



भारत सरकार, वित्त मंत्रालय
Government of India, Ministry of finance
राष्ट्रीय बचत संस्थान



NATIONAL SAVNGS INSTITUTE
आई.सी.सी.डब्ल्यू बिल्डिंग, 4, दीन दयाल उपाध्याय मार्ग , नई दिल्ली -
ICCW Building, 4 Deen Dayal Upadaya Marg, New Delhi-2
Te. 011-23237153/23237154, Fax- 011-23231627
Mail : nsi@nsiindia.gov.in , <http://www.nsiindia.gov.in>

Tender Documents
Two Bid System

Tender No. Qt/NSI/19-20/ 324

Dated:-15.01.2020

- Due date & time of receipt of Tender 13.02.2020, up to 15:00 hours
- Due date & time of opening of Tender 14.02.2020 at 11:30 hours on wards
- Date & time of Inspections of vehicle 20.01.2020 to 12-02-2020 during working hours except Saturday, Sunday and Holiday

Sub:Disposal of Old and condemned Vehicles:Reg

Sealed tenders are invited in the prescribed Tender form by this institute from interested eligible parties for disposal of old condemned office vehicle/s lying on **AS IS Where IS BASIS**, at this institute duly superscribed Tender NO. and Due Date.

S.No.	Tender No.	Description of item	Location	Qty.	Due date & time of receipt of tender	Due date and time of opening of tender	Date & time of Inspection of items
01	Qt/NSI/19-20	Maruti Suzuki(Omni) (Petrol) WB02E-9150 Year of Purchase 1996	Parked at Nizam Palace, 2 nd M.S.O.Building, 234/4,Acharya, J.C.Bose Road, Kolkata-700020	1 No.	13.02.2020 (15:00 hrs)	14.02.2020 (11:30 hrs) Onwards	20.01.2020 to 12.02.2020 during office/working hours at 9:30 A.M. to 6:00 P.M. except Saturday, Sunday and Holidays

Contact Person: Regional Director,National Savings Institute,Ministry of Finance,
Nizam Palace, 2nd M.S.O.Building, 234/4,Acharya, J.C.Bose Road, Kolkata-700020
Landline No.033-22870591,22872129.

The tenders will be received at our above office up to 15:00 hours on the due date indicated above and will be opened on the opening date as indicated at 11:30 hours in presence of tenderer or authorized representatives. The National Savings Institute (NSI) reserves the right to accept or reject any tender in full or part without assigning any reasons whatsoever. The NSI shall not be responsible for delay, loss or non-receipt of tender documents sent by post. 82

Notes:

1. Tender documents may be downloaded from e-Procurement portal <https://eprocure.gov.in/cppp/>
2. Tenders submitted in prescribed form only will be entertained.
3. The tender document is not transferable.
4. In the event of the date of tender opening being declared a closed holiday for Central Govt. Offices the due date for submission of tender documents and the opening of tender will be on the following working day at the appointed time and venue.
5. **Bid Security/ EMD of Rs.5000/- should accompany with tender documents and without any exemption to any type of bidder.**
6. The tender without the prescribed EMD amount will be rejected.
7. Late Tender will not be accepted after due date and prescribed time.
8. The offer should be submitted in two sets. One Set containing Technical details, Signed complete Tender Document, Earnest Money Deposit, Copy of PAN Card/Adhar Card/Voter ID Card etc. and Tender Commercial terms should be put in a sealed cover and marked as 'Technical Bid' Prices should be kept blank.
9. The Second set which contains Price Bid should be kept in a separate sealed cover only. 'Price-Bid' should be clearly mentioned on the cover.
10. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelop.
11. Both the 'Technical-Bid' & Price-Bid' should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due Date of opening on the sealed cover.

