



Business Support Department

Zonal Office, Kolkata

RFQ FOR SALE OF SCRAP ITEMS

Date: 13.01.2025

Subject: Inviting Quotations for Sale of Scrap, old stationery and other miscellaneous Items

Central Bank of India, Zonal Office, Kolkata intends to sell the Scrap Items (list annexed) on "As is where is" basis, lying at Zonal Office located at 33, N S Road, Kolkata. Sealed quotations are invited from the GST registered vendors/dealers/interested parties for the sale of scrap and obsolete items. Interested parties can submit their quotations to BSD, Zonal Office, Kolkata latest by 21.01.2025 before 3:00 PM.


Schedule of Work

S. No.	Description	Details
(i)	Name of Work	Sale of Scrap Items
(ii)	Date of Inspection of Scrap Material	On any day between 10.30 A.M. to 4.30 P.M. till 21.01.2025
(iii)	Last Date of Submission of Quotation	21.01.2025 till 3.00 P.M.
(iv)	Opening of Quotations	21.01.2025 at 3.30 P.M. at Conference Room, Zonal Office, 7 th Floor, Central Bank of India building, 33, N S Road, Kolkata
(v)	Address for Submission of Quotations	Business Support Department, Central Bank of India, Zonal Office, 7 th Floor, Central Bank building, 33, N S Road, Kolkata - 700001
(vi)	Time Period for Completion of Work	Within 7 days from the date of award of work
(vii)	Earnest Money Deposit	₹ 10,000.00

Note : Notice or amendment if any, shall be hosted on Bank website www.centralbankofindia.co.in

Contact Person: In case of any query, you may contact:

Shri Pappu Das, Senior Manager, Business Support Department, Zonal Office, Kolkata,
Mobile: 91-8979239872, Email: gadkolkzo@centralbank.co.in


Assistant General Manager
Business Support Department
Central Bank of India
Zonal Office Kolkata



Central Bank of India Building, 7th Floor. 33, Netaji Subhas Road, Kolkata – 700001
E-mail: gadkolkzo@centralbank.co.in

(II) TERMS & CONDITIONS

1. Procedure for Submission of Quotation

1.1 The quotations shall be submitted in a sealed cover duly stamped and super-scribed on top of the envelope 'Sale of Scrap Items'. The quotations along with EMD DD (payable at Kolkata in favour of Central Bank of India) can be dropped in the Tender Box kept at 7th Floor of Zonal Office Building at 33, N S Road, Kolkata or the same may be sent through 'Speed Post/Registered Post/By Courier'; however Bank takes no responsibility for any postal delay. Quotations sent through email/Fax/Telex will not be entertained. Once the RFQ is submitted no withdrawal will be allowed.

1.2 Quotation should be submitted in the prescribed form given at the end of this document. Incomplete quotations shall be rejected summarily.

1.3 No Quotation (s) submitted or received by post after the specified date and time shall be accepted or be eligible for consideration. Also, no quotation without EMD will be rejected and will not be considered.

1.4 In the event of office remaining closed on the date of opening of the quotations for any unforeseen reason, the quotations shall be received and opened on the next working date.

1.5 Bidder should sign on all the pages of this document.

2. *Reserve Price:* Reserve Price of the lot of Scrap materials shall be fixed at ₹ 1,50,000.00.

3. Inspection, Quality & Quantity of Material

3.1 The goods are offered purely on 'AS IS WHERE IS' basis. Pick and choose method of collection is strictly prohibited.

3.2 The bidder should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection.

3.3 The Scrap material is 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.

3.4 The condemned stores/scrap items shall be kept open for inspection. The interested bidders may inspect the scraps on above working days between 10.00 am to 4.30 pm. The person inspecting the items should record their firm's name, his name, and his position in the Inspection Register. 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.

4. Acceptance of Offer

4.1 Bank reserves the right to accept or reject highest quotation without assigning any reason and may sell the material to one or more than one Bidder as it may deem fit and no claim / complaint in this regard from the highest bidder will be entertained.

4.2 The successful bidder will be intimated about acceptance of their offer under Registered Post /Telephonically/Email.

4.3 The Bidder should return the duplicate copy of the Sale Order duly signed and stamped as token of acceptance.

5. Payment Terms



- 5.1 The successful bidder should remit the sale proceeds (quoted value) plus applicable taxes in the form of Demand Draft in favour of Central Bank of India payable at Kolkata within 3 days from the date of Sale Order or earlier as will be specified in the Sale Order.
- 5.2 In case of default in payment within the time limits as specified above, the contract automatically stands cancelled.
- 5.3 Bank reserves the right to accept or not to accept payment beyond the specified time limit.

6. Lifting Period & Default in Delivery

- 6.1 Entire Quantity has to be lifted within 7 days strictly as per Delivery Advice, which will be issued by Bank upon realisation of the Demand Draft submitted by the successful bidder (buyer). Any delay in taking Delivery of materials beyond the specified period may attract ground rent @ 1% of the reserved price of Bank per day basis or may lead to termination of the Sale Order/Work Order.
- 6.2 Bank reserves the right to allow or not to allow the buyer to lift the materials after the expiry of stipulated delivery period.
- 6.3 In the event of the material not lifted by the buyer in entirety the contract stands automatically cancelled thereby forfeiting the sale proceeds deposited by the bidder.

7. Collection & Disposal/Recycling of Material

- 7.1 Lifting of all scrap from "as is where is" basis will be the total and complete risk and responsibility of scrap purchaser only.
- 7.2 The buyer should follow the procedure of Bank 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 scrap materials are to be borne by the buyer (s).
- 7.3 All statutory requirements including environment, health, safety and labour enactments should be strictly followed in respect of persons employed by the buyer(s).
- 7.4 The buyer shall be solely responsible for proper disposal/recycling of the items by fulfilling the prevalent Environment Laws/compliances.
- 7.5 The buyer's representatives, workers, lorry drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security while they are inside the premises of Bank. Any violation of the regulation regarding discipline and security may lead to forfeiture of Security Money and termination of the contract by Bank at her discretion.
- 7.6 The selected bidder must not indulge in any corrupt or unlawful practice while executing the work. If any such case is reported and established, Bank will have full rights to forfeit the sale proceeds and cancel the contract.
- 7.7 The selected bidder will be allowed to take delivery of items during office hour of Bank with prior intimation.

8. *Dispute / Arbitration:* All dispute and difference whatsoever arising between the parties out of or relating to the operation or effect of the contract or on the breach thereof shall be taken as per Arbitration Act. 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 Kolkata.

9. General Terms & Conditions

- 9.1 During evaluation of the quotations, Bank may, at its discretion, ask the Bidder for clarification of his/her quotation.
- 9.2 Incomplete and conditional offers are liable for rejection.



9.3 No bidder shall contact any official of Bank on any matter relating to his/her quotation from the time of the quotation opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the quotation itself.

9.4 Bank reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. Bank also retains the option to cancel a deal even after issue of Sale Contract / Delivery Advice.

9.5 In the event of any dispute with regard to applicable taxes or any other statutory levies the matter has to be taken up directly with the concerned Authorities by the purchaser.

9.6 Intending bidder may seek for any clarification before bidding, submission of offer implies the Bidder has obtained all clarification required.

9.7 The bidder must sign each and every page of the General Terms & Condition and schedules to the RFQ which form an integral part of the RFQ.

9.8 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.

9.9 In all the cases, the rates should be quoted both in words and figures. Any alteration and / or overwriting should be duly authenticated by the Bidder's signature.

9.10 Bank shall have the right to withdraw / cancel / issue amend to the RFQ Document to clarify amend, modify supplement or delete any of the condition clause stated in the RFQ, for which bidder shall not be entitled to claim any cost, expenses in connection with submission of offer.

10. Goods & Services Tax (or Any Other Prevailing Tax): Taxes including excise duties if any, as applicable shall be extra as mentioned above. Any change in the structure shall be construed based on the date of disposal and the same will have to be paid extra as applicable by the buyer.

DECLARATION

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

Signature of the Bidder
Full Name and Seal with Place & Date:



(III) LIST OF SCRAP ITEMS

Item	Quantity
Brakes, Almirah & Cabinets	15
Old Fan	8
Fire Extinguishers	20
UPS batteries	2
Water Purifier	2
Fridge	2
Air Conditioners	3
Utensils	30
Normal Table	9
Iron table with drawer	16
Chairs	25
Telephone receivers	8
Old newspapers/ stationaries	Approx. 2.5 tonnes
Other Miscellaneous Items	Varies

LOCATION: 8TH FLOOR, 3RD FLOOR & LOWER BASEMENT

Please note that the quantities listed above are indicative and may be subject to change. A thorough inspection of the scrap materials is encouraged at the designated bank location to verify the actual quantities and condition.

This list provides an overview of the scrap materials available. We strongly recommend a site visit to the specified location to accurately assess the quantities and condition of the scrap before submitting your bid.



(IV) FINANCIAL BID FOR THE SALE OF SCRAP ITEMS
(In Firm's/Company's/Buyer's Letter Head)

From (Company/Firm/Buyer Address)

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To

The Assistant General Manager
Business Support Department
Central Bank of India
Zonal Office
Kolkata.

With reference to above RFQ Notice dated 13.01.2025, I/
We..... (Name and Address of the Firm/ Bidder) offer
our rate/price as mentioned below:

- Price Offered (in Rupees):
- Taxes (in Rupees):
- Total Price Offered including taxes

(in Figures) ₹.

(in Words) Rupees.....

EMD Details: DD No.datedof
.....(Bank's Name)

Place:

Date:

Signature of the Bidder with Seal of the Firm/Company

