



**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
[An Autonomous Organization under the Ministry of Culture, Government of India]  
Block DD-34, Sector-I, Salt Lake, Kolkata 700 064

NIT No. 2-29/Admn(MADOS)/19-20

30<sup>th</sup> August, 2019

**Tender Notice**

Sealed two parts tenders (Technical & Commercial) are invited in prescribed format for disposal of obsolete/unserviceable Furniture/Computer & peripherals/Condemned Car/broken door and window/office equipment/scrap and other items etc. on “as is where is basis”.

2. The above items are located in the premises of Raja Rammohun Roy Library Foundation (RRRLF), Block-DD-34, Sector-I, Salt Lake City, Kolkata 700064. Details of contact person for inspection and tender accepting authority are as under:

Date & Time for Inspection of items	All working days from 02.09.2019 to 09.09.2019 between 11.00 a.m to 4.00 p.m.
Contact Person	Shri Subimal Mukhuty, Dy. Director (A&A), RRRLF, Block-DD-34, Sector-I, Salt Lake, Kol. 700064 Phone -033-2337-3464
Place for acceptance of tender	Tender Box kept in the ground floor RRRLF, Kolkata
Last date & time for acceptance of tender	4.00 PM on 13.09.2019
Date & time for opening of tender	19.09.2019 at 11.30 AM

3. An EMD of Rs.10,000/- (Rupees ten thousand only) should be deposited with the tender in the form of ‘Demand Draft’ in favour of “Raja Rammohun Roy Library Foundation” payable at Kolkata.

**General Terms & Conditions:**

1. Bidders may inspect the items on the stipulated dates & time.
2. 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/Computer & peripherals/Condemned Car/broken door and window/office equipment/scrap and other items etc. as a whole, and no bid would be accepted for any part of the same.
3. Technical bid & Price bid format are given at annexure “A” and “B” respectively.
4. The successful bidder has to make full payment within seven days after confirmation, failing which the offer will be cancelled and the EMD will be refunded. The EMD of unsuccessful bidders shall be returned within one month after the auction date, without any interest.
5. No item once disposed to the successful bidder shall be taken back by this Department on any condition whatsoever.
6. The successful bidder will be required to lift all the items from the disposal site within seven days after the payment of the amount. On failure to do so this office shall have the right to forfeit the entire amount of the bidder and dispose of the items through the 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 disposed items.
7. Quotation letter in the sealed envelope super subscribed (TENDER FOR DISPOSAL OF OBSOLETE/UNSERVICEABLE FURNITURE/COMPUTER & PERIPHERALS/CONDEMNED CAR/BROKEN DOOR AND WINDOW/OFFICE

EQUIPMENT/SCRAP AND OTHER ITEMS ETC.” should be addressed to the **Director General, RRRLF at DD-34, Sector-I, Salt Lake City, Kolkata 700064.**

8. The quotation must be dropped in the tender box kept in the ground floor of the office building 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.
9. The financial bid should be given in both in figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer.
10. The RRRLF reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
11. Each page of tender document should be signed by the bidder(s).
12. Incomplete and unsigned quotations are liable to be rejected. The bid is to be submitted for the entire lot, as mentioned in SI.No 2 of General terms and conditions.
13. Bidder must enclose copy of address proof (Voter I-card/Aadhar Card/Driving License etc.) and PAN card along with the bid.
14. An earnest Money Deposit (EMD) of Rs. 10,000/-(Rupees Ten thousand only) must accompany the quotation, without which the relevant bid shall be summarily rejected.

**Director General**

**On the Letter Head of the Bidder**

**Brief description of the Firm**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Response</b>
1	Name of the Organization	
5	Address of the Company/Firm	
6	Communication details of contact officials(S) Name : Phone No. (Land Line) : Mobile No. : Fax No. : E-mail address :	
7	Status of the Organization	
8	Number of years of experience in the particular line of business	
9	Sales Tax Registration No./VAT No. : Income Tax Registration No/PAN of the Company : Trade License No. : GST No. : (Enclose a copy each)	

Signature:

Name of the authorised signatory:

Designation:

Office Seal:

**On the Letter Head of the Bidder**

Format for submitting item wise price bid for items proposed to be auctioned/disposed off.

Sl. No.	Name of the Item	Quantity (In No's)	Unit Price	Total Price	Remark (if any)
1	300 KV oil transformer	01			
2.	300 KV oil switch bracker	01			
3.	Rising ducting	06			
4	OCB	01			
5	Change over switch	01			
6	Capacitor Panel	01			
7	300 AMP switch	01			
8	L. T. panel big	01			
9	L.T. panel small	01			
10	D.B. Box	04			
11	Refrigerator single door	01			
12	AC Machine 1.5 ton window	03			
13	Tube light butter	12			
14	Steel long rack	06			
15	Steel short rack	09			
16	Wooden showcase	01			
17	Steel table	07			
18	Fabric Chair	41			
19	Wooden table	05			
20	Computer	01			
21	Steel card box	03			
22	Wooden door	03			
23	Iron window	02			
24	Battery	04			
25	Ambassador Car (02R-0335)	01			
26	Fire Extinguisher Cylinder	04			
27	Wooden rack	03			
28	Wooden trolley	02			
29	Rolling shutter	01			
30	Steel almirah	03			
31	Small almirah	03			
32	Pigeon hole	03			
33	Desktop PC/monitors	31			
34	HP laserjet printers	09			
Total					

- The total price should be inclusive 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. The contract will be awarded on comparison of consolidate price of all items.

Signature:

Name of the authorised signatory:

Designation:

Office Seal: