

Dated: 7th June 2017

TENDER FORM

(All the attested copies of the relevant documents must be enclosed)

Sub: Notice for disposal of obsolete/ unserviceable Furniture/ Office equipment and other items.

1 Name of Bidder	:	
2 Address of Bidder with Telephone, Fax or Mobile No.	:	
3. e-mail of the Bidder	:	
4. Pan Card No.	:	
5. Details of EMD	:	Bank Draft No. & Date: Bank: Amount:
6. Name of the authorized signatory if Bidder is a firm	:	
7. Specimen Signature of the Authorized signatory.	:	
8. Mobile/Tel. No. of the authorized signatory and other Telephone No. of the firm.	:	

Signature of the Bidder with stamp of the firm

General Terms & Conditions:

1. Bidders may inspect the items Between 2:00 PM to 4:00 PM from **12.06.2017** to **16.06.2017** (Monday to Friday). Only one person from each bidder will be permitted for inspection of the items. The person inspecting the items should record his/her name and should produce proof of documentary evidence like driving license, passport, PAN card etc. before inspection. The Bidder will be permitted to inspect the items only once and they will not be entertained again.
2. The items are offered on 'AS IS WHERE IS' basis and pick and choose method of bidding is strictly prohibited. The tenderer should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection. The Scrap equipments and material are sold on LOT basis. The entire material lying in the lot will have to be lifted by the purchaser so as to clear the entire lot at a time.
3. Bids to be submitted along with Earnest Money Deposit of Rs.10,000/-.
4. The items shall be sold to the highest bidder. The bids are invited for the lot (i.e. all the items contained in the list of obsolete/ unserviceable furniture/ office equipment and other items at Annexure 'A') as a whole and no bid would be accepted for any part of the same.
5. List of items are given at Annexure 'A'. However, the handling/ disposal of IT & Telecom related equipments such as computers, printers, fax machines, EPABX, etc. should be as per the latest guidelines/ instructions of Ministry of Environment & Forests and its related agencies. It shall be the sole responsibility of the bidder(s) to comply with the instructions.
5. The Earnest Money Deposit (EMD) of successful bidder shall be adjusted from the total payment.
6. The successful bidder has to make full payment, in the form of Demand Draft in favour of "APEDA, payable at Bangalore" within two days after opening of bids and confirmation, failing which the officer will be cancelled and the EMD shall stand forfeited.
7. No item once disposed to the successful bidder shall be taken back by APEDA on any condition whatsoever.

8. The successful bidder will be required to lift all the items from the disposal site within 10 days of opening of bids after due payment is made to the APEDA. On failure to do so APEDA shall have the right to forfeit the entire amount of the bidder and dispose the items to alternate bidder. The successful bidder, on their own cost, will also be required to make their own arrangement of transport, labour etc. for lifting the disposal items.
9. Quotation letter is sealed envelope marked "TENDER FOR DISPOSAL OF OBSOLETE/ UNSERVICABLE FURNITURE/ OFFICE EQUIPMENT AND OTHER ITEMS" should be addressed to Deputy General Manager, Agriculture and Processed Food Products Export Development Authority (APEDA), Regional Office, 12/1/1, Palace Cross Road, Bangalore-560020.
10. The quotation must be deposited at APEDA, Bangalore on or before the due date and time otherwise it is liable to be rejected. Tenders received after the due date and time due to any reason whatsoever shall not be considered.
11. The financial bid should be submitted in the format provided and bid may be given in both figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer.
12. APEDA reserves the right to accept or reject any/ all quotations without assigning any reason whatsoever.
13. Each page or tender document including ' General Terms and Conditions ' should be signed by the bidder(s).
14. Incomplete and unsigned quotations are liable to be rejected. The bid is to be submitted for the entire lot, as mentioned in Sl. No.2 above in this section.
15. Bidder must enclose copy of address proof (Voter I-card/ Aadhar Card/ Driving Licence etc.) and PAN Card along with his bid.
16. Other issue : - TCS @ 1% will be charged/along with PAN No. In case PAN No. is not available 20% TCS will be charged.

