



**THE STATE TRADING CORPORATION OF INDIA LTD.**

**“A” Block, 3<sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II,  
Bhopal (MP) - 462011**

**Tele/Mobile No. 7898920025, E.Mail : [bhopal@stclimited.co.in](mailto:bhopal@stclimited.co.in).**

**TENDER NO. STC/BPL/OBS/07/2020/01**

**Dated:- 13.10.2020**

**NOTICE INVITING QUOTATIONS**

**Sub** : Notice Inviting Sealed Quotations under two bid system from established and reputed agencies/firms/contractors/Sole proprietorship for disposal of office items/ obsolete/damaged/usable office furniture/fixtures and equipments etc. from The State Trading Corporation of India Ltd, “A” Block, 3<sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II, Bhopal (MP) – 462011 on “**as is where is basis**” against “**advance payment**” .

The Agency upon awarding of tender should complete the entrusted job within three days from the date of award of contract.

Tender documents can be downloaded from STC’s website i.e. [www.stclimited.co.in](http://www.stclimited.co.in) and Central Public Procurement Portal i.e. [eprocure.gov.in](http://eprocure.gov.in). The bids shall be submitted in the Tender Box placed at STC’s Office at The State Trading Corporation of India Ltd, “A” Block, 3<sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II, Bhopal (MP) – 462011 up to the date and time as per tender schedule given below :-

Start date for submission of sealed quotations and time	26.10.2020, 1000 Hrs (IST) onwards
Last date and time for submission of Sealed Bids at STC Office,Ahmedabad	30.10.2020 up to 1400 Hrs (IST)
Date and Time of opening the Tender	30.10.2020 at 1600 Hrs(IST)
Venue of opening the Tender	The State Trading Corporation of India Ltd. “A” Block, 3 <sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II, Bhopal (MP) – 462011

Bidders should read the tender document carefully and comply strictly while submission of documents.

For The State Trading Corpn. of India Ltd.

Branch Manager

**Terms and Conditions of tender**

- a) The bidder shall be a Company/Firm/sole proprietor specialized in packing and moving office files & records, office equipments, furniture, etc.
- b) Bidder must have valid **GST Registration** and copy of same should be **attached**.
- c) The bidder must have obtained valid **Permanent Account Number (PAN)** under the Income Tax Act, 1961 and copy of same should be **attached**.
- d) The tenderer shall be a Company/Firm/individual/the authorized Collection Centres or Dismantlers or Recyclers or Producers of E-waste registered with Central Pollution Control Board (CPCB) , Ministry of Environment and Forests, Government of India or any other State Pollution Control Boards, for disposal of condemned electrical and electronic items with valid licence/registered as registered recyclers or dismantlers for environmentally sound recycling as per the conditions of the Ministry of Environment, Forest and Climate change, Govt. of India.
- e) The bidder shall sign and stamp each page of the Tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Bid.
- f) Bid document, if not complete, in any aspect, shall be rejected.

**1) Scope of work – Disposal/sale of office items/obsolete/usable/damaged/office furniture/fixtures and equipments etc:**

Disposal/sale of used/damaged/obsolete office equipments/furniture & fixtures on 'AS IS WHERE IS BASIS', as per ANNEX-I

The items as listed as per Annexure-I are required to be disposed off /sold on 'as is where is basis'. The highest bidder should complete/remove the items quoted within a period of three days from the date of Letter of Award. The highest bidder before taking delivery of the used office furnitures /fixtures should deposit the amount quoted by him by depositing full quoted amount through NEFT/RTGS in account of The State Trading Corporation of India Ltd.. While removing the office equipments/ items, utmost care should be taken for not causing any damage to the floor/walls of the STC Flats. Prior to quoting rates, the indenting agencies are requested to inspect the items as per Annexure-I at STC office premises at The State Trading Corporation of India Ltd, "A" Block, 3<sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II, Bhopal (MP) – 462011

**2) Obligation to Rules:**

It is obligatory on the part of the Agency to abide by all the relevant Central, State & Local statutory laws and rules and STC will not be responsible for any dispute arising out of non-compliance of any of such laws and regulations.

**3) Bid Security**

(a) All Bidders are requested to deposit a bid security of Rs. 2000/- (Rupees Two Thousand only) by way NEFT/ IMPS (Interest free) in **STC's account with IndusInd Bank, Account No-200000550077, IFSC Code INDB0000005, New Delhi in the name of The State Trading Corporation of India Ltd.** to complete the bid . The Bid Security of unsuccessful Bidder will be returned after completion of the quotation process on their request. The Bid Security of successful Bidder shall be refunded upon completion of job. A copy of proof of deposition via NEFT/IMPS of bid security is to be submitted along with bid documents. Bid received without Bid Security amount shall be summarily rejected. The Bid Security amount is to be deposited in STC's

## **TENDER NO. STC/BPL/OBS/007/2020/01**

account before tender closing date and time.

- (b) The Bidders who are covered under MSME/registered with NSIC are exempted from submitting the EMD. However, in place of EMD the Bidder will have to submit Registration/Exemption certificate.

#### **4) Rates and Payment:**

- a. For the items to be disposed off/sold, should be quoted item wise in the format given at Annexure-I. Bidder has to quote for all the items mentioned in Annexure-I. The items sold shall be moved by the highest bidder only after payment of the quoted amount to STC.
- b. Only quoted Rates shall be considered.

#### **5) Other Terms and Conditions:**

- a. Intending parties may visit the site at The State Trading Corporation of India Ltd, "A" Block, 3<sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II, Bhopal (MP) – 462011 (10.00 AM-5.00PM) before the last date of submission of bids, in order to understand the nature and scope of work and execute the work as per the terms and conditions.
- b. The selected agency/contractor should be in a position to complete the work assigned within three days of awarding the contract. In the event of delay, STC may at its discretion shall forfeit the Bid Security submitted by the Agency without any notice.
- c. The removal of sold items as at Annexure-I has to be done carefully so that no damages are occurred, either to STC property/items or surrounding property/premises, otherwise, liquidated damages will be recovered out of the payments, to the tune of market value of the items + 15% as other charges.
- d. All associated activities required for obtaining necessary clearance, permissions, approvals, all licenses from the local bodies, etc required for execution of this work shall be the responsibility of the agency and cost of which shall be deemed to be included in the rates.
- e. The items as per Annexure-I are to be removed on "As is where is Condition" from The State Trading Corporation of India Ltd, "A" Block, 3<sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II, Bhopal (MP) – 462011.
- f. The sale shall be on 'as is where is basis'.
- g. The Bid prices for items mentioned in Annexure-I should be inclusive of applicable GST rates and accordingly Bill will be issued.
- h. The agency shall without any protest or demur, shall always keep STC fully indemnified and shall hold STC harmless against any accident, claims, liability, proceedings etc. by any party including but not limited to damages, compensation, penalties, taxes or other cost and expenses etc. of whatsoever nature arising out of or in relation to any act or omission/ negligence /mistake/misconduct/breach or default or non-fulfillment of the terms and conditions of the Tender Documents and agreement. The agency is bound to take all such necessary precautions for smooth execution of work.
- i. The agency will be fully responsible for any injury or accident to any person(s)

**TENDER NO. STC/BPL/OBS/007/2020/01**

employed by him during the execution of the work or to the employees and, for any damage/loss caused to any structure or any part of the property due to the negligence/default on the part of the contractor, the Contractor would be wholly liable to make good/repair the same at his own cost and expenses.

- j. All associated activities required for obtaining necessary clearance, permissions, approvals, all licenses from the local bodies, etc required for execution of this work shall be the responsibility of the agency and cost of which shall be deemed to be included in the rates.
  - k. During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed.
  - l. The total work has to be completed preferably during STC's office hours.
  - m. STC reserve the right to reject any or all tenders without assigning any reason. The decision of STC in this regard shall be final.
  - n. The rates of the successful bidder will be valid for 30 days from the date of issue of letter of acceptance.
  - o. The agency during the operation would exercise all measures/safeguards/precautions etc. to ensure safety & security of officials etc.
  - p. Any quotation received by Email/Fax/Courier/Speed Post Etc. shall be rejected.
  - q. The tender is subject to policy of STC's Management issued from time to time.
  - r. STC has the discretion to ask for additional information from the bidder.
  - s. All the tender documents are to be signed as a token of acceptance and signed copy of tender document is to be submitted along with bid document.
  - t. Any corrigendum/amendments to tender document will be issued on STC's website.
6. **SUBMISSION OF BIDS** : The bidders may download the tender document from our website [www.stclimited.co.in](http://www.stclimited.co.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). The Bidders are required to submit offers in **TWO BID SYSTEM** i.e. in two separate closed envelopes, one super scribed as "Techno- Commercial Bid" and the other as "Price Bid". Both the envelopes should be separately sealed and super scribed with Tender No., Date, Name & Address of the Bidder. Both envelopes should thereafter be kept in a single third envelope and sealed. This envelope should also be super scribed with the Tender No., Date, Name & Address of the Bidder and shall be addressed to – Branch Manager, The State Trading Corporation of India Ltd, "A" Block, 3<sup>rd</sup> Floor, Chetak Complex, MP Nagar, Zone-II, Bhopal (MP) – 462011.
- (a) The envelope super scribed as "Techno- Commercial Bid" must contain the following :-
- i. Copy of PAN CARD – Self Attested by authorized signatory.
  - ii. Copy of GST Registration – Self Attested by authorized signatory.
  - iv. Copy of tender document signed and stamped on each page.
  - v. Undertaking as per Annexure – II of Tender Document.
  - vi. Authorization letter from Company for person authorized to sign above documents.
  - vii. Proof of deposition of EMD Amount via NEFT / IMPS in STC's Account or copy of valid MSME certificate of registration with NSIC.
  - viii. Proof of registered recyclers or dismantlers for environmentally sound recycling as per the

**TENDER NO. STC/BPL/OBS/007/2020/01**

conditions of the Ministry of Environment, Forest and Climate change, Govt. of India.

- (b) The “Price Bid” sealed envelope shall contain Price Bid (showing prices quoted strictly as per the ANNEXURE - I of tender document) duly signed and stamped by the bidder.

NOTE - Conditional offers or Offers with deviations are liable to be rejected at the sole discretion of STC. The Price Bids of only those bidders who qualify in the Techno-Commercial Bid shall be opened.

**7) JURISDICTION:**

The Bidder/Applicant hereto agrees that the courts or Tribunals at Bhopal shall have exclusive jurisdiction to settle any or all the disputes which may arise out of this tender. All disputes arising out of this Tender shall be decided in accordance of Laws of India.

For any clarification please contact: Rajiv Meena, Branch Manager (M : 7898920025)

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On the letter head Company/Firm/sole proprietor

**Tentative PRICE BID**

Date: \_\_\_\_\_

1. Name of the Bidder :
2. Address of the Bidder :
3. Contact person with Mobile No. :

S.No.	Description of items	Quantity	Quoted Price in Rs. (In Figures and in words) inclusive of all applicable taxes
1	Steel Store well plane	7	
2	Steel rack	8	
3	Senior executive tables	4	
4	Computer table	1	
5	Methadox economy table	6	
6	Tables	11	
7	Wooden coffee table	2	
8	Chairs with arms	12	
9	Executive chairs	11	
10	Visitor chairs	20	
11	Wooden chair & rake	2	
12	Door closer	7	
13	Slotted Angle racks	4	
14	Side racks	2	
15	Cot & mattress	2	
16	Stove & Cylinder	2	
17	Air Conditioner	4	

**TENDER NO. STC/BPL/OBS/007/2020/01**

18	Stand fans	3	
19	Wall fans	3	
20	Exhaust fan	1	
21	Ceiling fans	11	
22	Coolers	6	
23	Elect motor with pump	1	
24	Refrigerator	2	
25	Drum for storing water	1	
26	Water tank	2	
27	Fire extinguishers	2	
28	LCD TV 32 inch	1	
29	Inverter	1	
30	Computers	5	
31	Printers	4	
32	Scanners	2	
33	UPS	7	
34	Donegal	3	
35	Photocopy machine	1	
	Total Price in Rs inclusive of all applicable taxes(In Figures and in words)		

(Signature of Authorized Signatory with date, seal & stamp)

**UNDERTAKING**

Date :

To,

The State Trading Corporation of India Ltd,  
“A” Block, 3rd Floor, Chetak Complex,  
MP Nagar, Zone-II,  
Bhopal (MP) – 462011

Dear Sir/(s)

We hereby undertake and declare that the Bid submitted by us is in conformity with the Terms, Conditions & scope of work laid down in the tender documents.

We also hereby declare that we have not been blacklisted by any State / Central Govt. Agencies or any PSUs / CPSUs.

Yours faithfully,

Date:

Place:

Signature.....

Printed name.....

Designation.....

Common Seal.....