



Government of India  
Ministry of Science and Technology  
Department of Science and Technology  
Administration II (B) Section  
Technology Bhavan, New Mehrauli Road, New Delhi-110 016

Tender Enquiry No. **D-27014/1/1/2017 Admin II (B)**

Date: **04<sup>th</sup> Dec., 2017**

To,

All interested and eligible vendors Registered with MSTC & DPCC

**Sub: Tender Enquiry for disposing of the unserviceable, obsolete and beyond economic repairable (BER) items lying at DST, Technology Bhavan, New Delhi-16**

Dear Sirs,

For and on behalf of the President of India, sealed tenders are invited from all interested and eligible firms (Registered with MSTC & DPCC) for disposing of the unserviceable, obsolete and beyond economic repairable (BER) items lying at Department of Science & Technology Bhavan, New Delhi-16 as per list given in the **Schedule I** to this document on an **"As Is Where is Basis"**. The participating firm should submit the valid Registration Certificate issued by MSTC/ DPCC along with prescribed EMD with the bid. No firm is exempted from submission of EMD. The firm not submitting the prescribed certificate & EMD, the bid will be rejected straightway and no request in this regard will be entertained by the Department.

2. In case your firm is interested & eligible in the above work, you are requested to quote your competitive highest prices in the enclosed Proforma in a sealed cover. The sealed cover containing the quotation should be super scribed **"Quotation for disposing of the unserviceable, obsolete and BER items lying at DST, Technology Bhavan, New Delhi-16"** and should be dropped in the tender box kept near the Reception of the Technology Bhavan on or before the **26<sup>th</sup> Dec., 2017 latest by 1500 hours**, which will be opened on the same day **at 1530 hrs** in Raman Auditorium (Seminar Hall), S & T Block II in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. The sealed envelope must be accompanied by a Demand Draft/ Pay order/ banker's cheque of a Nationalized Bank in favour of DDO, DST for Rs.50,000/- (Rupees Fifty Thousand only) as Earnest Money Deposit (EMD). The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidder and the earnest money of the successful bidder will be returned only after completion of the contract to the satisfaction of the Department. No interest will be paid to EMD under any circumstances.

4. Tendering firms fulfilling the requirements as per the Important Information & General Instructions set out in **Annexure I** and Contractor's Details (Mandatory Information) set out in **Annexure II** to this tender document are requested to quote their competitive highest prices as per the list given in the attached schedule in **Schedule I**.

5. The complete tender document may be downloaded free of cost from Department's website [www.dst.gov.in](http://www.dst.gov.in). and the same may be used for submission of bid.

Yours faithfully,

(Soumitra Basu)  
Under Secretary to the Govt. of India  
Tel: 26560634  
**Cont'd....02/-**

Signature of the bidder (s) with stamp

**IMPORTANT INFORMATION**  
**& GENERAL INSTRUCTIONS**

SI No.	Subject	Description
1.	Seller	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in a single bid system & on an " <b>As is where is Basis</b> ".
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be in INR in the <b>Schedule I</b> to this Tender Enquiry only. Request for change of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for changing of prices/ contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable. The contractor will not be permitted to authorize any sub contractor or any other firm to collect the material or execute the contract on his behalf.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
6.	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of DDO, DST, New Delhi. Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited. EMD of the successful bidder (s) will be released only after realization of sale proceed amount. EMD of the bidder(s) who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. EMD amount will not be adjusted in the sale amount accepted by DST. EMD of successful bidder (s) shall be released only after successful completion of the sale process. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.
7.	Inspection of Items	The disposal of obsolete items shall be on an "As is where is basis" and no guarantee of certificate of its worthiness of quality will be given by this Department. The condition of the items can be inspected physically between 1130 AM to 04 PM on any working day between <b>21<sup>st</sup> Dec., 2017 to 22<sup>nd</sup> Dec., 2017</b> .
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations will not be accepted and ignored straightaway.
9.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
10.	Department's right	DST reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

Signature of the bidder (s) with stamp

Cont'd....03/-

<b>Sl No.</b>	<b>Subject</b>	<b>Description</b>
11.	Submission of bid	The quotation should be addressed to "Under Secretary, Admin II (B) Section, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and should be dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi <b>on or before at 1500 hours on 26<sup>th</sup> Dec., 2017.</b> In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST. The bid sent through, FAX, e-mail, post/ speed post or by any other means other than as stipulated in the Tender document without covering letter in Firms' letter Head will not be considered by the Department and shall be liable to be rejected. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall under no circumstances be accepted by DST.
12.	Evaluation of bid & Acceptance of offer	For award of contract, the bundled price of the schedule will be considered. Total contract will be awarded to the contractor offering the highest bundled price. The successful bidder (s) will be required to deposit the total bid/ quoted amount in lump sum by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of DDO, DST, New Delhi within 07 (Seven) working days from the date of award of contract and the items will be lifted within 30 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited and the second highest firm will be considered, if the second highest quoted firm (H2) is willing the pay at par the amount quoted by H1 bidder and the contract will be awarded to H 2 bidder. If the H 2 firm is unwilling to accept the same, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained. Failure in this regard shall be counted as bad performance and may be viewed adversely in award of future contracts or grant on continuing the association to such parties. This will be in addition to immediate remedial measures/ actions available to DST under the relevant laws.
13.	Minimum Reserve Price (MRP)	The Department has evaluated the Minimum Reserve Price (MRP) as mentioned in the Schedule to this notice. In no circumstances the quoted H 1 price should be less than the MRP and if so the whole tendering process will be treated as cancelled and no representation in this regard will be entertained.
14.	Warranty	The Department does not offer any warranty of the obsolete/ damaged/ BER items mentioned in the <b>Schedule I</b> to this Notice.
15.	Validity of offer	This offer is valid upto 90 days from the date of opening of the bid and the item wise rate quoted by H1 bidder will be valid for one year from the date of opening of the bid for future disposal during the currency of the year, if any.
16.	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Delhi.
17.	Tender Fee	Nil

Signature of the bidder (s) with stamp

**Cont'd....04/-**

<b>SI No.</b>	<b>Subject</b>	<b>Description</b>
18.	Litigation	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
19.	Payment Terms & Job Execution period	The successful bidder will be required to deposit the total bid/ quoted amount in lump sum by means of Cash/ Demand Draft/ Pay Order/ Banker's Cheque in favour of DDO, DST, New Delhi within 07 working days from the date of award of contract and the items will have to be lifted within 30 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited. The lifting of materials will be made by contractor on any working day as specified between 10 AM to 4 PM. The contractor will have to inform at least two working days in advance of the intended date of lifting of the materials. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by the Department. The contractor will be responsible for cleaning the area from where the obsolete materials are lifted. The lifting of the obsolete materials shall be undertaken only under the supervision of Section Officer Admin II (B)/ Estate Supervisor, DST or any other officer nominated for the purpose by the Department. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/ gate pass. Under no circumstances the contractor shall lift any material other than the items mentioned in <b><u>Schedule I</u></b> to this notice, lying inside the premises of Technology Bhavan.
20.	General	<p>a. The bidder should sign &amp; stamp all the pages of the document and same should be required to be submitted alongwith the offer quoted by the firm as stipulated in the document with a covering letter in the firm's letter head &amp; duly signed &amp; stamped. No page should be removed/ detached from the tender document.</p> <p>b. The application form for Limited Tender Enquiry Notice also can be downloaded free of cost from the Department's website <b><a href="http://dst.gov.in/tenders">http://dst.gov.in/tenders</a></b>.</p> <p>c. <b>Tenders which are not complete in all respects are liable to be rejected.</b></p> <p>d. The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.</p> <p>e. Unsealed quotations shall not be considered for evaluation. There should not be any erasing and/ or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.</p>

Signature of the bidder (s) with stamp

**Cont'd....05/-**

**Department of Science & Technology  
Admin II (B) Section**

**Contractor's details (Mandatory Information)**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information	
01	Name of the Applicant/ Firm		
02	Nationality		
03	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office	
		Head office	
04	Telephone Numbers	Landline/ Mobile No.	
		Fax No.	
		E-mail address	
05	Other Details (Enclose copies)	PAN Details	
		VAT Registration Number	
06	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/ Public Sector Enterprises	
07	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Account No:-  Type of account:-  Name of Bank:-  Name & address of the branch	
08	Is any person working with the applicant a near relative of the official of DST? If yes, give details		

Signature of the bidder (s) with stamp

**Cont'd....06/-**

Sl No.	Description	Information
9.	Earnest Money Deposit (EMD) details	<p>a. Amount in Rs. 50,000/- (Rupees Fifty Thousand only)</p> <p>b. DD/ BC/ PO No.</p> <p>c. Date of Issue: -</p> <p>d. Name of issuing Bank: -</p> <p>e. Address of the issuing Branch: -</p>
10.	Certificates/ Undertakings	<p>a. I/ we (including all partners) certify that I/ we have carefully read the Terms &amp; Conditions mentioned in the tender enquiry form and shall abide by them.</p> <p>b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.</p> <p>c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/ We fail to comply with all or any of the terms &amp; conditions in whole or in part as laid down in the Tender Enquiry Notice No. <b><u>D-27014/1/1/2017 Admin II (B)</u></b> dated 04<sup>th</sup> Dec., 2017 which would constitute and have force of a contract between me/ us and the Department of Science &amp; Technology, if I/ we am/ are declared a successful bidder.</p> <p>d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment &amp; Forest, Govt. of NCT Delhi.</p> <p>e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.</p>

Signature of the bidder (s) with stamp.

**Cont'd....07/-**

Department of Science & Technology

Schedule I to TE No. **D-27014/1/1/2017 Admin II (B) Date: 04<sup>th</sup> Dec., 2017**

**Scope of work: Disposing of the unserviceable, obsolete and beyond economic repairable (BER) items lying at DST, Technology Bhavan, New Delhi-16**

**A. Location: DST, Technology Bhavan**

**B. Rates:**

Sl No.	Description of Item	Amount in Rs.
	Disposing of unserviceable, obsolete and beyond economic repairable (BER) items includes window air conditioners, outdoor & indoor units of split air conditioners, Steel file cabinets, steel book shelves. Steel Almirah, wooden tables, revolving chairs, sofas, signage and other broken furniture, electrical items etc. kept in the vehicle parking shed in DST, Technology Bhavan, New Delhi-16	
i.	Minimum reserve Price (MRP)	<b>2,37,250/- (Rupees Two Lakhs Thirty-Seven Thousand Two Hundred and Fifty only)</b>
ii.	Rate Quoted Percentage above/ below of MRP (Inclusive all applicable taxes)	
	a. % Above:-	
	b. % Below:-	
iii.	Total quoted cost of the items (Net Bundled Price) in Rs.	

**Amount in Rs. (In words):** .....

Signature of the bidder with seal & date