



सत्यमेव जयते

Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdurjung Enclave,
New Delhi – 110029
Telephone: 011-26701796



No.- 24-1(2011)/Misc

Dated: 16.08.2013.

Subject : Disposal of un-serviceable Misc items of the NDMA – Invitation to quote.

National Disaster Management Authority (NDMA) invites tender for disposal of unserviceable items of this Authority. The details of items are enclosed. The sealed quotation are invited from interested parties for the disposal of these items on “**AS IS WHERE IS BASIS**” subject to the terms and condition mentioned in para 3 below. If interested, you are requested to quote your highest offer in the enclosed proforma and submit the same in a sealed envelope. The envelope is to be prominently super-scribed as “**QUOTATION FOR UN-SERVICEABLE ITEMS OF STORE**”. The sealed envelope may be dropped in the Tender Box kept in Reception Ground Floor, NDMA, A-1 Safdarjung Enclave, New Delhi. In a sealed cover up to **1500 hrs on 06 Sept’ 2013**. The bids received after the specific date/time of receipt shall not be considered.

2 Tender documents downloaded from the NDMA website www.ndma.gov.in or Central Public procurement website i.e www.tenders.gov.in is also acceptable provided the requisited tender fee i.e. Rs. 200/- only is enclosed in the form of Account Payee Demand Draft from any of the scheduled bank, drawn in favour of DDO, NDMA payable at New Delhi at the time of submission of bid document.

3. The items in question will be available for inspection in NDMA Bhawan at A-1, Safdarjung Enclave, New Delhi between 3.00 PM to 5.00 PM **from 29.08.2013 to 30.08.2013**.

4. The quotations received by the stipulated date and time shall be opened at 15.30 hrs on **06 Sept’ 2013** in Dining Hall, Ground floor of NDMA. The bidders or their representatives are free to be present at the time of opening of quotation.

5. The tender shall be governed by the following terms and conditions :-

- (a) The goods shall be disposed off on “as is where is basis”.
- (b) Quotations should be accompanied with a Demand Draft of **Rs. 20,000/-** (Rupees twenty thousand only) in favour of DDO, NDMA, towards bid security. The proof of residence/registration, if any may also be submitted along with the bid.
- (c) The successful bidder will have to deposit the full bid amount in the manner & time frame indicated by the Department. This shall be normally be three working days.
- (d) The goods, after depositing the full amount, are to be lifted, at own cost, within the time frame indicated by the Authority. This shall be normally be in two days.

(e) The disposal of the material shall normally be to the highest bidder fulfilling all the terms/conditions as aforesaid or as may be decided by the Authority during the course of the commencement and completion of the disposal process. The Authority reserves its right not to accept any bid particularly those received lower than the reserve price.

(f) If the selected bidder does not show interest to lift the stores and in any way refused to honor the offer, the bid security deposited shall be forfeited and other actions initiated like banning of business dealing with the Department and resale of the goods in question at the risk/cost of the defaulters shall be taken without any further intimation, and

(g) For any doubts/clarifications/objections etc, the Section Officer(Gen)NDMA could be contacted.

Yours faithfully,

(Partha Kansabanik)
Under Secretary(Gen) NDMA

Copy to : **NIC for placing this on the website of the NDMA/CPMP immediately.**

NDMA

“Notice Inviting Tender”

FOR

Disposal of

Obsolete/ unserviceable /old

Office items

Of

National Disaster Management Authority

Government of India

A-1 Safdajung Enclave, New Delhi

110003

Tender No. 24-1/2011(Misc)

16th Aug'2013

National Disaster Management Authority

Government of India

A-1 Safdajung Enclave, New Delhi

110003

NOTICE INVITING TENDER

On behalf of President of India, National Disaster Management Authority, (NDMA), Government of India, invites sealed quotation from the auctioneers/Kabaris or any firm engaged in disposal of old/obsolete/unservicable office items on “As is where is basis”.

A. General:

1. Tender Document can be downloaded from the website (www.ndma.gov.in) or Central Public procurement website i.e www.tenders.gov.in

2. Details of Bid: -

- | | | | |
|----|--|---|---|
| a) | Bid Reference | : | Tender No: 24-1/2011(misc) |
| b) | Last date & time of receipt of bid | : | 1500 hrs on 06 Sept' 2013. |
| c) | Opening of bids | : | 1530 hrs on 06 Sept' 2013. |
| d) | Place of receiving the bid/
Address for communication | : | Tender Box kept at Reception, NDMA,
Government of India
A-1 Safdaujung Enclave, New Delhi |
| e) | Cost of bid document | : | Rs. 200/- (Rupees Two hundred only)
(DD/Bankers Cheque) |
| f) | EMD | : | Rs. 20,000/- (Rupees Twenty Thousand Only)
(DD/ Bankers Cheque) |
| g) | Date of Inspection | : | 29th to 30th Aug 2013. |
| h) | Contact person | : | Sh Partha Kansabanik, US (G) Phone No. 26701796 |

