



**India Trade Promotion Organization
Store Division
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001
Telephone No. 011-23378645/23371506,
Fax No. 23371492**

Tender Notice

T e n d e r N o.: 244/ITPO/(3)/ST-2014-16

TENDER DOCUMENT

for

DISPOSAL OF SCRAP/UNSERVICEABLE/OBSOLETE ITEMS OF ITPO



India Trade Promotion Organization
Store Division
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001
Telephone No. 011-23378645/23371506, FAX No. 23371492

Tender Notice

No. 244/ITPO/(3)/ST/2014-16 (Part File)

Dated: 1.7.2016

Sub: Tender Document for Disposal of Scrap/Surplus /Unserviceable /Obsolete Items From ITPO-Reg.

India Trade Promotion Organisation (ITPO) invites online bids through two bid system (Technical and Commercial) from the reputed, most experienced & Recycler/Reprocessors of E-waste firms/Agencies registered with Delhi Pollution Control Committee (Electronic Waste Management in Delhi) or Central Pollution Control Board or any other state pollution Control Authority or other registered kabaries for the disposal of the scrap/unserviceable/obsolete/ items without guarantee, measurement, weight and number by way of “as is where is basis. Manual bids shall not be accepted.

- a. The tender documents are available on our website www.indiatradefair.com (for reference only) & www.eprocure.gov.in and the same can be downloaded. However, the documents required, such as three hard copies DDs towards Cost of Tender, 25% of financial bid amount quoted and Earnest Money Deposit (Demand Draft should be drawn in favour of India Trade Promotion Organisation, payable at New Delhi) should be deposited in Store Division, Prantik Building, ITPO, Pragati Maidan, before the close of time for submitting the e-tender.
- b. Tender documents may be downloaded from ITPO's web site www.indiatradefair.com (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATA SHEET as under.

INDICATIVE CRITICAL DATA SHEET:

Tender Notice No.	<u>244/ITPO/(3)/ST/2014-16(Part file)</u>
Published Date	01.07.2016
Bid Document Download/Start Date and Time	01.7.2016
Bid Submission Start Date	01.07.2016
Bid Submission End Date and Time	15.07.2016, at 1p.m.
Opening of Technical Bids and Time	15.07.2016 at 2.30 p.m.
Communication Address	Manager, Store Division, Prantik Building , ITPO Pragati Maidan New Delhi-110001
Feel free to Contact regarding query, if any	Desk No.: 011-2331506/8645
To get the copy of tender documents	kindly visit the tender section of corporate website (http://www.indiatradefair.com)

- c. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/ Tenders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) will be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- e. Tenderers who have downloaded the tender from the ITPO's web site www.indiatradefair.com and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD will be forfeited and tenderer is liable to be banned from doing business in future with ITPO.
- f. Intending Tenderers are advised to visit once again ITPO website www.indiatradefair.com and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

g. E M D, 25 % financial/price bid amount quoted and Tender Cost:

25 % financial/price bid amount quoted, Earnest Money Deposit and Tender Cost are to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or only DD in favour of India Trade Promotion Organisation payable at New Delhi. Bidders are required to submit the details of 25 % financial/price bid amount quoted, EMD & tender cost at the time of Bid Preparation.

BANK Details for 25 % financial/price bid amount quoted, E M D Payment and tender cost through NEFT/RTGS:

Sr. No.	Name of the Beneficiary	:	India Trade Promotion Organisation (ITPO)
01	Name of the Bank	:	Central Bank of India
02	Branch Address	:	Pragati Maidan, New Delhi-110001
03	Account No.	:	1167404133
04	Type of Account	:	Saving
05	RTGs Code	:	CBIN 0284078
06	MICR Code	:	110016150
07	PAN No.	:	AAATI2955C

h. The Hard Copy of original instruments in respect of earnest money & tender cost, must be delivered to the Manager(Store), Prantik Building, India Trade Promotion Organisation, Pragati Maidan, New Delhi — 110001 (India) on or before bid opening date/time as mentioned in critical date sheet. Tenderers shall likely to be liable for legal action for non-submission of original payment instruments, like DD/RTGS etc., against the submitted bid.

i. Bids will be opened as per date/time as mentioned in the **Tender Critical Data Sheet**. After online opening of Technical-Bid & Price Bid, the results of their qualification as well Price-Bid/financial bid will be intimated same day.

Submission of Tender:

The tender shall be submitted online in Two parts", viz., technical bid and financial bid. All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/E-mail shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the bidder along with Technical Bid (Annexure-I) as per the tender document (As applicable):

- i) **Scanned copy of appropriate and valid registration certificate of the firm, Address proof (Voter Id Card/Aadhar Card/Driving License/ Pass port), Pollution Control Certificate, PAN No. as per the Tender documents.**
- ii) **Scanned copy of documents like Earnest Money Deposit , 25% of financial/price bid amount quoted & Tender Cost.**
- iii) **Scanned copy of Tender Acceptance Letter (Annexure-II)**
- iv) **Scanned Copy of format of Power of Attorney for the Authorized Signatory (Annexure-III)**
- v) **Price bid undertaking(Annexure-IV)**

Price Bid/Financial Bid:

- (a) **Schedule of price bid in the form of BOQ_XXXX .xls./ pdf. Format.**

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bid electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders on registering into the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids through online on the CPP Portal.

More information useful for submitting through online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / n-Code / e-Madura etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include

Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender- ID assigned against each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents, which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date & time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "off-line" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the

bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after opening the tender by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

DOCUMENT CONTROL SHEET:

1. Tender Enquiry No.: 244/ITPO/(3)/ST/2014-16 (Part file)
2. Name & Address of Organization:
INDIA TRADE PROMOTION ORGANISATION
PRAGATI BHAWAN, PRAGATI MAIDAN
NEW DELHI-110001
3. Date of Issue of tender Document: 01/07/2016
4. Last Date and time for submission of tender document: 15/07/2016 & 1.00 p.m.
5. Date & Time of opening of Technical Bid: 15/07/2016 and 2.30 p.m.
6. Venue of opening of Technical Bid: ITPO, Pragati Maidan, New Delhi-01
7. Date & Time of opening of financial/Commercial/Price bid: 15.07.16 & 4.00p.m.
8. Address for Official Communication :
Manager (Store),
INDIA TRADE PROMOTION ORGANISATION
Store Division, Prantik Building, Near Gate No. - 1,
Pragati Maidan,
New Delhi-110001
9. E.M.D./ Bid Security : Rs.22, 000 /- (Rupees twenty two thousand only) & 25% amount of Financial/Price bid amount quoted.
10. Tender Cost : Rs. 500+ 5% Taxes = Rs. 525 /- (Rupees five hundred twenty five only)
11. For further details and getting the copy of tender documents, kindly visit the tender section of corporate website (i.e. <http://www.indiatradefair.com>)
12. Validity of Tender: Three months from the date of opening of the tender.

Date: 01.07.2016

Place: New Delhi

MANAGER (STORES)

General Terms and Conditions:

1. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid and ITPO shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. EARNEST MONEY DEPOSIT (EMD), 25% of financial/price bid quoted and Cost of Tender Document:

- An Earnest Money Deposit - (EMD) of Rs. 22, 000 /- (Rupees twenty two thousand only), 25% of financial/price bid quoted as well as Cost of Tender Document of Rs. 525 /-(Rupees five hundred twenty five only) shall be furnished in the form of Demand Draft drawn in any scheduled bank in favour of "India Trade Promotion Organisation" payable at New Delhi."
- The hard copies of the D.D. of E.M.D, cost of tender document & 25% of quoted bid amount must be placed along with reference tender/ bid document in the sealed Envelope-1 and shall be deposited on or before closing date and time by yourself or your representative in tender box, kept in Store Division, Prantik Building, ,Near Gate No.-01, Pragati Maidan, ITPO, New Delhi-110001.
- Cheques are not acceptable as earnest money deposit, Cost of Tender Document & 25% of price bid amount quoted under any circumstances and in such cases, Tender document will not be considered.
- Tender, without EMD, price bid amount quoted and Cost of tender document will not be considered and rejected outright.
- The EMD of unsuccessful Bidders, without bearing any interest, shall be released after the finalization of the tender.
- i. The processing fee/ tender cost is non-refundable and non-transferable.
- ii. **The EMD will be forfeited:**
 - If a bidder withdraws his bid during the period of validity.
 - Or in case of a successful bidder, if the bidder fails to comply the terms and conditions of tender document.

3. PROCEDURE FOR SUBMISSION OF TENDER:

- a. Tenders are invited under two bid system i.e. Technical & Financial Bid by way of e-tendering.
- b. Tenders should be type-written or printed with indelible ink and submitting through online bids on the CPP Portal, which may be obtained at: <https://eprocure.gov.in/eprocure/app>.
- c. The tender document will not be accepted submitted by ordinary post, speed post, courier or by hand. A bid sent through any other mode except as mentioned above will not be accepted.
- d. The bidder shall ensure that each page of the scanned tender documents and all other enclosures appended to it are numbered, signed and stamped by the person authorized to sign the tenders, as a token of having read and understood the terms and conditions contained therein before up-loading the tender document.

4. GENERAL INSTRUCTIONS:

- a. All the Tenders shall be prepared as per the prescribed format and submitted in accordance with instructions in the tender document.
- b. All entries in the scanned tender documents should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- c. Interested Parties can inspect the premises/ unserviceable items can be made between 11a.m. to 5 p.m. on all working days till 14.07.2016, except on Saturday,

Sunday and public holidays.

- d. Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions, if any.
- e. Conditional or Incomplete bid will not be considered and the same will be rejected.
- f. Any correction or alteration is not allowed in the Technical and Commercial/Price Offer Bid.
- g. The Highest acceptance responsive bidder will be decided on the basis of total price value quoted.

5. **LEGAL:**

- ITPO shall not be responsible for any injury or death of any worker at site due to accident or malfunctioning of the equipment or by negligence of staff as and when shifted the condemned items from Pragati Maidan.
- No payment will be made to the bidder for damage caused by rains or other natural calamities during execution of the work and no such claim on this account will be entertained.
- The individual/firm is responsible for proper entry of workmen at the entry gate of Pragati Maidan and should get register them in entry register kept with the guard. Gate entry passes will be issued from ITPO to Successful bidder for the purpose of lifting all auctioned items.
- No man power shall be engaged below 18 year of age.

6. **EVALUATION CRITERIA:**

- a. Financial Bids shall be opened by the Committee. Bidders may attend if they wish.
- b. Total number of Bids received & technically qualified will be announced to bidders at the time of opening.
- c. Price quoted in each Financial Bid will be announced to bidders.
- d. Evaluation committee will evaluate the Financial Bid and submit their reports to the competent authority.

General Information:

1. The contact point for visit or for any inquiry would be Manager or Deputy Manager (Store), Prantik Building, ITPO, Near Gate no.-01, Pragati Maidan, New Delhi-110001.
2. The items shall be sold to the highest responsive bidder by way of "as is where is basis".
3. The mostly items to be auctioned, which are to be auctioned, are given in Annexure-"VI" by way of "as is where is basis".
4. The Earnest Money Deposit (EMD) of successful Bidder, if agreed, shall be adjusted from the full & final remaining payment to be deposited with ITPO.
5. The successful bidder has to make full balance payment after adjusting the EMD, in the form of Demand Draft in favour "India Trade Promotion Organisation", payable at New Delhi within two days after confirmation, failing which the offer will be cancelled and the EMD & 25% bid amount shall stand forfeited. No further correspondence will be entertained in this regards.
6. No item once disposed to the successful bidder shall be taken back by this Office on any condition whatsoever.
7. The successful bidder will be required to lift all the items from the disposal sites within ten days after making the full & final balanced payment. On failure to do so, this Office shall have the right to forfeit the entire amount of the bidder and dispose the items to next higher bidder. The successful bidder, on their own cost & risk, will also be required to make their own arrangement of transport, labour, etc. for lifting of the disposal items. He shall be responsible for safe and appropriate use/disposal of the items.
8. It will be the responsibility of the appointed firm to meet transportation, food, medical and any other requirements in respect of the persons deployed by him.

