



स्टेट ट्रेडिंग कॉर्पोरेशन ऑफ इण्डिया लिमिटेड

8 बी, मिडलटन स्ट्रीट, गीतांजलि अपार्टमेंट, 9 वीं मंजिल, कोलकाता - 700071

THE STATE TRADING CORPORATION OF INDIA LTD.
8B, Middleton Street, Geetanjali Apartment, 9th floor, Kolkata – 700071

Tele No. 033 - 29730622, E-Mail: kolkata@stclimited.co.in

TENDER NO. STC/KOL/GAD/SOFE/2020/02

Dated: 28-10-2020

TENDER NOTICE INVITING QUOTATIONS

SALE OF OLD/UNUSED/DAMAGED OFFICE FURNITURE AND EQUIPMENTS,etc

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. associated with The State Trading Corporation of India Ltd, Kolkata Branch having office at 9th Floor, Geetanjali Apartments, 8B, Middleton Street, Kolkata 700071 on “**as is where is basis**” against “**advance payment**”

The Agency upon awarding of tender should complete the entrusted job within 10 working days from the date of award of contract.

Tender documents can be downloaded from STC's website i.e. www.stclimited.co.in and Central Public Procurement Portal i.e. www.eprocure.gov.in . The bids shall be submitted in the Tender Box placed at STC Kolkata Office at The State Trading Corporation of India Ltd, Flat 9A, 9th Floor, Geentanjali Apartments, 8B Middleton Street, Kolkata 700071 up to the date and time as per tender schedule given below

Start date for submission of sealed quotations and time	29.10.2020, 1100 Hrs (IST) onwards
Last date and time for submission of Sealed Bids at STC Office.Ahmedabad	19.11.2020 up to 1300 Hrs (IST)
Date and Time of opening the Tender	19.11.2020 at 1500 Hrs(IST)
Venue of opening the Tender	The State Trading Corporation of India Ltd., 8B, Middleton Street, Flat 9A, Geetanjali Apartment, 9th Floor, Kolkata – 700 071

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 specialized in dealing with sale and purchase of 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 license/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) Bidders are accordingly requested to quote your highest rates for task as mentioned in this tender document. The proposal should be submitted in two bids viz, “Technical Bid” and “Commercial Bid” as per Annexure II and Annexure I respectively. Filled in Technical Bid & Commercial Bids should be sealed in separate envelopes and appropriately superscribed with the statement “Technical Bid” and Commercial Bid” as the case may be and then sealed in a larger envelopment superscribed with with Tender No. and the statement “Bids for Sale of Old/Unused/Damaged Office Furniture and Equipments,etc”. The sealed cover should be addressed to the Manager (GAD), The State Trading Corporation of India Limited, Geetanjali Apartment, 8B, Middleton Street, Kolkata-700071 and submitted on or before 13.00 hrs of 19-11-2020. Tender duly sealed may be dropped in the tender box placed at our Office Reception Area at Flat 9A, Geetanjali Apartments, 8B, Middleton Street, Kolkata 700071 The declaration Form in Annexure A forming part of the inquiry should be signed and submitted along with the offer in token of acceptance of terms and conditions of the Tender. The technical bids would be opened on 19-11-2020 at 15.00 hrs.
- f) 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.
- g) Bid document, if not complete, in any aspect, shall be rejected.
- h) **Scope of Work:**
 - i) Disposal/sale of used/damaged/obsolete office equipments/furniture & fixtures on ‘AS IS WHERE IS BASIS’, as per ANNEX-IA
 - ii) The bidder has to submit lumpsum quotation (inclusive of GST) for the entire lot of old, unused and damaged office items. Any offer for the part quantity will be rejected. After award of the tender, the bidder to deposit the said amount to STC’s account within one day of award.
 - iii) The successful bidder will be required to dismantle and remove (wherever required), stacking, lifting, movement, transportation etc. of the old, unused , damaged office items and the entire cost, expenses responsibility of above activities lies with the bidder.

iv) The sale is on “as is where is basis” and against advance payment. The successful bidder to make arrangement for lifting the items from Office premises of STC at their own cost and expenses.

