

No. NCTI/Admin/Tender/2016-17
National Centre for Trade Information
Under the aegis of Ministry of Commerce & Industry, Govt. of India
Pragati Maidan, New Delhi-110001

AUCTION NOTICE FOR DISPOSAL OF SURPLUS/NOT IN USE Furniture Items.

Sealed tenders are invited from Vendors on "As is where is basis and Whatever there is Basis".

S.No.	Type of Items	Lot No	Minimum Reserve Price
1.	Sofa Sets, Side Tables and Chairs etc.	Lot-I	Rs. 7,500/- (Excluding GST)

The items are lying at Annexe Building, Pragati Bhawan, Gate No.3, Pragati Maidan, New Delhi 110001.

Bid-Schedule

Date of Publication of Tender	07.02.2018
Date and Time for Inspection of items	08.02.2018 – 12.02.2018, 2 – 4 PM
Venue for Tender Related Work	National Centre for Trade Information (NCTI) First Floor, Hall No.7, Pragati Maidan, New Delhi-110001
Tender document is also available at	www.ncti.gov.in
Last date & time for submission of Bids	15.02.2018, 3 PM
Date of opening of Bids	16.02.2018, 4.00 PM

Note: If any date mentioned above is declared as Holiday for Central Government office in Delhi that date will be shifted to next working day without any change in other parameters such as venue, time etc.

General Terms & Conditions:

1. All the items lying at Annexe Building, Pragati Bhawan, Gate No.3 on "As is Where is and Whatever there is Basis" will be disposed-off in one lot to the successful bidder and no part quotation will be considered. A complete lot shall be sold to the highest responsive bidder. The bidder must quote their rates in the prescribed format (Annexure-I).
2. The bidders may inspect the items on a predetermined date as given in Bid Schedule and satisfy themselves about quality, quantity, usefulness etc. of the items they are bidding for. No claim thereafter shall be entertained. For inspection of items under auction Mr. Kuldip Rai, Assistant (Admin.) may be contacted.
3. Quotation letter in sealed envelope should be addressed to The Manager, National Centre for Trade Information, First Floor, Hall No. 7, Pragati Maidan, New Delhi-110001 super scribing as Tender for surplus / Not-in-use Furniture Items.
4. **EMD of Rs. 700/-** in the form of Demand Draft/ Pay Order issued by any commercial bank in favour of "**National Centre for Trade Information**", payable at New Delhi-110001 shall be submitted along with bid. Bids received without EMD shall be summarily rejected.

5. The Earnest Money Deposit (EMD) of the successful bidder shall be returned after depositing in full payment and removal of items from the premises. The EMD of the unsuccessful bidders shall be returned within one month of award of auction without any interest.
6. No items, once disposed to the successful bidder, shall be taken back by NCTI, on any condition whatsoever.
7. The successful bidder has to make full payment in the form of Demand Draft/Pay Order of commercial bank in favour of “**National Centre for Trade Information**”, payable at New Delhi-110001” at the earliest after confirmation failing which the offer will be cancelled and EMD shall stand forfeited.
8. The successful bidders shall be required to lift all the items at his own cost from the disposal site to his premises **within two days** (between 11 AM to 5.00 PM) after making full payment. On failure to do so, the NCTI shall have the right to forfeit entire amount of the bidder and cancel disposal process. Segregation of material is not allowed in the premises of the NCTI.
9. The quotation must be submitted on or before the due date, otherwise it is liable to be rejected. Tenders received after due date & time due to any reason whatsoever including postal delays shall not be considered.
10. The financial bid should be quoted both in figures and words and shall be signed by the bidder failing which bid may be rejected. In case of any discrepancies, rates quoted in words shall be considered as quoted price.
11. NCTI reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. The decision of NCTI will be final and binding on the tenderer.
12. Each page of the tender document should be signed by the bidder(s).
13. Incomplete and unsigned quotations are liable to be rejected.
14. Bids shall be valid for 90 days from the date of opening of bid.
15. While bidding, the tenderer has to attach a copy of Aadhar Card/Voter I.D. Card/Passport, along with PAN Card to establish his identity failing which the bid may be liable to be rejected.

Manager
NCTI

FOR DISPOSAL OF SURPLUS / NOT IN USE Furniture Items.

Name & address of Tenderers _____
(in capital letters)

Telephone No. _____

Details of EMD Bank Draft/ Pay Order No. & Date _____

Amount _____

Copy of Id Proof must be enclosed.

I/We quote the purchase price as follows:

I/We have inspected the surplus / Not-in-use items etc. and am/are interested to purchase the same on "As is Where is Basis and Whatever there is Basis". My/Our offer for the items is given below:

Lot-I Rs. _____ (in words Rupees _____) –
Excluding GST.

I/We have gone through the terms and conditions given in the tender document and agree with the same completely. I/We understand that in the event of non-compliance of terms and conditions of the tender, my/our EMD shall be forfeited by the Government of India, Ministry of Electronics and Information Technology, New Delhi. This bid shall be valid for 90 days from the date of close of the tender.

(Signature of the Tenderer) with rubber stamp of Tenderer

Date: _____

To,

The Manager
National Centre for Trade Information(NCTI)
1st Floor, Hall No.7
Pragati Maidan,
New Delhi-110001

Check list of the information/documents to be submitted with the tender

Sl. No.	Item	Description/Confirm (Yes/No)
1.	Name of the Tendering Company/Firm/Tenderer/name Of the authorized signatory of the firm/name of father.	
2.	a) Address b) Telephone No. c) Alternate telephone No. d) Email address	
3.	Earnest Money Deposit (EMD)	
4.	Copies of : i) Aadhar Card/Voter ID card/Passport ii) PAN Card	

Signature of the bidder