Instructions to Bidders & Conditions

1. Engineering Projects (India) Limited (EPI) on behalf of Software Technology Park Of India, Guwahati (STPI-Guwahati) invites Sealed offers from Individuals / Firms who are interested to Purchase Scrap materials on As is Where is basis on Lump sum quoted Price. Location of the Scrap materials is STPI Complex at Borjhar, near LGBI International Airport, Guwahati.

2. Bidders have to submit their bid in Sealed Envelop as below

   Envelop-1 : Shall be marked as “ Envelop-1: Bid Documents” and contain Signed and Sealed NIT Documents including Bid Security DD but except the Price Bid.

   Envelop-2 : Shall be marked as “Envelop-2:Price Bid” and contain only Filled up Price Bid duly signed by the bidder as per instruction made in the documents.

   Bidders should write the name the Work and NIT No & Bidders Name & address on both the Envelops and seal them properly. Both Envelops are to be placed inside another Envelop marked as “ Envelop-3 “ which is to be submitted in sealed condition, writing the Name of Work, NIT No, Name & Address of bidder to the address given below:-

   To,
   General Manager (Contracts)
   Engineering Projects (India) Ltd.
   North Eastern Regional Office
   4th Floor, Hindustan Tower,
   Jawahar Nagar, National Highway No.37,
   Guwahati (Assam) -781022

3. Bidders has to submit Bid Security of Rs. 20,275/- (Rupees Twenty Thousand Two Hundred Seventy Five Only) in form of Demand Draft from a scheduled bank drawn in favour of "Engineering Projects (India) Ltd" payable at Guwahati. Bidders shall not be paid any interest on the Bid Security.

4. Offers shall be submitted complete in all respects. Incomplete offers or offers without Bid Security shall be treated as invalid.

5. Each and every page of the tender documents should bear signature of the participant/ authorized representative of the bidder.

6. The Bidder shall enclose self-attested copy of PAN and GST registration(if required under GST act).

7. The purchase price shall be quoted in figure and words, in the format enclosed in Price Bid. In case of any discrepancy in rates, the rates written in words shall prevail.

8. The scrap materials for which list is provided in Annexure-I, can be inspected on any working day i.e. except Sunday & Holiday during office hours(10:00AM to 5:00PM) by contacting the EPI in the given address.

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9. All heaps of scrap materials should be inspected by the Intending purchaser before making an offer. Once an offer is accepted purchaser will have to take delivery of the scrap materials notwithstanding faults and flaws if any in the condition or description etc. of the scrap materials irrespective of whether it was actually inspected or not. No selection or sorting whatsoever of the scrap materials will be allowed.

10. The Competent Authority of EPI, reserves the right to accept or reject any offer or all offers without assigning any reason.

11. Conditional offers are liable to be rejected.

12. The Bid Security of the highest bidder will be adjusted towards final payment. The Bid Security submitted by the unsuccessful participant will be refunded within 7 (seven) days after opening of Price Bid, unless the Bid Security of any such unsuccessful bidder becomes liable to be forfeited for breach of any tender condition.

13. Bids shall be opened after giving intimation to participants at least one day before the scheduled date of opening of the bids.

14. Highest bidder will be considered for award of the auction provided that the bidder complies with the other conditions of the auctioning procedure.

15. GST of the quoted sale price is also be added in the column provided in the price schedule and the Balance Sale Amount (Total Sale Value Minus Bid Security Value) is to be paid by the successful bidder within 3 (three) days of issue of the LOI.

16. All payments such as Bid Security, Balance Sale Price, Taxes and Demurrage if any should be paid in the form of Demand Draft from Nationalized/Scheduled Bank in favour of "Engineering Projects (India) Ltd" payable at Guwahati.

17. The Materials should be cleared within 10 days from the date of issue of LOI and any material to be taken out, to be done by the bidder has to be done by getting proper Gate pass.

18. EPI or STPI may ask to take delivery of materials in certain sequence based on requirement to free up the space occupied by the scrap which shall be binding on the party taking the delivery of the material.

19. Demurrage at the rate of Rs.2000/- per day will be levied, if there are any lapses in clearing materials beyond 10 days after issue of LOI.

20. All the goods sold by this auction shall lie at the sole risk of purchaser from the date of Confirmation of sale/ Issue of LOI.

21. If the highest bidder fails to pay the Balance Sale Amount within 3 days following the date of issue of LOI, their offer will be nullified and the Bid Security will be forfeited, unless the reason for delay in paying the Balance Sale Value is genuine and
accepted by competent authority of EPI. Under no circumstance, the payment is to be delayed more than 7 Days from the date of LOI.

22. Any uncleared or unnoticed materials left over by the purchaser within the premises cannot be claimed later, i.e. after stipulated date by which the purchaser has to clear the materials.

23. Obtaining all statutory approval from the Govt. / Local Bodies / Police / Traffic wing required for transport or clearing of materials is the sole responsibility of the purchaser only. EPI cannot be held responsible for any delay or lapses or any kind of liability in this regard.

24. Purchaser has to take delivery of the materials through an authorized representative. Delivery by proxy will be at the purchaser’s own responsibility and risk and no claim shall lie against the EPI on any account whatsoever, if the delivery is taken by the wrong person.

25. No claim for damage for losses during the delivery of the materials of any kind will be entertained by the EPI on any account whatsoever.

26. For the purpose of removing the materials the purchaser shall employ or engage only their own personnel and shall keep EPI fully indemnified against any claim. Whatsoever including for wage, injuries, compensation, death etc.