v) The items as listed as per Annexure-IA are required to be disposed off /sold on ‘as is where is basis’. The highest bidder should complete/lift the items quoted within a period of ten 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, **IndusInd Bank, Current Account No-200999518580, IFSC Code INDB0000015, Kolkata** within one day of receiving Letter of Award.

vi) STC has right to cancel the Letter of Award and refuse delivery to the successful bidder if payment is not received in advance as per timeline mentioned.

vii) Prior to quoting rates, the indenting agencies are requested to inspect the items by first visiting the STC Kolkata Office at 9th Floor, Geetanjali Apartments , 8 B, Middleton Street, Kolkata 700 071.

viii) It is expressly agreed that the successful bidder has properly inspected and fully satisfied with the items to be sold as old, unused and damaged office furniture and equipments etc. before lifting. No complain will be entertained during the lifting and after lifting of furniture, equipments, etc.

ix) While removing/lifting the office equipments/ items, utmost care should be taken for not causing any damage of any kind to the apartment/building where the items are present. The bidder should take all possible care for safety and security of the office premises / lifts / its surroundings while lifting the obsolete, unused, damaged, office furniture and equipments etc. In case of any damage to the premises / lifts / surroundings, he will be responsible and appropriate cost would be recovered.

x) During execution of the lifting the entire premises have to be kept clean and free from any obstructions, all the garbage and surplus materials shall be removed from the work site as soon as work is completed.

i) **Obligation to Rule:**

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.

j) **Bid Security :**

a) All Bidders are requested to deposit a bid security of Rs. 5000/- (Rupees Five Thousand only) by way NEFT/ IMPS (Interest free) in STC’s account with IndusInd Bank, **Current Account No-200999518580, IFSC Code INDB0000015** at Kolkata 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 tender process on their request. The Bid Security of successful Bidder shall be refunded upon successful completion of the job as per tender terms. 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 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.

k) Rates and Payments :

- 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.
- c) The successful bidder (H1) would be awarded the contract and the H1 bidder to deposit the contracted amount on the next day or as per the direction of the STC management. Only on receipt of payment of contract amount, the H1 bidder will be allowed to lift the old, unused and damaged office furniture and equipments etc. on 'as is where is' basis within 10 (ten) days
- d) In case of failure to deposit the contract amount by H1 bidder, the security deposit of H1 bidder would be forfeited and the H2 bidder would be asked to match H1 bid and the H2 bidder to lift the office partitions, fittings, false ceilings, obsolete, unused, damaged, office furniture and equipments etc. within a week by depositing the contract amount on the next day of the contract or as per direction of STC Management.
- e) This process would be restricted till H2 bidder only

2. Other Terms and Conditions:

- a) Intending parties may request inspection by visiting the office at The State Trading Corporation of India Ltd, 9th Floor, Geetanjali Apartments, 8B, Middleton Street, Kolkata 700 016 between 11.00 AM and 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 bidder should be operating in or around Kolkata and the complete details including telephone number for the same must be provided.
- c) The selected agency/contractor should be in a position to complete the work assigned within ten 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.
- d) The removal of items as per tentative list at Annexure-IA 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.
- e) 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.
- f) The items as per Annexure-I are to be removed on "As is where is Condition" from sites associated with The State Trading Corporation of India Ltd, Kolkata Branch having office at Flat 9A, 9th Floor, Geetanjali Apartments, 8B, Middleton Street, Kolkata 700071.
- g) The sale shall be on 'as is where is basis'. Also, the list of items in Annexure I-A is tentative.

- h) The Bid prices for items mentioned in Annexure-I should be inclusive of applicable GST rates and accordingly Bill will be issued.
- i) STC reserves the right to reject any or all tenders without assigning any reason thereof. The decision of STC in this regard shall be final.
- j) 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
- k) The agency will be fully responsible for any injury or accident to any person(s) 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.
- l) 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.
- m) 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.
- n) The total work has to be completed preferably during STC's office hours.
- o) STC reserve the right to reject any or all tenders without assigning any reason. The decision of STC in this regard shall be final.
- p) The rates of the successful bidder will be valid for 60 days from the date of issue of letter of acceptance.
- q) The agency during the operation would exercise all measures/safeguards/precautions etc. to ensure safety & security of officials etc.
- r) Any quotation received by Email/Fax/Courier/Speed Post Etc. shall be rejected.
- s) The tender is subject to policy of STC's Management issued from time to time.
- t) STC has the discretion to ask for additional information from the bidder.
- u) 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.
- v) Any corrigendum/amendments to tender document will be issued on STC's website. Bidders are requested to regularly visit the websites www.stclimited.co.in and www.eprocure.gov.in for any further information, corrigendum, etc.

