

**INSTITUTE OF CYTOLOGY AND PREVENTIVE ONCOLOGY (ICMR)
I-7 SECTOR-39 NOIDA – 201301**

ICPO/Store/Condemn/Disposal/2015-16

Dated: .01.2016

INVITATION TO BID
SALE OF CONDEMNED VEHICLES, COMPUTERS, ACCESSORIES & MISC. STORES

Dear Sir,

1. The Director Institute of Cytology & Preventive Oncology, I-7, Sec-39, Noida-201301, invites Sealed Bids for sale of Condemned Vehicles, Computers, Accessories & Misc. Stores **(as per Schedule of Sale enclosed at Annexure-I)**. The bidders may go through the Terms and Conditions carefully. In case any bidder fails to follow any or more of these conditions, their offer shall be summarily rejected, and EMD forfeited.
2. The numbers/quantities of the items given in Annexure – 1 are probable and subject to change without any further notice/reason. However, **sale is “Lot” wise (Ref. Annexure-1) on “as is where is “basis.** The prospective **bidders may satisfy themselves** about the quantity & condition of the items in each “Lot” **before bidding which is to be made Lot wise.** Notwithstanding the estimate of probable numbers, The Director Institute of Cytology & Preventive Oncology, reserves the right to reject any or all the Bids without assigning any reason.
3. The Bids (as per Schedule of Sale at Annexure-I) should be made/sealed in one Envelope which should be clearly marked as **“Bid for (items)” & “Date of Opening”**. The Bid should accompany EMD as per para 10 below, else the Bids will be rejected forthwith without any further communication/chances.
4. **Last Date of Submission** – Last date of Receipt of Sealed Bid Documents at ICPO, Noida is **05.02.2016** by **3.00P.M.**, by Post or by Hand (at ICPO Reception). Bids by E-mail/Fax will not be accepted. “Late Bids”, for any reason whatsoever, will not be entertained/ taken into account, without assigning any reason thereof.
5. **Date & Time of Opening** – The Bids will be opened by the Purchase Committee on **09.02.2016** at **2.30P.M.**, at 1st Floor, Conference Hall. The Bidders or their authorized representatives are requested to be present during opening of the Bids.
6. **Acceptance of Offer** – The Bids accompanied with EMD as mentioned above, will only be considered. For calculation of Highest (H-1) responsive Bidder for each “Lot”, the total value quoted for **Payment to ICPO, Noida,** EXCLUDING duties, taxes any other incidental charges/expenditure etc which are to be directly borne/paid by the successful Bidders to the Concerned Authorities/parties, will be taken into consideration. Further acceptance of H 1 Bid for each Lot will be subject to it being **equal to higher than,** Minimum Reserve Price (**MRP**) for that Lot, fixed by the ICPO.

7. Each tender must contain the Total value not only in figures but also in words. In case of any Clerical/Typing error, value written in “words” will only be considered for assessing the H-1 Bidder and subsequent process, though the Director ICPO reserves the right not to accept any Bid only on the H-1 (Highest) criteria.
8. Fax/E-mail/Conditional Bids will not be accepted.
9. Other Terms & Condition of Supply are attached at Annexure-II.
10. **EMD as indicated in “Schedule of Sale” of Annexure-1** is to be furnished in the form of a Crossed Bank Draft in favor of “**The Director, ICPO**” payable at Noida and attached with the Bid documents. The Bid without the EMD will be rejected summarily. No interest is payable on EMD which should be valid for at least 60 Days from the **Date of Submission of Bid**. EMD of un- successful Bidders will be released on finalization of Bid process.

Stores-In-Charge

- Encl:** (a) Schedule of Sale at Annexure-I.
- (b) Other Terms and Conditions of Supply at Annexure-II.

