



**MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES**
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Ext:305/312

Email: estatecell.idsa@yahoo.com

A/950/2021/BM/SCRAP

Date: 18 Jan 2021

**QUOTATION FOR LIFTING OF SCRAP/UNSERVICEABLE ITEM 'AS IS WHERE IS
BASIS'**

Quotation are invited from bonafide and experienced Firm/ Contractor for “Lifting of Scrap/unserviceable items at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Detailed tender are available from the date of publication at <https://www.idsa.in>. The bidders should download and then send duly signed Quotation form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their bids latest by **17th Feb 2021** by 1530 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **10,000/- (Rupees Ten thousand only)** in favour of “**IDSA**” payable at **New Delhi** as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1530 hrs, 17th Feb 2021** duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents for “Lifting of Scrap/Unserviceable items.**

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Note: Contractor may inspect the Campus & assess its requirement before bidding.

**Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin.)**



**MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES**
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

Tender for Lifting of Scrap/Unserviceable items

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Lifting of Scrap/Unserviceable items
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.10,000/-
4.	Validity period	30 days
7.	Publish Date & Time	19.01.2021 by 1000 hrs
8.	Submission Start Date & Time	19.01 2021 by 1030 hrs
9.	Inspection of Items	From 20.01.2021 on all working day between 1030 hrs to 1530 hrs till submission date.
10.	Quotation Submission Last date and Time	17.02.2021 by 1530 hrs.
11.	Quotation Opening Date	18.02.2021 by 1030 hrs.
12.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.

**Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin.)**

Signature of bidder

Name :

Company seal

Date

**MP-Institute for Defence Studies and Analyses
No. 1 Development Enclave, New Delhi-110010**

No. A/950/2021/BM/SCRAP

Dated: 20 Jan 2021

To,

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

SUBJECT: QUOTATIONS FOR LIFTING OF SCRAP/UNSERVICEABLE ITEM

Dear Sir(s),

Quotations are invited for Lifting of Scrap/unserviceable Items in one single lot as per description given at **Annexure-‘A’**. Other Terms & Conditions of the order shall be as follows: -

1. Bid Details: Invitation of the Bid from the Interested Person / Party / Agency in Single Bid System for Selling / Disposing its Unserviceable / Obsolete / Broken / Scrap Items, Steel Furniture, Miscellaneous electrical/electronic items / Instruments, Paper Card Boards and Other Materials etc., in Single Lot - **As is where is Basis**.
2. The bid shall remain valid for 90 days after the date of bid opening. If any bidder withdrawn his/her tender before the said-period shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.
3. The bidders may inspect the items on predetermined dates and satisfy themselves about the items they are bidding for, as the items condition is on “**As-Is-Where-Is’ basis**.”
4. The Quotation should be submitted in sealed cover. Open Quotation will be rejected.
5. Taxes and duties that may be levied by the Govt. will be extra as applicable and shall be borne and deposited by the highest successful bidder before lifting of material. GST as applicable will have to be deposited by the highest bidder over and above the bid amount before lifting the material.
6. The bidder may inspect the material from 21st Jan 2021 to 18th Feb 2021 between 10:30 am to 16:00 pm to satisfy themselves about the quality & condition of the materials offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
7. Tenders should clearly quote their rates for total items enlisted in the Annexure A as asked for both in figures and in words exclusive of any taxes and duties. Any

overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration.

8. The items shall be sold in complete single lot to the H1 bidder i.e. the bidder that offers Highest Price.

9. Earnest Money deposit of Rs.10,000.00 (Rupees Ten Thousand only) should be deposited in the form of Demand Draft payable in favour of IDSA, along with complete Tender Document. Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMDs deposited. EMD will be returned to successful bidder on completion of entire process including payment deposit and lifting of material. This EMD shall be used as performance guarantee for faithful/satisfactory completion of work .

10. The EMD of unsuccessful bidders shall be returned within one month after opening the bid, without any interest.

11. Payment: On receipt of the Letter of Award, the highest bidder has to deposit all payment in advance in form of demand draft or NEFT . In case of electronic transfer, and confirmation from account section then only permission will be given to lift the material

12. The materials has to be lifted within 10 working days (except Saturday/ Sunday/Holiday) or 2 weeks (whichever is earlier) after making of full and final payment by the highest successful bidder. In case the material is not lifted within the time specified, ground rent of Rs.5,00/- (Rupees Five Hundred only) per day will be charged to the purchaser for a further period of 5 days. The materials not so removed will be treated as abandoned lots and the Security deposit will be forfeited without any reference to the purchaser. For such abandoned lots, MP-IDSA has reserves the right to re-sell.

13. The materials will be allowed to be lifted between 10:00am to 5.00pm on working days. No picking, choosing or sorting will be allowed in the premises for the disposal lots. No lifting and cutting of material will be allowed on holiday/ Saturday/Sunday in any circumstance.

14. Labour, transport and other arrangements will have to be made by the purchaser at their risk, cost and responsibility.

15. The material will be disposed-off in a single lot and the bidders will have to submit price for complete lot.

16. The tenders duly completed as per the instructions given herein will be submitted latest by 1500 hrs on 18th Feb 2021 in sealed envelope containing bid document should be super-scribed as "Quotations for Lifting of Scrap/Unserviceable Goods" and addressed as mentioned in NIT.

