

सीएसआईआर- उत्तरपूर्वविज्ञान एवं प्रौद्योगिकी संस्थान
CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Council of Scientific & Industrial Research)
जोरहाट : JORHAT:असम: ASSAM

No. 2/1/NEIST/S/2018-19

Date: 21.08.2019

BID DOCUMENT

Sealed Tenders, on the behalf of the Director, CSIR –NEIST, Jorhat, Assam, are invited through Open Tender, for the disposal of ‘Scrap/ Unserviceable’ items available in two lots as under on “AS IS, WHERE IS basis”.

Sl. No.	Description of LOTS	Qty.
1	Materials/Items under e-waste material. Old Unserviceable IT, telecommunication and electronic items. Note: Bidders should be registered dismantler or recycler of e-waste or their authorized collectors.	Lot No. 1
2	Materials/items under non e-waste. Old unserviceable materials/items lying at Stores as well as Pilot Plant & Coal Division like Apparatus, equipment's, Hardware, electrical, Tools, Furniture including scrap.	Lot No. 2

This tender documents can be downloaded from here CSIR-NEIST website <https://www.neist.res.in>, Free of Cost. EMD is 10% of quoted amount for each LOT. **Last date and time for submission of bids is 05.09.2019 up to 01.00 PM (IST) along with stipulated EMD and same will be opened on 05.09.2019 at 03.00 PM (IST).**

Director, CSIR- NEIST, Jorhat, Assam reserves the right to accept or reject any tender fully or partially without assigning any reason.

TERMS & CONDITIONS

1. The tender should be submitted in the ‘Sealed Covers/Envelope’ superscribing “Tender for Disposal of scrap/unserviceable stores”.
2. The materials offered for disposal is on “AS IS, WHERE IS basis” Ex CSIR-NEIST, Jorhat, in unpacked condition. Taxes & duties that may be levied by the govt. will be charged extra, as applicable, from the successful Bidder. The current GST is 18% and TCS is 1%. This tax will be charged extra on the quoted rate which will have to be paid by the successful bidder to CSIR-NEIST in addition to the quoted price .
“For example if the quoted price is say Rs.10000.00 then GST will be extra of Rs.1800.00 and TCS will be extra of Rs.100.00. Thus total of Rs.11900.00 has to be paid by the successful bidder.”

3. The Bidders may inspect the materials on any working days **between 02.30 PM to 4.30 PM (IST) from 29.08.2019 to 04.09.2019** to satisfy themselves about the quality and condition of the materials offered. No complaints what so ever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
4. The Bidders should clearly quote their rates **separately on EACH LOT BASIS** as asked for both in figures and in words exclusive of any taxes and duties (without tax). Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender.
5. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above.
6. Tenders should be valid for a period of 30 (Thirty) days from the date of opening of the tenders.
7. The lot/lots will be awarded to the **Highest Bidder of each LOT.**
8. **Earnest Money deposit equivalent to 10% of the amount quoted is to accompany the bids in the shape of valid Bankers Cheque/ Demand Draft in favour of Director, CSIR-NEIST payable at Jorhat OR it may be transferred by e-transfer to the following NEIST bank Account and details can be submitted alongwith Bid:-.**

Account No. 00000030266871392, Account Name: Director, NEIST Bank: State Bank of India, Branch RRL Jorhat, Assam, IFSC Code: SBIN0005604 MICR Code: 785002007

Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMD so deposited. The EMD should be mentioned against each lot. EMD of unsuccessful bidders will be returned within 30 days after award of contract. CASH DEPOSIT will not be accepted.

9. The Balance amount besides the EMD already deposited by the successful bidder should be paid within 7 working days from the date of issue of award letter by Demand Draft/ Banker Cheque/e-transfer payable at par. **The Purchaser is required to lift all the materials within 30 (Thirty) calendar days after submission of full amount. However, extension can be given on written request but with ground rent @ 0.5% of the quoted amount per day.** The material not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, CSIR-NEIST reserves the right to re-sell without any claim on part of defaulting person/firm.
10. The materials will be allowed to be lifted between **10:00 AM to 5:00 PM (except during Lunch Time)** on any working days. No picking, Choosing or sorting will be allowed in the premises for the disposal lots.
11. The facility for weighing will not be provided at the site of the materials and the labour, transport, dismantling of machine and other arrangements will have to be made by the purchaser at their own risk, cost and responsibility.
12. The person authorized by the purchaser in writing will be allowed to take delivery only.
13. The Director, CSIR-NEIST reserves the right to **withdraw from the sale of any materials or lots at any stage without assigning any reasons therefore.**
14. The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the

purchaser. No claim will be entertained for the reasons of forfeiture of the sum deposited in case the correspondence is returned back undelivered by postal department.

15. PAN/TIN/GST number should be mentioned in Quotation with attachment of photocopy.
16. The tenders duly completed as per the instructions given herein must be submitted within the stipulated date and time by post/courier or by hand positively in favor of

**The Director
CSIR – NEIST
JORHAT – 785 006
ASSAM**

17. **The Tenders submitted by bidders through FAX, E-mail and in opened condition shall be rejected out rightly without assigning any reason.**
18. Tenders received after due date and time will be treated as delay/late tenders and will not be considered. CSIR-NEIST will not be held responsible for any postal delay.
19. If any theft/fire/damage or any type of mishappening occurs within the period of award of lot and removing of materials of materials from CSIR-NEIST, Jorhat, Assam premises the loss will be borne by the bidder. The Council will not be responsible for loss, damage or deterioration of the material due to any cause, whatsoever within the said time.
20. Rates should be quoted as per Performa attached.
21. Director, CSIR- NEIST, Jorhat, Assam reserves the right to cancel the Tender of disposal or withdraw any lot or part thereof from the sale without assigning any reason thereof.
22. **If any, holidays / closed day falls during the notified days, the process will be continued on next working day.**

Encl: As above

Stores & Purchase Officer

PROFORMA FOR QUOTING RATES

Rate Quoted By M/s. _____

Sr. No.	Lot Description	Rate offered in Rupees without VAT.		EMD @ Rs. 10%
		Rs. In Figures	Rs. In Words	
LOT No.1	Materials/Items under e-waste material. Old Unserviceable IT, telecommunication and electronic items. Note: Bidders should be registered dismantler or recycler of e-waste or their authorized collectors.			
LOT No.2	Materials/items under non e-waste. Old unserviceable materials/items lying at Stores as well as Pilot Plant & Coal Division like Apparatus, equipment's, Hardware, electrical, Tools, Furniture including scrap.			

- Any bidder should quote separately for each LOT. Any Bidder can quote for one **OR** both LOTs but separately.
- Please mention the EMD amount in EMD column.
- Please quote rate without tax. Tax will be charged extra, as applicable, which is at present GST@18% & TCS@1%.

For and on behalf of

Date: _____

Place: _____

M/s. _____

Phone/ Mobile No.