Encl: 1) Tender Form
2) Annexure-I(Price Bid)


Joint Director & HOD

ए. क. चौहान/A. K. CHAUHAN
संयुक्त निदेशक व विभागाध्यक्ष/Joint Director & HOD
राष्ट्रीय बचत संस्थान/National Savings Institute
भारत सरकार, वित्त मंत्रालय (अ. क. वि.)/Govt. of India, Min. of Finance (DEA)
4, दीनदयाल उपाध्याय मार्ग, नई दिल्ली-2/4, D D U Marg, New Delhi-2

NATIONAL SAVNGS INSTITUTE
(Government of India, Ministry of Finance)

Nizam Palace, 2nd M.S.O.Building, 234/4,Acharya, J.C.Bose Road, Kolkata-700020
Landline No.033-22870591,22872129

**GENERAL TERMS AND CONDITIONS OF THE TENDER FOR DISPOSAL OF
VEHICLES**

1. DEFINITION:

The following expression used in the Sale Order/Tender documents shall have the meaning as indicated against each of these:

- 1.1 The 'Seller' mean the National Savings Institute, an attached office to the Ministry of Finance, Govt. of India, located at Nizam Palace, 2nd M.S.O.Building,234/4,Acharya,J.C.Bose Road, Kolkata-700020 and shall include its successors and assigns.
- 1.2 The 'purchaser' shall mean the person, firm or corporation to whom Sale Order is to be issued.

2. GENERAL INSTRUCTIONS TO TEEDRERS

- 2.1 Tenderers must submit their tender in the enclosed form only, duly signed, with the name and address written in block letters. One copy of these terms and conditions duly signed on all the pages must be submitted along with the completed tender form.
- 2.2 Tenders must be submitted in sealed cover superscribed with the tender number and its due date.
- 2.3 The rate should be quoted as per the unit given against the item. The rate must be clearly written both in figures and in words without any overwriting. The corrections, if any, must be initialled with date by the tenderer.
- 2.4 The rates should be quoted exclusive of all taxes and duties. All statutory taxes and duties shall be charged extra on prevalent rates at the time of delivery(hand over), over and above the rates quoted by tenderers and shall be paid by the tenderer in full.
- 2.5 The goods are sold on **as is where is basis** lying in NSI Campus at Kolkata. The Vehicles shall be removed by the buyer with all faults and notwithstanding any error or mis-statement of description, measurement, quantity, weight, enumeration or otherwise and without question on the part of purchaser, and no claim shall lie against seller for compensation nor shall allowance be made on account of such faults, mis-statements or errors although the same satisfy himself thoroughly as to what is offered for sale before submitting his tender and may inspect the goods prior to tendering and shall be deemed (whether or not such inspection shall have in fact taken place) to have had notice of all defects as aforesaid which might have discovered on inspection and shall not be entitled to compensation on account thereof. Nor shall any party to this contract be entitled to claim or recover from the other any compensation by way of damages or otherwise of the goods sold are not available by reasons of not being at specific place and the contract shall stand cancelled.

- 2.6 The National Savings Institute, reserve the right to withhold sale of any piece/part/quantity of any item/lot from the disposal quantity which is deemed fit for the Institute use.
- 2.7 The offer must be firm and valid for acceptance for minimum period of fifteen days from the date of opening of the tender.
- 2.8 Once the contract is finalized, no revision of rate will be entertained during the currency of the contract.
- 2.9 The tender documents are not TRANSFERABLE.
- 2.10 The tender shall be completely filled in all respects. The incomplete tender in any particular manner shall be liable for rejection.
- 2.11 Tender shall submit their quotations in firm figures and without qualifications, variations or additions in the terms of the tender documents. Tender containing qualifying expression such as "subject to minimum acceptable" or "subject to prior sale" of any other qualifying expression or incorporating term and conditions which are at variance with the terms and conditions incorporated in the tender documents shall be liable to be rejected.
- 2.12 The address given in the tender shall be deemed to be the Purchaser's business address and the correspondence sent on that address shall be considered have been delivered to the purchaser.
- 2.13 The Tenders should submit a Photostate copy of their latest INCOME TAX CLEARANCE CERTIFICATE along with their tenders, failing which their tender may be rejected without any reference to them.

3. DECLARATION

Tenderer must state whether he is the relative of Director or any member of the committee constituted for this purpose of this Institute or tenderer is a firm in which our any Member/Director or his relative is partner or tenderer is company in which or any Member/Director or his relatives are member(s) or Director(s).

4. INSPECTION OF VEHICLES

The intending tenderers can inspect the vehicles as per the time and date mentioned in disposal tender notice after publish/release of Tender Notice/ purchase of tender papers. One tenderer would be allowed the disposal inspection at once.