17. MP-IDSA reserves the right to Cancel the Tender of Lifting of Scrap/Unserviceable Goods or withdraw any lot or part thereof from the sale without assigning any reason thereof.

18. Each page of tender document should be signed by the bidder (s). Incomplete and unsigned tenders are liable to be rejected.

19. If the bidder or any representative of the bidder wants to attend the Bid opening then that person should carry with him /her letter of Authority to be produced at the time of Bid opening and before the bids are opened.

20. Consolidated total price should be quoted in the prescribed format under **ANNEXURE-C.**

21. No Contractor shall be permitted to bid who is in relation with Institute's staff in any manner .

22. In case of any disputes, Director General MP-IDSA shall be final Authority . In case of legal disputes shall be subject to jurisdiction of Delhi NCR only .

23. Cartel /canvassing is strictly prohibited .

Eligibility / Qualification Criteria:-

i) Bidders must possess a valid license/empaneled under Pollution Control Committee of Govt.of India /NCT Delhi .

ii) The bidder should possess a registration as a firm under Proprietorship / Partnership or a firm, with any Government Authority. (Certificate issued by Shops and Establishment registration or GST Registration or any other issuing Authority).

iii) Agencies without having valid registration and authorization will not be allowed to participate in the bid. A copy of the valid License should be enclosed along with the tender. Non submission of a valid license will render the tender as invalid and will be rejected.

iv) All bidders must enclose GST registration certificate along with the tender documents.

v) Copy of PAN

vi) Copy of address proof

Annexure A

List of Scrap/Unserviceable Item

SNO	Description of Items	Quantity
1	AC (WINDOW)	12
2	AC (SPLIT)	10
3	DESERT COOLER	1
4	WATER COOLER	1
5	INTERCOM / TELEPHONE	120
6	HEAT CONVECTOR	42
7	PEDESTAL FAN	2
8	WALL MOUNTED FAN	2
9	VACCUM CLEANER	1
10	EMERGENCY LIGHT	24
11	EXHAUST FAN	1
12	VOLTAGE STABILISER	25
13	REFRIGERATOR	4
14	WATER DISPENSER	2
15	Paper shredder	2
16	Cellular /Mobile Phone	24
17	TANK (KENT RO)	5
18	Television 26" Sony	6
19	Television 21" LG	1
20	Electrical Kettle	19
21	Garden bench two Seater	2
22	Garden bench single Seater	4
23	Fire Extinguisher	4
24	Venation Blinds	44
25	Microfilm Reader	1
26	weighing Machine	1
27	Wall Clock	8
28	Heavy Stapling Machine	2
29	Armed Chair wooden cane seat & Back	45
30	Table 5'6x2'8	1
31	Notice Board	4
32	Woollen Carpet	6
33	Computer Table	3
34	Revolving Chair	36
35	Mirror	5
36	Dining Chair	12
37	Office Table	1

38	SS Dust bin	6
39	Crockery Cabinet	1
40	SS Dining Chair	10
41	Wooden Bed Single	1
42	Mattress 4"	1
43	Godrej Coffee table	1
44	Bed side Table	10
45	Revolving Armed Chair wooden cane seat & Back	15
46	Chair with steel Arms	4
47	Syntax 10000 Ltrs water Tank Plastic	1
48	Bed sheets	20
49	Pillow	20
50	Towel	20
51	Compressor	10
52	Plastics Door	8
53	Wooden door	9
54	Floor Carpet	4000 Sft
55	Dust Bin Plastic	8
56	Tube Light Fighting	3
57	Items left out by Godrej	100 Kg
58	Speed Breaker	10 Pcs
59	Paper/Book	100 Kg
60	Canon IR3530(With Stapler unit, Xerox Machine	1
61	Canon IR3080,Xerox Machine	1
62	CanonIR2018, Xerox Machine	1
63	Panasonic Fax machine	1
64	Sony Projector	1
65	Canon Projector	1
66	TFT world tech 10.4"	1
67	Canon Xerox	1
68	Minolta Xerox	1
69	6U Rack	3
70	Conference Audio system	1
71	Micro Film Reader	1
72	Signage Board with Stand (Iron)	2

Form of Quotation

To,

**MP-IDSA
No 1, Development Enclave
Rao Tula Ram Marg, New Delhi-110010.**

Sir,

Name of work: Lifting of Scrap/Unserviceable item.

1. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
3. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

Financial Bid

Tender No. _____

Name & Address of the Bidder:

Telephone Number:

Details of EMD:

Name of the Bank: _____

DD/Pay Order No. _____ Date & Amount in Rs. _____

1. I/We declared that I / my representative have inspected the Scrap items as per the list attached (**Annexure –A**) with tender and am/are interested to purchase the same on “**As is where is basis**”.

Total Amount Rs.(In Figure)

Total amount (Rs) in word

.....
.....

2. I/We have gone through the terms and conditions given in the tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the MP-IDSA.

3. I hereby also declare that the firm is registered under Pollution Control Committee of Govt.of India /NCT Delhi as authorized recycler /re-processor and having environmentally sound management facilities for collection, disposal/recycling of scrap/ e-waste.

Note: Agencies without having above registration and authorization will be not allowed to participate in the bid and the bid will be summarily rejected.

(Signature of the Bidder with Seal)