



**KMO, 2, N.S. Road, Kolkata**

## **Notice Inviting Tender**

### **SALE & DISPOSAL OF WOODEN WORK STATIONS, TABLES, CHAIRS & OTHER MISC. ITEMS FROM 2, N S ROAD BUILDING, KOLKATA-01**

Sealed quotations from interested parties are invited in two bid system for sale & disposal of Old Office Inventory at 2, N S Road, Kolkata-01. Brief list of the items is enclosed as annexure -1 and the interested parties may visit & inspect the items with permission from the Premises Department. **Tenders are to be submitted to Assistant General Manager, Premises Department, Kolkata Main Office building at 2, N.S. Road, Kolkata-700001 as per following program:**

1	Site Inspection	Between <b>1 PM to 2 PM</b> up to <b>09.12.2020</b> except holidays. For inspection please contact Premises Department, Kolkata Main Office, at 2 N.S. Road, Kolkata.
2	Submission of Tender	On or before <b>09.12.2020</b> up to <b>1500</b> hrs
3	Opening of Tender (Technical & Financial bids)	On <b>09.12.2020</b> at <b>1530</b> hrs.
4	Earnest Money Deposit	<b>Rs. 10,000/-</b> in the form of DD / IOI in favour of Indian Bank (e-AB) payable at Kolkata
5	Deposit	The successful bidder has to deposit the full tender/sale amount within <b>5 (Five) days</b> after receiving the sale/work order.
6	Care of works	The bidder should take full responsibility and in case of any damage, loss or injury shall happen to the workers/Banks' building/staff or to any part thereof the bidder shall at his own cost repair and make good to the same.
7	Completion time	<b>7 days</b> from the date of depositing the sale amount by the bidder.

The sale will be on **“as is where is basis”** and interested parties are advised to quote rates of all the listed items in **Banks' standard Financial Bid Performa (Annexure-1)**. Total listed items will be sold in one stretch. The contractor is required to remove each and every item carefully without any damage to false ceiling/ walls / floors /any portion/other items of the building.

The Bank reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.

**Assistant General Manager (Premises)**

**Date: 03.12.2020**

# TERMS & CONDITIONS

## 1. GENERAL CONDITIONS

1.1 Bank reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. Bank may also retain any item/items from the list of items during the process, if found necessary.

1.2 Bank reserves the right to accept or reject any tender without assigning any reason and may sell the material to one or more than one tenderer as it may deem fit and no claim / complaint in this regard from the bidder will be entertained.

1.3 Any alteration and / or overwriting should be duly authenticated by the tenderer's signature.

1.4 Premises Department shall have the right to withdraw / cancel / issue amendment in the Tender documents or delete any of the condition clause stated in the tender, for which tenderer shall not be entitled to claim any cost, expenses in connection with submission of offer. In case the tender is withdrawn / cancelled the EMD will be refunded without any interest.

1.5 All kinds of legal proceedings in any matter arising out of the Contract shall be subject to the jurisdiction of the appropriate legal court at Kolkata.

1.6. The Contractor shall visit and ascertain the nature of work to be done and shall include all the cost involved for disposal including Lisaoning & taking NOC/Permission from the Local Authorities etc. and public nuisance during the progress of the work.

## 2. MODE OF SUBMISSION OF TENDER

2.1 Tenders should be submitted in the prescribed form, which may be collected from the above address.

2.2 **The Tenderer should quote their rate/amount for each item. Quoting of Lump sum amount for whole tender will not be considered and liable to rejection of tender.**

2.3 The tenders should be submitted in two separate sealed envelopes/covers. **Envelop no.1** comprise of EMD, properly filled/duly signed Terms/Conditions & Letter of submission of Tender, & **Envelop no.2** should have only **Annexure-1** i.e. **Financial Bid. Both the envelops are to be submitted to The Assistant General Manager, Premises Department, Indian Bank (e-ALB) Main Office, Kolkata.**

2.4 Sealed tender documents should be dropped in the drop box kept in the Office of **Premises Department** prior to the closing date and time of tender. Once the tender is submitted no withdrawal will be allowed.

2.5 The tender documents submitted in any other form like Telex / Fax / Tele Fax / Telephones / E-mail will not be considered.

