GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
OFFICE OF ADDITIONAL DIRECTOR GENERAL OF
FOREIGN TRADE, (CLA), A-WING, INDRAPRASTHA
BHAWAN, I.P. ESTATE, NEW DELHI-110002.
TEL. NO. 011-23379111,12,13 Extn. No. 129
FAX NO. 23379114
E.MAIL ID. cladeli-dgft@nic.in

No.05/14/AM16-17/GENL./CLA

Dated:

Tender Notice for the Sale of Unserviceable Items.

Office of the Additional Director General of Foreign Trade, CLA, New Delhi, intends to sell unserviceable items (Equipment, Wooden Furniture, Iron scrap items, Electrical items) through Tender on “as is where is” basis, lying in the office at I. P. Bhawan, A-Wing, CLA, New Delhi. Interested parties should submit their sealed tenders duly completed and signed along with Earnest Money Deposit of Rs.10,000/- in favour of "Additional Director General of Foreign Trade” payable at New Delhi, at the R&I counter of this office, latest by 10.02.2020 before 02.00 PM. Tender documents and Terms & Conditions may be downloaded from the website http://dgft.gov.in/dgftcla. Tenders are requested to follow the guidelines and also the terms & conditions of the Tender and submit the offers accordingly. Minimum reserve price is Rs. 1,00,000/-. Right to accept or reject any or all tenders without assigning any reason vests with the ‘Additional Director General of Foreign Trade, CLA, New Delhi.

Please note that the:

1. Date of tender: 31.01.2020
2. Due date of submission of Tender: 05.02.2020 upto 02:00 PM.
3. Dates of Inspection of items: From 03.02.2020 to 05.02.2020 between 10.00 AM to 03.00 PM.
4. Opening of Bids: 11.02.2020 at 03.30 PM (in the presence of bidders or their representative, who choose to be present at the time of opening of bids.

(Sanjay Kumar Chaudhary)
Foreign Trade Development Officer

Copy to:
1. Committee Members.
2. EDI Section for uploading the tender online.
3. All Notice Board of this office.
TERMS & CONDITIONS

It is notified that 'Tender of unserviceable Equipment, Iron scrap items, Electrical items is due to take place on **11.02.2020 at 03.30 PM** in the O/o Additional DGFT, I.P. Bhawan, CLA, New Delhi in the presence of Tender Committee. It may further be noted that this EMD is separate from the EMD enclosed/to be enclosed with the sealed tender. The terms and conditions of tender are given below:

PRE-BIDDING

1. MODE OF SUBMISSION OF TENDER
   1.1 Tenders should be submitted in the prescribed form obtainable from the above address or downloaded from our website.
   1.2 The tenders should be submitted in sealed cover addressed to Additional Director General of Foreign Trade, CLA, New Delhi-110002.
   1.3 Sealed tender documents should be submitted in the Office prior to the closing date of tender. Once the tender is submitted no withdrawal will be allowed.
   1.4 The tender documents should be submitted by hand or sent through courier or post, should reach the above address sufficiently in advance of the closing date and time of tender.
   1.5 The tender documents submitted in any other form like Telex / Fax / Tele Fax /Telephones / E-mail will not be considered.
   1.6 No tender documents submitted or received by post after the specified date and time shall be accepted or be eligible for consideration.
   1.7 Incomplete tender or tenders submitted with qualifying conditions or with condition at variance with the Special as well as General terms and conditions of tender are liable to be rejected.
   1.8 In the event of office remaining closed on the due date for submission/opening of the tender for any unforeseen reason, the tender shall be received/ opened on the next working date.

2. Tenderers should sign on all the pages of the tender document.

3. EARNEST MONEY DEPOSIT

3.1 The tenderer will have to pay Earnest Money Deposit of Rs. 10,000/- by way of DD drawn in favour of Additional Director General of Foreign Trade, CLA, New Delhi.
3.2 The same will be refunded without any interest to tenderer only after satisfactory fulfilment of all contractual obligations or it may be adjusted while remitting the value of the sale before taking delivery of the item.

4. QUALITY & QUANTITY

4.1 The items are offered purely on ‘AS IS WHERE IS’ basis. **Pick and choose method of collection is strictly prohibited.**
4.2 The tenderers should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection.
4.3 The Unserviceable equipment and material are sold on LOT basis. The entire material lying in the lot will have to be lifted by the purchaser so as to clear the entire lot at a time.
5. Inspection:

The tendered items shall be kept open for inspection. The interested tenderers may inspect the tendered items from **03.02.2020 to 05.02.2020 between 10.00 AM to 03.00 PM.** The prospective tenderers may contact ‘the office of Additional Director General of Foreign Trade, CLA, New Delhi. Only one person from each firm will be permitted for inspection of the items. The person should produce proof of documentary evidence like authorization letter in their letter pad/visiting card/ identification card, driving license, passport, PAN card etc. before inspection. The Tenderer(s) will be permitted to inspect the items only once and they will not be entertained for a second/subsequent time.

6. Incomplete and conditional offers are liable for rejection.

7. GENERAL

7.1 Conditional and/or combined offer(s) in tender shall be liable for rejection.

7.2 Acceptance or rejection or deviation of Tender terms and conditions shall be finally decided by the ‘Additional Director General of Foreign Trade, CLA, New Delhi.