9. Late bids shall not consider.
10. Bids should remain valid for acceptance for a period of three months from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.
11. No damage should be caused to the existing property of ITPO, or any other Offices in the premises, roads, drains etc., while removing the auctioned articles from the site. **This Office shall not be responsible for damages, losses, claims, financial or other injury to any person deployed by successful bidder during the course of their performing the functions/duties, or for payment towards any compensation/** accident suffered by any person due to negligence or action of the successful bidder and his authorized worker/supervisor will have to be indemnified by the successful bidder.
12. Goods/material will be removed under the supervision of designated Store officer(s) of ITPO. Materials will have to be removed within the time stipulated in the sale release order awarding disposal of items to the successful bidder. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided full reasons for causing such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award/order and forfeiture of the entire amount of the bidder.
13. The successful bidder will have to take away all Condemned/scrapped items by way of as is where is basis and not selectively.
14. All the bidders shall ensure compliance with the provisions contained in E-Waste (Management and Handling) Rules, 2011, issued by Government for its disposal/recycling in an environment friendly manner.
15. The bidder should quote the rate in Indian Currency both in figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the bidder. Rates should be quoted for the entire items in one lot. Part rate or conditional rates will not be considered for acceptance.
16. Bidder must enclose scanned copy of address proof (Voter Id Card/Aadhar Card/Driving License/ Pass port), registration certificate of the firm, one recent colour passport size photograph, Pollution Control Authority Certificate and PAN Card along with bid application.
17. No part quotation shall be entertained.
18. ITPO reserves full right to alter/ amend/withdraw any conditions of the tender documents.
19. All Taxes and Duties should be paid extra, as applicable, at the time of taking out the materials from Pragati-Maidan.
20. The sale shall be on 'As is where basis is'.
21. Bids received within the due date only will be entertained.
22. The amount of the bid shall be valid for a period of 90 days for acceptance from the date of opening of the bid.
23. Bidders cannot withdraw/amend their offer once it is submitted to ITPO, Pragati Maidan, New Delhi through e-tendering.
24. No enquiry of bidder shall be entertained once the material is lifted by them.
25. All labour, tools and equipment for loading the items from Pragati Maidan, ITPO shall be at the cost of the buyer.
26. The personnel employed for the disposal action (job) shall strictly obey the Safety Rules in force while working in Pragati Maidan, New Delhi. Smoking and drinking of Alcohol is prohibited within precinct of Pragati Maidan, ITPO.
27. The successful tenderer with highest bid will be issued a sale release order and shall have to make full balance payment in the form of Demand Draft within 2 days. Any additional payment, if required, the same shall be made to ITPO before taking delivery of the material on the " as is where is basis".

28. In case the bidder fails to pay the full amount within 2 days of receipt of sale order, his EMD & 25% of bid amount is liable to be forfeited and his bid will be cancelled. He will be barred participating from any future auction tender of ITPO.
29. The bidder will not be permitted to sort out the materials. The entire lot should be cleared as directed by the officer in charge.
30. Removal and transportation of materials shall be done only on the discretions of the I. T. P. O.
31. The buyer will arrange to remove the materials sold to him and make area, where these are kept, clean and clear the site within the stipulated period mentioned in tender documents.
32. No other material should be removed from the site.
33. The bidders are required to indicate their PAN Number in their offer since it has been made mandatory.

34. **ITPO, NEW DELHI also reserves the right to accept/reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. The decision of ITPO, NEW DELHI will be final and binding on the bidder(s). BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.**
35. The bidders or their authorized representative (not more than one) may remain present, if they so desire, at the time of opening of quotation.
36. In case the opening day of tender becomes a holiday, the tender shall be opened on the following working day at the same time and venue.
37. Tender form in Pencil, overwriting illegible or erased will not be considered.
38. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to Delhi jurisdiction only.

Manager (Store)

Annexure-I

TECHNICAL BID

(To be submitted in Firm's own letter head)

Sr. No.	Description of Facts	Documents to be enclosed/ Information to be shared
01	Name of Agency:	
02	Name of the Authorized persons, who may sign on the tender documents	
03	Full Communication (Postal)	
04	Telephone Nos. of the Office	
05	Telephone Nos. of Residence	
06	Mobile No. and Fax No	
07	e-mail id and corporate website, if any	
08	Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	
09	Registration Number and date of Registration of the firm / company, if any (Scanned copy of the certificate is to be enclosed)	
10	Address proof of Bidder (Scanned copy of Voter Id Card/Aadhar Card/Driving	
11	Registration No. with Delhi Pollution Control Committee/Any other pollution Control Authority if available. : (Scanned copy of registration certificate to be enclosed)	
12	Validity Period : From	
13	Whether Agency or any other entity with which any of its Director / Partner or proprietor etc. Are/have been associated or any Director/Partner etc had ever been convicted for any offence by any court of Law at any point of time. Give details, if any.	Yes/No

14	Permanent Account Number (PAN) (Scanned Certificate is to be attached)	
15	Details of Earnest Money, Deposit (Hard copy of Demand Draft is to be submitted before due date and time)	Draft No.
		Date
		Issuing Bank
		Branch
		Amount
16	Whether Agency and or its Directors/partners etc. are black listed by any Government Department/ Organization as on date.	Yes/No
17	Accepted terms and conditions of the said tender notice.	Yes/No
18	Details of tender cost (Hard copy of Demand Draft is to be submitted before due date and time)	Draft No.
		Date
		Issuing Bank
		Branch
		Amount
18.	Details of 25% of financial/price bid amount quoted (Hard copy of Demand Draft is to be submitted before due date and time)	Draft No.
		Date
		Issuing Bank
		Branch

This is to certify that I/We before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

In case any information/facts found to be incorrect, misleading or factually wrong, ITPO is empowered to take any decision/action, as deemed fit.

Note: Please strike out Not Applicable (**N/A**) while filling up the above column.

Date:

Place:

Signature of Bidder Name of Bidder

Name of the firm/agency

Seal of Bidder

**TENDER ACCEPTANCE LETTER
(To be submitted on Company Letter Head)**

Tender No. **244/ITPO/(3)/ST/2014-16 (Part file)**

Date:

To,

....
....
....
....
....

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. To (Including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance tender document.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Date:

Place:

(Signature of the Bidder, with Official Seal)

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY

(To be submitted in Firm's own letter head)

Tender No. 244/ITPO (3)/ST/2014-16 (Part file)

Dated:

To

The Manager
Store Division
India Trade Promotion Organisation
Prantik Building
Pragati Bhawan, Gate No.1
Pragati Maidan, New Delhi-110001

Sub: Sale of Scrap/Unserviceable/Obsolete/Surplus Items of ITPO.

Dear Sir,

we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with ITPO with reference to this tender and authorize to sign the bid documents and contract / agreement with ITPO.

Thanking you,

Name of Person _____

Designation _____

Contact No (Mobile) _____

Yours faithfully

Place:

Date:

(Signature with company's seal)

Name:

Designation:

Contact No:

PRICE BID UNDERTAKING
(To be submitted in Firm's own letter head)

Tender No.: 244/ITPO (3)/ST-2014-16 (Part file)

Dated

From: (Full Name and address of the bidder)

To:

Dear Sir,

1. I submit the Price Bid for and related activities as envisaged in the bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer at the rates as indicated in the Price bid, Annexure-V exclusive of all applicable taxes.

Yours faithfully

(Signature of the Authorized Representative)

Place:

Name of the Signatory _____

Date: / /

Name of the Firm/agency

Seal of the Firm/Agency

COMMERCIAL BID/FINANCIAL/PRICE BID
PROFORMA FOR FURNISHING BIDS FOR
SALE OF UNSERVICEABLE/CONDEMNED/SCRAPPED ITEMS OF ITPO
(To be submitted in Firm's own letter head)

1. Name & Address of the Firm:
2. Name of the Contact Person:
3. Details of EMD & 25% of price bid amount quoted and Cost of tender document:
4. I / WE have inspected the obsolete items and am/are interested to purchase the same on "as is where is basis". I/WE submit my/our highest quotation for the auctioned entire items offered for sale by ITPO, Pragati Maidan, New Delhi:
5. Total amount quoted for entire items in Annexure- VI.

(In figures) Rs. _____

(In
words) _____

Note:

1. I / WE have very carefully read the terms and conditions of the offer, particularly regarding earnest money, 25% quoted price bid amount, cost of tender document, and agree to abide by these in letter and spirit. The decision of CMD, ITPO on any dispute arising out of the offer shall be binding on me/us.
2. I / WE agree to the forfeiture of the EMD, if I /WE fail to comply with all or any of the terms & conditions in whole or in part as laid down in this auction notice which would constitute and have force of a contract between me / us and this office. If I /WE are declared a successful bidder.
3. I /WE hereby undertake that auctioned items will be used for *bonafide* /lawful purpose only.

Name and Signature of the bidder

The following main items, which are called unserviceable, obsolete, surplus and scrap, to be auctioned by way of “as is where is basis”, as under

Scrap both type iron & aluminum, Cyma system dismantled material, Cyma System dismantled plies, Different type furniture items, fair guides, pump-lets, News papers, dust bins, Stationery items, liveries items and computer peripherals, electrical items such as A/cs, both type window and split, Fans various type as Ceiling fans, Wall fans, Pedestal fans, Table fans, Water pump sets various type, Hand driers, Geysers, Desert coolers, Water coolers, Heat convectors, Emergency lights, Stabilizers, Water filters, M.S. pipe, Chokes etc.
