

REF: RFQ No. ZO/CDEL/PREM/2023-24/RFQ-06 dated 20.01.2024

NOTICE INVITING TENDER

S.No.	ISSUE	DESCRIPTION
1	SUBJECT OF NIT	Disposal of old furniture/unused items available at various branches/offices (As detailed in Annexure-I) on "As is where is" and "As is what is" basis . The work includes removing the materials lying in branches/offices under Zonal Office Delhi Central at their own cost on "As is where is" and "As is what is" basis.
2	AVAILABILITY OF TENDER	Tender may be downloaded from the bank's website from 20.01.2024 www.indianbank.in/tenders/
3	LAST DATE & TIME OF SUBMISSION OF TENDER	Before 3 PM on 29.01.2024
4	PLACE OF SUBMISSION OF TENDER/OFFER	Indian Bank, Delhi Central Zonal Office, Premises Department, 1st Floor, 17 Parliament Street New Delhi - 110 001
5	DUE DATE & TIME OF OPENING OF TENDER	4 PM on 29.01.2024 at the above mentioned address
6	LAST DATE FOR SEEKING CLARIFICATION IF ANY	25.01.2024
7	EMD AMOUNT	Rs. 10,000/- towards EMD Demand draft in favour of " Indian Bank", payable at Delhi from any scheduled Bank shall be enclosed along with the Bid Documents. Tenders submitted without EMD will be summarily rejected
8	PERIOD OF AGREEMENT	1 Year from the date of Sale order
9	CONTACT PERSON	Mr Ashok Kumar (CM) – Mobile No.9094886601 Mr.Prabhat Chandra Jha (SM)- Mobile No: 9891792900 Mr.Kapil Kumar Rajaur(Manager)- Mobile-8390107976 Email: zodelhicentral@indianbank.co.in

**Deputy General Manager
ZO Delhi Central**

ANNEXURE-I

Description of Items for disposal:

No	Item Description
1	Wall/Celing Fan
2	Almerah Wooden
3	Almerah Steel
4	Chair
5	Table
6	AC Split
7	AC Window
8	Hot Case
9	Advertising Board
10	Stablizer
11	Battery stand/rack
12	Light
13	Signature Card Box metal
14	Water Cooler
15	Sofa



Indian Bank Zonal Office Delhi Central,
1st Floor, 17 Parliament Street, Connaught Place,
New Delhi - 110001.

ANNEXURE-II
TENDER FORM

DATE:

To
The Deputy General Manager,
Indian Bank,
Zonal Office Delhi Central
New Delhi -110001.

Sub: Disposal of old furniture/unused items available at various branches/offices in Delhi Central Zone

Ref : RFQ No. ZO/CDEL/PREM/2023-24/RFQ-06 dated 20.01.2024

With reference to the above, we are pleased to inform our offer as below.

No	Item Description	Unit Rate (Rs.)	Unit Rate (In Words)
1	Wall/Celing Fan		
2	Almerah Wooden		
3	Almerah Steel		
4	Chair		
5	Table		
6	AC Split		
7	AC Window		
8	Hot Case		
9	Advertising Board		
10	Stablizer		
11	Battery stand/rack		
12	Light		
13	Signature Card Box metal		
14	Water Cooler		
15	Sofa		

The Unit price is inclusive of all misc. charges like transportation, labor, all taxes or any other expenses.



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Details of DD of EMD amount:

Name & Address of issuing Bank / Branch	Drawn in favour of	Date of Issue	DD No.	Amount(Rs.)
	Indian Bank			

DECLARATION FROM TENDERER

We submit our offer subject to the terms and conditions, which we have carefully read and understood.
By submitting this tender, we express our acceptance to all the terms and conditions of the sale.

NAME OF THE TENDERER: _____

ADDRESS: _____

CONTACT PERSON: _____

Ph: _____ **MOBILE:** _____

GST: _____ **PAN:** _____

SIGNATURE OF THE TENDERER WITH SEAL

GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Tenders are hereby invited by the Indian Bank, **Delhi Central Zonal Office, Premises department, 1st floor, 17, parliament Street, New Delhi-110001** for sale of old furniture/unused items available at various branches/offices (As detailed in Annexure-I) on "As is where is" and "As is what is" basis.
2. Quotations will be opened on **29.01.2024 at 4:00 PM** and sale order will be issued to **Highest Quoted (H1) bidder/bidders**.
3. The Bank will consider H1 quoted price for each item & allow other bidders to match the H1 price item-wise. The H1 rates will be fixed for a period of 01 year. H1 finalized bidders will be informed for disposal of items. Bank reserves the right to call/invite any bidder for disposal of old items during a period of 01 year after fixation of rates.
4. The tender schedule should be filled in both figures and words in legible handwriting (Capital Letters). In case of discrepancy, between amount written in words and figures, the higher amount written in words/figures will be taken into consideration.
5. Ineligible / Incomplete tenders are liable for rejection.
6. All the items are to be sold on "**As is where is**" and "**As is what is**" basis and no correspondence will be entertained in this regard.
7. Last date of receipt of tender is on or before 29.01.2024 by 3:00 PM. Completed tender forms should be dropped in the tender box kept at **Indian Bank, Delhi Central Zonal Office, 1st floor, 17, parliament Street, New Delhi-110001**. Late tenders will not be entertained.
8. Bank will fix the H1 rates for a period of 01 year. During this period, we may call any successful bidder/bidders to lift the obsolete items from our branch/offices. The bidder has to approach the respective branches/Offices to collect the hardware items as per the approved rates by Zonal Office.
9. After the identification of Items at branches/Offices, successful bidder has to deposit the full amount of items as per approved rates in the form of DD or Online Transfer through NEFT/RTGS/IMPS/UPI etc to concerned branch/office before picking up/lifting the material.
10. The successful bidder after depositing the full amount in Branch/office, can remove/lift the materials at their own cost at Bank's Location within **1 week**.
11. The EMD amount of successful bidder/bidders will be kept for a period of 01 Year as security deposit. After completion of 01 year the EMD amount will be returned without any interest. In case any bidder request for release of EMD during 01 year of contract. On request, bank will release the EMD amount (subject to clearance from our branches/offices). Thereafter, bidder will not be called for disposal of items as per approved rates.



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12. It would be the responsibility of the successful bidder for safe transit of the material from Bank's location to bidder location. In case of any untoward incident happened during transition of e-waste, the bidder should be held sole responsible for the loss/consequences.
13. The Bank reserves its right to accept or reject any or all tenders at any point without assigning any reason and the decision of the Bank will be final.

Signature of Tenderer with Seal

CHECKLIST FOR DOCUMENTS TO BE SUBMITTED BY THE BIDDER

1. Tender form Including the Commercials as per **Annexure-II, duly sealed and signed by authorized signatory of company on its letter head.**
2. **EARNEST MONEY DEPOSIT** of Rs.10,000/- in the form of DD favoring "INDIAN BANK" payable at Delhi.
3. Sealed and Signed Copy of RFQ (To be sealed and signed by the Authorised Official of the Bidder on every page of RFQ).