

**Government of India  
Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
Public Financial Management System**

3<sup>rd</sup> and 4<sup>th</sup> floor, Shivaji Stadium Annexe,  
New Delhi – 110001.

**Limited Tender Enquiry No. PF-TD-16/19/2021-PFMS/6651**

**dated 24.01.2023**

To,

**All the interested and eligible firms.**

Sub: Limited Tender Enquiry for disposing of unserviceable, obsolete and beyond economic repairable (BER) items lying at PFMS, Room No. 202, 203, 204, Palika Bhawan, Sector 13, Rama Krishna Puram, New Delhi, Delhi 110066.

Dear Sir/Madam,

For and on behalf of the President of India, sealed quotations are invited from the firms whose names are given in the attached list for disposing of the obsolete/unserviceable/beyond economic repair items lying at PFMS, Room No. 202, 203, 204, Palika Bhawan, Sector 13, Rama Krishna Puram, New Delhi, Delhi 110066 as per the list given in ***Schedule I*** to this document on an **"As is where is basis"**.

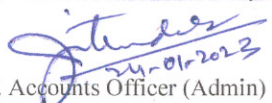
2. In case your firm is interested & eligible in the above process work, you are requested to quote your competitive highest prices in the enclosed proforma in a sealed cover. The sealed cover containing the quotation should be superscribed **"Quotation for disposing of obsolete/unserviceable/beyond economic repair items lying at PFMS Room No. 202, 203, 204, Palika Bhawan, Sector 13, Rama Krishna Puram, New Delhi, Delhi 110066"** and should be dropped in the tender box kept near the reception at PFMS, 3<sup>rd</sup> Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi – 11001 on or before the 31<sup>st</sup> January 2023 latest by 1500 hours, which will be opened on the same day at 1530 hrs in Conference Hall, 4<sup>th</sup> Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi – 110001 in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. The sealed envelope must be accompanied by a Demand Draft/ Pay order/ banker's cheque of Nationalized Bank for Rs. 4,300/- as Earnest Money Deposit (EMD). The earnest money amount will be returned to the unsuccessful firm immediately after the award of contract to successful bidder and the earnest money of the successful bidder will be returned only after completion of the contract to the satisfaction of the Department.

4. Tendering firms fulfilling the requirements as per the Important Information & General Instructions set out in ***Annexure I*** and Contractor's Details (Mandatory Information) set out in ***Annexure II*** to this tender document are requested to quote their competitive highest prices as per the list given in the attached ***schedule I***.

5. The complete tender document may be downloaded free of cost from website [www.cga.gov.in](http://www.cga.gov.in) under Tender Section and the same may be used for submission of bid.

Yours Faithfully,

  
Sr. Accounts Officer (Admin)

Signature of the bidder with seal and date

Page 1 of 7



**Important Information and General Instructions**

S. No	Subject	Description
1	Seller	THE PRESIDENT OF INDIA Acting through Jt. Controller General of Accounts (Admin), PFMS, O/o CGA, D/o Expenditure, M/o Finance
2	Single Bid System	This tender will be processed in a single bid system & on an <b>"As is where is Basis"</b> .
3	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be in INR in the Schedule I to this Tender Enquiry only. Request for change of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for changing of prices/contracted rates shall be rejected straightaway without any consideration.
4	Non-transferability	This tender is non-transferable. The contractor will not be permitted to authorize any sub-contractor or any other firm to collect the material or execute the contract on his behalf.
5	Terms & Conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Department.
6	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of Pay and Accounts Officer, PFMS payable at New Delhi. Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited. EMD of the successful bidder (s) will be released only after realization of sale precede amount. EMD of the bidder(s) who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. EMD amount will not be adjusted in the sale amount accepted by PFMS. EMD of successful bidder (s) shall be released only after successful completion of the sale process. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.
7	Inspection of Firms	The disposal of obsolete items shall be on an "As is where is basis" and no guarantee of certificate of its worthiness of quality will be given by this Department. The condition of the items can be inspected physically between 1130 AM to 04 PM on any working day between 27 January 2023 to 30 January, 2023.
8	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/Letterhead/ Quotations will not be accepted and ignored straightaway.
9	Late/delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10	Department's right	PFMS, O/o CGA reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons
11	Submission of bid	The quotation should be addressed to <b><u>"Sr. Accounts Officer (Admin), Public Financial Management System, 3<sup>rd</sup> floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi – 110001"</u></b> and should be dropped in the Tender Box kept near Reception at 3 <sup>rd</sup> floor, Shivaji



S. No	Subject	Description
		Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi – 110001 on or before at 1500 hours on 31 <sup>st</sup> January 2023. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Sr. Accounts Officer (Admin) or Asstt. Accounts Officer (Admin). The bid sent through, FAX, e-mail, post/ speed post or by any other means other than as stipulated in the Tender document without covering letter in Firms' letter Head will not be considered by the Department and shall be liable to be rejected. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from Sr. Accounts Officer (Admin), PFMS at least 02 days before tender closing date. Requests for postponing the tender opening date for the same shall under no circumstances be accepted by PFMS.
12	Evaluation of bid & Acceptance of offer	Bundled price to be quoted by the participant vendors in the format as provided at Schedule I to the notice. For award of contract, the bundled price of all the items quoted by the participant bidders will be considered. The contract will be awarded to the bidder offering the highest bundled price for all the items. The successful bidder (s) will be required to deposit the total bid/ quoted amount in lump sum by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of Pay and Accounts Officer - PFMS, New Delhi within 07 working days from the date of award of contract and the items will be lifted within 30 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H1 firm will be forfeited and the second highest firm will be considered, if the second highest quoted firm (H2) is willing to pay at par the amount quoted by H1 bidder and the contract will be awarded to H 2 bidder. If the H 2 firm is unwilling to accept the same, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained. Failure in this regard shall be counted as bad performance and may be viewed adversely in award of future contracts or grant on continuing the association to such parties. This will be in addition to immediate remedial measures/ actions available to PFMS under the relevant laws.
13	Minimum Reserve Price	The Department has evaluated the Minimum Reserve Price (MRP) as mentioned in the Schedule I to this notice. In no circumstances the quoted H 1 price should be less than the MRP and if it so the quotation submitted by that vendor will be treated as cancelled and no representation in this regard will be entertained.
14	Warranty	The Department does not offer any warranty of the obsolete/ damaged/ BER items mentioned in the Schedule I to this notice.
15	Validity of offer	This offer is valid upto 90 days from the date of opening of the bid.
16	Applicable Law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Delhi.
17	Tender Fee	Nil



S. No	Subject	Description
18	Litigation	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
19	Payment Terms & Job Execution period	<p>The successful bidder will be required to deposit the total bid/quoted amount in lump sum by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of Pay and Accounts Officer, PFMS New Delhi within 07 working days from the date of award of contract and the items will be lifted within 30 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited. The lifting of materials will be made by contractor on any working day as specified between 10 AM to 4 PM. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by the Department.</p> <p>The contractor will be responsible for cleaning the area from where the obsolete materials are lifted. The lifting of the obsolete materials shall be undertaken only under the supervision of Sr. Accounts Officer (Admin), PFMS, or any other officer nominated for the purpose by the Department. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/ gate pass. Under no circumstances the contractor shall lift any material other than the items mentioned in Schedule I to this notice, lying inside the premises of PFMS Room No. 202, 203, 204, Palika Bhawan, Sector 13, Rama Krishna Puram, New Delhi, Delhi 110066.</p>
20	General	<p>a. The bidder should sign &amp; stamp all the pages of the document and same is required to be submitted alongwith the offer quoted by the firm as stipulated in the document with a covering letter in the firm's letter head &amp; duly signed &amp; stamped. No page should be removed/ detached from the tender document.</p> <p>b. The application form for Limited Tender Enquiry Notice also can be downloaded free of cost from the website <a href="http://www.cga.gov.in">www.cga.gov.in</a> under tenders section.</p> <p>c. Tenders which are not complete in all respects are liable to be rejected.</p> <p>d. Unsealed quotations shall not be considered for evaluation. There should not be any erasing and/ or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.</p> <p>e. The successful bidder, on his own cost, will also be required to make his own arrangement of transport, labour etc. for lifting the disposed items</p>



**Bidder's Details (Mandatory Information)**

Supporting documents be annexed with the application form

(Applications found deficient in any respect are liable to be rejected without further correspondence)

S. No	Description	Details
1	Name of the Applicant/Firm	
2	Nationality	
3	Address (Attach separate paper for addresses of other offices) Enclose Electricity Bill/Landline Telephone Bill or any other authenticate copy of address proof	Regd. Office Head Office
4	Contact Details	Landline/Mobile Number Email address:
5	Other Details (Enclose Self attested Copies)	PAN Details: GST Registration Number (If available):
6	Details of the constitution of Firm: (Individual/Sole proprietorship/Partnership/Public Limited Company/Pvt Ltd Company/LLP)	
7	Details of Bank Account (Enclose Copy of the front page of pass book & Cancelled Cheque)	Account No: Type of Account: Name of Bank: Name and address of the branch:
8	Is any person working with the applicant a near relative of the official of PFMS? If yes give details	
9	Earnest Money Deposit Details	Amount: DD/BC/PO No, Date of Issue: Name of Issuing Bank: Address of the issuing branch:
10	Certificates/Undertakings	(a) I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them. (b) I/ we certify that the information given is true to the best of my/our knowledge. I/ we also understand that

Signature of the bidder with seal and date

S. No	Description	Details
		<p>if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by Government.</p> <p>(c) I/ We agree to the forfeiture of the Earnest Money Deposit if I/We fail to comply with all or any of the terms &amp; conditions in whole or in part as laid down in the Tender Enquiry Notice No. PF-TD-16/19/2021-PFMS/6651 dated 24.01.2023 which would constitute and have force of a contract between me/ us and the Public Financial Management System (PFMS), if I/ we am/ are declared a successful bidder.</p> <p>(d) I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment &amp; Forest, Govt. of NCT Delhi</p> <p>(e) I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.</p>



**Schedule I****List of the obsolete/unserviceable/beyond economic repair items lying at PFMS, Room No. 202, 203, 204, Palika Bhawan, Sector 13, Rama Krishna Puram, New Delhi, Delhi 110066**

**Location:** PFMS, Room No. 202, 203, 204, Palika Bhawan, Sector 13, Rama Krishna Puram, New Delhi, Delhi 110066

**Items:**

S. No.	Items	Qty	Bundled Minimum Reserve Price	Bundled Price to be quoted by the participant vendor
1	Officer table - Wooden (Size 65" X 30" X 30")	7	85,713/-	
2	Side table - Wooden (Size 42" X 18" X 29")	8		
3	Wall Almirah - Wooden (Size 36" X 14" X 18")	14		
4	Curtain/Blinds	18		
5	Sofa – 3 seater	1		
6	ACs (Split ACs) – Hitachi 2010 model	8		
7	Work Stations with iron drawer (Size of work station - 42" X 24" X 30") Height of the partitions 18" above 30"	24		
8	Work Stations with wooden drawer (Size of work station - 42" X 24" X 30") Height of the partitions 18" above 30"	8		
9	Guard Station Wooden (Size 48" X 24" X 36")	1		
10	8 Seater table	1		

Price quoted (in Words): Rs.

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Signature of the bidder with seal and date

Page 7 of 7