B. Eligibility / Qualification Criteria:

- a) The bidder should be located at Delhi/New Delhi.
- b) Any organisation engaged in disposal of office items are eligible in participation of bidding.
- c) The firm may enclose sufficient documents regarding execution of Government work order, specifically Disposal of obsolete/unservicable office items.
- d) All bidders must enclose VAT registration / service tax registration certificate along with the tender documents.

C. **Period of validity of bid:** - The bid shall remain valid for 180 days after the date of bid opening. If any bidder withdraws his tender before the said period shall -without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.

D. **General Terms and Conditions**

1. The bidders may inspect the items in NDMA Bhawan at A1 Safdurjung Enclave New Delhi between 3pm to 5 pm from 29th to 30th Aug 2013 and satisfy themselves about the items they are bidding for.
2. The items shall be sold to the highest price of bidder.
3. The Earnest Money Deposit of the successful bidder shall be adjusted in the bid forthwith. The EMD of unsuccessful bidders shall be returned within one month of the auction date, without any interest.
4. No items, once disposed to the successful bidder, shall be taken back by the NDMA.
5. The successful bidder has to make full balance payment in the form demand draft in favour DDO, NDMA New Delhi within 3 days of his selection, failing which the offer will be cancelled and EMD shall stand forfeited.
6. An Earnest Money Deposit (EMD) of **Rs. 20,000/-** (Rupees Twenty Thousand only) must accompany each quotation. This shall be in the form Demand Draft/Pay order of any Nationalized /Scheduled Bank drawn in favor of **DDO, NDMA** payable at **New Delhi** for 45 days from the date of tender opening without which the tender shall be summarily rejected. No Cheque/Money order/Cash shall be accepted. The EMD deposit shall not attract any interest.

6.1 The successful bidders bid security will be discharged/adjusted upon the bidders acceptance of the award of contract satisfactorily.

6.2 The bid security will be forfeited :-

- a) If the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender, or
- b) If the successful tenderer fails to furnish the required performance security within the specified period, or
- c) In case the successful tenderer fails to commence the work awarded to him.

6.3 The bid security of the unsuccessful bidder will be discharged/returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.

E. **Bidding Procedure:**

- a) Bids are invited in single sealed envelope.
- b) Sealed Bid shall be received, till 1500 hrs of **06 Sept' 2013** and will be opened at 1530 hrs on same day. No Bids will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/counter delay and also for reasons beyond the control of this office.
- c) Bid must contain the EMD for specified amount, along with complete details as desired by this tender. Bids without EMD will be summarily rejected.
- d) The Bids will be opened on pre scheduled date, time & venue.

- e) The successful bidder shall be determined based on the highest price quoted, which would be the sum of the total price of all the items identified for disposal.
- f) All the bids must be accompanied by a bid security (EMD) of the amount of Rs. 20000/- (Rupees Twenty Thousand only) in a form of a Bank Draft issued by any commercial Bank in favour of DDO, NDMA, payable at New Delhi.
- g) All Sealed bids must be delivered in the Tender Box kept at Reception, NDMA, Government of India , A-1 Safdaujung Enclave, New Delhi
- h) All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.

F. Submission of Bids:

- a) The envelope shall be super scribed with the name “QUOTATION FOR UN-SERVICEABLE ITEMS OF STORE” in capital letters. The envelope shall be opened on the date of opening of tender. The bidder should specifically provide full details as per eligibility criteria. Violation to this would result in invalidation of tender. The EMD shall be enclosed with the bid.
- b) Silence or use of the word "Noted" against any of the Bid conditions shall mean bidder agrees to comply with that/those conditions of Bid.
- c) NDMA shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the check list in the NIT . A bid determined as non-qualified will be rejected by the NDMA.
- d) The bid should be submitted in the prescribed bid format given as prescribed in “Bidding Procedure” of this document. All columns of the bid form should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature must be enclosed with the bid.
- e) No bid may be modified subsequent to the deadline for submission.
- f) Bidders shall furnish clause-by-clause compliance on all clauses of Bid Document.
- g) Each page of tender document should be signed by the bidder (s)
- h) Incomplete and unsigned quotations are liable to be rejected.
- i) Bid should be submitted in the prescribed format for price bid attached with this Tender Notice as **Annexure “A”**
- j) List of items to be disposed off is as per **Annexure B**
- k) Tender form for disposal of office items is as per **Annexure “C”**.

- l) The near relatives of all employees working in the National Disaster Management Authority either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :-
 - i) Members of a Hindu Undivided Family.
 - ii) They are husband and wife.
 - iii) The one is related to the other in the manner as father, mother son (s), son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), borther(s) & brother's wife, sister(s) husband (brother-in-law).

G. Opening of Bids:

- a) NDMA will open the bids on prescheduled date and time and venue in the presence of the bidders' representatives who choose to attend.
- b) The 'bidders' representatives who will be present shall sign in the designated register evidencing their attendance, in the event of the day of specific bid opening being declared a holiday for NDMA, the bid shall be opened at the same time and at the same location on the next working day.
- c) The bidders names, bid withdrawals, presence of bid security and such other details as NDMA at its discretion may consider appropriate will be announced at the bid opening.

H. LIFTING OF DISPOSED OFF ITEMS

The successful bidder shall be required to lift all the items from the disposal site to his premises within 3(three) days alter the payment of the quoted amount (EMD amount will be adjusted with the quoted value).On failure to do so, NDMA authority shall have the right to forfeit the entire amount of the highest bidder and dispose the items at the risk and cost of the defaulter.The labour, cartage and other expenses shall be borne by the bidder. The highest bidder will have to lift all the items to be disposed off irrespective of the fact whether he has quoted unit price for all items or only for certain items.

ANNEXURE A

On the letter Head of the Bidder.
Format for submitting the price bid
For items proposed to be auctioned/Disposed off

S/No.	Name of Items	Qty	Unit Price	Total Price
1	Central Table With Top Glass	1		
2	Iron Folding Cots	2		
3	Iron Stand Back Drop	5		
4	Door frame mettlet Detector	2		
5	Acqua Guard Machine	4		
6	Wooden Table	4		
7	Exhaust Fan Big	3		
8	Room Heater	6		
9	Exhaust fan (toilet)	8		
10	Plastic chair	28		
11	Chair Dining hall	10		
12	Electric Kettle	4		
13	Mobile Phone	7		
14	Coordless Phone	7		
15	Phone instrument	40		
16	UPS	74		
17	Oil Heater	2		
18	Helozen Room Heater	2		
19	Matteress	4		
20	Cartains	100		
21	Pedestal fan	5		
22	Table	2		
23	Sofa 3 seater	1		
24	Sofa 2 seater	1		

S.No.	Name of Items	Qty	Unit Price	Total Price
25	Gyser	1		
26	Gas Chimnee	1		
27	Ceiling fan	2		
28	Hot case	12		
29	Work station side wall and accessory removed from various Sectt./offices	20		
30	Chairs	80		
31	Steel Bin	2		
32	Carpet	2		
33	Map Board	5		
34	Net Stand iron	4		
35	Battery case iron	3		
36	Data Card	48		
37	Paper shredder Machine	8		
38	AC Stablizer Blue Bird	5		
39	Wireless router	10		
40	Coordless Phone	8		
41	RO equipment	1		
42	Head Phone	3		
43	White Board	1		
44	Voice recorder	1		
45	Dust Bin Large	6		
46	Umbrella Large	6		
47	Sink	2		
48	Spiral binding machine	3		
49	Dressing table revolving	2		
50	Wrought Iron Bed	1		
51	Wall Fan	3		

S/no.	Name of Items	Qty	Unit Price	Total Price
52	Stablizer of photocopier	12		
53	Fire Bucket	41		
54	Fire bucket Stand	1		
55	Ruber pipe for fire eqpt.	8		
56	Hoze Box for fire equpt.	1		
57	Hoze rod drum	1		
58	Fire extinguisher	14		
59	Fire Basket	7		
60	CPU HCL/Infinite Pro BL 1200	7		
61	Monitor TFT/HCL	7		
62	Laptop/HP	6		
63	Printer/Konika Minolta Page Pro 1350	7		
64	Printer/HP LJ4250 dn	1		
65	Printer/HP 2360	1		
66	Printer/HP CLJ 3700 dn	2		
	Grand Total			

The total price should be exclusive of all Misc. charges like transportation, labour or any other expenses etc. as all above items are interlinked to each other therefore no comparison will be made on individual item. NDMA shall not be responsible for meeting the expenditure towards transportation, labour or any other expenses etc. in connection with lifting of the items identified for disposal. The contract will be awarded on comparison of consolidated price of all items.