5. BID SECURITY/EARNEST MONEY AND SECURITY DEPOSIT

- 5.1 Each tender must be accompanied with the requisite amount of Bid Security/EARNEST MONEY DEPOSIT (E.M.D.) as indicated in the tender form by way of a crossed Demand Draft in favour of "Regional Director, National Savings" payable at Kolkata. Bid Security /EMD will not be accepted in any other form and tender received without Bid Security/Earnest Money as required will be rejected. No adjustment will be made in respect of Bid Security/Earnest Money against any other bills / deposits. A reference to the Bid Security/ Earnest Money having been deposited must be contained in the tender form.
- 5.2 The successful tenderer shall make Security Deposit as follow: For the tenderers having bid value less than Rupees One Lakh, the EMD indicated in disposal tender notice shall be deemed to be security deposit, for one lot disposal tender as well as annual disposal contracts, wherever it applicable.---- **Treated as deleted.**
- 5.3 Wherever applicable, for the tenderer having bid value more than Rupees One Lakh, Security deposit of 10%(ten) of the total bid value shall have to be deposited within 5 days of the issue of Sale Letter. The Bid Security/EMD already deposited shall be adjusted towards the security deposit and only the balance

amount will have to be deposited. **Epecially in respect of old & condemned vehicles the bidder has to deposit full amount as mentioned in Sales Letter.** The security deposit will be retained till satisfactory completion of the contract. 87

All the above payments are to be made by crossed demand draft in favour of 'Regional Director, National Savings' payable at Kolkata. If the security deposit is not made within the stipulated time, the EMD shall be forfeited and no claim whatsoever shall be entertained.

- 5.4 The Bid Security/Earnest Money Deposit/Security Deposit shall bear no interest. The Bid Security /EMD of the unsuccessful tenderers will be refunded on acceptance of work order by the successful tenderer.
- 5.5 The security deposit shall be retained for satisfactory performance of the contract and shall be released within 30 days after satisfactory lifting of material from the site/completion of the contract.

6. ISSUE OF SALE LETTER AND APPROVAL OF MATERIALS

- 6.1 The successful tenderer with highest bid will be issued a Sale Letter and within 15 days from the date of sale letter, the purchaser shall deposit full value of the vehicle/material of the quoted lot/s including applicable duties/taxes **without adjusting security deposit.** Payment for material should be by crossed demand draft in favour of 'Regional Director, National Savings' payable at Kolkata.
- 6.2 After getting the sale order and making the full payment, the purchaser shall furnish a programme for removal of vehicles to Procurement Officer and shall commence lifting of materials only after the approval has been obtained from this office.
- 6.3 The purchaser will not be allowed to pick and choose or do sorting from the lot. The vehicles will be collected from site as the instruction given by the Procurement Officer or is authorized nominee.
- 6.4 The purchaser will have to make his/their own arrangement for loading and transportation of the vehicles at their own cost, after satisfying all the security and safety regulations in force within the Institute.
- 6.5 The purchaser will have to make his own arrangement for cutting or fabricated materials, if any, after taking all precautions for hot job as per the direction of the Procurement Officer or authorized representative at his own cost.
- 6.6 All the Vehicles shall be removed from the NSI's site within 15 days from the date of sale letter.
- 6.7 Purchaser must ensure that condemned all the vehicles offered by seller is lifted before expiry of contract period. The purchaser must effect complete removal of vehicles from site within the specified date of delivery. If any extension of delivery period is required by purchaser the same must be applied for and got approved giving cogent reason/s before expiry of delivery schedule. No request for extension of delivery would be entertained after expiry of delivery schedule. Also, the seller reserves his right to refuse extension of delivery period assigning any reason therefore. In case, the vehicles are not removed as above, the purchaser shall be given delivery of the vehicles within one month from the date of expiry of free delivery on payment of ground rent @ Rs.250/- per day or 2% of the value of stores remaining un-removed for every week or part thereof, whichever higher. The ground rent shall be payable in cash before actual removals. The vehicles not so removed will then be treated as abandoned lot(s)

without any reference to be purchasers.. If the lot(s) has/have been so treated abandoned, the seller have the right to re-sell such lot(s) which will then be treated as property of this Institute, on such terms and conditions as may be deemed fit by the seller without any further reference to the purchaser.

