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Tender Details

Date : 12-Oct-2021 11:33 AM

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Basic Details

Organisation Chain	Department of Personnel and Training Institute of Secretariat Training and Management (ISTM)		
Tender Reference Number	D-26020/5/2017-ADMINISTRATION		
Tender ID	2021_DoPT_627955_1		
Tender Type	Auction	Form of contract	Lump-sum
Tender Category	Goods	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Demand Draft
	3	As Per Tender Document

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical/Finance	.xls	Tender for Disposal of 1 No. Old Condemned Staff Car

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	5,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Director,ISTM	EMD Payable At	New Delhi

Work /Item(s)

Title	Tender for Disposal of 1 No. Old Condemned Staff Car				
Work Description	Tender for Disposal of 1 No. Old Condemned Staff Car				
Pre Qualification Details	Please refer Tender document				
Tender Value in ₹	25,000	Product Category	Vehicles/Vehicle Spares	Sub category	Disposal of 1 No. Old Condemned Staff Car
Contract Type	Tender	Bid Validity(Days)	60	Period Of Work(Days)	7
Location	ISTM, Old JNU Campus, New Delhi	Pincode	110067	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Committee Room,ISTM

Critical Dates

Publish Date	08-Oct-2021 06:50 PM	Bid Opening Date	18-Oct-2021 04:00 PM
Document Download / Sale Start Date	08-Oct-2021 06:50 PM	Document Download / Sale End Date	18-Oct-2021 03:30 PM
Clarification Start Date	08-Oct-2021 06:50 PM	Clarification End Date	18-Oct-2021 03:30 PM
Bid Submission Start Date	08-Oct-2021 06:50 PM	Bid Submission End Date	18-Oct-2021 03:30 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender for Disposal of 1 No. Old Condemned Staff Car	1049.49	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NITStaffCar.pdf	Tender for Disposal of 1 No. Old Condemned Staff Car	1049.49
<u>Tender Inviting Authority</u>					
Name		Shri. V. Srinivasaragavan, Deputy Secretary (Admin			
Address		ISTM, Old JNU Campus, New Delhi			
<u>Tender Creator Details</u>					
Created By		R Gayathri			
Designation		Deputy Secretary			
Created Date		08-Oct-2021 06:05 PM			



File No. D-26020/5/2017-ADMINISTRATION

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 08th October 2021

TENDER NOTICE

Institute of Secretariat Training & Management (ISTM) is an attached office of Department of Personnel & Training (DoPT), Ministry of Personnel, Public Grievances & Pension (PPG&P), Govt. of India located in Old JNU Campus, Olof Palme Marg, New Delhi. The Institute Invites Sealed Bids from the intending bidders for disposal of an old condemned staff car. The details of Condemned staff car are as under.

Sl. No.	Vehicle Registration Number	Make, Type, Chasis No. & Engine No.	Year of Mfg.	Mfg. Company
1.	DL-12C 1644	Ambassador MA7AM189MJJU003114 3ELJJ110238	2009	Hindustan Motors

The time schedule for tenders are as under: -

(i)	Closing date & time for receipt of Tender	18.10.2021 at 03.30 P.M.
(ii)	Place for submitting Tender	Tender Box kept at Administration Hall, Ground Floor, Administrative Block, ISTM, Old JNU Campus, New Delhi - 110067
(iii)	Tender Opening date & Time	18.10.2021 at 04.00 P.M.
(iv)	Place of Tender opening	Lounge Hall, Ground Floor, Administrative Block, ISTM, Old JNU Campus, New Delhi - 110067

Note:- In the event of any of the above mentioned dates being declared as a holiday/closed day for this office, the tenders/bids will be received/opened on the next working day of the scheduled date as mentioned above.

2. LATE BID:

2.1 The bids received after the specified date and time will not be considered.


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2.2 Incomplete bids and any amendments & Additions to bid after opening of bids are not permitted.

3. Earnest Money Deposit (EMD)

3.1 EMD: The Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft/Pay Order/Bankers Cheque drawn in favour of "Director, ISTM, New Delhi" must accompany the Bid. Bids without EMD will be summarily rejected and EMD in any other form such as cheque, Cash, Postal Order etc. will Not be accepted. DD must be valid for a period of 90 (Ninety) days from the date of auction.

3.2 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever on the same day of opening of bids.

4. Terms & Conditions

4.1 Bidders should clearly quote their rates of old staff car as per bid Performa (**Annexure II**). The rates should be written in figures and in words excluding Taxes. Any overwriting on rates or any change and/or alteration without attestation is liable to rejection of the tender. In case there is any error/mismatch between the amount specified in figures and words, the amount written in words will be taken as final.

4.2 The amount quoted in the bid shall be paid by the successful bidder to the Institute without any deduction of taxes, duties, cartage, Labour charges/loading/unloading charges etc.

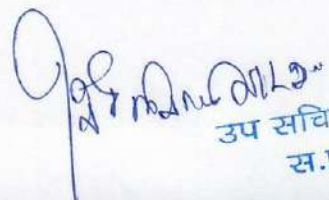
4.3 Bid should remain valid for acceptance for a period of 60 days from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected. Mis-description or minor error in quantity in tender will be invalidate, the bid.

4.4 Sealed Tenders super scribed as "Tender for Disposal of 1 No. Old **Condemned staff car**" addressed to Deputy Secretary (Admin), ISTM, should be dropped in the Tender Box Kept at ISTM, Administration Hall, Ground Floor, Administrative Block, Old JNU Campus, New Delhi – 110067 on or before the last date and time as scheduled in Tender Notice.

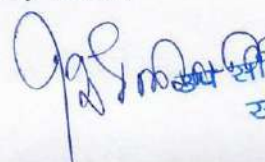
4.5 The bidders may inspect the vehicle on any working day between 2.00 PM to 4.00 PM but up to the last date for submission of tender to satisfy themselves about the condition of the vehicle offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after the Old staff car is lifted. No request after submission of the tender will be accepted.

4.6 The tender will be awarded to the highest monetary value bidder.

4.7 The highest monetary value bidder will be required to deposit the price as quoted at Sl. No. 5 in Annexure – II within 3 working days from the date of issue of award of letter with the cashier of ISTM in the form of Crossed Bank Draft/Pay Order/Banker's Cheque drawn in favour of the "Director, ISTM" New Delhi, failing which the bid will be cancelled and earnest money shall be forfeited.


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- 4.8 The bidder himself or any person authorized by the successful bidder will be allowed to take delivery.
- 4.9 The address given in the tender shall be deemed to be the bidder's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason for forfeiture of the sum deposited in case the correspondence is returned back undelivered.
- 4.10 Bidder must enclose copy of address proof (Voter I-Card/Aadhar Card/ Driving Licence etc.) and PAN Card and an e-mail for easy and confirmed communication along with his bid.
- 4.11 Director, ISTM reserves the right to accept or reject the tenders without assigning any thereof.
- 4.12 Tender forms/documents containing detailed Terms & Conditions & other instructions may be downloaded from the web site of ISTM (Web address <https://www.istm.gov.in> online forms) and e Publishing system(Web address <https://eprocure.gov.in>)
- 4.13 The tenders/quotations will be opened on the same day i.e. 18.10.2021 latest by 4.00 PM in the presence of bidders or their authorised representatives who can be present at the time of opening of quotations.
- 4.14 Vehicle will have to be removed by the successful bidder within 7 working days after making all legal formalities from the date of issue of bid acceptance letter under the supervision of designated officer(s) of the ISTM between 10.00 AM to 4.00 PM after depositing full bid amount. No extension in time will be given under ordinary circumstances. Director, ISTM may however, allow an extension up to another 05 working days provided satisfactory reason which are beyond the control of the bidder for causing such delay is given in writing by the successful bidder.
- 4.15 No damage should be caused to the existing property of the ISTM. While lifting Vehicle from the site, loss/damage to the ISTM on injury or personal accident suffered by any person due to the negligence or action of the successful bidder or his authorized worker/supervisor, will have to be indemnified by him.
- 4.16 The successful bidder will be fully responsible for getting the registration certificate of the vehicle transferred in his name at its own cost within one month from the issue of acceptance letter in party's favour. EMD will be released only after transfer of RC in the name of bidder or failing which the EMD shall be forfeited besides a suitable legal action.
- 4.17 In the event when the vehicle is not to be run on the road an affidavit regarding 'scrapping of vehicle' from the First Class Magistrate/ Notary Public will have to be given, before taking delivery/ possession of the car and a letter will be sent to the transport authority to cancel the registration of the said vehicle failing which the successful bidder will forfeit his right over the vehicle. In this event earnest money will be forfeited without any notice in this regard.
- 4.18 After taking possession of the car, the party would be fully responsible for future legal matters, misuse of car whatsoever & all consequences arising out of any happening or non transfer of registration certificate. The bidders will not be allowed to withdraw or amend their bids, once the bid is received by ISTM.


