



EMPLOYEES' STATE INSURANCE CORPORATION
SUB-REGIONAL OFFICE
PANCHDEEP BHAVAN, S.NO. 689 / 690.
BIBVEWADI PUNE - 411 037.
(ISO-9001:2008 Certified)

Phone:020-2421-1138,-1139, Fax:020-24215153, E-mail: dir-pune@esic.nic.in

TENDER NOTICE

Sealed tender is invited for disposal of old and used Items such as Office Furniture / Electrical & Electronic Items etc. of Sub Regional Office, Pune -411 037. "As is where & what is basis". Materials can be inspected by the interested parties on any working day i. e. Monday to Friday during 11.00 am to 4.00 pm at the above mentioned address.

1. Cost of Tender Document Rs.250/- only (Non Refundable)
2. Sale of Tender Document 29/04/2016 onwards during 11.00 am to 4.00 pm.
3. Last date of Submission 20/05/2016 up to 1.00 pm.
4. Opening of Tender 20/05/2016 at 3.00 pm.
5. E.M.D. Rs.25,000/- through DD/ B.C. in favour of ESIC A/c. No.1 payable at Pune.

In case due to any reason the office remains closed on the last day of submission of tender document, Tender will be received on the next working day up to the same time as aforesaid and also shall be opened on that day at the same time as specified above

The Director, ESIC SRO Pune reserves the right to accept or reject any or all Tender without assigning any reason whatsoever it may be.

Details are also available at the websites www.esicpune.in , www.esic.nic.in & www.eprocure.gov.in.

Bidders downloading the Tender Document from our web site as above shall have to submit D.D./Pay order towards cost of the Tender Form @ Rs. 250/- (Non refundable) in favour of ESIC A/C No.1, payable at Pune.

Place : Pune

Date :

Assistant Director (Genl.)



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**INSTRUCTIONS FOR PARTIES INTENDING TO SUBMIT THEIR TENDERS FOR
PURCHASE OF OLD & USED OFFICE FURNITURE / ELECTRICLES &
ELECTRONIC ITEMS ETC. OF SUB REGIONAL OFFICE PUNE - 411 037.**

The following procedures should be strictly observed by the parties intending for submission of the tender for the above:

1. Tender bid should be submitted in two sealed envelope, carefully written at the top of the each envelope, containing:
 - a) One sealed envelope containing required EMD of Rs.25,000/- in the form of D.D./B.C. In favour of ESIC A/c. No.1.
 - b) Second envelope containing the price bid (Annexure-II) duly filled in alongwith Annexure-I duly signed and sealed.
- 2) The complete tender ('a & b' above) duly signed and sealed, addressed to The Director, ESIC, SRO Pune- 411 037 should be dropped in the tender box kept in the reception hall of the SRO building at the above given address on or before the due date & time.
3. The parties are requested to give their offer against the material in lump-sum. Bank Draft towards EMD Rs.25,000/- should accompany the tender in a separate envelope as mentioned above. EMD of unsuccessful bidder will be returned on finalization of tender. However, such EMD will not accrue any interest.
4. Sealed Tenders will be opened in the Office of the ESIC, SRO Pune on due date and time as per Tender Notice. Tenders so received will be opened in the presence of the bidders, at the due date & Time.
5. Tender bids received after the due date and time as specified in the Tender Notice will not be considered.
6. The Terms & Conditions as enclosed in Annexure-I would be applicable in the event of any offer being accepted for sale of materials.

Assistant Director (Genl.)

**TERMS & CONDITIONS FOR BIDDER FOR THE TENDER FOR PURCHASE OF OLD
& USED OFFICE FURNITURE / ELECTRICLES & ELECTRONIC ITEMS ETC. OF
SUB REGIONAL OFFICE PUNE - 411 037.**

1. The materials for disposal are on “ AS IS WHERE & WHAT IS BASIS”.
2. The purchaser may inspect the materials on any working day between 11.00 am to 04.00 pm. to satisfy them selves about the quality and condition of the materials offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
3. Tenderer should clearly quote their rates in lump-sum for all materials as asked for both in figures and in words exclusive of any taxes and duties. Any overwriting in rates or any change and / or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration .
4. Taxes/ duties, if any, applicable as per law shall be discharged by the purchaser & this office shall not be held liable for the same.
5. Bid shall be valid for a period of 15 (Fifteen) days from the date of opening of the tenders.
6. Earnest Money deposit of Rs.25,000/- through Bankers Cheque / Demand Draft in favour of ESIC A/c. No.1 should accompany with the bid. Tenders not accompanied by EMD will be rejected. No interest will be accrue on the EMD deposit.
7. Successful highest bidder will have to pay the total amount of the bid, less EMD already deposited within 3 (Three days) from the date of issue of award letter by D.D./Bankers Cheque drawn in favour of ESIC A/c. No.1. and should be presented to the Assistant Director (General Branch) for delivery of the goods. Once the letter of award is issued to the successful bidder, the bidder will have to lift the entire material within a period of 7 (Seven) days from the date of award of letter at his own risk and costs and the office shall not be held responsible for any kind of pilferages. In case the materials is not lifted within the specified period, ground rent as decided by the Committee per day will be charged from the purchaser for a further period of 7 (Seven) days. The materials not so removed within the said extended period , will be treated as abandoned materials and the EMD and other sums paid for the materials will be forfeited without any reference to the purchaser. For such abandoned materials, the Director reserves the right to resale.
8. The materials will be allowed to be lifted between 11.00 am to 04.00pm on any working days. No picking,choosing of sorting will be allowed in the premises for the disposal lots.
9. The person authorised by the purchaser will be allowed to take delivery.
10. The Director reserve the right of withdrawing from the sale of any material or lots at stage without assigning any reason thereof.
11. The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.

Signature and Seal of the Tenderer

Note : Annexure-I should be signed & sealed by the bidder / tenderer in token of having accepted the above terms & conditions and should be submitted along with Annexure II in a sealed envelope.

INFORMATION TO BE FILLED UP BY THE BIDDER ALONG WITH RATE TO BE QUOTED IN LUMSUM FOR THE PURPOSE OF PURCHASE OF OLD & USED EQUIPMENTS SUCH AS OFFICE FURNITURE / ELECTRICALS & ELECTRONICS ITEMS ETC.OF SUB REGIONAL OFFICE PUNE - 411 037.

1	Name & address of Bidder	
2	Landline / Mobile No.	
3	Identity Proof Aadhar Card / Voter Card	(copy to be attached)
4	Pan / Tan No.	(copy to be attached)
5	Details of Earnest Money Deposited	Amount (Rs.) DD/ Banker's Cheque No. & Dated
6	Rate quoted (in a figure and words) in lump-sum for entire materials	Rs. (Rupees)

Signature and Seal of the Tenderer