3. Bid Submission:

The bidders may download the tender document from our website www.stclimited.co.in or 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 with superscription “Bids for Sale of Old/Unused/Damaged Office Furniture and Equipments,etc” and shall be addressed to — Branch Manager, The State Trading Corporation of India Ltd, Flat 9A, 9th floor, Geetanjali Apartments,8B Middleton Street, Kolkata — 700071.

- (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.
 - iii. Copy of tender document signed and stamped on each page.
 - iv. Undertaking as per Annexure — II of Tender Document.
 - v. Authorization letter from Company for person authorized to sign above documents.
 - vi. Proof of deposition of EMD Amount via NEFT / IMPS in STC’s Account or copy of valid MSME certificate of registration with NSIC.
 - vii. Proof of registered recyclers or dismantlers for environmentally sound recycling as per the 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.

4. Jurisdiction:

The Bidder/Applicant hereto agrees that the courts or Tribunals at Kolkata 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 within Kolkata jurisdiction.

For any clarification please contact: Rohit Kumar, Branch Manager (M :9007783050) during office hours on working days.

On the letter head Company/Firm/sole proprietor

Annexure-I

TENDER NO. STC/KOL/GAD/SOFE/2020/02

1. Name of the Bidder :
2. Address of the Bidder
3. Contact person with Mobile No.
- 4.

Description of Work	Lump Sum Rate quoted in Rs. (in Figures and in words)
As per Tender document and Tentative List of Items in Annexure I-A	
	Applicable Tax (in Rs.) (if applicable):
	TOTAL Rs.(In Figures and in words):

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

Tentative List of Items to be sold as per Tender STC/KOL/GAD/SOFE/2020/02 dated 28/10/2020

Sr. No.	Description of Item	Tentative Quantity
1	Steel Almirahs	29
2	Steel Racks	39
3	Filing cabinet	3
4	Table/ Desk/Folding table	16
5	Plastic Chair/Folding Chairs	14
6	Wooden Almirah/showcase/bookshelf	3
7	Computer Desk	3
8	Single Seater Sofa	5
9	Wooden Cot	3
10	Single Bed Mattress	3
11	Dressing Table (damaged)	1
12	Dining table with chairs	1 set
13	Fridge	2
14	Wooden Cupboard	3
15	Centre Table	4
16	Fans (wall mounted and ceilings. exhaust)	105
17	Wall Clock	12
18	Water Purifier/Cooler	4
19	Computer Tube Monitor/ LCD Monitor	17
20	Printers	11
21	CPU	14
22	UPS	15

23	Keyboard	14
24	FAX Machine	01
25	Photocopier Machine	02
26	AC Machine	13
27	Complaint Box/Letter Box/Steel Box/ tender Box	11

On the letter head Company/Firm/sole proprietor

TENDER NO: STC/KOL/GAD/SOFE/2020/02

Annexure-II

UNDERTAKING

Date :

The Manager,
STC of India Limited,
8B, Middleton Street, Geetanjali Apartment,
9th Floor, Flat 9A, Kolkata - 700071

Dear Sir/(s)

1. I/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.
2. I/we have read the Terms & Conditions to BIDDERS and accepted the same in toto. I/ we have made my/our offer keeping in view of all these conditions forming part of the tender inquiry.
3. I/we have remitted the Security of Rs. 5,000/- (Rupees Five thousand only) through NEFT/IMPS to the bank account of The State Trading Corporation of India Limited, Kolkata. The proof of same is enclosed. A copy of the Tender document with each page duly signed (by the signatory signing this Declaration and the id Proforma) is enclosed.
4. I/we have not been barred or blacklisted by any of the Central/State Government/ Department/Organisations/Central or State PSU from participating in tender including those for disposal of wastes.
5. We will ensure fair trade practice.

Yours faithfully,

Signature.....

Printed name.....

Designation (If any).....

Common Seal(If any).....

(Signature, Name and Address of the Bidder with Seal)

Date :

Place:

Mobile No: