

Notice Inviting Quotation No. 92/SCR.P/12-13

Quotation Issue No. SCR.P/92/1-12+3/2012-2013

Date 19-2-13

To

M/s

1. Sealed Quotations are invited by the under signed, for the disposal of Scrap Materiels lying within our office compound i.e. Block Offices (Health Deptt.) and in various Department of this office . The offers should be submitted in sealed envelope duly superscribed by "Disposal Scrap Materials of various Departments of Baranagar Municipality with Notice inviting No..... & Date .....addressed to" **Chairman Baranagar Municipality**"

2. The Earnest Money Deposit (EMD) shall be paid by Demand Draft only, drawn in favour of the **"Chairman , Baranagar Municipality."**

3. The sealed offer should be dropped in the Tender Box kept in the chamber of Chairman, Baranagar Municipality. No offer will be accepted beyond the date & time given below :

SL.	Particulars	Disposal of Scrap Materiels lying at Baranagar Municipality Premises & Block Offices.
1.	EMD	Rs. <u>20,000.00</u> by DD drawn on any nationalized bank / Scheduled Bank in favour of Chairman Baranagar Municipality. for Scrap Materials.
2.	Availability of Blank Quotation form	<u>22.02.2013</u> to <u>28.02.2013</u> To be download by the bidder from Baranagar Municipal website" <a href="http://www.Baranagarmunicipality.org">www.Baranagarmunicipality.org</a> " upto <b>3 P.M.</b> of <u>28.02.2013</u> .
3.	Last Date of submission of Offer on his firm's Letterhead.	<u>28.02.2013</u> up to <b>3 P.M.</b> in the office of the Chairman , Baranagar Municipality
4.	Date of Opening	<u>28.02.2013</u> at 16.00 Hrs . (If possible).
5.		Right to reject any or all offers without assigning any reason thereof is reserved by Chairman.

**Details of Scrap Materiels for Auction.**

SL.	TYPE OF SCRAP
1.	<b>Details of Scrap Materials for Auction to be collected from respective Departments of Baranagar Municipality at 87, Deshbandhu Road, Kolkata- 700 035. i.e.</b> <b>(1) Store Department</b> <b>(2) Motor vehicle Department</b> <b>(3) Health Department including Block Offices</b> <b>(4) Water Supply Department</b> <b>(5) Hospital Department</b>

19/2/13  
Executive Officer

  
Chairman.

**PRICE BID FOR AUCTION OF SCRAP MATERIELS.**

5

**Notice Inviting Quotation No.....Date.....**

- 1. NAME OF THE PARTY : \_\_\_\_\_
- 2. ADDRESS : \_\_\_\_\_  
\_\_\_\_\_
- 3. TELEPHONE NUMBER : \_\_\_\_\_

**DETAILS OF DEMAND DRAFT FOR E.M.D PER / TOTAL SCRAP ITEM**

SL	DEPARTMENT NO.	D.D NO.	AMOUNT	DATE	NAME OF BANK
1.	<b>Store Department</b>				
2.	<b>Motor vehicle Department</b>				
3.	<b>Health Department including Block Offices</b>				
4.	<b>Water Supply Department</b>				
5.	<b>HOSPITAL DEPARTMENT</b>				

4. AMOUNT QUOTED SEPERATELY:-

SL	DEPARTMENT NO.	QUANTITY	AMOUNT QUOTED IN FIGURE	AMOUNT QUOTED IN WORDS
1.	<b>Store Department</b>			
2.	<b>Motor vehicle Department</b>			
3.	<b>Health Department including Block Offices</b>			
4.	<b>Water Supply Department</b>			
5.	<b>HOSPITAL DEPARTMENT</b>			
		<b>TOTAL:-</b>		

( I have read the terms and conditions for disposal of Scrap Items and I am bound by them.)

**SIGNATURE OF BIDDER  
( Signature with Date.)**

**The Terms & Conditions of sale of Scrap by Auction**

1. Separate quotation should be submitted for each Department.
2. The Bidder should submit demand draft for EMD By DD/ Cash receipt inside the Envelope. ( Without EMD no offer will be considered and will be summarily rejected.)
3. It is necessary to mention on sealed Envelop "Quotation for disposal of Scrap of Baranagar Municipality vide Quotation Notice No & Date.
4. The Bidder has to drop his offer into **the "Tender / Quotation dropping Box" kept in the Chairman's room otherwise it will not be treated as valid.**
5. The offers will be valid for 30 days from the date of opening of quotations.
6. If the Successful bidder fails to make the payment of the concerned Scrap Item within stipulated period , the EMD paid by him will be forfeited.
7. The intending bidder should visit and jointly inspect the scrap with the representative of concerned authority after due permission ,before quoting the offer value.
8. Value added Tax (VAT) will be recovered separately by the Municipality as per prevailing Rate from the successful bidder along with offer value.( Present Vat rate of Scrap is 12.50 %.) This amount will be over and above the value amount assured as the offered value.
9. The successful bidder shall have to pay entire amount i.e offer value plus VAT, by DD/Cash drawn in favour of Chairman , Baranagar Municipality.
10. The separate letter for taking over the possession of the Scrap will be issued to those successful bidder, who have paid the entire amount in stipulated schedule and only after completion of all the official formalities .
11. EMD will be refunded to the unsuccessful bidders without interest. The EMD of successful Bidder will be refunded only after the disposal of scrap materials.
12. The right to reject any or all the quotations without assigning any reasons thereof is kept reserved by the competent authority.


**Executive Officer**  
**Baranagar Municipality**  
Sd/.

**Chairman.**  
**Baranagar Municipality**  
Sd/-

**Memo No.**

**Date.**

1. Copy forwarded for information & with the request to Pl.
  - i) Director of Local Bodies.
  - ii) C.E.O M.E.D for displaying the Quotation on the Notice Board in their Office .
  - iii) S.D.O. Barrackpore.

  
**Executive Officer**  
**Baranagar Municipality**

  
**Chairman.**  
**Baranagar Municipality**