

Our Ref: WRO/Admn/4:1(D)

18 June 2007

Subject : Quotation for disposal of obsolete items

Dear Sir(s),

Bureau of Indian Standards, Mumbai intends to dispose-off the items listed in the Annexure. The terms and conditions are mentioned below. You are requested to submit your rates for the lot i.e. for all items of Annexure. However, quotation for part of the lot would not be accepted. Quotation not meeting the following terms and conditions would be rejected.

a) Quotation in sealed cover superscribed "Quotation for obsolete items" should reach the Section Officer (Admn) latest by **1400h on 29 June 2007**. The same shall be opened at 1500h on the same day or on the next day. Tenderer or his authorized representative may be present at the time of opening of the quotation.

b) Earnest Money of Rs 3000.00 in cash or through demand draft in favour of Bureau of Indian Standards, Mumbai should be enclosed with the quotation. The said amount shall be refunded in the event of non-acceptance of the quotation. The quotation of such tenderer who do not deposit the Earnest Money shall be rejected. Cheques shall not be accepted. No interest shall be payable on Earnest Money.

c) Earnest Money deposited by the successful tenderer shall be retained by the Bureau as security and would be adjusted against full payment. For other parties, it shall be refunded after finalization of tender.

d) The items offered in Annexure may be inspected at the Bureau premises on any working days between 1100h to 1600h.

e) All quotations shall remain open for acceptance for a period of 60 days from the date of opening of quotations.

f) The successful tenderer shall have to take delivery of the material as advised by the undersigned, on any working day during office hours against full payment in advance, failing which the accumulated material will be disposal off by the Bureau without any notice and the earnest money deposited will be forfeited.

g) 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.

h) The tenderer will have to remove the entire lot of material on "**As is Where is Basis**".

J) BIS reserves the right to reject any or all the tenders if situation so arises with the approval of the Competent Authority of BIS.

k) Bureau have no responsibility for delay, lost and non-receipt of quotation after despatch.

l) In case of any dispute, the decision of the Deputy Director General of the Bureau of Indian Standards, Mumbai shall be final.

Thanking you,

Yours faithfully,

Section Officer(Admn)

Encl: as above

ANNEXURE  
LIST OF ITEMS

SL.NO	DESCRIPTION	QUANTITY	RATE QUOTED FOR LOT (Rs)
1.	Airconditioner (Fedders Lloyd) 1 tonne Window type	04	
2.	Photocopier Kores Model KS 1101	01	
3.	Fax Machines – Sharp brand	02	
4.	Duplicating Machine (Gestetner)	01	
5.	Modem	02	
6.	Electric Panel Meters	02	

Signature

Name and address

Date:



