

TENDER DOCUMENT

FOR

Disposing of the surplus/obsolete/unserviceable items lying at Vishwakarma Bhavan, Shaheed Singh Marg, TIFAC

Important Dates

Last Date of Submission of Tender	23rd May 2025 Time: 4 PM
Date of inspection	13th-16th May 2025 (11.30AM to 4PM)

Note:

1. TIFAC may at its discretion extend this date and this extension shall be binding on the bidders.
2. If the date up to which the bids are open for acceptance in TIFAC is declared as a Gazetted Holiday of Govt. of India, the bids shall be deemed to remain open for acceptance till the next working day (up to 4 PM). No separate notification regarding the last date would be issued in that case.
3. Bidders have to keep themselves updated with any corrigendum / amendment or new development by revisiting TIFAC website from time to time. Any change in the tender document, terms and conditions, eligibility, procedure, last date or any other related change would be notified on TIFAC website only and it would be binding on the bidders.
4. Bidders should read, sign on each page and understand the Terms & Conditions carefully before submitting the tender.

Important Information & General Instructions

Sl. No.	Subject	Description
1.	Seller	TIFAC
2.	Single Bid System	This tender will be processed in a single bid system & on an “As is where is Basis”
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be in INR in the Schedule I to this Tender Enquiry only. Request for change of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for changing of prices/ contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable. The contractor will not be permitted to authorize any sub-contractor or any other firm to collect the material or execute the contract on his behalf.
5.	Terms and Conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
6.	Earnest Money / bid security Deposit	The requisite amount of Rs. 50,000/- (Rupees fifty thousand only) has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque drawn in the name of TIFAC along with the original copy of the tender submitted by the firm to Incharge (Admn. & Estt.),TIFAC AI Block, 5 th Floor, Technology Bhavan, New Mehrauli Road, New Delhi-16. Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited. No representation in this regard shall be entertained by TIFAC. EMD amount will not be adjusted in the sale amount accepted by TIFAC. EMD of successful bidder (s) shall be released only after successful completion of the sale process. No interest will be paid by the TIFAC for not releasing the EMD amount within the tender validity period or under any circumstances.
7	Inspection of Items	The disposal of obsolete items shall be on an "As is where is basis" and no guarantee of certificate of its worthiness of quality will be given by TIFAC. The condition of the items can be inspected physically between 11.30 AM to 04 PM on any working day between 13/05/25 to 16/05/25
8	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Quotations sent through Telegraphic/ Telex/ Fax/ E-mail will not be accepted and ignored straightaway.

9.	Late/ Delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10.	Department's right	TIFAC reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
11.	Submission of bid	The quotation should be addressed to “In-Charge (Admin & Estb), TIFAC AI Block, 5th Floor, Technology Bhavan, New Mehrauli Road, New Delhi-110016 and should be dropped in the Tender Box of TIFAC kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi on or before 23/05/2025 hours on 4pm. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to In-Charge (Admin & Estb), TIFAC, Technology Bhavan, AI Block, 5th Floor, New Mehrauli Road, New Delhi-16. The bid sent by any other means other than as stipulated in the Tender document without covering letter in Firms' letter Head will not be considered by TIFAC and shall be liable to be rejected. Any doubts or clarifications with regard to the interpretation of the Terms& Conditions stipulated in this Tender Enquiry ,may be got clarified from TIFAC atleast 07 days before tender closing date by email addressed to registrar@tifac.org.in
12.	Evaluation of bid & Acceptance of offer	For award of contract, the bundled price of the schedule-II will be considered. Total contract will be awarded to the contractor offering the highest bundled price. The successful bidder (s) will be required to deposit the total bid/ quoted amount in lump sum by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of TIFAC, New Delhi within 07 (Seven) working days from the date of award of contract. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited and the second highest firm will be considered, if the second highest quoted firm (H2) is willing to pay at par the amount quoted by H1 bidder then the contract will be awarded to H 2 bidder. If the H 2 firm is unwilling to accept the same, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained. Failure in this regard shall be counted as bad performance and may be viewed adversely in award of future contracts or grant on continuing the association to such parties. This will be in addition to immediate remedial measures/ actions available to TIFAC under the relevant laws.
13.	Minimum Reserve Price (MRP)	TIFAC has evaluated the Minimum Reserve Price (MRP) as mentioned in the Schedule-II to this notice. In no circumstances the quoted price in schedule – II should be less than the MRP and if it so the whole bid will be treated as cancelled and no representation in this regard will be entertained.
14.	Warranty	TIFAC does not offer any warranty of the obsolete/ damaged/ BER items mentioned in the Schedule-I to this notice.

15.	Validity of the Bid	The bid must be valid for four months from the last date of the submission of bid.
16.	Tender Fee	Nil
17.	Litigation	In case of dispute decision of the Executive Director TIFAC will be final.
18.	Payment Terms & Job Execution period	The successful bidder will be required to deposit the total bid/ quoted amount in lump sum by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of TIFAC, New Delhi within 07 working days from the date of award of contract and the items will be lifted within 30 days of the receipt of confirmed work order by the Firm. Failure to do so shall result in forfeiting of EMD/ bid security deposit. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD / bid security deposit of the H 1 firm will be forfeited. The lifting of materials will be made by contractor on any working day as specified between 10 AM to 4 PM. The contractor will have to inform at least two working days in advance of the intended date of lifting of the materials. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by TIFAC. The contractor will be responsible for cleaning the area from where the obsolete materials are lifted. The lifting of the obsolete materials shall be undertaken only under the supervision of officer nominated for the purpose by TIFAC. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/ gate pass. Under no circumstances the contractor shall lift any material other than the items mentioned in Schedule I to this notice, lying inside the premises of Vishwakarma Bhavan, A-Wing, Shaheed Jeet Singh Marg, New Delhi-110016
19,	General	<p>a. The bidder should sign & stamp all the pages of the document and same should required to be submitted alongwith the offer quoted by the firm as stipulated in the document with a covering letter in the firm's letter head & duly signed & stamped. No page should be removed/ detached from the tender document.</p> <p>b. The application form for Limited Tender Enquiry Notice also can be downloaded free of cost from the TIFAC website www.tifac.org.in</p> <p>c. Tenders which are not complete in all respects are liable to be rejected.</p> <p>d. The contractor shall observe all security provisions as applicable to the office of TIFAC which comes under the security cover of Ministry of Home/ IIT, Hauz Khas, New Delhi. Any violation shall be his responsibility.</p> <p>e. Unsealed quotations shall not be considered for evaluation. There should not be any erasing and/ or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.</p> <p>f. In case of any dispute arising between TIFAC and any of the bidder, the decision of Executive Director, TIFAC will be final.</p>

Annexure

Contractor's details (Mandatory information)

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

S. No.	Description	Information
1.	Name of the Applicant/Firm	
2.	Nationality	
3.	Address (attach separate paper for addresses of other offices) Enclose Voter ID / Electricity Bill / Landline Telephone Bill or any other authenticate copy of address proof)	
4.	Telephone Numbers	Landline/Mobile No.
5.	E-mail address	
6.	Other Details (Enclose copies)	PAN Details
7.		GST Registration Number
8.	Constitution of firm	Individual
		Sole Proprietorship Firm
		Partnership Firm
		Public Ltd. Company
		Private Ltd. Company/ Public Sector Enterprises
9.	Details of Bank account (Enclose copy of front page of passbook & Personalized cancelled cheque)	Account No:-
		Type of account:-
		Name of Bank: -
		Name & address of the branch
10	Is any person working with the applicant a near relative of the official of TIFAC? If yes, give details	
11	Earnest Money Deposit (EMD)/ Bid Security Details	Amount in Rs.50,000/- (Rupees fifty thousand only) b. DD/ BC/ PO No. c. Date of Issue:- d. Name of issuing Bank:-
12	Certificates/Undertakings	a. I/we (including all partners) certify that I/we have carefully read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.

		b. I/we certify that the information given is true to the best of my/ our knowledge. I/we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/banned for doing any business dealings with Government Departments or black listed or subject to any monetary penalties that be deemed fit and appropriate by TIFAC.
		c. I/We agree to the forfeiture of the Earnest Money / Bid Security Deposit if I/ We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Enquiry Notice No. ----- (B) Dated -----which would constitute and have force of a contract between me/us and the TIFAC, if I/we am/are declared a successful bidder.
		d. I/we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/lawful purposes only as per the guidelines of Department of Environment & Forest, Govt. of NCT Delhi / NGT /Any other authority.
		e. I/we hereby also certify that, I/we have signed all the pages of the document with my/ our conscious and no body from TIFAC influenced/ compelled to do so.

Signature of the bidder (s) with stamp

TIFAC

SCHEDULE-II to TE No.

Dated: _____

Scope of work: Disposing of the surplus/obsolete/unserviceable items lying at 6th Floor, A Wing, Vishwakarma Bhavan, TIFAC, New Delhi as per details at Schedule-I of Tender

A. Location: Vishwakarma Bhavan, TIFAC, New Delhi

B. Rates:

Sl. No.	Description of Item	Amount in Rs.
Disposing of unserviceable, obsolete and beyond economic repairable (BER) items as per Schedule I to the TE No. dt.		
i	Minimum reserve Price (MRP)	Rs. 4,79,502/- (Four lakh Seventy nine thousand Five hundred two only)
ii	Total quoted cost of the items (Net Bundled Price) in Rs. (cannot be less than the Minimum Reserve Price as given at (i) above)	

Amount in words

Signature of the bidder with seal & date