Disposal Procedure :

- (a) In respect of the office / EDP equipment & steel furniture, the identified items shall be disposed of by inviting sealed tenders on “as is where is and whatever basis” and sold to the highest bidder in respect of the items jointly or separately.
- (b) In respect of the wooden furniture (almirahs/chairs/tables etc), the identified items shall be written off and/or sold to interested parties.

A sample NIT is annexed for reference.

	NEEPCO HR MANUAL THE NEEPCO FURNITURE & OFFICE/ EDP EQUIPMENT DISPOSAL POLICY	VOLUME : II SECTION : I DATE OF EFFECT : 01.09.2009 UPDATED AS ON : 01.06.2020 PAGE NO. : 3 of 5
---	--	---

(Sample)

NOTICE INVITING TENDERS FOR DISPOSAL OF OFFICE/EDP EQUIPMENT & STEEL FURNITURE

Sealed tenders are invited for disposal of office / EDP equipment & steel furniture as per the Annexure attached herewith on “AS IS WHERE IS AND WHATEVER BASIS”

The office / EDP equipment & steel furniture shall be sold to the highest bidder.

The items mentioned in the Annexure may be inspected on all working days between (Date) to (Date) during _____ AM/PM to _____ AM/PM by contacting Sri _____ (Designation) _____.

The items are lying in the premises of _____ at _____.

TERMS & CONDITIONS

1. The tenderers are required to quote their highest rates.
2. The rates should be valid for a minimum period of six months.
3. The tender documents may be sent by post or by hand sufficiently early so as to reach Sri. _____ at _____ within (Date & Time).
4. The tenderer may participate in the tender for all or any of the items separately.
5. The Corporation through its Corporate Office / Project Offices / Establishment Offices reserves the right to award the tender to the highest bidder in all the above items jointly or separately.
6. Hypothetical or conditional tender shall not be entertained and the tender once submitted shall not be allowed to be withdrawn or altered.
7. The tenderers are required to send their tender along with Earnest Money Deposit of Rs. _____ by way of Demand Draft in favour of “_____” payable at _____ for the items. The name of the firm & telephone no. of the bidder should be written on the back side of Bank draft.
8. The successful tenderer will have to lift the material in one lot at his expense under the supervision of the Officers of the Department within two days from the day the contract is awarded, failing which the Earnest Money shall stand forfeited.
9. The dealers/persons who propose to attend the bid opening ceremony shall be permitted to do so provided they have deposited the earnest money.

	NEEPCO HR MANUAL THE NEEPCO FURNITURE & OFFICE/ EDP EQUIPMENT DISPOSAL POLICY	VOLUME : II SECTION : I DATE OF EFFECT : 01.09.2009 UPDATED AS ON : 01.06.2020 PAGE NO. : 4 of 5
---	--	---

10. The total amount of the bid is to be deposited immediately after the contract is awarded. Thereafter, the bidder will be allowed to lift the items. If neither the amount is deposited nor the bidder lifts the items within two days of the bid, he shall not be permitted to make any claim on it and the earnest money deposited by him shall be forfeited.
11. The Corporation through its Corporate Office/Project offices/Establishment Offices shall deal with the tenderers directly and no middlemen/agents/commission agent etc. Should be asked by the tenderers to represent their cause and they will not be entertained.
12. Over-writing/over-typing or erasing of the figures, which render the bid doubtful/ambiguous shall render the tender invalid.
13. The Corporation through its Corporate Office/Project Offices/Establishment Offices in its discretion, reserves the right to reject or accept any or all the tenders partly or completely, at any time without assigning any reason thereof.
14. Interested parties may send their sealed tenders in two separate sealed envelopes containing
 - (i) Tender and (ii) Earnest Money super-scribing on the respective envelopes
 - (A) “TENDER FOR THE DISPOSAL OF OFFICE/EDP EQUIPMENT & STEEL FURNITURE ITEMS”
 - (B) “EARNEST MONEY IN RESPECT OF TENDER FOR DISPOSAL OF OFFICE/EDP EQUIPMENT & STEEL FURNITURE ITEMS”
15. The tenders received after due date/time and/or without the envelope containing Earnest Money shall not be entertained.
16. In the first instance, envelopes containing Earnest Money shall be opened and thereafter envelopes containing tender documents will be opened.

	NEEPCO HR MANUAL THE NEEPCO FURNITURE & OFFICE/ EDP EQUIPMENT DISPOSAL POLICY	VOLUME : II SECTION : I DATE OF EFFECT : 01.09.2009 UPDATED AS ON : 01.06.2020 PAGE NO. : 5 of 5
---	--	---

ANNEXURE – A

**PROFORMA TO BE FILLED BY THE TENDERERS IN REFERENCE TO THE
TENDER FOR DISPOSAL OF OFFICE/EDP EQUIPMENT & STEEL FURNITURE ITEMS**

1. Name of the tenderer with address :
2. Name of the contact person with Telephone/Mobile No. :
3. Details of the rates :

Sl. No.	Name of the Item	Rate Quoted (Rs.) per unit item
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Signature :

Name and Seal of the Firm

PREPARED BY	REVIEWED BY	APPROVED BY
L. Y. KHUMAN AM - HR	N. K. MEITEI DGM - HR	P. S. BARTHAKUR CGM - HR