Signature :-

Name of the Authorized signatory :-

Official Seal

ANNEXURE B

List of Items Proposed to be disposed off

By

National Disaster Management Authority, New Delh

S/No.	Name of Items	Qty	Year of Purchase
1	Central Table With Top Glass	1	2011
2	Iron Folding Cots	2	2010
3	Iron Stand Back Drop	5	2009-2011
4	Door frame mettlet Detector	2	2009
5	Acqua Guard Machine	4	2007
6	Wooden Table	4	2007
7	Exhaust Fan Big	3	2008
8	Room Heater	6	2010
9	Exhaust fan (toilet)	8	2008
10	Plastic chair	28	2010
11	Chair Dining hall	10	2008
12	Electric Kettle	4	2007
13	Mobile Phone	7	2007
14	Coordless Phone	7	2006
15	Phone instrument	40	2006-2008
16	UPS	74	2006-07
17	Oil Heater	2	2009
18	Helozen Room Heater	2	2008
19	Matteress	4	2007
20	Cartains	100	2007
21	Pedestal fan	5	2009
22	Table	2	2007
23	Sofa 3 seater	1	2007
24	Sofa 2 seater	1	2007

S/No.	Name of Items	Qty	Year of Purchase
25	Gyser	1	2007
26	Gas Chimnee	1	2007
27	Ceiling fan	2	2007
28	Hot case	12	2009
29	Work station side wall and accessory removed from various Sectt./offices	20	2008
30	Chairs	80	2008
31	Steel Bin	2	2010
32	Carpet	2	2007
33	Map Board	5	2009
34	Net Stand iron	4	2009
35	Battery case iron	3	2006
36	Data Card	48	2007-2010
37	Paper shredder Machine	8	2009
38	AC Stablizer Blue Bird	5	2006-2007
39	Wireless router	10	2008
40	Coordless Phone	8	2007
41	RO equipment	1	2006
42	Head Phone	3	2009-2010
43	White Board	1	2010
44	Voice recorder	1	2006
45	Dust Bin Large	6	2010
46	Umbrella Large	6	2010
47	Sink	2	2010
48	Spiral binding machine	3	2007

S/No.	Name of Items	Qty	Year of Purchase
49	Dressing table revolving	2	2007
50	Wrought Iron Bed	1	2007
51	Wall Fan	3	2010
52	Stablizer of photocopier	12	2009
53	Fire Bucket	41	2008
54	Fire bucket Stand	1	2008
55	Ruber pipe for fire eqpt.	8	2008
56	Hoze Box for fire equpt.	1	2008
57	Hoze rod drum	1	2008
58	Fire extinguisher	14	2008
59	Fire Basket	7	2008
60	CPU HCL/Infinite Pro BL 1200	7	2006
61	Monitor TFT/HCL	7	2006
62	Laptop/HP	6	2006-07
63	Printer/Konika Minolta Page Pro 1350	7	2005
64	Printer/HP LJ4250 dn	1	
65	Printer/HP 2360	1	2006
66	Printer/HP CLJ 3700 dn	2	2005

ANNEXURE C

Tender No 24-1/2011/(Misc)

Tender Form for disposal of Office items

1. **Name & Address of the Bidder** : _____
(In capital letter)
2. **Telephone Number** : _____
3. **Details of EMD** : **DD/Pay Order No.** _____
Amount Rs. 20000/-

I/We declare that I / my representative have inspected the obsolete items as per the list attached (Annexure-B) with tender and am/are interested to purchase the same "As is where is basis". My/our offer for the items as given in Annexure –A.

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 Government of India, O/o NDMA, New Delhi.

The total price should be exclusive of all Misc. charges like transportation, labour or any other expenses etc. as all above items are interlinked to each other therefore no comparison will be made on individual item. NDMA shall not be responsible for meeting the expenditure towards transportation, labour or any other expenses etc. in connection with lifting of the items identified for disposal. The contract will be awarded on comparison of consolidated price of all items.

(Signature of the Bidder)

To,

The US(G)
NDMA, Government of India
A-1 Safdajung Enclave, New Delhi

Check list

S/No.	Name of the documents	Yes/No (if Yes, mention page No.	Reason (If Any)
1.	Cost of Tender paper 200(Demand Draft) in favour of DDO NDMA payable at New Delhi).		
2.	EMD of Rs. 20000/- (Demand Draft) in favour of DDO NDMA payable at New Delhi)		
3.	Sufficient Documents regarding execution of Govt work order specifically disposal of obsolete/unserviceable office items.		
4.	Copy of VAT/ Service/Income Tax Registration.		
5.	Additional information (if any) Like details of turn over etc.		

Signature: -

Name of the Authorized signatory: -

Designation :-