


Central Secretariat Library  
Ministry of Culture  
Shastri Bhawan, New Delhi

**Tender for Disposal of Raddi and other Obsolete/Unusable/Unserviceable Items  
of Central Secretariat Library**

Date: 27.08.2019

Central Secretariat Library, Ministry of Culture, Govt. of India invites tender from eligible bidders through *e-Procurement Module of Central Public Procurement Portal (CPPP)* for disposal of Raddi and other obsolete/unusable/unserviceable items lying in (i) CSL Main Branch, G-Wing, Shastri Bhawan, New Delhi-01 and (ii) R.K. Puram Branch Library, West Block-VII, R.K. Puram, New Delhi-66 "as is where is basis" as per the details given in **Annexure-A** and terms and conditions given in the tender document. Interested Bidders may download the detailed Tender Document on <https://eprocure.gov.in/eprocure/app>.

1	Bid Publication Date	On 27.08.2019 by 5:00pm
2	Earnest Money Deposit (EMD) Refundable	Refundable <b>EMD of 10% of the Sub Total Accessed Amount</b> to be submitted in the form of DD in favour of DDO, Ministry of Culture at New Delhi. The EMD should reach to the Director, Central Secretariat Library, G-Wing, Shastri Bhawan, New Delhi-110001 before the date and time of opening of tender mentioned in the tender document. Non-submission of EMD within the stipulated date and time mentioned above will be rejected out-rightly.
3	Bid Submission Start Date	28.08.2019 by 10:00am
4	Bid Submission End Date	19.09.2019 by 05:00pm
5	Opening of Tender	On 23.09.2019 at 03:00 P.M.
6	Date of inspection of the items.	02.09.2019 to 06.09.2019 (Time of visit 3.00 P.M. to 5.00 P.M.) – On prior appointment.
7	Contact Person for Inspection	1. CSL Main Branch: Sh. MCS Bisht, LIO(B) and Sh. Niraj Kumar (ALIO-Admn), Ph. 011-23389383/23389684 2. R.K. Puram Branch Library: Ms. S. Vaidehi (ALIO), Ph. 011-26102114/26172656

  
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The Bids may be submitted in accordance with terms and conditions of e-procurement (for Tender cum auction) on above mentioned date and through **e-Procurement module of CPP Portal** only (<https://eprocure.gov.in/eprocure/app>). The bidders must sign all the pages of Tender Form and Terms and Conditions as a token of acceptance of the tender conditions.

#### **Technical Eligibility of the Bidders:**

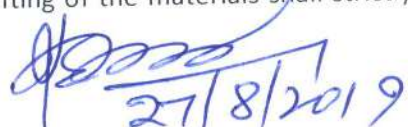
The bidding company/firm/individual should have a valid PAN and GST Registration. (Copy to be uploaded). The bidder must have executed at least one contract of auction amounting to Rs. 02.00 (Two) Lakh or more during last three years. (Copy of the sale order has to be uploaded).

#### **Mode of Selection:**

The **H1 bidder** meeting the technical eligibility shall be awarded the contract. If the H1 bidder fails to execute the contract within the stipulated period, institute may at its discretion award the contract to the next lower bidder at the H2 price.

#### **Terms and Conditions and General Information:**


1. The inspection of the material can be done as per the date and time mentioned above on prior appointment only.
2. The bid should be submitted through e-Procurement module online only as per the format given in the Tender document within the stipulated date and time mentioned above.
3. Bids received after the due date cannot be considered.
4. The bidder should quote the price in the Price-Bid excluding the taxes and duties. All Taxes and duties are to be paid extra, as applicable, at the time of making payment.
5. The bidder will submit refundable **EMD of 10% of the Sub Total Accessed Amount** in the form of DD in favour of DDO, Ministry of Culture at New Delhi. The EMD amount may vary bidder to bidder as per their assessment.
6. The EMD as mentioned above has to reach **The Director, Central Secretariat Library, G-Wing, Shastri Bhawan, New Delhi-110001 within 05:00 P.M. on 20.09.2019.**
7. The bids without EMD shall not be considered. The EMD shall bear no interest.
8. The EMD of successful bidder will be adjusted and the EMD of un-successful bidders will be returned within one month from finalization of the tender.
9. It is the responsibility of the bidder to assess the items properly before quoting. No further claims will be entertained after opening of the bids.
10. The sale of the materials shall be on "As is where is basis".
11. The approx weight of Raddi i.e. 1200kg (Old newspapers & magazines) is given as per the last period of auction. The bidder will quote/access the rate according to the given weight. The approx weight (1200kg) is mentioned only for the assessment purpose. The actual weight of Raddi may increase or decrease.
12. Bidders cannot withdraw their offer after opening of the bid.
13. The full payment of the offer price must be deposited by the successful bidder within 7 days from the date of issue of the Sale Order.
14. The successful bidder will have to lift the entire material and clean the site at its own cost within 15 days from the date of issue of the Sale Order.
15. The quantities were mentioned against each obsolete/unusable/unserviceable items. CSL reserves the right to add/delete/modify the items as found necessary.
16. All labour, tools and equipment for loading the items from both the sites of CSL to the buyer's trucks with all leads, lifts, etc. shall be at the cost of the buyer. While lifting the material, if the bidder is found to damage Government's properties, he will be liable to pay the cost of repair, as assessed by the CSL. The personnel engaged by the bidder for the lifting of the materials shall strictly obey the safety rules in force.

  
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17. Employees of the institute, individuals related to them and organizations in which institute employee or his/her close relative hold stakes are not eligible to quote.
18. All payments are to be made in the form of DD/Banker's Cheque drawn on any scheduled bank at New Delhi and made payable to the DDO, Ministry of Culture. On the reverse side of the DD/Banker's Cheque the name of the company/bidder should be written along with the Tender No.
19. The CSL reserves the right to accept or reject any offer OR cancel the tender altogether, without assigning any reason thereof.
20. The disputes, legal matters, court matters if any shall be subject to Delhi jurisdiction only. In all matters, the decision of the Director, CSL will be final and binding.
21. The bids should be valid for 60 days from the date of opening of the bids.
22. The tenders shall be written legibly and free from erasing and overwriting. Corrections if any should be duly attested by the authorized signatory.
23. The technical eligibility criteria along with the attested copies of the supporting documents should be submitted by the bidders as per the format given in Annexure – B and the Price-Bid to be submitted in Annexure-C.
24. Raddi will be weighed on computerized weighting machine and the agency has to bring digital weighting machine at site; or agency may hire a vehicle also. The weight of vehicle must be taken at Dharam-kanta before loading and after loading under the supervision of officer/official of CSL. Other items will be disposed of "as is where is basis".
25. The bidder has to quote the offer price item-wise of all the items. Price should be written both in words and figures.
26. CSL may at its discretion relax any of the technical eligibility criteria for the bidders.

I/we accept all the terms and conditions contained in the Tender for Disposal of Raddi and other Obsolete/Unusable/Unserviceable Items.

Signature of authorized person with seal (Bidder)

  
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(To be furnished in the letter head of the Bidder)

1. Name of the Bidder :
2. Address of the Bidder :
3. PAN of the Bidder : (Copy to be uploaded in e-procure)
4. GST Registration of Bidder : (Copy to be uploaded in e-procure)
5. Details of Past Auction Contracts Executed In last three years (Sale Order to be uploaded in e-procure):

Sl. No.	Name of the Organization	Year of Award of Contract	Year of Execution Of Contract	Contract Value (Rs.)
1				
2				
3				

Signature of the Bidder with seal.

  
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**Performa for the rates of dispose of Raddi and other  
Obsolete/Unusable/Unserviceable items**

From \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir,

I have visited the site. Our rates for Raddi and other Unusable items are as under:-

SL	Name of the Items	Quantity/Nos.	Quoted Rates in ₹/Unit or ₹/Kg	Total Amount
1	Raddi (Old newspapers & magazines)	Approx 1200kg (As per previous period auction)	₹/Kg	
2	AC Split	09	₹/Unit	
3	Blower	02	₹/Unit	
4	Chair (Steel)	13	₹/Unit	
5	Chair (Wooden)	27	₹/Unit	
6	Chair (Sofa)	01	₹/Unit	
7	Electric Oven	02	₹/Unit	
8	Typing Machine	01	₹/Unit	
9	Water Cooler	01	₹/Unit	
10	Wooden Table	01	₹/Unit	
11	Wooden Rack	01	₹/Unit	
12	Wooden Ply	02	₹/Unit	
13	Fan	03	₹/Unit	
<b>Sub Total Amount</b>				

Thanking you.

Yours faithfully

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Place: \_\_\_\_\_

Name \_\_\_\_\_

Rubber Stamp/Seal of the firm

  
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