Deputy General Manager
APEDA
Bangalore

LIST OF ITEMS FOR DISPOSAL

SL.NO.	ITEMS	QTY	YEAR OF PURCHASE	PURCHASE PRICE (Rs.)
1	GODREJ ALMIRAH	1	1991	6776
2	TYPEWRITER - GODREJ	1	1991	7416
3	WOOD RACK WITH 3 SHELVES	1	1995	6369
4	OFFICE ALMIRAH	1	1998	7870
5	TEAK WOOD SINGLE COT	3	1998	11550
6	DRESSING UNIT WITH STOOL	1	1998	3400
7	CENTRE TABLE	1	1998	2250
8	STUDY TABLE WITH CHAIR	1	1998	3850
9	BEDS FOR COTS WITH PILLOW	3	1999	5250
10	ELECTRIC STOVE	1	1999	1695
11	COLOUR TELVISON BPL	1	1999	17805
12	BLACK LAMINATED TV STAND	1	1999	1600
13	GENSET RECIVED FROM HYD	1	1998	0
14	GODREJ STOREWELL	1	2000	8306
15	RECP L SHAPE TABLE	3	2000	25100
16	STUDY TABLE - LIBRARY	2	2000	12940
17	LAMINATED STORAGE CABINET	2	2000	23440
18	SOFA SET 3+2	1	2000	19600
19	REMOTE FOR A/C	2	2001	5000
20	VERTICAL BLINDS	100 SFT	2005	5800
21	CONFERENCE TABLE	1	2005	11000
22	WRITING BOARD	1	2005	8400
23	SLOTTED ANGLE RACK	2	2005	7500
24	SLOTTED ANGLE RACK	4	2005	13600
25	FULL HEIGHT ALUM PARTITION	1	2005	18846
26	ETCHING TO THE GLASS		2005	3631
27	ALUMINIUM DOOR	21 SFT	2005	3108
28	ENTRANCE GLASS DOOR	1	2005	10500
29	TABLE - AGM	1	2005	9500
30	DISCUSSION TABLE	1	2005	3750
31	CENTRE TABLE	1	2005	3200
32	STORAGE	152 SFT	2005	58631
33	DISPLAY UNIT	1	2005	19110
34	VERTICAL BLINDS	216 SFT	2005	12562
35	FILE SYSTEM PARTITION	195 SFT	2005	63605

SL.NO.	ITEMS	QTY	YEAR OF PURCHASE	PURCHASE PRICE (Rs.)
36	TABLE TOP	68 SFT	2005	14280
37	DRAWER UNIT	4	2005	11000
38	KEYBOARD DRAWER	5	2005	4500
39	SPLIT A/C 1.5 TR	3	2005	94500
40	CHAIR - EXECUTIVE	1	2005	5500
41	CHAIR- STAFF	8	2005	32000
42	SOFA (3+1)	1	2005	15500
43	SOFA (2+2)	1	2005	16500
44	CPU RACK	4	2005	1000
45	CHAIRS - VISITORS	9	2005	36000
46	BABY LADDER	1	2007	4300
47	CHAIRS	2	2010	9069
48	CHAIR	1	2010	4534
49	STEEL RACK FOR OFFICE	19	2013	93046
50	PRINTER DOT MATRIX EPSON	1	1997	18650
51	COMPUTER HP BRIO PII	1	1999	56500
52	COMPUTER HP BRIO PIII	1	2000	55205
53	UPS AEON 1 KV	1	2000	15800
54	ISDN ROUTER	1	2001	18900
55	COMPUTER - COMPAQ	2	2001	119800
56	PRINTE DOT MATRIX	1	2001	12500
57	UPS - AEON 500 VA	3	2001	20100
58	LCD PROJECTOR	HO	2002	0
59	LAPTOP COMPAQ EVON 800C	1	2002	152000
60	AIR CONDITIONER - CARRIER	HO		0
61	COMPUTER - COMPAQ T220	2	2003	90000
62	FAX MACHINE HP	1	2003	13750
63	EPBX PANASONIC KTS SYSTEM	1	2002	14500
64	COMPUTER - HP 7100	2	2005	78000
65	COMPUTER - HP 7100	1	2005	47300
66	COMPUTER - HP4 DAKIN SYS	2	2007	
67	COMPUTER - HP DX 7380	3	2008	

FINANCIAL BID

Sub: Notice for disposal of obsolete/ unserviceable Furniture/ Office equipment and other items.

For purchase and removal of the materials listed in the Tender Documents I/we offer a total Contract Price of:

Rs. _____ [in figures]

Rs. _____ [in words].

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

This bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the highest or any bid you receive.

Bidder/ Authorized Signatory:

Full Name and Seal with Place & Date :

Signature of the Bidder/Proprietor with stamp of the firm