2.6 **Tender documents submitted or received by post after the specified date and time are liable to be rejected.**

2.7 **Incomplete tender, Technical & financial bids found in one envelop, Conditional tenders or combined tenders** with conditions at variances with the terms and conditions of tender **are liable to be rejected.**

2.8 The tenderer must sign each and every page of the General Terms & Condition and schedules to the tender which form an integral part of the Tender.

2.9 **Tenderer should have PAN and GST number.**

### **3. EARNEST MONEY DEPOSIT**

3.1 The tenderer will have to pay **Earnest Money Deposit** of **Rs.10,000/-** in the shape of Account Payee demand Draft or Banker's cheque from any of the commercial banks. EMD may be drawn in favour of **Indian Bank, Kolkata**.

3.2 EMD will be refunded without any interest to successful tenderer only after satisfactory execution of the contract and fulfilment of all contractual obligations i.e. after lifting of all the materials within the stipulated period of time from Bank's site.

3.3 Each tender must be accompanied by Earnest Money deposit **with envelop no.1** for an amount as specified in the tender set. Tender found without EMD will be liable to be rejected.

3.4 In case of unsuccessful tenderer(s), the Earnest money deposit will be refunded as early as possible.

### **4. DEFAULT IN PAYMENT**

4.1 In case of default in depositing tender amount by the successful bidder within the time limits specified in the Terms and Conditions of the tender, the tender shall be automatically stands cancelled thereby forfeiting the Earnest Money Deposit submitted by the bidder.

4.2 The Bank reserves the right to accept or not to accept payment from the successful bidder beyond the specified time limit.

### **5. DEFAULT IN DISPOSAL/REMAINING ITEMS**

5.1 Premises Department reserves the right to allow or not to allow the purchaser to lift the materials with or without penalty after the expiry of stipulated period of time of completion of the job. For delay in lifting the materials from site from the date of completion, **penalty will be charged @1% of the bid amount per week** unless it is caused by the circumstances which Bank may consider beyond the control of the bidder including forfeiting of the Earnest Money Deposit submitted by the bidder.

### **6. QUALITY & QUANTITY**

6.1 The goods are offered purely on '**AS IS WHERE IS**' basis. Pick and choose method for collection of materials is not permissible.

6.2 The tenderer should thoroughly satisfy themselves about the nature, conditions, quality & quantity of material at the time of submission of tender.

6.3 Quantities mentioned in financial bid (Annexure-I) are estimated quantities and may vary at the time of actual sale/disposal.

6.4 Bank has right to remove any item (in parts or whole) from the list of item (Annexure-I).

### **7. LIFTING & COLLECTION**

7.1 Lifting of all scrap / items from site is to be done "**as is where is basis**" at the risk and responsibility of tenderer. Items/scrap mentioned in the list will be removed by the bidder at his own cost and will be disposed off at his risk and cost.

7.2 The tenderer should follow the procedure of Premises Department with regard to entry of vehicle, removal of scrap / items in force at the time of removal / disposal. Cost of segregation / Cutting / bundling / loading / unloading / transportation etc. of scrap / materials are to be borne by the tenderer.

7.3 All statutory requirement and labour enactments should be strictly followed in respect of persons employed by the tenderer.

7.4 The tenderer's representatives, workers, Lorry drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security during the disposal.

7.5 The Purchaser(s) must not indulge in any corrupt or unlawful practice while executing the contract. If any such case is reported and established, the Assistant General Manager, Premises Department will have full rights to forfeit the Security Money and cancel the contract.

#### **8. SUBLETTING**

Assignment of contract and / or subletting of this contract either in whole or in part are strictly prohibited. AGM, Premises Department may at his discretion terminate the contract and forfeit the security money in the event of parting of any interest, in assignment of and / or subletting of the contract, either in whole or in part by the Purchaser, if and when the fact of such parting assignment and / or subletting comes to light.

#### **9. Payment Terms**

Full payment has to be made within **5 (Five) days** from the date of receipt of the sale/work order or earlier as will be specified in the Sale Order. The payment will be made in the form of Demand Draft / Pay Order in favour of Indian Bank, Kolkata.

#### **10. Lifting Period**

Entire quantity has to be lifted within **7 days after depositing the sale amount &** as per instructions from Premises Department. Any delay in taking Delivery of materials beyond the specified period may attract penalty as per general terms **clause No.5** or may lead to Termination of contract.

#### **11. Inspection:**

The interested tenderers may inspect the tendered goods on above working days between **1 PM to 2 PM up to 09/12 /2020 except Sunday or holidays** at **'Indian Bank (e-AB) Kolkata Main Office, 2 N S Road Building, Kolkata.**

The prospective tenderers may contact Chief Manager, Premises Department. For inspection, **Only two persons from each firm will be permitted for inspection of the items.** The person desire to inspect the items should submit PAN NO & GST NO and their firm's name.

**The Tenderers will be permitted to inspect the items only once and they will not be entertained again.**

**12.** No bidder shall contact the Premises Department and its officers on any matter relating to his bid from the time of the bid opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.

**13.** Any effort by a Bidder to influence the Premises Department and its officers in it's decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.

#### **DECLARATION**

I/ we have fully understood the above General Terms & Conditions of the Tender attached with the Tender which are returned herewith duly signed by me / us in token of having accepted the same and I / We have made by our offer keeping in view these Terms & Conditions.

**Signature of Contractor  
(Along with stamp)**

**Place:**

**Date:**

To,

The Asst. General Manager (Premises Department),  
Kolkata Main Office,  
Indian Bank (e-AB), 2-NS Road,  
Kolkata-01

**Letter for submission of Tender**

Dear Sir,

**Re- SALE & DISPOSAL OF WOODEN WORK STATIONS, TABLES, CHAIRS & OTHER MISC. ITEMS FROM 2, N S ROAD BUILDING, KOLKATA-01**

With reference to telephonic conversation held with you for disposal of the above items, I have to confirm that I have inspected the all the listed items and submit my offer in envelop – II (Financial Bid) for the purchase of the same.

In consideration of I/We being invited to tender, I/We agree to keep the tender open for acceptance for **30 (thirty) days** from the date of opening of part-I of tenders and not to make any modifications in its terms and conditions which are not acceptable to Bank.

A sum of **Rs10,000/-** is hereby tendered in the form of demand draft/Banker's Cheque No. \_\_\_\_\_ **dated issued by** \_\_\_\_\_ **Bank as Earnest Money Deposit** in favour of INDIAN BANK which amount will not bear any interest.

If I/We fail to keep the tender open as aforesaid or make any modifications in the terms and conditions of the tender which are not acceptable to INDIAN BANK, I/We agree that INDIAN BANK shall without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely. Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and conditions and provisions of the aforesaid document. If after the tender is accepted, I/We fail to commence the execution of the works as provided for in the terms and conditions of contract, I/We agree that INDIAN BANK shall without prejudice to any of their rights or remedy be at liberty to forfeit the said earnest money absolutely.

Yours faithfully

(Signature)

Name in full : .....

Address : .....

.....

.....

Mobile No.....

Telephone No .....

Enclosure:

- 1) Demand Draft/IOI
- 2) Photocopy of Photo ID proof
- 3) Photocopy of Residential address proof

**Annexure-1****Financial Bid****SALE & DISPOSAL OF WOODEN WORK STATIONS, TABLES, CHAIRS &  
OTHER MISC. ITEMS FROM 2, N S ROAD BUILDING, KOLKATA-01**

Sl. No.	Items	Unit	Qty.	Rate (Rs.)	Amount (Rs)
1	Modular Work stations including electrical wires/switches etc.	Seat	160		
2	Modular Tables of variables sizes (7'X4'/6'X4'/5'X2'6")	Each	186		
3	Table Side Units & Pedestals				
	a) Side Units(30"x16"x29")	Each	91		
	b) Pedestal (19"x16"x29")	Each	278		
4	Office Chairs				
	a) Revolving Chairs high back	Each	114		
	b) Revolving Chairs medium/ low back	Each	186		
	c) Non Revolving Chairs(Visitors Chairs)	Each	426		
	d) Wooden chairs	Each	40		
5	Low height partitions with glass at top / middle (4'/6'/8' high)	Sqft	3000		
6	Wooden cabinets {Full Height(11'high) / Low Height(30"/84"high)}	Sqft	5000		
7	Steel Filing Cabinets(28"x19"x54")	Each	40		
8	Fans				
	a) Wall Fan	Each	45		
	b) Ceiling Fan	Each	101		
	c) Stand Fan	Each	23		
9	FAX Machines	Each	10		
10	Photocopy Machines	Each	10		
11	Shredder Machines	Each	7		
				<b>Total</b>	

Date:

Seal &amp; Signature of Contractor