

No.6/3/2011-OIDB

Dated: 28.09.2018

**AUCTION NOTICE**

Subject: Auction Notice for disposal of obsolete/unserviceable photocopier Machines (2 Nos.) -reg.

OIL INDUSTRY DEVELOPMENT BOARD (OIDB) invites sealed quotations for disposal of obsolete/unserviceable Photocopier machines (2Nos.) on 'As is where is basis' as the following terms and conditions:

- I. Tenders are to be submitted along with refundable Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand only). The earnest money will have to be in the form of a crossed demand draft/pay order in favour of 'OIDB' payable at New Delhi from any Scheduled Band in Delhi, without which the relevant bid shall be summarily rejected. The EMD of unsuccessful bidders shall be returned after the completion of the auction process without any interest.
- II. The interested bidders/firms can inspect the items at any time during office hours from 10 am to 3 pm. For the said purpose, Manager (P&A) may be contacted on telephone no 0120-2594679 during office hours on any working day till 5 pm. After inspection of the items and going by the terms and condition mentioned in the Auction Notice, the interested bidders/firms should submit their bids.
- III. The financial bid should be given in figures and in words also. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer. In case of any discrepancy of rates quoted in words and figures, the highest of the amounts indicated will be taken into account.
- IV. The successful bidder has to make full payment in form of Demand Draft in favour of 'OIDB' payable at New Delhi within two days after opening of the bids and confirmation, failing which the offer will be cancelled and the EMD shall be forfeited.
- V. No items once disposed off to the successful bidder shall be taken back by OIDB on any condition, whatsoever.
- VI. The successful bidder will be required to lift the items from the disposal site within one week after due payment of the bid amount to OIDB. The successful bidder is required to make their own arrangement of transport, labour etc. for lifting the disposed items.

Contd....

प्रधान कार्यालय :-  
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.  
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630  
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-  
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001  
फोन : 91-11-23413540

**Main Office :-**  
OIDB Bhawan, 'C' Block, 3rd Floor  
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh  
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630  
Website : www.oidb.gov.in

**Registered Office:-**  
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001  
Phone : 91-11-23413540

- VII.** Quotation in the prescribed format (Annexure) in sealed envelope marked "Tender for disposal of obsolete/unserviceable items" should be addressed to Manager (P&A) and may be dropped in 'TENDER BOX' placed at the Reception of OIBD third floor, OIBD Bhawan, Noida on or before **2.00 pm of 23<sup>rd</sup> October, 2018** and will be **opened on the same day at 3.00 PM** in the conference hall, OIBD Bhawan, Noida. Tenders, received after the due date and time due to any reason whatsoever, shall not be considered.
- VIII.** OIBD reserves the right to accept or reject any/all quotation, without assigning any reason whatsoever.
- IX.** Each page of tender document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected. Bidder must enclosed self-attested copy of address proof such as Aadhar Card, Voter Card and PAN card along with his bid failing which the bid shall not be considered.
- X.** The highest bidder will be ascertained at the venue of opening of tender and will be accepted if the tender is otherwise in order.

Yours faithfully,

  
(Rajeev Rana)

Manager (P&A)

Tele No. 0120-2594679

**For Disposal of Unserviceable/obsolete Photocopier machines on "As is Where Is Basis".**

Name &amp; address of Tenderer (in capital letters) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Details of EMD Bank Draft/ Pay Order No. &amp; Date \_\_\_\_\_

Amount Rs.5000/- (Five Thousand only)**Copy of Id Proof must be enclosed.**

I / We Quote:

I/we have inspected the unserviceable/ obsolete photocopier machines and am/ are interested to purchase the same on "As is Where Is Basis".

My/Our offer for the items (two photocopiers) is given below.

Name of items	Rates (Rs.)
Photo-copier machine	
1. SHARP ARM-205	Rs.: _____ (in words): _____
2. RICOH MPC 3001	Rs.: _____ (in words): _____

I/we have gone through the terms and conditions given in the tender document and agree with the same completely. I/ We understand that in the event of non-compliance of terms & conditions of the tender, my/ our EMD shall be forfeited by the OIDB. This bid shall be valid for 90 days from the date of close of the tender.

(Signature of the Tenderer) with rubber stamp of Tenderer 

Date: \_\_\_\_\_

To

Manager (P&A),  
OIDB, OIDB Bhawan, 3<sup>rd</sup> Floor,  
Sector-73, Noida-201301