

Our Ref: Disposal/7:1:1

04-08-2009

Subject : Quotation for disposal of Obsolete items

Dear Sir(s),

Bureau of Indian Standards intends to dispose-of the items listed in the Annexure on the terms and conditions mentioned below. You are requested to submit the rates for the lot i.e. for all items listed in Annexure-I. The quotations of the highest bidder shall be accepted. Quotations not meeting the following terms and conditions would be rejected.

1. Quotation in a sealed cover super scribed "Quotation for obsolete items" should reach Director (Administration) latest by 1500 hour on or before 17 August 2009. The same shall be opened at 1530 hrs on the same day in the presence of interested bidders or their representatives. Duly completed and sealed quotation document may be dropped in the tender box kept in Room No.406 Manakalaya BIS HQ.
2. Earnest money of Rs. 5,000.00 through Demand Draft only in favour of "Bureau of Indian Standards", payable at New Delhi, should be enclosed with the quotation. The said amount shall be refunded in the event of non-acceptance of the quotation.
3. The quotation of such tenderer who do not deposit the Earnest Money shall be rejected. Also Quotation of such tenderers who deposit Earnest Money in CASH or in the form of CHEQUE shall also be rejected.
4. No interest shall be payable on Earnest Money.
5. The Earnest Money deposited by the successful tenderer shall be retained by the Bureau as security. It shall be refunded after finalization of the tender.

6. The items offered in Annexure may be inspected at the Bureau premises on 12 August 2009 and 13 August 2009 from 14:00 h to 16:00 h.
7. After issue of award of contract letter to the successful tenderer for disposal of obsolete items, the successful tenderer shall have to take delivery of the material within 30 days or before. In case the selected bidder does not show interest in lifting the goods, the Earnest Money shall be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of defaulter and no additional notice shall be given to the successful tenderers. Further, no correspondence in this regard shall be entertained.
8. All quotations shall remain open for acceptance for a period of 90 days from the date of opening of quotations.
9. In the process of removing the items from our store, the tenderer will be responsible for loss of any property of the Bureau due to negligence on his part or on the part of his representatives and the amount of loss shall be recovered from the tenderer.
10. The tenderer will have to remove the entire lot of material on "As is Where is Basis"
11. BIS Reserves the right to reject any or all the tenders if situation so arises with approval of Competent Authority of BIS.
12. The Bureau have no responsibility for delay, loss and non-receipt of quotation after dispatch.
13. In case of any dispute, the decision of the Director General of the Bureau shall be final.

(R.K. Trehan)
Director (Administration)

Encl: As above

ANNEXURE

Sl. No	Name of the item	Qty	Rate quoted by the Tenderer for lot Rs.
1	Wooden Chair	12	
2	Revo Chair	10	
3	Chair Cushion	03	
4	Drawing Table	01	
5	Steel Racks	22	
6	Steel Table	04	
7	Steel Rack Small	16	
8	Steel Chairs	14	
9	Wooden Sofa	02	
10	Wooden Table Big	14	
11	Wooden Table	05	
12	Typewriter Godrej	01	
13	Typewriter Godrej	01	
14	Typewriter Remington	01	
15	Fax Machine	01	
16	Fax Machine	02	
17	Old Carpets	02	

Draft No. _____

Date _____

Name of the Bank _____

Signature _____

Name and Address _____

Tel No _____.

