



SILCHAR DIVISIONAL OFFICE, .P.B.NO.54, MEHERPUR, SILCHAR-788 015, CACHAR(ASSAM)

Ref: SDO/OS

Date:- 02.08.2024

M/S.....

Dear Sir,

Re: Tender / Quotation for sales of scraps items lying at Silchar DO Building ,Meherpur Silchar -788015

Sealed quotations are hereby invited for sale of scrap items located at LIC of India, Silchar Divisional Office, Meherpur, Silchar on as is where is basis . Those who are interested in the matter in conformity with our terms and conditions may kindly quote the tender value (excluding GST) in the Annexure-1 and submit the same duly filled in and signed with your official seal along with other required documents in a sealed cover marked with “ Tender for sale of scrap items of LIC of India, Silchar Divisional Office, NOT TO BE OPENED BEFORE DUE DATE AND TIME OF TENDER OPENING” in our Tender Box on or before 22.08.2024 within 3.00 P.M. Tenders will be opened on 23.08.2024 at 11:00 AM.

Tender documents may be downloaded from the Corporation’s website. Tender documents will also be available at OS department, Silchar Divisional Office from 02.08.2024 to 21.08.2024 within office hours.

The Tender fee of Rs 118/-(including GST) per tender (non refundable) is required to be deposited in cash/DD at our cash counter in F&A department and copy of receipt should be produced and submitted before issue of tender. Please submit/bring (in case of Cash payment) copy of GST Registration Certificate in Form GST REG-06/25 and PAN of the firm/agency. In case the tender fee is not deposited while collecting tender form from our office, the duly filled up tender should be accompanied with a D.D. of Rs.118/- favouring LIC of India payable at Silchar. **Tender fee will not be required if the tender documents are downloaded from our website by the bidders.**

TERMS AND CONDITIONS OF THE TENDER

1. The tender should be sent so as to reach this office ON OR BEFORE THE DATE & TIME SPECIFIED.
2. Price quoted should be excluding of GST. GST @18% will have to be paid extra by the bidder.
3. Quotations must be given for lot as required in the enquiry only and should be either TYPE WRITTEN or must be in INK and should Not be with any hedging conditions. Annexure-1, undertaking in Annexure-2 and all documents should be signed with your official seal .
4. The Sr. Divisional Manager, Silchar Division reserves the right to accept or reject any or all offers in full/part without assigning any reason whatsoever. This does not necessarily mean that the **H1** quotation/bid will be accepted.
5. The contractor should provide necessary logistics, hygiene requirements, transport and labour for removal of scraps at his/her own cost.
6. The bidder with prior appointment /intimation may inspect the place for assessment from 02.08.2024 to 21.08.2024 before quoting the price.
7. It is sole responsibility of the successful bidder to comply with all statutory requirements, rules, regulations, insurance Law and norms & convention of the Government and Municipal Board and Local Bodies while carrying out the job.
8. Successful bidder has to deposit full amount of the value of the contract with in 10 (ten) days from declaration of the successful bidder.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SILCHAR TOWN and shall be under adjudication by a Court in SILCHAR TOWN.
10. Payment for scarp items by the successful bidder is to be tendered through NEFT or D/D at our cash counter. Removal of scraps will be allowed only after credit of full payment in our accounts.

Yours faithfully

Sr Divisional Manager



SILCHAR DIVISIONAL OFFICE, .P.B.NO.54, MEHERPUR, SILCHAR-788 015, CACHAR(ASSAM)

ANNEXURE-2

Date:-

To,
The Manager (OS)
LIC of India, Silchar Division
Jeevan Prakash Building
Meherpur, Silchar-788015

Sir,

Re: Undertaking – Tender for sale of scrap items lying at LIC of India Silchar Divisional Office

We hereby confirm that we have not been blacklisted by LIC or any PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Department in India as on date of submission of bid in response to the above.

We hereby confirm that we shall abide by all the terms and conditions mentioned in the tender.

We are also giving the undertaking that the Corporation shall **“BLACKLIST”** our firm or take other appropriate actions against us with information passed on to its Corporate office & other Zones/Divisions, if we fail to comply with the terms and conditions.

Your's faithfully

(Please put Company stamp below the signature)