7.3 The ‘Additional Director General of Foreign Trade, New Delhi, reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. She/he also retains the option to cancel a deal even after issue of Sale Contract / Delivery Advice.

7.4 The ‘Additional Director General of Foreign Trade, New Delhi, reserves the right to accept or reject highest tender without assigning any reason.

7.5 Intending Tenderers may seek for any clarification before tendering, submission of offer implies the tenderer has obtained all clarification required.

7.6 The tenderer must sign each and every page of the General Terms & Condition, Special Terms & Conditions and schedules to the tender which form an integral part of the Tender.

7.7 Unless otherwise specified the rates will be considered as basic rate without taxes & duties which will be extra as would be applicable on the date of delivery.

7.8 In all cases the rates should be quoted both in words and figures. Any alteration and / or overwriting should be duly authenticated by the tenderer’s signature.

7.9 The ‘Additional Director General of Foreign Trade, New Delhi, shall have the right to withdraw / cancel / postpone the Tender for which tenderer shall not be entitled to claim any cost, expenses in connection with submission of offer. The last date of the Tender, if changed will be notified on office Website. In case the tender is withdrawn / cancelled the EMD will be refunded without interest.

7.10 All kinds of legal proceedings in any matter arising out of the Contract shall be subject to the jurisdiction of the appropriate legal court at Delhi.

7.11 **Minimum reserve price is Rs. 1, 00, 000/-**
8. Payment Terms: Full payment of items has to be made on the within three working day from
the date of issuance of order.

9. Lifting Period: Entire Quantity has to be lifted within 3 days strictly as per Delivery Advice.
Any delay in taking Delivery of materials beyond the specified period may attract ground rent
as per general terms or may lead to Termination of contract and EMD will be forfeited. The
successful Tenderer should remit the sale proceeds and take Delivery of the items within 3
working days after payment.

DURING BIDDING

10. Contract will be awarded to the successful tenderer i.e. H-1 (Highest one) and will be
intimated about the acceptance of his offer.
10.1 The tenderer should return the duplicate copy of the contract duly signed and stamped as
token of acceptance.

POST-BIDDING

11. DEFAULT IN PAYMENT
11.1 In case of default in payment within the time limits specified in the Terms and
Conditions of the tender, the contract automatically stands cancelled thereby forfeiting the
Earnest Money Deposit.
11.2 The "Additional Director General of Foreign Trade, New Delhi, reserves the right to accept or
not to accept payment beyond the specified time limit.

12. DEFAULT IN DELIVERY

12.1 ‘Additional Director General of Foreign Trade, New Delhi, reserves the right to allow or
not to allow the purchaser to lift the materials with or without the Ground Rent after the expiry
of stipulated delivery period and delayed charge will be 1% of the confirmed tender value
per day.

13. LIFTING & COLLECTION

13.1 Lifting of all Unserviceable items from" as is where" basis will be total and will be at
complete risk and responsibility of purchaser only.
13.2 The purchaser should follow the procedure with regard to entry of vehicle, issue of
material in force at the time of taking delivery. Cost of segregation/Cutting/bundling/loading/unloading/transportation etc., of unserviceable material
is to be borne by the purchaser(s).
13.3 All statutory requirement and labour enactments should be strictly followed in respect of
persons employed by the Purchaser(s).
13.4 The Purchaser(s) must not indulge in any corrupt or unlawful practice while executing the
contract. If any such case is reported and established, the ‘Additional Director General of
Foreign Trade, New Delhi, will have full rights to forfeit the Security Money and cancel the
contract besides initiating action as per legal provisions.
13.5 The Purchaser(s) will be allowed to take delivery of stores during office hour of our
office with prior intimation.
DECLARATION

I/ we have fully understood the above General Terms & Conditions of the Tender as well as the special Terms & Conditions attached with the Tender which are returned herewith duly signed by me / us in token of having accepted the same and I / We have made by our offer keeping in view these Terms & Conditions.

Full Name & cell phone No. and Seal with Place & Date:
From:
........................................................................
........................................................................
........................................................................
To
The ‘Additional Director General of Foreign Trade, CLA,
New Delhi-110002.

Sub: Sealed Tender for sale of Unserviceable materials.

Sir,

In response to the above invitation of tender for sale of unserviceable materials, we are quoting our rates enumerated in the attached schedule.

The Demand Draft of__________________________ (any Scheduled Bank) No. ________________________ dated__________ in favour of ‘The Additional Director General of Foreign Trade, payable at New Delhi for Rs.10,000/- (Rupees ten thousand only) towards earnest money 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 comprising of:-

1. Sealed Tender Form
2. Terms and conditions (General / Special) Enclosed:

   A) Demand Draft no.__________________ dated_____________
   B) Signed terms and Condition for Tender documents as
      above and other relevant documents.
      Schedule of Tender with Quoted Rates “Annexure A”

Place:
Date: ........................................... Yours faithfully,

Signature of the Tenderer
With Seal of the Firm/Company
ANNEXURE - A

TENDER FOR THE SALE OF UNSERVICEABLE MATERIALS

With reference to above Tender Notice I/ We offer our rate/price as mentioned below: Name,

Address & Mobile No. of the Firm/ Tenderer –

Place:
Date: Signature of the Tenderer with Seal of the Firm/Company