



**N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN**

**(Autonomous)**

**No. 41, Dr. Besant Road,  
Triplicane, Chennai-600 005**

**INSTITUTIONAL POLICY GUIDELINES FOR  
CONDEMNATION AND DISPOSAL OF ELECTRICAL AND  
ELECTRONIC EQUIPMENTS AND FURNITURE**



**TRANSFORMING STUDENTS TO GLOBAL EDUCATORS**

**Approved by the College Committee on 12<sup>th</sup> March 2022**

## **INDEX**

<b>1.</b>	<b>Background</b>	<b>1</b>
<b>2.</b>	<b>Purpose</b>	<b>1</b>
<b>3.</b>	<b>Objective</b>	<b>2</b>
<b>4.</b>	<b>Guidelines for Condemnation &amp; Disposal of Electrical and Electronic Equipments and Furniture</b>	<b>2</b>
<b>4.1</b>	<b>Electrical and Electronic Equipments</b>	<b>2</b>
<b>4.2</b>	<b>Furniture should include the following Wooden/ Steel/ PVC items</b>	<b>2</b>
<b>4.3</b>	<b>Grounds for Condemnation</b>	<b>3</b>
	<b>4.3.1 Technically obsolete (Electrical and Electronic Equipments)</b>	<b>3</b>
	<b>4.3.2 Beyond Economical Repairs (BER)</b>	<b>3</b>
	<b>4.3.3 Non-repairable</b>	<b>3</b>
	<b>4.3.4 Physically Damaged</b>	<b>3</b>
<b>4.4</b>	<b>Mode of Condemnation</b>	<b>4</b>
	<b>4.4.2.1 Process of Disposal through Advertised Tender</b>	<b>4</b>
	<b>4.4.2.2 Process of disposal through Auction</b>	<b>6</b>
	<b>4.4.2.3 Process of disposal at Scrap value or by other modes</b>	<b>7</b>
<b>4.5</b>	<b>Responsibilities of the Institution</b>	<b>7</b>

# **Institutional Policy Guidelines for Condemnation and Disposal of Electrical and Electronic Equipments and Furniture**

## **1. Background**

N.K.T. National College of Education for Women, established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist, is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position “Second to None”, and has been upgrading its curricula and pedagogies on par with the global standards.

## **2. Purpose**

Keeping in view the average life period of electrical and electronic equipments to be 5 years depending upon its intensity of usage, serviceability, technology and other related factors, many electrical and electronic equipments become unusable. In a similar manner, electrical and electronic equipments in the College have become either non-repairable or beyond economical repairs or technologically obsolete. The condition of some of the furniture has also become very bad that they cannot be repaired to be further used. It is felt that a Policy must in place to address the concerns for disposal of condemned electrical and electronic equipments and furniture purchased in the College under various heads.

### **3. Objective**

The objective of this policy is to design a quick, economic and efficient process for the disposal of condemned electrical and electronic equipments and furniture.

### **4. Guidelines for Condemnation & Disposal of Electrical and Electronic Equipments and Furniture**

#### **4.1 Electrical and Electronic Equipments**

Electrical and Electronic Equipments should include the following items:

- PCs
- Servers
- Laptops
- Printers
- Scanners
- UPSs
- Data Communication Equipments/ Furniture
- Dumb Terminals
- Package Software

#### **4.2 Furniture should include the following Wooden/ Steel/ PVC items:**

- Chairs
- Tables
- Cupboards/ Shelves/ Bureaus
- Boards
- Stools
- Stands
- Screens
- Doors

### **4.3 Grounds for Condemnation**

The Electrical and Electronic Equipments and Furniture can be condemned on following grounds:

#### **4.3.1 Technically obsolete (Electrical and Electronic Equipments)**

- Completed 5 years life-span and not in working condition.
- Completed 5 years life-span and technology outdated affecting performance and output that is expected out of it.
- Package Software can only be condemned by declaring it as technically obsolete when no more updates or support are available from OEM.

#### **4.3.2 Beyond Economical Repairs (BER)**

Electrical and Electronic Equipments and Furniture can be declared BER when these equipments and furniture cannot be maintained economically/ warrant extensive repairs and replacement of accessories and the combined cost of which exceeds certain percentage (50%) of the current cost of an equivalent Equipments or furniture. The same can be ascertained from the vendor who is giving AMC support/ Professional Personnel.

#### **4.3.3 Non-repairable**

Electrical and Electronic Equipments and Furniture can be condemned due to non-availability of spare-parts.

#### **4.3.4 Physically Damaged**

Electrical and Electronic Equipments and Furniture that have been damaged beyond repair due to fire or any other reason beyond human control can be Condemned as Physically Damaged.

#### **4.4 Mode of Condemnation**

The Mode of Condemnation may be done by Disposal as the basic norm for condemnation is condition beyond repair. Disposal can be done through Tender, Auction or Scrap depending on assessed residual value of the Electrical and Electronic Equipments and Furniture and as per the procedure laid down in General Finance Rules 2005 as given below:

(i) For the Electrical and Electronic Equipments and Furniture with residual value above Rupees Two Lakh, the Institution can dispose it through Advertised Tender or Public Auction.

(ii) For Electrical and Electronic Equipments and Furniture with residual value less than Rupees Two Lakh, the mode of disposal will be determined by Institution's Competent Authority, like the College Committee, keeping in view the necessity to avoid accumulation of such Electrical and Electronic Equipments and Furniture and consequential blockage of space and also the deterioration in value of Electrical and Electronic Equipments and Furniture to be disposed of.

##### **4.4.2.1 Process of Disposal through Advertised Tender**

**(a) The broad steps to be adopted for this purpose are as follows:**

- (i) Preparation of bidding documents
- (ii) Invitation of tender for the condemned Electrical and Electronic Equipments and Furniture to be sold
- (iii) Opening of bids
- (iv) Analysis and evaluation of bids received
- (v) Selection of highest responsive bidder
- (vi) Collection of sale value from the selected bidder

(vii) Issue of sale release order to the selected bidder

(viii) Release of the condemned Electrical and Electronic Equipments and Furniture that were sold to the selected bidder

(ix) Return of bid security to the unsuccessful bidders

**(b) The important aspects to be kept in view while disposing the condemned Electrical and Electronic Equipments and Furniture through advertised tender are as under:**

- The basic principle for sale of condemned Electrical and Electronic Equipments and Furniture through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the Condemned Electrical and Electronic Equipments and Furniture to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
- The bidding document should also indicate the location and present condition of the condemned Electrical and Electronic Equipments and Furniture to be sold so that the bidders can inspect the condemned Electrical and Electronic Equipments and Furniture before bidding.
- The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent. of the assessed or reserved price of the condemned Electrical and Electronic Equipments and Furniture. The exact bid security amount should be indicated in the bidding document.
- The bid of the highest acceptable responsive bidder should normally be accepted. There should normally be no post tender negotiations. If at all negotiations are warranted under exceptional circumstances, then it can be with **HI** (Highest Tenderer) if required.
- In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.

- Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the condemned Electrical and Electronic Equipments and Furniture.
- In case the selected bidder does not show interest in lifting the sold condemned Electrical and Electronic Equipments and Furniture, the bid security should be forfeited and other actions initiated including re-sale of the condemned Electrical and Electronic Equipments and Furniture in question at the risk and cost of the defaulter, after obtaining legal advice.

#### **4.4.2.2 Process of disposal through Auction**

The Institution may undertake auction of condemned Electrical and Electronic Equipments and Furniture to be disposed of either directly or through approved auctioneers.

The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the condemned Electrical and Electronic Equipments and Furniture to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity.

While starting the auction process, the condition and location of the condemned Electrical and Electronic Equipments and Furniture to be auctioned, applicable terms and conditions of sale etc., should be announced again for the benefit of the assembled bidders.

During the auction process, acceptance or rejection of a bid should be announced immediately. If a bid is accepted, earnest money (not less than twenty-five percent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Institution selling the condemned Electrical and Electronic Equipments and Furniture.



The condemned Electrical and Electronic Equipments and Furniture should be handed over to the successful bidder only after receiving the balance payment.

The composition of the auction team will be decided by the competent authority, College Committee with a representative from the Parent University.

A sale account should be prepared for goods disposed of and duly signed by the Officials who supervised the sale or auction

#### **4.4.2.3 Process of disposal at Scrap value or by other modes**

If the Institution is unable to sell condemned Electrical and Electronic Equipments and Furniture in spite of its attempts through auction and advertised tender, it may dispose-off the same at its scrap value with the approval of the College Committee.

In case the Institution is unable to sell condemned Electrical and Electronic Equipments and Furniture even at its scrap value, it may adopt any other mode of disposal including destruction of the Electrical and Electronic Equipments and Furniture in an eco-friendly manner so as to avoid any health hazard and/ or environmental pollution and also the possibility of misuse of such Products/ Equipments and Furniture.

#### **4.5 Responsibilities of the Institution**

The College Committee should constitute a Standing Condemnation Committee at Institutional level comprising of the Principal, Faculty Members and Account Officer/ Assistant as members to declare Electrical and Electronic Equipments and Furniture are obsolete/ unserviceable/ irreparable.

Standing Condemnation Committee of the Institution will prepare Electrical and Electronic Equipments and Furniture condemnation report which should be individually numbered having Electrical and Electronic Equipments and Furniture description including Make, Model, Serial Number, Asset Register Number,

Purchase Date, Purchase Price, Reason for Condemnation and additional information, if any.

Once the Electrical and Electronic Equipments and Furniture have been condemned it should not be used and subsequently should be kept in the area allocated for scrap within 1 week from the date of condemnation.

The Condemnation Policy shall be prepared/ reviewed by the Standing Condemnation Committee of the Institution.

The Policy shall be reviewed, once in three years, to ascertain the effectiveness of the practices and to explore changes, if any, to be included in the Policy for improving the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

**Policy Confirmed by**



**Dr. M. Arumugam**

**Secretary**

**Policy Approved by**

  
**Dr. (Mrs.) Mano Bakthavatsalam**

**President**