

**TENDER DOCUMENT FOR DISPOSAL OF
OBSOLETE / UNSERVICEABLE / SCRAP MATERIALS**

Central Institute of Indian Languages, Mysore invites sealed tenders from eligible bidders for disposal of the obsolete / unserviceable / scrap materials “As where is basis” as per the details and terms and conditions given in the tender document. Interested bidders may download the detailed tender document either from the CIIL website : <http://www.ciil.org> or collect it during 13th to 29th August from our office between 10am to 5pm on working days.

Lot No.	Place of the Lot	Description of the Lot	EMD 10% of the quoted price
1.	CIIL, Campus	Unserviceable Iron Chairs & Tables	
2.	CIIL, Campus	Unserviceable Wooden Chairs & Tables	
3.	CIIL, Campus	Unserviceable steel almirahs	
4.	CIIL, Campus	Plastic pipes & tyres, Plastic dustbins	
5.	CIIL, Campus	Old iron slotted angles	
6.	CIIL, Campus	Iron girders & Iron strips	

TERMS AND CONDITIONS

1. Receiving and opening of bids
 - a. Date and time for submission of quotation upto **30.08.2019 latest by 5:00 pm**
 - b. Date of opening of bid **03.09.2019**
2. Tender received after submission date and time shall not be considered at all.
3. Tenders addressed to the Director, CIIL, Mysore on a sealed cover superscripted as ***“Tenders for disposal of unserviceable stores”*** must be submitted in one sealed envelope as per the enclosed bid proforma either on your letter or on our proforma along with your covering letter before the last date and time for submission of tenders.
4. In case of submission of bid personally, bid should be dropped in tender box before closing time.
5. Bid submitted through fax and in open condition shall be rejected out rightly without assigning any reason.
6. The items or lots can be inspected at our office during the office hours during 13th to 29th August 2019 on prior appointment only. For this please contact **Sri. R. Nandeesh, UDC, CIIL, contact no. 0821-2345182**. In respect of iron scrap materials the tenderers are requested to quote per kg. weight of the scrap materials. The total scrap materials shall be weighed at the time of lifting the materials and accordingly the required amount as per actual weight of the material needs to be deposited to the institute by the highest bidder.
7. The persons authorized by the purchaser will be allowed to take delivery.
8. All taxes and duties to be paid extra as applicable before taking out the materials.
9. The address given in the tender shall be deemed to be the purchasers address and sent on that address shall be considered to have been delivered to be purchaser.
10. Responsibility of the bidder to assess the items properly before quoting. No further claims will be entertained after opening of the bids.
11. The sealed offer must be accompanied by EMD of 10% of the quoted price (refundable by DD) payable in favour of ***The Director, Central Institute of Indian Languages, Mysore***. The offer without EMD shall not be considered. EMD shall bear no interest.
12. EMD of unsuccessful bidders will be returned within a reasonable period.
13. EMD of successful bidder will be adjusted to the bid amount after completion of the contract.
14. All labour tools and equipments for loading and lifting the items from CIIL shall be at cost of the buyer.

15. Material should be taken out without damaging the premises / roads etc. The buyer shall make good the damages / loss etc in the event of any occurrence otherwise.
16. The successful tenders with highest bid will be issued a Sale Order and shall the bidder should have made full payment in the form of DD for the quantity for the quoted rate / taxes in advance within 7 days from the receipt of Sale order.
17. In case the bidder fails to pay the full amount within 7 days EMD will be liable to be forfeited and his bid will be cancelled
18. The bidder should take delivery of the items immediately or not later than 7 days from the date of Sale Order.
19. No other material should be removed from the site except the allotted lot.
20. The bidders are required to indicate their PAN number in their quotation.
21. Director, CIIL, Mysore reserves the right to accept / reject the offer or cancel the whole tender proceeding without assigning any reason whatsoever.

Annexure-A

Ref. No. _____

Name and Address of the bidder:

CIIL Tender No. _____

I am / we are willing to purchase under mentioned lot of old and unserviceable scrap items on as is where is basis *“In response to CIIL tender mentioned above and hereby submit our offer as under”*

Proforma for quoting the bid:

Sl. No.	Lot No. and Particulars	Details of EMD Paid			Quoted	
		DD Number	Date	Amount	In figure	In words

1. I / we have inspected the condition of unserviceable items before making the above offer.
2. I / We agree to forfeiture of earnest money if I / we fail to comply with all or any of the terms and conditions in whole or in part writes down in the tender document.
3. I / We have very carefully read the terms and conditions of the offer particularly regarding the earnest money and agree to abide by this in letter and spirit. A decision of the Institute (CIIL) on any dispute arising out of the offer shall be binding on me / us.

Date:

Signature of the Tenderer

Name:

Seal: