

No. 1(2)/2011-AdmnIII  
Government of India  
Ministry of Statistics & P. I.  
Central Statistics Office  
(Industrial Statistics Wing)  
1, Council House Street  
Kolkata-700001

Date: 08.09.2014

**TENDER NOTICE FOR DISPOSAL OF OLD FILES & BROKEN FURNITURE.**

SEALED quotations are invited by the Ministry of Statistics & P. I., Central Statistics Office, (I. S. Wing), Kolkata – 700001 from registered firms for disposal of old files, schedules and broken furniture lying in stores in this office. The list of items to be auctioned is placed at **Annexure –I**. The disposal of these items will be on "AS IS WHERE IS" basis subject to terms and conditions mentioned below. The sealed cover containing your highest offer in the enclosed quotation proforma may be sent to the Under Secretary, Central Statistics Office, 1, Council House Street, Kolkata – 700001 at room no.425 by 3.00 P.M. of 23.09.2014. The cover of the envelope should be prominently super scribed with the words "TENDER FOR DISPOSAL OF OLD FILES & BROKEN FURNITURE".

2. The items lying in the store in this office will be available for inspection between 3.00 P.M. to 5.00 P.M. in week days. For this purpose Section Officer (Admn.), Ministry of Statistics & P. I., Central Statistics Office, (I. S. Wing) at 1, Council House Street, Kolkata 700001 may be contacted personally or over Telephone No.2248-4504 and 2248-4505. The visitors/representatives of the firms are required to sign the register after inspection of the items.

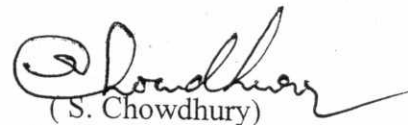
3. The quotation received by the stipulated date and time will be opened at 2.00 P.M. on 24.09.2014 in the office i.e. Central Statistics Office, 1, Council House Street, Kolkata at room no.416B. The representatives of the bidders are free to be present at the time of opening of quotations.

**THE SALE WILL BE GOVERNED BY THE FOLLOWING TERMS AND CONDITIONS:-**

- (i) The parties interested to buy the items may submit their tenders in sealed covers filling in bid-proforma and Annexure- II.
- (ii) The quotation should be accompanied by an earnest money of two percentage of the quoted value in the form of Bank Draft/Pay Order drawn in favour of "Pay & Accounts Officer, Ministry of Statistics & P.I. payable at Kolkata", without which the quotations will not be considered. The earnest money will be returned to all the tenderers after the finalization of quotations. The tenders received without earnest money shall be summarily rejected. Earnest Money will be forfeited if he fails to honour his bid.
- (iii) The successful bidder (highest bidder) will be required to deposit the amount quoted in full before lifting the old files, schedules and broken furniture. The payment for the sold items will be accepted either in cash to be deposited with the Cashier, Ministry of Statistics & P. I., Central Statistics Office, (I. S. Wing) or in the form of Bank Draft drawn in favour of "Pay & Accounts Officer, Ministry of Statistics & P.I. payable at Kolkata".

- (iv) No complaint about the quantity, quality or condition of the material will be entertained after opening of the tenders. The items would be handed over to the highest bidder on "as is where basis is". The office shall not be responsible for their usefulness or quality.
- (v) The highest bidder will be required to lift all the old files, schedules and broken furniture within two days after acceptance of the tender.
- (vi) Files and Schedules are to be pulped in a paper factory and certificate to that effect is to be submitted to the office mandatorily by the successful bidder.
- (vii) The office will pay no transportation charges or any other charges for lifting of the items. The bidder has to bear cost of transportation himself.
- (viii) The earnest money of successful tenderer will be forfeited if he fails to lift all the items within two days after acceptance of the tender or submit the pulping certificate as given in item (vi) above.
- (ix) The earnest money of the firms whose quotations are not accepted shall be released only after the successful bidder take delivery of the sold goods.
- (x) The office reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.
- (xi) Late bids, i.e. bids received after the specified date and time of receipt should not to be condoned.
- (xii) Rates are to be quoted in weight (in kg) and in lot, as applicable, for each category of items to be auctioned, as mentioned in the **Annexure-II** and to be enclosed with the bid format, duly filled in. The quotation not received in Annexure-II format will be summarily rejected. Any rate quoted for items in part and in any manner other than the one as mentioned above shall not acceptable and such tenders shall be summarily rejected.

Yours faithfully,



(S. Chowdhury)

Under Secretary (Admn.)

**ANNEXURE- I: LIST OF ITEMS.**

1. Old files
2. Schedules
3. Broken furniture
4. Broken accessories, machines

**BID PROFORMA**

1. NAME OF FIRM:
2. NAME OF CONTACT PERSON:
3. TELEPHONE NO./MOBILE NO.:
4. POSTAL ADDRESS OF THE FIRM:
5. COPY OF TRADE LICENSE:
6. PAN NO.(Copy of Card to attached):
7. PARTICULAR OF EARNEST MONEY:
  - a) DD No./Pay Order No.:
  - b) Date:
  - c) Amount:
  - d) Bank (drawn on):
  - e) Please write the name of firm on the reverse of DD/Pay Order.
8. TOTAL AMOUNT AS PER ENCLOSED ANNEXURE-II:

**Signature with address & seal**

**ANNEXURE-II: Rates in Rs.**

Sl. No.	Category of items	Unit	Rate in Rs. (in figures & words) for each category of item on per kg or lot basis, as applicable.
1.	Old files	kg	
2.	Old Schedules	kg	
3.	Broken wooden furniture	Lot	
4.	Broken iron grills, exhaust fans	Lot	