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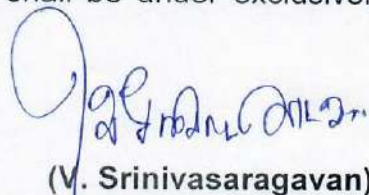
4.19 Bidder is required to reveal his full name/name of the authorized signatory of the firm/name of the father, full postal address, telephone number, e-mail id and mobile number in the fields.

4.20 Quotation/Tender form should be signed in ink by the authorized signatory only. Photocopy or unsigned quotation not signed by authorize signatory shall be rejected.

4.21 Tendering firm/party shall be fully responsible for furnishing any false or wrong information and the consequences thereof.

4.22 The successful bidder who takes possession of the vehicle would be for its bona-fide use.

4.23 In case if any dispute whatsoever, the decision of competent authority of the ministry shall be final and binding. All the disputes shall be under exclusively jurisdiction of court at Delhi.



(V. Srinivasaragavan)
Deputy Secretary, ISTM


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PROFORMA FOR PRICE BIDPROFORMA FOR OFFERING RATES FOR OLD CONDEMNED STAFF CAR
NO.DL-12C-1644, MAKE-AMBASSADOR, MODEL-2009

Amount of Earnest Money	Rs. (in Figures) Rs. (in words)
Details of EMD Enclosed	DD/Pay Order No. Dated Amount of DD/Pay Order
Name of the Bidder (In capital letter)	
Permanent Address	
e-mail address for communication	
Telephone Number/Mobile No.	
Amount quoted as the total price of Condemned old staff car no DL 12C- 1644, Make – Ambassador, Model – 2009.	Amount in figure Amount in words.....

Name & Signature & Seal of Bidder**Note:-**

1. I/We have inspected the condemned staff car no. DL-12C 1644 Make – Ambassador, Model – 2009 &AM/R interested to purchase the same “As is where is basis” and submit my/our highest quotation for the above car for bonafide use/ scrap purpose only by Institute of Secretariat Training & Management, Old JNU Campus, New Delhi – 110067.
2. I/We have gone through the terms and conditions given in the tender documents particular regarding Earnest Money, and agree to abide by these in letter and spirit. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the Institute of Secretariat Training & Management, Old JNU Campus, New Delhi – 110067. The decision of the Director, ISTM on any dispute arising out of the offer shall be binding on me/us.
3. I/we agree to the forfeiture of the earnest money if I/we fail to comply with all or any o the terms and conditions in whole or in part as laid down in the above


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tender. Which would constitute and have force of a contract between me/us and the Institute of Secretariat Training & Management, If I/we am/are declared a successful bidder.

4. I/we hereby undertake the vehicle will be used for scrap/bonfire use.
5. I/we will be responsible for future legal matters whatsoever, pertaining to the vehicle after taking delivery.

(Signature of the Tenderer)

Name:

Date:


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