

TERMS AND CONDITIONS

FOR

**DISPOSAL OF UNSERVICEABLE, OBSOLETE
SCRAP MATERIAL.**

CDFD/SCRAP/AUGUST/2019



CDFD

Centre for DNA Fingerprinting and Diagnostics [CDFD]

Inner Ring Road, Uppal

Hyderabad – 500 039

Telangana State

Phone : +91 40 2721 6028



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An Autonomous Institute of Department of Biotechnology, Ministry of Science and Technology, Govt. of India)
Inner Ring Road, Uppal Hyderabad – 500 039500001 (Telangana State) India
 Ph.No. +91 40 2721 6020, Email: evrao@cdfd.org.in

NOTICE INVITING QOUTES

CDFD/SCRAP/AUGUST/2019

Date: 22.08.2019.

1. Sealed quotes are invited on behalf of and by the Director, CDFD for “**Disposal of Un-serviceable / obsolete / scrap materials as per list enclosed.**”
2. Interested eligible bidders may download free of cost the complete bidding documents from our Website(<http://www.cdfd.org.in>)
3. Earnest Money Deposit/Bid Security: E.M.D. amounting to **Rs. 5,000/- (Rupees Five Thousand only)** by way of Demand Draft in favor of “Director, CDFD and payable at Hyderabad obtained from any Nationalized Bank, should be enclosed along with quote.
 - I. This amount is interest free and will be returned to the unsuccessful bidder after finalization of the Contract within 30 days.
 - II. The firms registered with DGS&D, NSIC and MSE if any, are exempted from payment of Earnest Money Deposit (EMD) subject to enclosing the valid proof along with Quotation.
 - III. Interested parties can inspect the above Scrap lots physically before submitting the bid on any working day (except Saturday, Sunday and Gazetted Holiday) from **20.08.2019 to 27.08.2019 between 10:30 AM to 4:00 PM.**
4. **The firms registered with MSME/MSEs should indicate the Udyog Aadhar Memorandum (UAM) Identification Number in their quotation failing which the exemption of EMD and other benefits as available will not be applicable.**
5. **Due Date for Receipt of Quotes: 03.09.2019 @ 2.00 pm**
Opening of Quotes: 03.09.2019 @ 2.30 pm at CDFD, Inner Ring Road, Uppal, Hyderabad – 500 039.
 If the above stated opening or closing date(s) happens to be Govt. holiday(s)/BANDH, the submission/opening of the quote will be on the next working day as per the time scheduled.
6. **The sealed cover duly super-scribed with quote No. CDFD/SCRAP/AUGUST/2019 Due on **03.09.2019@ 2.00 pm** containing quote form along with the relevant documents should be dropped in the Sealed Tender Box kept at the Stores& Purchase Section, Inner Ring Road, Uppal, Hyderabad on or Before 2.00 PM of **03.09.2019**. The Quotes at any cost should not be handed over to any persons.**
7. CDFD does not bind itself to accept the highest or any other Quote and reserves the authority to reject any or all quote without assigning any reason.
8. **Bidders sending their quotations through courier / postal services should ensure to send the same well in advance as CDFD does not take any responsibility for late receipt of quotes due to postal / courier delays.**
9. Quotes **submitted without EMD will be rejected.** quotes received after due date and time will not be entertained. Institute is not responsible for any postal delay. CDFD does not take any responsibility for loss of quote in transit sent by courier or any postal delays, quotes received after the due date and time will be summarily rejected. Incomplete or conditional tenders are liable for rejection.
10. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

I/C-Stores & Purchase

CHAPTER 1

INSTRUCTIONS TO BIDDER

1. QUALIFICATION CRITERIA:

1. The Firm / Agency should possess valid firm Registration Certificate.
2. The Firm / Agency should possess valid GST/TIN/PAN Certificate and.
3. The Firm / Agency should be free from all encumbrances and possess adequate resources for executing the contract/Quote in case it is awarded.

2. LANGUAGE OF BID: The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Seller, shall be written in Hindi/English language only.

