

No. MOS/PROP/885/04/2023
Embassy of India
Moscow

Auction Notice For Disposing of Unused / Obsolete IT Equipment
(E-waste) in Embassy of India, Moscow

The Embassy of India, Moscow invites bids / offers from eligible vendors / companies dealing with E-waste for purchase of unused / obsolete IT Equipment (E-waste) like Computers, Monitors, Printers, Scanners etc., on 'As is where is basis" and "No complaints basis" in five different locations of Embassy of India, Ulitsa Vorontsovo Polye 6-8, Moscow, 105064.

Important Dates :

S.No	Item	Date
1	Publishing of Auction Notice in the website	29.12.2023
2	Inspection of items by Interested Vendors	3.1.2024 – 17.1.2024
3	Submission of Bids by eligible vendors	5.1.2024 – 19.1.2024
4.	Opening of Bids	22.1.2024 at 15.00 hrs at Main Building Embassy of India

2. Scope of Work :

Disposal of unused / obsolete IT Equipment (E-waste) such as CPU, Monitors, Printers, Scanners, Photo Copier etc., . These items have been discarded and are no longer used by the Embassy. Detailed list of unused / obsolete IT Equipment proposed to be disposed belonging to five different wings is as under :

Location 1: Embassy of India, Main Chancery Building, Vorontsovo Polye 6-8, Moscow-105064

S.No	Item	Quantity (in Units)
1	CPU	19
2	Monitor	16
3	Printer	29
4	Scanner	3
5	Shredder	2
6	UPS	1

7	TV	1
8	Photo Copier	1
9	Empty printer cartridges with Miscellaneous scrap	15

Note : Please refer Annexure – A for details of items

Location 2: Embassy of India, Economic & Commerce Wing , Vorontsovo Polye 4, Moscow-105064

S.No	Item	Quantity (in Units)
1	CPU	3
2	Monitor	1
3	Printer	5
4	Miscellaneous scrap	1

Note : Please refer Annexure – B for details of items

Location 3: Embassy of India, Jawaharlal Nehru Cultural Centre , Vorontsovo Polye 9, Moscow-105064

S.No	Item	Quantity (in Units)
1	CPU	5
2	Monitor	1
3	Printer	4

Note : Please refer Annexure – C for details of items

Location 4: Embassy of India, Coordination Wing , Vorontsovo Polye 6-8, Moscow-105064

S.No	Item	Quantity (in Units)
1	CPU	3
2	Laptop	1
3	Printer	5
4	Scanner	3
5	Fax Machines	2
6	Shredder	1
9	Miscellaneous scrap (Keyboards)	5

Note : Please refer Annexure – D for details of items

Location 5: Embassy of India, MDL Wing , Vorontsovo Polye 4, Moscow-105064

S.No	Item	Quantity (in Units)
1	CPU	2
2	Monitor	2
3	Printer	1
4	Photo Copier	1
5	Fax Machine	1
6	Speakers	1
7	Miscellaneous scrap	2

Note : Please refer Annexure – E for details of items

THE ITEMS SHALL BE SOLD TO THE BIDDER WHO WILL QUOTE THE CONSOLIDATED HIGHEST RATES.THE BIDS ARE INVITED FOR THE WHOLE LOT (i.e., ALL THE ITEMS CONTAINED IN THE LIST OF UNUSED/OBSOLETE ITEMS AS DETAILED ABOVE IN ALL THE FIVE LOCATIONS) AND NO BID WOULD BE ACCEPTED FOR ANY PART OF THE SAME.

3. Eligibility Criteria :

- I. **Legally Valid Entity** : The Bidder shall be registered with appropriate Russian Authority for the E-waste / IT related services. The Bidder must have appropriate licenses and registrations from all relevant authorities.
- II. **Experience** : The bidder must have relevant experience in purchasing of E-waste.

4. Terms & Conditions :

- I. Sale / Auction will be in ONE LOT on on ‘As is where is basis” and “No complaints basis” and no guarantee for its worthiness or quality will be given by Embassy of India.
- II. The items in all the five locations can be inspected by the interested vendors between January 3rd 2024 to January 17th 2024 during 10.00 AM to 5.00 PM on working days by taking prior appointment. The prior appointment should be made with Establishment / Property Section of Embassy of India, Moscow (Tel . No : +7 495 783 7535 , Ext 279) for this purpose.
- III. After inspection of items, intended bidders may submit their bids as per checklist mentioned in Annexure-G on or before 19-1-2024.

IV. The successful bidder will be the one which offers the highest consolidated price for the entire lot of items in all the five locations as per *Annexure-A* , *Annexure-B*, *Annexure-C*, *Annexure-D* and *Annexure-E*. No part lifting of the items shall be allowed.

V. The successful bidder must lift all the items at his own cost from all the five locations of the Embassy within three days from the date of issuance of bid acceptance letter without any damage to the properties of the Embassy. The buyer shall compensate the damages, loss etc in the event of any occurrence otherwise.

VI. The list of items shown is only indicative. The Embassy of India, Moscow reserves the right to add/delete/modify the quantity as found necessary

VII. No items, once purchased by the successful bidder shall be taken back by the Embassy on any condition whatsoever. Any uncleared or unnoticed materials leftover by the purchases within the premises cannot be claimed later.

VIII. The bidder should conduct due diligence on all aspects related to the purchase of items to his satisfaction. The bidder shall not be entitled to make any claim against the Authorized Officer in this regard at a later date.

IX. Embassy of India reserves the right to reject any or all offers / bids for the said auction / sale without assigning any reason thereof.

X. Bids should be submitted in a sealed envelope superscribing in the top “**Auction Notice For Disposing of Unused / Obsolete IT Equipment (E-waste) in Embassy of India, Moscow**” with all the relevant documents as per checklist and submit to the security at the Main Building of Embassy of India, Moscow.

5. Submission of Bids

Companies are required to submit their offers / bids as per checklist in Annexure-G in a sealed cover superscribed as “ ***Auction Notice for sale of unused/obsolete IT Equipment (E-waste) in Embassy of India, Moscow***”.The bids/offers should be valid for a period of three months from the date of opening of bids. The sealed envelope containing the bids/offers should be addressed to Mr. Naorem J. Singh, Head of Chancery, Embassy of India, Vorontsove Pole 6-8, Moscow, 105 064 so as to reach the Embassy latest by 19th January, 2024 (by 1700 hrs).

6. Opening of Bids

The bids shall be opened on 22-1-2024 at 1500 hrs at the Embassy of India, Vorontsovo Pole 6-8, Moscow. Representatives of all the bidding parties can be present at the time of opening of the bids. The sale order shall be offered to the bidder who quoted the highest consolidated price by means of a contract, which will be signed with them.

7. Contact Details

For any queries/clarifications, please contact the Embassy at the following address:

Embassy of India,

Vorontosovo Pole 6-8,

Moscow, 105 064

Tel. No. +7(495) 783 75 35, (Ext. 279)

E-mail: prop.moscow@mea.gov.in / ssmgt.moscow@mea.gov.in

8. The Embassy of India reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Embassy shall be final and binding. This notice inviting bids is not an offer or an agreement by Embassy of India, Moscow.

(Naorem J. Singh)

Counsellor (HOC)

Embassy of India

Vorontsovo Pole 6-8

Moscow, 105064

Email: hoc.moscow@mea.gov.in

Form GFR 10

Report of surplus,obsolete and unserviceable stores for disposal

**Location 1: Embassy of India, Main Chancery Building, Vorontsovo Polye 6-8,
Moscow-105064**

Item No	Particulars of Stores	Qty/weight	Year of Purchase	Present condition why declared surplus	Mode of disposal public auction / otherwise
1	CPU Core2 Duo	1	2008	Obsolete	public auction
2	CPU Core2 Duo	1	2008	Obsolete	public auction
3	CPU Core2 Duo	1	2008	Obsolete	public auction
4	CPU I5 3 rd Gen	1	2013	Obsolete	public auction
5	CPU Core2 Duo	1	2008	Obsolete	public auction
6	CPU Core2 Duo	1	2009	Obsolete	public auction
7	CPU I7 4 th Gen	1	2013	Obsolete	public auction
8	CPU Core2 Duo	1	2009	Obsolete	public auction
9	CPU I7 4 th Gen	1	2012	Obsolete	public auction
10	CPU Core2 Duo	1	2009	Obsolete	public auction
11	CPU Core2 Duo	1	2009	Obsolete	public auction
12	CPU I7 3 th Gen	1	2012	Obsolete	public auction
13	CPU Core2 Duo	1	2009	Obsolete	public auction
14	CPU Core2 Duo	1	2009	Obsolete	public auction

15	CPU Core2 Duo	1	2009	Obsolete	public auction
16	CPU I7 6 th Gen	1	2015	Obsolete	public auction
17	CPU I7 4 th Gen	1	2012	Obsolete	public auction
18	CPU I5 4 th Gen	1	2017	Damaged Motherboard because of inundation of water into system in the room because of unexpected pipe burst.	public auction
19	CPU I5 4 th Gen	1	2020	Mother Board shorted and Not working	public auction
20	Monitor : SAMSUNG Model : 943N	1	2009	Obsolete	public auction
21	Monitor : SAMSUNG Model : E1920	1	2009	Obsolete	public auction
22	Monitor : SAMSUNG Model : 943N	1	2008	Obsolete	public auction
23	Monitor : SAMSUNG Model : E1920	1	2013	Obsolete	public auction
24	Monitor : SAMSUNG Model : 743N	1	2008	Obsolete	public auction
25	Monitor : SAMSUNG Model : 943N	1	2009	Obsolete	public auction
26	Monitor : SAMSUNG Model : 710N	1	2008	Obsolete	public auction
27	Monitor :	1	2013	Obsolete	public auction

	SAMSUNG Model : E1920				
28	Monitor : SAMSUNG Model : S24B15OBL	1	2013	Obsolete	public auction
29	Monitor : SAMSUNG Model : 743N	1	2009	Obsolete	public auction
30	Monitor : SAMSUNG Model : 743N	1	2009	Obsolete	public auction
31	Monitor : SAMSUNG Model : 743N	1	2009	Obsolete	public auction
32	Monitor : SAMSUNG Model : 943N	1	2009	Obsolete	public auction
33	Monitor : SAMSUNG Model : 540N	1	2005	Obsolete	public auction
34	Monitor : SAMSUNG Model : 943N	1	2009	Obsolete	public auction
35	Monitor : SAMSUNG Model : 710N	1	2006	Obsolete	public auction
36	Printer: HP 1022	1	2006	Obsolete	public auction
37	Printer: HP LJ P 1006	1	2009	Obsolete	public auction
38	Printer: HP LJ P1102	1	2013	Obsolete	public auction
39	Printer: CANON I-SENSYS LBP6030B	1	2019	Laser Thermal Plate damaged.	public auction
40	Printer: HP LJ P1505	1	2008	Obsolete	public auction
41	Printer: HP LJ P1020	1	2007	Obsolete	public auction
42	Printer:	1	2008	Obsolete	public auction

	HP LJ P1505				
43	Printer: HP LJ P1006	1	2009	Obsolete	public auction
44	Printer: HP LJ 1020	1	2009	Obsolete	public auction
45	Printer: HP LJ 1020	1	2007	Obsolete	public auction
46	Printer: HP LJ P1505	1	2008	Obsolete	public auction
47	Printer: HP LJ P1006	1	2008	Obsolete	public auction
48	Printer: HP LJ PRO 200 Color M251N	1	2013	Obsolete	public auction
49	Printer: HP Color LJ PRO MFP M177fw	1	2015	Obsolete	public auction
50	Printer: HP Color LJ CP1515N	1	2009	Obsolete	public auction
51	Printer: HP Color LJ CP 1525n	1	2011	Obsolete	public auction
52	Printer: HP LJ P1006	1	2008	Obsolete	public auction
53	Printer: HP (All IN ONE) INKJET 3630	1	2017	Obsolete	public auction
54	Printer: HP M127FM	1	2015	Obsolete	public auction
55	Printer: HP LJ M1212NF	1	2007	Obsolete	public auction
56	Printer: HP LJ 1536 fdn	1	2014	Obsolete	public auction
57	Printer: HP LJ M177fw	1	2015	Obsolete	public auction
58	Printer: HP LJ PRO M201n	1	2016	Obsolete	public auction

59	Printer: HP LJ 1320	1	2005	Obsolete	public auction
60	Printer: HP LJ PRO Color	1	2013	Obsolete	public auction
61	Printer: HP LJ Color M176	1	2007	Obsolete	public auction
62	Printer: HP LJ 3015	1	2013	Obsolete	public auction
63	Printer: HP LJ M477dn	1	2018	Laser Plate of the printer got damaged.	public auction
64	Printer: HP LJ P1002	1	2013	Obsolete	public auction
65	Scanner UMAX Astra 6700	1	2007	Obsolete	public auction
66	Scanner HP G3110	1	2009	Obsolete	public auction
67	Scanner HP G3110	1	2010	Obsolete	public auction
68	Photo Copier Canon	1	NA	Obsolete	public auction
69	UPS APS SMART UPS RT-3000	1	2007	Obsolete	public auction
70	Shredder OfficeJet S210	1	2006	Obsolete	public auction
71	Shredder Alligator 608 CC+	1	2006	Obsolete	public auction
72	TV SONY Bravio 37 inch	1	2004	Obsolete	public auction
73	Miscellaneous Scrap	15		Obsolete	public auction

Annexure – B**Form GFR 10****Report of surplus,obsolete and unserviceable stores for disposal****Location 2: Embassy of India, Economic & Commerce Wing , Vorontsovo Polye 4,
Moscow-105064**

Item No	Particulars of Stores	Qty/weight	Year of Purchase	Present condition why declared surplus	Mode of disposal public auction / otherwise
1	CPU Core2 Duo	1	2008	Obsolete	public auction
2	CPU Core2 Duo	1	2009	Obsolete	public auction
3	CPU I3 3 rd Gen	1	2011	Obsolete	public auction
4	Printer : HP Laserjet 1010	1	2004	Obsolete	public auction
5	Printer : HP Deskjet	1	2008	Obsolete	public auction
6	Printer : HP Laserjet P1006	1	2009	Obsolete	public auction
7	Printer : HP Laserjet P1505	1	2008	Obsolete	public auction
8	Printer : HP Laserjet M227	1	2017	Obsolete	public auction
9	Monitor: Samsung E1920NR	1	2011	Obsolete	public auction
10	Miscellaneous Items	1		Obsolete	public auction

Form GFR 10

Report of surplus,obsolete and unserviceable stores for disposal

Location 3: Embassy of India, Jawaharlal Nehru Cultural Centre , Vorontsovo Polye 9, Moscow-105064

Item No	Particulars of Stores	Qty/weight	Year of Purchase	Present condition why declared surplus	Mode of disposal public auction / otherwise
1	CPU Core2 Duo	1	2008	Obsolete	public auction
2	CPU Core2 Duo	1	2009	Obsolete	public auction
3	CPU Core2 Duo	1	2010	Obsolete	public auction
4	CPU Core2 Duo	1	2010	Obsolete	public auction
5	CPU Core2 Duo	1	2011	Obsolete	public auction
6	Monitor	1	2007	Obsolete	public auction
7	Printer : HP Office Jet 6000	1	2010	Obsolete	public auction
8	Printer : HP LJ Pro 1102 W	1	2010	Obsolete	public auction
9	Printer : HP LJ Pro CP 1025 color	1	2011	Obsolete	public auction
10	Printer : HP LJ Pro 1102 W	1	2011	Obsolete	public auction

Form GFR 10**Report of surplus,obsolete and serviceable stores for disposal****Location 4: Embassy of India, Coordination Wing , Vorontsovo Polye 6-8, Moscow-105064**

Item No	Particulars of Stores	Qty/weight	Year of Purchase	Present condition why declared surplus	Mode of disposal public auction / otherwise
1	CPU Celeron	1	1999	Obsolete	public auction
2	CPU Core2 Duo	1		Obsolete	public auction
3	CPU Core2 Duo	1	2008	Obsolete	public auction
4	Laptop HP Probook I7	1	2015	Obsolete	public auction
5	Printer HP	1	2001	Obsolete	public auction
6	Printer HP	1	2017	Obsolete	public auction
7	Printer Canon PIXMA IP2600	1	2010	Obsolete	public auction
8	Printer HP Laserjet P1006	1		Obsolete	public auction
9	Printer HP Laserjet P1006	1		Obsolete	public auction
10	Scanner HP Scanjet G3110	1	2009	Obsolete	public auction
11	Scanner HP Scanjet 397	1		Obsolete	public auction
12	Scanner HP Scanjet 3500C	1	2003	Obsolete	public auction
13	Fax Machine	1	2009	Obsolete	public auction
14	Fax Canon Machine	1	2011	Obsolete	public auction
15	Shredder Office Kit S240	1	2018	Obsolete	public auction
16	Miscellaneous Items : Keyboard	5	2015	Obsolete	public auction

Annexure-E

Form GFR 10

Report of surplus,obsolete and serviceable stores for disposal

Location 5: Embassy of India, MDL Wing, Vorontsovo Polye 4, Moscow-105064

Item No	Particulars of Stores	Qty/weight	Year of Purchase	Present condition why declared surplus	Mode of disposal public auction / otherwise
1	CPU Core2 Duo	1	2007	Obsolete	public auction
2	CPU Core2 Duo	1	2010	Obsolete	public auction
3	Monitor Samsung	1	2007	Obsolete	public auction
4	Monitor Samsung	1	2010	Obsolete	public auction
5	Photo Copier Xerox Machine	1	2004	Obsolete	public auction
6	FAX Machine Canon I-Sensys FAX-L 160	1	2008	Obsolete	public auction
7	Printer HP Color LaserJet Pro MFP M176n	1	2014	Obsolete	public auction
8	Speakers Genius SP- S350	1	2010	Obsolete	public auction
9	Miscellaneous Scrap (Keyboards)	2		Obsolete	public auction

Price Quote

To,
Head of Chancery,
Embassy of India, Moscow

Dear Sir,

I/We have inspected the unused/obsolete IT Equipment in all the five locations belonging to Embassy of India and interested to purchase the same on “As is where is basis” and “No complaints basis”.

My / our offer for the above mentioned items is given below :

S.No	Item	Quantity (in Units)	Price Quoted (in Roubles)
1	CPU	32	
2	Monitor	20	
3	Printer	44	
4	Scanner	6	
5	Shredder	3	
6	UPS	1	
7	TV	1	
8	Photo Copier	2	
9	Fax Machines	3	
10	Speakers	1	
11	Miscellaneous scrap (Includes Keyborads, printer cartridges etc.,)	23	
Total Consolidated Price			

1) Quote Rs : _____

2) Roubles (In Words) : _____

We understand that Embassy of India, Moscow reserves the right to accept / reject any / all bid (s) without assigning any explanation or reason whatsoever and the decision of Embassy of India, Moscow on the subject shall be final and binding on all bidders.

I/We have gone through the terms and conditions given in the bid document and agree with the same.

(Signature of Bidder with Official Seal)

Name of Bidder :

Address of Bidder :

Checklist for the Vendors to Submit.

- 1) Documentary Proof for Company Registration
- 2) Documentary Proof for Work Experience
- 3) Price Quote by the bidder as per Annexure-F