



**CSIR UNIT FOR RESEARCH AND DEVELOPMENT OF INFORMATION PRODUCTS
85/1, 'JOPASANA', NEAR VANAZ ENGG. CO., PAUD ROAD, KOTHRUD,
PUNE - 411 038.**

(Council of Scientific & Industrial Research)

No : URDIP/DISPOSAL/2011/1

Date : 07-10-2011

DISPOSAL NOTICE

The Head, URDIP invites Sealed Tenders from interested parties for the disposal / sale of Unserviceable & scrap items such as computers, laptops, UPS, printers, photocopy machines, Misc. Items, etc. as per Annexure II on **AS IS WHERE IS & WHAT IS BASIS**.

Interested parties may visit our web site www.urdip.res.in to download the tender forms / documents free of cost or obtain the same by contacting the Section Officer (S&P), URDIP, Pune - 411038 on payment of Rs. 300/-(non refundable) by demand draft only drawn in favour of the Head, URDIP, Pune -411038. Inspection of the items is allowed on all working days from 10.00AM to 3.00 PM from 11-10-2011 to 18-10-2011 (excluding Saturday, Sunday and closed holidays).

Please peruse the terms & conditions of tender form / documents.

Date from which Tender Documents will be issued	-	11/10/2011
Last date for issue of Tender Documents	-	18/10/2011 up to 3.00 PM
Last date for inspection of materials	-	18/10/2011 up to 3.00 PM
Last date for submission of completed Tenders in Purchase Section	-	18/10/2011 up to 5.00 PM
Tenders will be opened in URDIP, JOPASANA Building, Pune	-	19/10/2011 at 12.00 NOON

Sd/-
Controller of Administration



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No : URDIP/DISPOSAL/2011/1

**GENERAL TERMS AND CONDITIONS FOR SALE OF UNSERVICEABLE ITEMS
BY INVITING TENDERS**

- (1) **The advertisement is uploaded on URDIP website www.urdip.res.in. In case the bidders download the Tender Documents, no document fee is required to be enclosed. If a request is made to URDIP for Tender Documents a sum of Rs. 300/- (Rs. Three Hundred only) (nonrefundable) has to be paid in the form of Demand Draft drawn in favour of The Head, URDIP, Pune.**
- (2) The Tenders should be submitted in sealed covers in the format of URDIP along with General Terms & Conditions of Sale, duly signed along with the Demand Draft towards E.M.D addressed to:

**The Head,
CSIR Unit for Research &
Development of Information
Products, 85/1, "JOPASANA",
Paud Road, Kothrud,
Pune-411 038.**

Open tenders will be rejected. Kindly mention on the cover **Tender No.URDIP/DISPOSAL/2011/1** and due date **18/10/2011**. Tender documents issued by URDIP are not transferable.

- (3) Tendering parties should deposit EMD equivalent to 10% of the amount quoted by way of a Bankers Cheque / Demand Draft from a Nationalised Bank in the name of "**The Head, URDIP, Pune**". The draft has to be enclosed with the tender form. Without the EMD draft the tenders will be rejected. No interest will be payable on the EMD so deposited.
- (4) URDIP has declared all the items meant for sale as 'Unserviceable'.



- (5) The materials offered for disposal is on "**AS IS WHERE IS & WHAT IS BASIS**" EX-GODOWN IN UNPACKED CONDITION. Taxes & duties that may be levied by Government from time to time will be extra as applicable on the bid amount (**At present VAT @ 12.5% extra on the quoted / bid amount is applicable on all the Lots.**).
- (6) The EMD will be refundable within 30 days from the date of opening of the tender, in case the tender is not accepted.
- (7) If the tender is accepted for one / more lots, EMD of the rejected lot/s will be adjusted against balance payment of allotted lots.
- (8) The balance money less the EMD already deposited should be paid within 5 (five) working days from the date of issue of award letter by cash or DD/BC.
- (9) The bidder may inspect the materials on any working day **from 11.10.2011 to 18.10.2011 between 10.00 AM & 3.00 PM** by prior appointment to satisfy himself / themselves about the quality & condition of the materials offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
- (10) Bidders should clearly quote their rates on **PER LOT basis only**, as required in **Annexure - I** of the tender document, both in figures and in words excluding any taxes and duties. Any overwriting in rates or any change and / or alteration without attestation is liable for termination or outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration / evaluation.
- (11) Tenders should be valid for a period of 30 (Thirty) days from the date of opening of the tenders.
- (12) The delivery of the material sold shall only be permitted on production of receipt for full payment of the sale value.
- (13) The material sold will be allowed to be lifted between 10.00 AM to 4.00 PM on any working days. No picking, choosing or sorting will be allowed in the premises for the disposed lots. No Gas Cutter or Cutting Equipment will be allowed to be used without permission. This will be followed strictly & no extension of time will be given to lift the material.



- (14) The purchaser shall make his own arrangements for lifting the materials from the site immediately after the delivery has been given to him. The laboratory will not be responsible for loss, destruction, damage, theft or deterioration to the articles due to any cause whatsoever thereafter. Labour, Transport and other arrangements for lifting of the material such as Cranes, Fork lifts etc., safety equipments such as face masks, hand gloves, safety shoes etc. will have to be made by the purchaser at their own risk, cost and responsibility.
- (15) The stores will remain as URDIP property till all the conditions of the tender documents are fulfilled to the satisfaction of URDIP authorities. Mere payment of purchase money will not constitute the complete purchase and the materials will become property of the purchaser only after the sale has been completed and the stores have been removed from the premises.
- (16) **The purchaser must effect complete removal of materials from the site within the specified period given in the delivery order issued by the URDIP. The time schedule given in the delivery order shall be strictly adhered to by the purchaser.** However, in case the material is not lifted **within 10 (Ten) days** from the date of the issue of the communication regarding the acceptance of the tender, the EMD will be forfeited and offer of the sale of stores will stand cancelled and ground rent will be charged.
- (17) The material not so removed will be treated as an abandoned lot and EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. Such abandoned lot, will be treated as URDIP property and can be re-sold by URDIP without reference to the purchaser.
- (18) The delivery will be made on "**AS IS WHERE IS & WHAT IS BASIS**".
- (19) The person authorized by the purchaser will only be allowed to take the delivery of the material. He must carry with him the power of attorney / authority letter with proper identification to represent the purchaser.
- (20) URDIP reserve the right of withdrawing from sale of any material or lot at any stage without assigning any reason thereof.
- (21) The address given in the tender shall be deemed to the purchaser's address and correspondence sent on that shall be considered to have been delivered to the purchaser.
- (22) Failure to adhere to any of the conditions prescribed in the tender form will disqualify the tenderer / purchaser.



- (23) **No delayed/late quotations will be considered.**
- (24) URDIP will not be responsible:
 - a) **For delayed / late quotations submitted / sent by post / Courier etc.**
 - b) **For submission / delivery of quotations at wrong places other than the Office of Controller of Administration, URDIP.**
- (25) Bids not accompanied with Demand Draft towards "Earnest Money Deposit" (EMD) will summarily be rejected.
- (26) Conditional and incomplete offers will also not be considered.
- (27) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Pune, India only.
- (28) The Head, URDIP, Pune 411 038, India reserves the right to accept any tender in full or in part or to reject the highest or any or all tenders without assigning any reason.
- (29) **Please peruse the terms & conditions of tender form / documents.**

Date from which Tender Documents will be issued - 11/10/2011

Last date for issue of Tender Documents - 18/10/2011 up to 3.00 PM

Last date for inspection of materials - 18/10/2011 up to 3.00 PM

Last date for submission of completed Tenders in Purchase Section - 18/10/2011 up to 5.00 PM

Tenders will be opened in URDIP, JOPASANA Building, Pune - 19/10/2011 at 12.00NOON

The quotations completed in all respect, should be submitted to the Controller of Administration, URDIP, Pune – 411038 on or before 5:00 PM on 18/10/2011. Quotations so received will be opened on 19/10/2011 at 12:00 Noon in the presence of bidders/their authorized representatives who may be present.

I / We have read and understood the terms and conditions of the tender documents and will abide by the same.

Seal

Signature _____
(of Bidder)

Date

Full Name _____

Full Address _____

Telephone Number _____



Annexure - I

LOT NO	ITEM DESCRIPTION	QTY	BID AMT.(Rs.)
1	COMPUTERS, LAPTOPS, UPS, PRINTERS, PHOTOCOPY MACHINES, ETC	LOT	In Figure Rs. _____ In Words Rs. _____ _____ _____

Seal

Signature _____
(of Bidder)

Full Name _____

Full Address _____

Telephone Number _____