

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

No. IDSA/A/388//08  
Dated: 01<sup>st</sup> December, 2015

To,

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**Subject: Sealed Quotations for Disposal of Scrap as is where is basis.**

Dear Sir(s),

Sealed Quotations are invited for disposal of miscellaneous scrap items (mainly Electrical & electronics Items) as per scope/specifications given in Annexure-1 subject to following terms and conditions : -

1. The Scrap can be Inspected on any working day (Monday to Friday) between 1030 Hrs to 1600 Hrs before bid submission .  
Estate Cell Division  
Institute for Defence Studies and Analyses  
01, Development Enclave  
Rao Tularam Marg, New Delhi  
011-26717983. Extn 7321-7305
2. Entire scrap is to be disposed off on as is where is basis as one lot.
3. Rates are to be Quoted on Lumpsum basis . Rates below Reserve price or rates quoted are not as per prescribed format, will be Rejected . the Institute shall not be responsible in any manner about any error of judgement what so ever .
4. Purchase of scrap (s) shall be awarded to highest bidder .
5. The Tenders shall remain valid for a period of 30 days from the date of opening .
6. The bidders are required to submit a self attested copy of following documents alongwith quotations
  - (a) Authorization from central pollution control board /Delhi pollution control committee for collection of E-waste goods as per implementation of E-waste rules 2011.
  - (ii..) Copy of PAN/TAN card of the firm .

(iii) Address Proof .

- 6.Earnest Money Deposit : Each tender shall be accompanied by a DD /Bankers cheque of Rs 10000/- ( Rupees Ten thousand only) drawn in favour of IDSA, payable at New Delhi towards bid security deposit . Bid security of Highest Bidder will be adjusted towards disposal proceeds . For unsuccessful bidders It shall be refunded . No Interest shall be paid on Bid security .
- 7.The Bidders are required to Furnish Permanent Account number (PAN/TAN) of the firm .They are also required to submit a document authenticating their address and status (Voter ID, Adhar Card, driving License Passport etc) and copy of authorization letter from CPCB or Delhi pollution control committee .
- 8.Conditional Tenders will be Summarily rejected .
- 9.Sucessful Bidder shall be required to deposit cost of the scrap before lifting within 7 days of award of Tender . The payment shall be made through DD/bankers cheque /NEFT/RTGS etc. NO CASH PAYMENT SHALL BE ACCEPTED .
- 10.In case of the highest Bidder fails to deposit the full amount as per award of Tender with in prescribed time or failed to lift the scrap within 10 days after depositing the amount , the offer shall be cancelled and earnest money will be forfeited . In such case next highest bidder, shall be offered the lot .
- 11.The material will have to be lifted at the earliest on any working day (Monday to Friday) between 1100 Hrs to 1600 Hrs except public holidays failing which IDSA is not responsible for any loss, theft, pilferage etc.
- 12.Tax Liability (if any) shall be borne by the bidder.
- 13.IDSA reserve the right to accept or reject summarily any or all tenders as a whole or any part there of , without assigning any reason .
- 14.IDSA has no responsibility for delay , loss and non-receipt of Quotation .
15. All questions , disputes or differences arising under, out or in connection with this bid , shall be subject to Decision of Director General IDSA. Decision of Director General IDSA will be final and binding to all .
16. The tender shall be written legibly and free from erasing and over-writing . Correction if any , should be duly Countersigned by the Authorized Signatory . rates should be written both in words and figures . In Case of differences in rates indicated in figures and words , the higher of rates would be treated valid .

17. All labour, tools and Equipment for removing /Loading the scrap from IDSA shall be organized by the buyer on their own cost . The Persons employed for shifting/lifting the items shall strictly obey the safety rules in force and IDSA shall not be responsible for breach of any rule by the personnel of the buyer in any way what so ever . The Job shall be done without damaging the roads drains etc in compound . the buyer shall make good the damages , loss etc. in the case of any such occurrence.
18. The awardee shall remove all scrap items at their own cost from IDSA with a proper gate pass issued by Estate Manager, IDSA within 10 days from the date of order/Information in writing or through E-mail .
19. Any Clarification required may be obtained before submission of tender .
20. The Reserve price for Scrap as mentioned in Annexure-1 is Rs 1.10 lakhs . The Bids below reserve price will not be entertained .
21. The last date of submission of Tender is on or before 28<sup>th</sup> December 2015 up to 1500 Hrs . Tenders may be dropped in Tender box kept at Reception . Tenders will be opened in presence of the bidders on same day at 1600 Hrs in room No 333.
22. Bidders have to sign each page of this Tender document as a token of acceptance

Hemant Kumar  
Estate Manager

**Details of Condemn  
Items for sale**

Annexure-1

| <b><u>SL</u></b> | <b><u>ITEM</u></b>                     | <b><u>QUANTITY</u></b> |
|------------------|--|------------------------|
| 1                | AC (WINDOW)                            | 10                     |
| 2                | AC (SPLIT)                             | 8                      |
| 3                | DESERT COOLER                          | 17                     |
| 4                | WATER COOLER                           | 4                      |
| 5                | DUPLICATING MACHINE                    | 1                      |
| 6                | PHOTOSTAT MACHINE                      | 6                      |
| 7                | TYPEWRITER                             | 17                     |
| 8                | FRANKING MACHINE                       | 1                      |
| 9                | INTERCOM /<br>TELEPHONE                | 151                    |
| 10               | EPABX SYSTEM                           | 1                      |
| 11               | FIRE EXTINGUISHER                      | 21                     |
| 12               | FAX MACHINE                            | 3                      |
| 13               | HEAT CONVECTOR                         | 10                     |
| 14               | ROOM HEATER                            | 6                      |
| 15               | TABLE LAMP                             | 6                      |
| 16               | CEILING FAN                            | 10                     |
| 17               | PEDESTAL / WALL<br>MOUNTED FAN         | 12                     |
| 18               | EMERGENCY LIGHT/<br>BELL/INDICATORS    | 12                     |
| 19               | TUBELIGHTS                             | 27                     |
| 20               | EXHAUST FAN                            | 4                      |
| 21               | CALCULATOR                             | 15                     |
| 22               | EUROCLEAN VACCUUM<br>CLEANER           | 1                      |
| 23               | VOLTAGE STABILISER                     | 5                      |
| 24               | WATER DISPENSOR                        | 3                      |
| 25               | INVERTOR                               | 1                      |
| 26               | REFRIGERATOR                           | 2                      |
| 27               | RADIO / WALKMAN                        | 4                      |
| 28               | TANK (KENT RO)                         | 3                      |
| 29               | DOOR CLOSER (BIG)                      | 76                     |
| 30               | AQUAGUARD /<br>PURITOS WATER<br>FILTER | 5                      |

**Performa for Commercial Bid**

1. Name of the Company /Firm/Individual  
Address & Telephone No  
E mail ID.

2.PAN number/TAN Number of the firm/Individual.

3.ID proof of address/ Residence :

1. Rates Offered (In figure ) :
2. Rates offered In (words ).....

Note :

a.Rates Should be All Inclusive

- a. IDSA Reserve the right to accept or reject any offer without assigning any Reason whatsoever.
- b. IDSA reserve the right to cancel this tender in case no satisfactory proposal is received .

It is certified that the Information furnished above is correct to the best of my knowledge & belief.

Place .....

Signature.....

Date .....

Name .....

Seal of the Organisation

Designation.....