3. DOCUMENTS TO BE ENCLOSED WITH BID:

- i. Detailed quotation along with Terms and Conditions.
- ii. CDFD Tender document duly signed by the bidder on all the pages.
- iii. EMD of Rs. 5000/-.
- iv. Copy of Firm Registration
- v. Copy of GST Registration
- vi. Price Bid Proforma as per Annexure -1
- vii. Check List as Annexure-2

Note: Your Bid will be rejected if any/all the above enclosures are not attached with the Tender form without seeking any further clarifications from you.

4. **BID SECURITY / EARNEST MONEY DEPOSIT (EMD):**The Bidder shall furnish, as part of its bid, a bid security (BS)/ Earnest Money Deposit (EMD) for an amount of Rs.5000/- (Rupees Five Thousand only). The bid security shall be in one of the following forms at the bidders' option:
 - a. A Banker's cheque or demand draft in favor of Director, CDFD, payable at Hyderabad.
5. The firms registered with DGS&D, NSIC and Micro and Small Enterprises (MSE) if any, are exempted from payment of BS/EMD provided such registration includes the item they are offering and submit the valid registration copy with the quotation.
6. **The firms registered with MSME/MSEs should indicate the Udyog Aadhar Memorandum (UAM) Identification Number in their quotation failing which the exemption of EMD and other benefits as available will not be applicable.**
7. **The bid security may be forfeited:**In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 5 days of the order and/or fails to lift the scrap within 5 working days from the date of contract/order the bid security will be forfeited.
8. **The EMD submitted by the selected bidder will be adjusted against the sale proceeds and balance will be payable by way of DD/ Payorder immediately but not later than 3 working days.**
9. The parties can inspect the Scrap materials on all working days between 10.00AM to 4.00PM except Saturdays & Sundays.
10. The Agency should follow the rules and regulations of CDFD and coordinate with Security Section for smooth handling of Scrap materials.
11. The Contractor should arrange necessary requirements such as manpower, packing materials, transporting vehicles, crane, Forklift etc., if needed and CDFD will not provide any such facilities.
12. The manpower deployed by you should behave properly with CDFD officials and in case any requests is made to change the manpower, the same should be done immediately without further details.
13. In case the bidder is unable to **deposit the balance amount within 3 working days** from the date of declaration of successful Bidder the EMD amount will be forfeited without any further communication to you. The Scrap materials will be sold to the next highest quoted bidder without further reference.
14. CDFD will not accept for any extension of time for lifting of the scrap materials.
15. Time Limit for Scrap lifting on or before 06.09.2019.
16. The bidder is responsible for total compliance under various laws as applicable under the scope of work and CDFD in any manner will not take any responsibility.

Sign. of Bidder

17. In case of Dispute or difference arising between the institute and the contractor relating to any matter arising out of or connected with this Work Order, such disputes of difference shall be settled mutually by the Director, CDFD and the decision of the Director, CDFD is final and binding on both the parties.
18. **PERIOD OF VALIDITY OF BIDS:** Bids shall remain valid for 7 days after the date of bid opening prescribed by the Purchaser.
19. The Bidder is required to go through all the Terms & Conditions of the Tender document and sign all the pages as token of acceptance of having read the Terms and Conditions and accepting the same.
20. **LATE BIDS:** Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected. Such tenders shall be marked as late and not considered for further evaluation. It will be returned to the bidders in their original envelope without opening.
21. **AWARD CRITERIA:** The Purchaser will place the order on the highest evaluated Bidder for scrap items. In exceptional cases, the Director, CDFD reserve the right to award the order on any other Bidder based on the recommendations of Committee Constituted for the Evaluation of this Tender.
22. Scrap materials will be handed over only to the Scrap Vendor who has quoted the highest rates subject to fulfilling the tender formalities.
23. The Contract will be awarded to the overall highest quoted bidder.
24. **DISQUALIFICATION OF TENDERS:**
- Quotes are liable for rejection if they are not in line with the terms and conditions of this tender notice.
 - Conditional quotations will be liable for rejection or may not be considered.
 - Fax or e-mail tender documents /bids will be rejected.
25. **FRAUD AND CORRUPTION:** The purchaser requires that the *bidder's*/suppliers/contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:
 "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
 The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
26. The labour, transport and other arrangements for lifting the material will have to be borne by the bidder at his own risk, cost and responsibility. The bidder shall be held responsible for any damage to the property of CDFD and costs towards it shall be recovered from him/her.
27. The bidder has to deposit the full amount of the scrap materials so purchased from the CDFD in the form of Cash/DD, well before lifting the material to the Official representative of the CDFD after obtaining a temporary receipt in token of having remitted the same. A permanent receipt will, however, be sent by the CDFD to his address later on.
- I. **SETTLEMENT OF DISPUTES:** The Seller and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with this Contract.
 - II. **APPLICABLE LAW:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.
 - III. **NOTICES:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing and confirmed to the other party's address specified in the Purchase Order.
 - IV. **TAXES AND DUTIES:** The Firm / Agency shall be entirely responsible for all GST, and other taxes, duties, license fees, octopi, road permits, etc., incurred in connection with the disposal of these items.

DECLARATION

I/We _____ have read the entire terms and conditions of this quote document and are agreeable to the terms and conditions mentioned herein.

Sign. of Bidder.

Company Seal:

PRICE SCHEDULE

ANNEXURE - 1

- 1. Name & Address of the Firm: _____

- 2. Name of the Contact Person: _____
- 3. Telephone Numbers: (O):- _____
(R):- _____
(M):- _____
E mail:- _____

- 4. PAN No. : _____
- 5. Details of EMD enclosed: _____
D.D./Pay Order No.:- _____ Dated: _____
Amount:- Rs. _____

- 6. Registration No.:-
(Copy of registration certificate to be enclosed)

- 7. Validity Period : From To:

- 8. Amount quoted for Scrap Items on **lump sum** basis:
(In figures) Rs. _____
(In words) _____

Sign. of Bidder.

Name:

Company Seal:

CHECK LIST –Annexure-2

S. No.	Particulars	Indicate Yes/No	Enclosure No.
1	Copy of Firm Registration attached.		
2	Copy of GST/TIN/PAN attached.		
3	Detailed Quotation along with Terms & Conditions.		
4	CDFD Price Schedule Document duly signed and stamped attached.		
5	Earnest Money Deposit attached.		
6	Exemption claimed for EMD and proof attached.		
7	All documents as per Clause No. 3 enclosed.		

SIGNATURE OF BIDDER WITH SEAL:

Email ID:

Contact Number:

Address:

Scrap list at Site "A" and site "B" clubbed together:		
Sl.No	Description	Lump sum Qty.
1	Broken GI Clips	550 Kgs (approx.)
2	Aluminum Clips in cut lengths	155 Kgs (approx.)
3	Raised flooring sheets and studs	190 Kgs (approx.)
4	Glass pieces	230 Kgs (approx.)
5	Board pieces	345 Kgs (approx.)
6	False Ceiling Tiles	200 Kgs (approx.)
7	Novpan Boards	50 Kgs (approx.)
8	Cubical Workstation assorted pieces	1 Lot (approx.)
9	S S Lab Two unit sinks with iron table	2Nos
10	S S Lab sink with Drain board	12 Nos
11	Assorted pieces of Office Chairs	4Nos
12	Plastic Chairs (Broken)	8Nos
13	Wooden Pallets	1 Lot (approx.)
14	M S Almirahs	4Nos.
15	Computer table(wooden)	1Nos.
16	S .S. Trolleys	2Nos.
17	Godrej Office tables	2Nos.
18	Trunk Boxes	8Nos.
19	Aluminum Ladder (broken)	1Nos.
20	Poster Boards (Broken)	5Nos.
21	Iron Grills	8 Nos.
22	Iron side shelf s (small)	6 Nos.

SIGNATURE OF BIDDER WITH SEAL:

Email ID:

Contact Number:

Address: