

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
CENTRAL VISTA MESS BUILDING
JANPATH, NEW DELHI-110 001**

New Delhi the 09th July, 2018

BID NOTICE

Indira Gandhi National Centre for the Arts invite sealed bid from the eligible bidders for DISPOSING UNSERVICEABLE ITEMS lying at IGNCA, Central Vista Mess Building, Janpath, New Delhi. Description of Items is given in the enclosed "List of items (Annexure-I contains lot 1 and Lot 2,).

Bid details are as under:

- | | |
|--|---|
| 1. Bid No. | 13/2018-19 dated: 9 th July 2018 |
| 2. Closing date Time for receipt of Bid- | 16 July 2018, at 3.00 pm. |
| 3. Place of submitting Bid: | Tender Box placed at Estate
Management Unit, Near CPWD office,
No. 3, Dr. R.P. Road, IGNCA. |
| 4. Bid opening Date and Time | 16 July 2018 at 4.00 pm. |
| 5. Place of Bid opening | EMU office, No.3, Dr. R.P. Road, IGNCA. |
| 6. Earnest Money Deposit | Rs10000/- |

Note: In the event of any of the above mentioned dates being declared as a holiday/closed day for this office, the bid will be received/opened on the next working day of the scheduled date mentioned above.

Late bid: The bids received after the specified date and time will not be considered. Incomplete bids and any amendments & additions to bid after opening of the bids are not permitted.

Authorization certificate-

All interested bidders may submit their bid for articles/goods mentioned in Annexure-I. (Lot 1 and Lot 2)

Submission of bid-

1. Interested and eligible bidders may quote their prices in the enclosed Proforma (Annexure-B) in a sealed cover. The sealed cover containing the price should be super scribed "**Price for disposing of unserviceable items lying at IGNCA, Central Vista Mess Building, Janpath, New Delhi**" and should be dropped in the tender box kept near CPWD Site Office at No.3, Dr. Rajendera Prasad Road, New Delhi on or before the **16th July, 2018 latest by 3.00 p.m.**, which will be opened on the same day **at 4.00 p.m.** in "Estate Management Unit (EMU)" Office in the

presence of such bidders who wish to be present. The Department reserves the right to accept or reject any price without assigning any reason thereof.

- 2 Bidding firms fulfilling the requirements as per the Important Information & General Instructions and Bidder's Details (Mandatory Information) set out in **Annexure- A** and in **Annexure- B** to this tender document are requested to quote their prices in **Annexure- B** for items given in the attached **Annexure-I**.
- 3 The complete bid document may be downloaded free of cost from IGNCA's website www.ignca.gov.in and the same may be used for submission of bid.

4. Earnest money Deposit-

- 4.1 The sealed envelope must be accompanied by a Demand Draft/ Pay order/ banker's cheque of Nationalized Bank for Rs.10,000/- (Rupees ten thousand only) as Earnest Money Deposit (EMD). The earnest money amount will be returned to the unsuccessful bidders after three days of bidding date without any interest and Earnest money to successful bidder will be returned without any interest, only after removal of materials / goods from the IGNCA campus as per satisfaction of IGNCA authorities.

IMPORTANT INFORMATION AND GENERAL INSTRUCTIONS

1. **Seller:** INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS(IGNCA) , JANPATH, NEW DELHI .
2. **Single bid system:** This Bid will be processed in a single bid system and on an "**As is where is Basis**".
3. **Firm and fixed rates:** Bidder should clearly quote their rates for whole lot as per bid proforma. The rates should be written in figures and words. Any overwriting on rates and any change and/or alteration without attestation is liable to be rejection of the Tender. In case, there is any error/mismatch between the amount specified in the figures and words, the amount written in words will be taken as final.
4. **Deduction:** The amount quoted in Annexure- B of the bid shall be paid by the successful bidders to the institute without any deduction of taxes, duties, cartage, labour charges, loading, unloading etc. Bid for partial lot will not be accepted.
5. **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.
6. The rates shall be quoted inclusive of all charges i.e. cartage, labour, loading, unloading and cleaning of site and nothing will be paid on this account.
7. **Terms & 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 and conditions shall be ignored/rejected at the discretion of this Department.
8. **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 the IGNCA. The condition of the items can be inspected physically between **11:30 a.m. to 04:00 p.m.** on any working day from **10th to 15th July, 2018.**
9. **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 rejected and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations will not be accepted.
10. **Late/ delayed:** Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (EMU), IGNCA will be taken as standard and decisive. Bidders may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time.

In such an event the closing hours for receipt of bids in IGNCA, NEW DELHI will stand automatically extended up to 3.00 p.m. of the next working day in the Central Government offices.

11. **Department's right:** IGNCA, New Delhi reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12. **Submission of bid:** The quotation should be addressed to "Under Secretary, (EMU), and should be dropped in the Tender Box of Estate Management Unit (EMU), No.3, Dr. Rajendera Prasad Road, New Delhi-110 001 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 Under Secretary, (EMU, IGNCA, NEW DELHI. The bid sent through, FAX, e-mail, post/ speed post or by any other means other than as stipulated in the Tender document without covering letter in Firms' letter Head will not be considered by the IGNCA 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 ESTATE MANAGEMENT UNIT (EMU), IGNCA, NEW DELHI, at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall under no circumstances be accepted by IGNCA, New Delhi.
13. **Minimum Reserve Price (MRP):** The IGNCA has evaluated the Minimum Reserve Price (MRP) as mentioned in this notice. In no circumstances the quoted H 1 price should be less than the MRP and if it so the whole tendering process will be treated as cancelled and no representation in this regard will be entertained.
14. **Warranty:** The Department does not offer any warranty of the obsolete/ damaged/ BER items mentioned in the **Annexure –I**.
15. **Validity of offer:** This offer is valid upto 30 days from the date of opening of the bid.
16. **Applicable law:** The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Delhi/New Delhi.

Subject Description

17. **Litigation:** Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 15 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
18. **Payment Terms & Job Execution period:** The successful bidder will be required to deposit the total bid/ quoted amount by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of IGNCA, New Delhi within **03** working days from the date

of award of contract and the items will be lifted within **03** days which can be extended for **two days** in extra ordinary circumstances by the IGNCA after issue of the work order to the firm. Failure to do so shall result in forfeiting of EMD.

19. **Lifting of materials:** The goods will be allowed to be lifted by contractor on any working day as specified between 10 a.m. to 4 p.m. The contractor will have to inform at least one working day 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 the IGNCA. 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 Under Secretary (EMU), IGNCA, NEW DELHI or any other officer nominated for the purpose by the IGNCA. 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 lots mentioned in **Annexure I**.
20. **General:** (a) The bidder should sign & stamp all the pages of the document and same should required to be submitted along with 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.

(b) **Tenders which are not complete in all respects are liable to be rejected.**

(c) The contractor shall observe all security provisions as applicable to the offices of the IGNCA, New Delhi which comes under the security cover by the Ministry of Culture. Any violation shall be his responsibility.
21. **Damage:** No damage should be caused to the existing property of the IGNCA while lifting goods from the site, loss/damage to the IGNCA or injury or personal accident suffered by any person due to the negligence or action of the successful bidder or his authorized worker/supervisor, will have to be indemnified by him.
22. **Delivery:** The person authorized by the successful bidder will be allowed to take delivery. The Vehicle number to lift the material should be provided to IGNCA one day prior to lifting.
23. **Address of the Bidder:** The address given in the tender shall be deemed to be the bidder's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered. Bidder must also enclose copy PAN Card along with his bid.

Signature of the bidder (s) with stamp.

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Contractor's details (Mandatory Information)

Not filling up the Mandatory Information and non-submission of document will attract cancellation of bid.

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

Description Information

- 1 Name of the Applicant/ Firm _____
- 2 Nationality _____
- 3 Address _____
 - a) Regd. Office _____
 - b) Head office _____
- 4 Telephone Numbers Landline/ Mobile No. _____
Fax No. _____
E-mail address _____
- 5 Other Details (Enclose copies) PAN Details _____
GST Registration Number _____
6. Whether Registered with MSTC _____
DPC (Attach Supporting Document) _____
7. Is any person working with the applicant a near relative of the official of IGNC, NEW DELHI? If yes, give details _____

8 Description Information

Earnest Money Deposit (EMD) details _____

- a. Amount in INR _____
- b. DD/ BC/ PO No. _____
- c. Date of Issue:- _____
- d. Name of issuing Bank:- _____
- e. e. Address of the issuing Branch:- _____

9. 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 blacklisted or subject to any monetary penalties that be deemed fit and appropriate by IGNC, NEW DELHI.
- c. I/ We agree to the forfeiture of the Earnest Money 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 Notice No. **13/2018-19., 09th July 2018** which would constitute and have force of a contract between me/ us and the IGNC. 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.
- 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 this Department influenced/ compelled to do so.

Signature of the bidder (s) with stamp.

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Bid No. 13/2018-19 dated 9th July 2018.

Scope of work: Bid for Disposing of unserviceable items lying IGNC, New Delhi.

A: Location: IGNC, Central Vista Mess, Janpath, New Delhi

B: List of items: As attached to Annexure -I.

C: Minimum Reserve Price)in INR 94,950/-_(Annexure-I.(lot-1&2)

D: Rates (Quotes) :
for Annexure-I. __Rs_____

(in words_____)

Signature of the bidder with stamp.