

**Tender document**

**For**

**Disposal of unused old Laptops and HHT Machines on “as is where is”  
basis**



*always with U*

**Odisha Gramya Bank  
Head Office, At- Gandamunda, P.O.- Khandagiri,  
Bhubaneswar-751030  
(Odisha)**

Sealed bids are invited from the registered company for auction of old unused IT Equipment like Laptops, HHT Machine on "As is where is basis".

**Materials are to be collected from Head Office, Bhubaneswar.**

**Bid Reference:** Tender No. OGB/IT/AUCTION/02/16 Dated: 03/09/2016

**Last date of query/inspection of items (if any):** 12<sup>th</sup> Sep 2016

**Last date and time of receipt of bid:** 13<sup>th</sup> Sep 2016 upto 03:00 PM

**Date and time for opening of bids:** 13<sup>th</sup> Sep 2016 at 04:30 PM

**Place of receiving the bid/Address for communication:**

Odisha Gramya Bank  
Head Office, At- Gandamunda,  
P.O.- Khandagiri  
Bhubaneswar-751030  
[Tel:- 0674-2353012,0674-2353024](tel:0674-2353012,0674-2353024)

**Contact person:** Mr. D.D. Mohanty- +91-9437240018

**Period of validity of Bid:**

The bid shall remain valid for 90 days after the date of bid opening.

**General Terms and Conditions:**

- (i) VAT at the rate of 5% or as applicable at the time of auction shall be charged extra.
- (ii) Each page of tender document should be signed by the bidder(s) in token of acceptance of terms and conditions of tender.
- (iii) Incomplete and unsigned quotations are liable to be rejected.
- (iv) Details of obsolete items are as per Annexure 'A'.
- (v) The bidders may inspect the items on predetermined dates and satisfy themselves about the items they are bidding for.
- (vi) The items shall be sold to the **highest (H1)** price of bidder.
- (vii) **The price quoted by the bidder will be valid for 90 days. Bank may give repeat order within 90 days.**
- (viii) No items, once disposed to the successful bidder, shall be taken back by OGB.
- (ix) The successful bidder has to make full payment in the form of Demand Draft of any Nationalized/Schedule Bank drawn in favour of "Odisha Gramya Bank" payable at "Bhubaneswar" within seven (7) days after confirmation, failing which the offer may be cancelled.
- (x) The successful bidder shall be required to lift all the items from the disposal site to his premises within 7 (seven) days after the payment of the quoted amount. On failure to do so, OGB shall have the right to forfeit the entire amount of the bidder and dispose the items to alternate bidder.
- (xi) Final decision to accept/reject the bids shall be taken by the Purchase Committee, OGB.

**6. Bidding Procedure:**

- (i) Bid shall be submitted in the prescribed format in a sealed envelope.
- (ii) Sealed Bids shall be received, not later than 13<sup>th</sup>Sep 2016 at 03:00 PM. No Bid will be accepted after this date and time under any circumstances. The office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.
- (iii) All bids must be delivered in the office of Odisha Gramya Bank, Head Office, At-Gandamunda, P.O.- Khandagiri, Bhubaneswar-751030
- (iv) All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.

**7.Submission of Bids:**

- (i) The bid should be submitted in the prescribed bid format given as prescribed in “Bidding Procedure” of this document. All columns of the bid form should be filled.
- (ii) No bid may be modified subsequent to the deadline for submission.

**8.Opening of Bids:**

- (i) OGB will open the bids after scheduled time, date and venue in the presence of the bidders' representatives who choose to attend.
- (ii) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance.
- (iii) The bidders' names, bid withdrawals, presence of bid security and such other details as the OGB at his discretion may consider appropriate will be announced at the time of bid opening.

**H1 will be selected on the highest price of the individual items.**

ANNEXURE 'A'**Tender Form for disposal of unused items:**

<b>Comp onents</b>	<b>Particulars</b>	<b>Items/ Specification</b>	<b>Quote Price (a)</b>	<b>VAT (b)</b>	<b>Unit Price (c)= (a+b)</b>	<b>Quantity (d)</b>	<b>Total Price (e)= (c*d)</b>
A	Laptop- HCL ME M 74	2 GB DDR RAM, 320 GB HDD				93	
B	HHT Machine	SB1000 – W/LAN				133	

Name & Address of the Bidder:  
(In capital letters)

Telephone Number:

I/We declared that I / my representative have inspected the unused items as per the list attached (annexure-A) with tender and am/are interested to purchase the same on "As is where is basis". My/our consolidated offer for all the items, is given above:-

The consolidated price should be inclusive of all Misc. Charges like transportation, labour or any other expenses etc.

I/We have gone through the terms and conditions given in the tender document and agree with the same.

(Signature of the Bidder)