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ANNEXURE-I

SCHEDULE OF SALE OF CONDEMNED ITEMS

(To be Filled up, Signed, Stamped and Returned/Submitted by the Bidder)

S. No.	ITEM DETAILS	EMD Amount	Total Bid * (LOT WISE) Payable to ICPO Noida.
1.	<p><u>LOT No. 1 Consisting of :-</u></p> <p>(a) Vehicle Maruti Van Regn. No. DID 8158 Year 1986</p> <p>(b) Vehicle Maruti Gypsy Regn. No. DL2CA 3662 Year 1990</p> <p>(c) Vehicle Ambassador Car Regn. No. DDC 2256 Year 1987</p> <p>(d) Vehicles Spares (<u>approx Quantities</u> listed below) :-</p> <p> (i) Old Tyres & Tubes : 12 Each</p> <p> (ii) Old Battery : 01</p> <p> (iii) Old Self Stafer : 01</p> <p> (iv) Misc. Parts : 35</p>	Rs. 5,000/-	
2.	<p><u>LOT No. 2 Consisting of (approx Quantities) :-</u></p> <p>(a) Computers : 32</p> <p>(b) Printers : 16</p> <p>(c) UPS : 22</p> <p>(d) Scanner : 01</p> <p>(e) Monitor 17” : 01</p>	Rs. 2,000/-	

- * **Note/Instructions:**
1. Bid EXCLUDING all taxes & incidental expenses is to be made **for Complete Lot**, without any pre-conditions by Bidder, on **“as is where-is basis”**.
 2. All other taxes, charges, incidental expenses, including removing the Stores from ICPO premises, will be borne by the Bidder.
 3. The Bidder may Bid for any, or, all the “Lots”.
 4. Lots may be inspected on a **working day** (Mon-Fri, except closed Holidays) during 20.01.2016 to 29.01.2016 between 02:00 PM to 04:00 PM, by bidders.

Signature of Bidder with Rubber Stamp

Date :
Place

**INSTITUTE OF CYTOLOGY & PREVENTIVE ONCOLOGY (ICMR)
PLOT NO. I-7, SECTOR-39, NOIDA – 201301**

OTHER TERMS AND CONDITIONS OF SALE

(To be signed by the Bidder and Returned with the offer)

1. Bid should be preferably, typewritten and every correction in the Bid should invariably be signed by the Bidder, failing which, the Bid is liable to be rejected.
2. The Bidder should ensure that the Bid offered fully meets the conditions laid down by the Institute. If at any stage it is noted that the Bid offered does not meet the ICPO conditions, The Director, ICPO reserves the right to take any decision including cancellation of the Bid process/acceptance of offer etc. with forfeiture of EMD. Any dispute in this regard concerning any Terms and Conditions of the Bid documents and/or the sale of items, will be subject to Noida Jurisdiction only.
3. No Bidder shall be allowed at any time on any ground whatsoever, to revise or modify the rates quoted by him, nor he will be allowed to withdraw the offer quoted. In the event of withdrawal, the EMD tendered shall be forfeited.
4. **Balance Payment** : Balance amount of the accepted Bid is to be paid by the successful Bidder within 15 Days from the Date of “Acceptance of offer” Letter, in the form of a crossed Demand Draft from any Nationalised Bank, in favour of “Director, ICPO, Noida” and payable at Noida. Failure to do so may result in forfeiture of EMD.
5. All goods mentioned in the “Acceptance of offer” Letter shall be removed by the Bidder at its own cost and risk from ICPO premises within the time frame indicated in the said “offer” letter. Any incidental expenses incurred by the Institute thereon shall be recovered from the Bidder.
6. **Removal of the Computers & Accessories** : The successful Bidder is to make his own arrangements and ensure that Hard Disks of all the CPUs are permanently **DEFACED/DAMAGED** before removing the said Goods from ICPO premises. A “Certificate” to that effect, indicating the respective CPU Nos, is to be given by the Bidder.
7. **Liquidated Damages (LD)** – LD @ 0.5% of the Total Bid Value, per week will be levied on the Bidder for delay in removal of any or part of the goods mentioned in the offer letter, from ICPO premises, subject to maximum LD of 2.5%, beyond which the “Acceptance of offer” may be cancelled in Toto without any financial liability on the Part of ICPO, Noida. The LD so levied will be recovered from the EMD of the Bidder. For calculation of the LD, any fraction of the week (i.e. less than Seven Days) will be considered as a week. However, Director, ICPO, Noida reserves the right to waive-off full or a part of the LD so levied, on application by the Bidder giving full reasons for delay, and acceptance of such reasons for delay by the Director, ICPO, Noida.
8. **All the pages of these Terms & Conditions are to be duly signed by the Vendor and returned/attached** with the Bid, failing which the Bid will be summarily rejected.