

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

TENDER NOTICE

Tender No: 2/8/NEIST/S/14 –15/Store-amend

Dated: 10/03/2015

Dear Sirs,

Quotations are invited on the behalf of the Director, CSIR-NEIST, Jorhat, ASSAM for the sale/auction of **unserviceable/scrap/junk materials** on lot basis on "**as is where is and what is basis**". Please send the quotations in sealed cover duly superscribed with our Tender No. and Due Date on the cover so as to reach this office on or before the due date mentioned above.

Sr. No.	Description of Lot	Qty
1	Assorted Items like Equipments ,tools, electrical, Electronics, Hardware, furniture and scrap items.(All the items at CSIR-NEIST, Jorhat)	Lot No.1
2.	Assorted Items like Equipments ,tools, electrical, Electronics, Hardware, furniture and scrap items.(All the items at CSIR-NEIST Branch Laboratory, G-Sector, Naharlagun, Itanagar Arunachal Pradesh)	Lot No.2
3	Assorted Items like Equipments ,tools, electrical, Electronics, Hardware, furniture and scrap items.(All the items at CSIR-NEIST Branch Laboratory, Lamphelpat, Imphal, Manipur)	Lot No.3
4	Maruti Gypsy Vehicle (No.AS-03/0324), at CSIR-NEIST Branch Laboratory, Lamphelpat, Imphal, Manipur	Lot No.4

Last date for submission of bids is **08/04/2015 up to at 2.30 PM (IST)** along with stipulated EMD and same will be opened on **08/04/2015 at 3.30 PM(IST)** in the presence of bidders who wish to be present. Director, CSIR-NEIST, Jorhat, ASSAM reserve the right to accept or reject any tender fully or partially without assigning any reasons.

(Please Note that all the tenders are to be submitted at CSIR-NEIST, Jorhat, Assam whether it is related with the items lying at Itanagar, Imphal or Jorhat)

The Tenders Document can be purchased from our Stores Section on payment of 200.00 in the form of D.D./ Cash in favour of Director, CSIR – NEIST, Jorhat, Assam. The Tender Document can be downloaded from our website: www.rrijorhat.res.in/www.neist.res.in also. However, in this case a **Tender Fee of Rs.200/-** shall be enclosed in the form of DD/cash at the time of submission.

All the above instructions and **terms and conditions** must be compiled with carefully, failing which your offer may be rejected.

Stores & Purchase Officer

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No. 2/8/NEIST/S/14 – 15/Store-amend.

Date: 10.03.2015.

TERMS & CONDITIONS

1. The tender should be submitted in the 'Sealed Covers'. Open tender will be rejected.
2. The materials offered for disposal is on **"AS IS, WHERE IS & WHAT IS BASIS"** Ex CSIR-NEIST (Jorhat, Itanagar & Imphal as per the details provided separately), in unpacked condition. **Taxes & duties that may be levied by the govt. will be charged extra, as applicable, from the successful Highest Bidders.**
3. The Bidder may inspect the materials on any working days up to **07/4/2015 from 2 P.M. (14.00 Hrs IST) to 5 P.M.(17.00 Hrs IST)** 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 inspection after submission of the tender will be accepted.
4. Tenderers should clearly quote their rates **lump sum** on **WHOLE LOT BASIS (For Each LOT separately)** asked for both in figures and in words exclusive of any taxes and duties. 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 at least 30 (Thirty) days from the date of opening of the tenders.
7. **Earnest Money deposit equivalent to 10% of the amount quoted is to accompany the bids in the shape of valid Bankers Cheque/ Demand Draft/ Cash Receipt showing deposit of cash with the cashier, CSIR-NEIST. Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMD so deposited. The EMD will have to be mentioned against each lot. EMD of unsuccessful bidders will be returned within 30 days after award of contract.**
8. The Balance amount besides the EMD already deposited by the successful bidder should be paid within 5 working days from the date of issue of award letter by Demand Draft/ Banker Cheque payable at par. **However balance payment less than Rs.50,000/- can be paid in cash with cashier CSIR-NEIST.**

The DD/ BC/ Cash Receipt, will be presented to the Stores In-charge within 5 working days from the date of receipt of full amount and the Purchaser is required to lift all the materials within 10 (ten) working days otherwise the specified ground rent @ Rs. 0.5% of the quoted amount per day, subject to maximum 10% per lot will be charged from the purchaser. 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.

9. The materials will be allowed to be lifted between **10:00 AM (10.00 Hrs IST) to 4:00 PM (16.00 Hrs IST) (except within Lunch Time)** on any working days. No picking, Choosing or sorting will be allowed in the premises for the disposal lots.
10. 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.
11. The person authorized by the purchaser in writing will be allowed to take delivery only.
12. The Director, CSIR-NEIST reserves the right of withdrawing from the sale of any materials or lots at any stage without assigning any reasons therefore.
13. 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.
14. **PAN/ TIN number should be mentioned in Quotation** and attachment of photocopy of the same is mandatory.
15. The tenders duly completed as per the instructions given herein must be delivered up to **08/04/2015 up to 2.30 PM** by post or by hand positively in favour of

The Director,
CSIR – NEIST,
JORHAT – 785 006,
ASSAM.

(Please Note that all the tenders are to be submitted at above address whether it is related with the items lying at Itanagar, Imphal or Jorhat)

- 16.** Tenders so received will be opened in the presence of the bidders, if any at **03.30 PM on 08.04.2015.**
- 17.** 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.**
- 18.** Rates should be quoted as per Performa attached.

NB: If any, holidays / closed day falls on due date, the process will be continued on next working day.

Encl: As above

Stores & Purchase Officer

From : M/s. _____

To : **The Director,**
CSIR-NEIST,
JORHAT – 785 006.

Ref : Purchase of Item/Lot _____

Dear Sir,

I/We hereby quote the rate (s) for the purchase of Items/Lots in the enclosed sheet as per your Tender Notice No.

Following details are furnished

1. Name of the Firm: _____
2. Address: _____
3. Nature of business: _____
4. Earnest Money: DD/BC No. _____ dated _____
5. PAN/TIN No. : _____
6. If the Firm is exempted from the payment of ST/CST/VAT, the certified copies to be enclosed: _____

I/We hereby accept and agree to abide by the Terms and Conditions laid down by the Director, CSIR-NEIST, Jorhat, ASSAM. For the disposal of the said item as contained in the Tender document for Tender Notice No.: 2/8/NEIST/S/14 – 15/Store-amend.

Yours faithfully,

For and on behalf of
M/s. _____

Place: _____

Dated: _____

Declaration to be signed by the Purchaser/Bidder

"I have carefully read and accept all the terms and conditions given in this tender document."

Signature of the Bidder/Purchaser

Name: _____

Address: _____

NB : A copy of the terms and conditions may be signed by the bidder/purchaser and enclosed with the tender in token of his acceptance to CSIR-NEIST terms and conditions mentioned in this tender document.

PROFORMA FOR QUOTING RATES

Rate Quoted By M/s. _____

Sr. No.	Lot Description	Qty.	Rate offered in Rupees without VAT.		EMD @ Rs. 10%
			Rs. In Figures	Rs. In Words	
1	Assorted Items (All the items at CSIR NEIST, Jorhat)	Lot No.1			
2	Assorted Items (All the items at CSIR-NEIST Branch Laboratory, Itanagar)	Lot No.2			
3	Assorted Items (All the items at CSIR-NEIST Branch Laboratory, Imphal)	Lot No.3			
4	Maruti Gypsy Vehicle (No.AS-03/0324), at CSIR-NEIST Branch laboratory, Imphal	Lot No.4			

- Any firm should quote for each LOT separately.
- Please mention the EMD amount in EMD column.
- **Please quote rate without VAT.** Rates inclusive of vat should be avoided.
- **Taxes & duties (VAT etc.) that may be levied by the govt. will be charged extra, as applicable, from the successful Highest Bidders**

Date: _____

Place: _____

Signature

For and on behalf of

M/s. _____

Phone/ Mobile No. _____

PAN/TAN No. _____