- 6.8 For the workmen to be employed by the purchaser for collection of material and handling of items in Institute premises, the contractor will have to abide by the Workmen's Compensation Act and other statutory provisions as applicable. The seller would have no liability on this account.
- 6.9 The purchaser's workmen shall have to abide by the rules and regulations including, safety and security regulation. Entry inside the Institute would be only against Gate Pass for his men and equipment, for which purchaser will have to apply in advance before lifting of material commences.
- 6.10 The purchaser should complete all paper transactions within working hours of Stores Section, which are 9:30 A.M. to 6:00 P.M. on all working, week days Monday to Friday excluding Holidays. No movement of men, material of equipment shall be allowed beyond these hours.
- 6.11 Directors of this Institute has the right to withhold any item/items from the lot without assigning any reasons, whatsoever.
- 6.12 The person taking delivery must carry proper authorization from the Purchaser.
- 6.13 The National Savings Institute reserves the right to accept or reject in part or full of any tender or all tenders without assigning any reason, whatsoever.
- 6.14 The National Savings Institute reserves the right to place Sale Order for vehicle wise to highest quoted bidder or to the bidder who has quoted highest rate in aggregate for all two vehicles . Decision of NSI in this matter is final.

7. DISPUTES

- 7.1 In the event of any disputes or difference of opinion between the seller and the purchaser to the respective rights and obligations of the parties hereunder or as to the true intent and meaning of these presents or any articles or conditions thereof, such dispute or difference of opinion (except the matter regarding which the decision has been specially provided for, in the terms and conditions) shall be referred to the sole arbitrator of the Director of this Institute or his nominated representative and whose decision shall be final, conclusive and binding on the parties.

8. LEGAL JURISDICTION

- 8.1 In case of any legal issue arising out of the tender contract the same will be subject to the jurisdiction of the Court at Kolkata only to exclusion of all other Court or courts.

The above terms and conditions have been read by me/us and I /we shall abide by the same.

Signature_____

Name on behalf of_____

Address_____

Telephone No._____

Mobile No._____

E-Mail:_____

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Annexure-I

FINANCIAL BID

Tender No. Qt/NSI/19-20/ 324

1. Name of Tenderer : _____
2. Address : _____
3. Telephone, Fax & Mobile No. : _____
4. Email : _____
5. PAN Number : _____
6. ID Proof of Purchaser : _____
(Adhar/Voter ID/Passport) : _____
7. Material description : _____

(Address should be completed and supported with proof (self-attested copies of Adhar Card /Voter Identity Card/ Passport). The bidder should always be available for receiving communication at the given address.)

I/ We submit my /our highest quotation for the staff Car's offered for sale by the National Savings Institute, New Delhi.

Sl.No.	Vehicle Registration No.	Model	Make	Amount Offered (Rs.) Excluding Taxes)
1.	WB02E-9150	Maruti Omni (Petrol)	October,1996	Rs.
			Total	
In words:				

8. Tax as applicable to be paid extra by the bidder.

9. I/we have very carefully gone through the terms and conditions of the tender particularly regarding Earnest Money and agree to abide by the same in letter and spirit. The decision of the National Savings Institute/Government of India, or any dispute arising out of the offer should be binding on e/us. One copy of the terms and conditions is returned with tender form duly signed with date and seal as token of our acceptance.

10. I/we agree to the forfeiture of the earnest money if I/We fail to comply with all or any of the terms and conditions in whole or in part as laid down in the tender enquiry letter dated..... which would constitute and have force of a contract between me/us and NSI, if I/We/am/are declare a successful bidder.

11. Bid Security/Earnest money details: deposited with Bank Draft

No._____Dated_____ Bank Name_____

for Rs._____

I /We hereby undertake that the vehicle will be used for bona-fide /lawful purposes only.

Signature_____

Full Name_____

Designation_____

Address_____

To,

Regional Director,
National Savings Institute,
Ministry of Finance,
Nizam Palace, 2nd M.S.O.Building, 234/4,Acharya,
J.C.Bose Road, Kolkata-700020