27. While removing materials, if any accident or damage to the property / life etc. Arises by reason of any act of negligence / omission / default or non-compliance with any of the Terms and Conditions of statutory regulations or rules within or outside the STPI premises, on the part of the participant / his representative or employees resulting in death or injury to any persons or damages to the property of STPI or EPI or any third party then in such an event the Purchaser will have to pay compensation to any such person, STPI or EPI for such injury / damage to person’s or property. The Purchaser by accepting the Condition indemnifies EPI from any demand, claims or proceedings made which relates to the scope of this auctioning.
To,
General Manager (Contracts)
Engineering Projects (India) Ltd.
North Eastern Regional Office
4th Floor, Hindustan Tower,
Jawahar Nagar, National Highway No.37,
Guwahati (Assam) -781022
(Tel No. 8486653300)

Sub: Auction of various scrap materials at STPI Borjhar premises, Guwahati.

Ref: NIT No: NERO/CON/755/348 Dated 13.03.2019

Sir,

In response to the above invitation of offer for sale of scarp materials, we are submitting our offer as per attached Schedules.

Demand Draft No.___________ for Rs. ____________ issued by _________________Bank dated.__________ in favour of Engineering Projects (India) Limited, Payable at Guwahati towards Bid Security is enclosed.

In event of the acceptance of the rates offered we undertake that we will abide by the terms and conditions of the tender documents submitted in sealed envelope comprising of:

In Envelop-1
1. Notice Inviting Tender for auction of Scrap materials
2. Bid Security
3. Instruction to Bidders and Conditions
4. Brief Description of the Firm/Individual with required supporting documents
5. List of Materials

In Envelop-2
1. Price Bid

Envelop-3: Containing Envelop 1 & 2 as above.

Yours faithfully,

Place:
Date:
BRIEF DESCRIPTION OF THE FIRM / INDIVIDUAL
(With an outline of the experience of the firm for similar works during last three years)

a) Name of Firm / Individual:
   i) Registered address of firm / Address of Individual:
   ii) Contact e-mail id:
   iii) Phone No.:
   iv) Fax No. (If any):
   v) Mobile No.:

b) Year of Registration of Firm:

c) Type of firm
   (Individual / Proprietary / Limited Company or any other):

d) GST Registration No.:

e) PAN No.:

f) Details of payment of Tender fee:

g) Details of payment of Bid Security:

Note: Provide documents as applicable in support of the details provided in above format, failing which the authenticity of the information may not be accepted.
Annexure-I

List of Scrap materials at STPI Borjhar Premises

**List of scrap/obsolete civil materials at STPI Borjhar Premises, Guwahati**

*(Quantity is in approximate)*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Materials</th>
<th>Quantity (Approx.)</th>
<th>Location</th>
<th>Present Condition</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Steel window shutter of area 3 sq.mtr. and bellow</td>
<td>28 nos.</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Steel window shutter of area beyond 3 sq. mtr.</td>
<td>184 nos.</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Galvanised sheets</td>
<td>70 nos.</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Structural steel (Truss) of old canteen building</td>
<td>2400 Kg</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bricks after demolishing Brick Wall</td>
<td>250 nos.</td>
<td>Outside Building</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>AC Ducts Sheet (Plain GI Sheet)</td>
<td>1000 Kg</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>GI Pipe 25 mm</td>
<td>70 mtr.</td>
<td>Outside Building</td>
<td>Scrap</td>
<td>Water supply pipe</td>
</tr>
<tr>
<td>8</td>
<td>GI Pipe 40 mm</td>
<td>75 mtr.</td>
<td>Outside Building</td>
<td>Scrap</td>
<td>Water supply pipe</td>
</tr>
<tr>
<td>9</td>
<td>Wooden Doors with Frame</td>
<td>04 nos.</td>
<td>Outside Building</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>PVC Pipes</td>
<td>60 Kg</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>MS Pipes</td>
<td>20 Kg</td>
<td>Near Outer Store</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>PVC Doors</td>
<td>3 nos.</td>
<td>Near Parking</td>
<td>Not in use</td>
<td>Broken</td>
</tr>
<tr>
<td>13</td>
<td>Wash Basins</td>
<td>15 nos.</td>
<td>Near Parking</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Urinals</td>
<td>15 nos.</td>
<td>Near Parking</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Flashing Cisterns</td>
<td>12 nos.</td>
<td>Near Parking</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>western commodes</td>
<td>03 nos.</td>
<td>Near Parking</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Kitchen Sink</td>
<td>01 nos.</td>
<td>Near Parking</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>BT armoured Cable (10sq.mm.)</td>
<td>950 mtr.</td>
<td>Near Parking</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Sanitary Iron Pipes</td>
<td>1950 Kg</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Spiral Iron Staircase</td>
<td>200 Kg</td>
<td>Near Parking</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Wooden Window Frame</td>
<td>8 nos.</td>
<td>Outside Building</td>
<td>Not in use</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>GI Pipe (100 mm)</td>
<td>10 mtr.</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>GI Pipe (75mm)</td>
<td>5 mtr.</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Air-Cooling Component of old Air-conditioning unit</td>
<td>550 Kg</td>
<td>Outside Building</td>
<td>Scrap</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Partial mechanical assembly of old Air-conditioning unit</td>
<td>01 unit</td>
<td>Outside Building</td>
<td>Not in use</td>
<td>In Assembled Condition</td>
</tr>
<tr>
<td>26</td>
<td>Debris from Dismantling Work</td>
<td>30 Cum</td>
<td>Outside Building</td>
<td>Not in use</td>
<td>In Assembled Condition</td>
</tr>
</tbody>
</table>
**Price Bid**

(To be submitted in Envelop 2 in sealed condition)

Tender No. NERO/CON/755/348 Dated: 13.03.2019

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Base Price (Rs.)</th>
<th>GST @ 18% (Rs.)</th>
<th>Total (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Offered price in words: ..........................................................................................................................

..................................................................................

Place:

Date:

Signature with Seal of the Bidder