



**वैज्ञानिक तथा औद्योगिक अनुसन्धान परिषद**

**मानव संसाधन विकास समूह**

सी एस आई आर कॉम्प्लेक्स, इंस्टीट्यूट ऑफ होटल मैनेजमेंट के सामने,

लाब्रेरी एवेन्यू, पूसा, नई दिल्ली - 110 012

CSIR Complex, Opp. Institute of Hotel Management  
Library Avenue, New Delhi 110 012

Tele No.25843766, Fax: 25840595, 25840887

E-mail: [brsharma@csir.res.in](mailto:brsharma@csir.res.in)

**By Speed Post**

No. CSIR/Cx/Store/9-A/Paper Disposal/2013-14

Dated: 27.01.2014

To.

**Who so ever interested.**

**Due Date & time of submission of Tender: 10<sup>th</sup> February, 2014 upto 2.45 PM**  
**Due Date & time of Opening: 10<sup>th</sup> February, 2014, at 3.00 PM**

**Subject: Disposal of Old Examination related Papers.**

Sir,

This office is intending to dispose of about 30 Tons of old used and blank Question & Answer Papers. It is, therefore, requested to kindly submit your quotation to this office as per the terms and conditions given below.

1. The quotation must be submitted in a sealed cover addressed to Head, HRDG, CSIR Complex, Opp. Institute of Hotel Management, Pusa, New Delhi -110012. The cover should be sealed and super scribed with "QUTATION FOR DISPOSAL OF OLD EXAMINATION PAPERS".
2. The materials offered for disposal is on 'AS IS WHERE IS & WHAT IS BASIS' Ex-Godown in unpacked condition.
3. The purchaser may inspect the materials on any working day between 10:00 AM to 01:00 PM from 28.01.2014 to 10.02.2014 by prior appointment to satisfy themselves about the quality & condition of the materials offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after the material is lifted. No request for samples or inspection after submission of the tender will be accepted.
4. Tenders should clearly quote their rates **Per Kg.** as asked for both in figures and in words inclusive 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.

Contd. On Page... 2

5. Tenders should be valid for a period of 60 (Sixty) days from the date of opening of the tenders.
6. **Earnest Money deposit of ` 50,000.00 is to accompany the bids in the shape of Banker's Cheque/ Demand Draft. Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMD so deposited.**
7. Material must be packed and lifted within ten working days from the date of award letter.
8. Before lifting the material the bidder is required to pack the papers in suitable bags for loading these in the lorries and take these to the nearest Dharamkanta for weighment.
9. An approximate amount for the value of the material being taken out for weighment at Dharamkanta will be deposited with Section Officer (S&P). After obtaining the actual weighment receipt from the Dhamaramkanta, the difference of payment, if any, due from the bidders is to be handed over to CSIR Officer accompanying the material for weighing in cash or DD against temporary receipt issued by him and final receipt will be issued from CSIR Cx..
10. In case the store is not lifted within the time specified at Sl. No.7 above, ground rent @1% of the total amount due will be charged per day from the purchaser for a further period of seven days. The material not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, the Head-HRDG reserves the right to re-sell.
11. The materials will be allowed to be lifted between 10.00 AM to 04.00 PM on working days only.
12. No picking, Choosing or sorting will be allowed in the premises for the disposal lots.
13. The labour, transport and other arrangements will have to be made by the purchaser at their risk, cost and responsibility.
14. The purchaser shall have to make its own arrangement for weighing in Dharamkanta in the presence of CSIR representative at their risks and costs..The person authorized by the purchaser will be allowed to take delivery.
15. Head, HRDG reserves the right of withdrawing from the sale of any material or lots at any stage without assigning any reasons therefore.
16. The address given in the tender shall be deemed to be the Purchaser's address and all correspondence will be sent on that address shall be considered to have been delivered to the purchaser. However if the bidders provides their email address and contact number, he will also be given intimation through these modes. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered or not delivered.
17. **The tenders duly completed as per the instructions given herein will be delivered upto 10.2.2014 at 02.45 PM. Tenders so received will be opened at 03.00 PM on the same day. The tender will be**

**opened in the presence of the representatives of the bidders, if any. The tenders will be opened even if the representatives of the bidders are not present.**

-3 -

18. The bidders are requested to submit quotation in the Tender Box kept in the Stores Section of CSIR Complex, Opp. Instt of Hotel Management, Library Avenue, Pusa, New Delhi – 110012. Quotation by fax and email will not be accepted.
19. Late and Delayed quotation will not be entertained.
20. EMD of unsuccessful bidders shall be returned immediately after issue of the award letter.
21. Head HRDG has right to accept tender in part/full, reject in full/part without assigning any reason thereof.
22. Any dispute out of the contract will be subject to the jurisdiction of Delhi Court only. The language of the legal proceedings will be English only.

Please submit your quotation along with EMD as well as a copy of this letter duly signed and stamped on all the pages as a token of acceptance of all the terms and conditions.

Yours faithfully

( B.R. SHARMA )  
Stores and Purchase Officer