



**TEA BOARD INDIA**  
14, B.T.M SARANI (BRABOURNE ROAD)  
KOLKATA – 700 001, INDIA

## **TENDER DOCUMENT FOR**

**DISPOSAL OF OLD/SURPLUS/ UNSERVICEABLE FURNITURE  
& FIXTURES, ELECTRICAL & ELECTRONIC ITEMS OTHER  
SCRAP MATERIAL ON “AS IS WHERE IS BASIS”  
AT TEA BOARD INDIA, 14, B.T.M SARANI, KOLKATA**

**PRICE BID  
&  
GENERAL CONDITIONS OF CONTRACT**

**LAST DATE OF SUBMISSION: 23/03/2018 at 1500 Hrs.**

## GENERAL INSTRUCTIONS TO TENDERERS

Tea Board of India invites tender for disposing old/surplus/unserviceable Furniture & fixture, Electrical & electronic items and other scrap material from the Tea Board India, 14, B.T.M Sarani (Brabourne Road), Kolkata 700 001, West Bengal “ As is Where Is Basis”

- a. Sealed Tenders, duly filled in and stamped with signature, addressed to Secretary, Tea Board of India, 14, B.T.M Sarani (Brabourne Road), Kolkata 700 001, West Bengal and super-scribed “**TENDER FOR DISPOSAL OF OLD/ SURPLUS/UNSERVICEABLE FURNITURE & FIXTURES, ELECTRICAL & ELECTRONIC ITEMS AND OTHER SCRAP MATERIAL “AS IS WHERE IS BASIS” FROM TEA BOARD INDIA**” shall be submitted so as to reach not later than 1500 hrs on 23/03/2018.
- b. No tender will be received after 1500 hrs on 23/03/2018 under any circumstances whatsoever will not be entertained.
- c. Tenders will be opened on the same day i.e. 23/03/2018 at 1530 hrs
- d. Bidders are advised to visit the site during office hours (10:00 a.m to 5:00 p.m) to ensure the quantity and condition of items before submitting their tenders. Estate Officer, In-Charge, may be contacted for this purpose.
- e. Full Address of site:  

Tea Board of India  
14, B.T.M Sarani (Brabourne Road)  
Kolkata 700 001
- f. Bidders shall not be permitted to take any additional items, other than those listed in Annexure – A.
- g. Entire disposal activity to be completed within **2** (two) working days (Monday to Friday) from the date of issue of Order.
- h. Lift/labour or other facility will not be available for shifting of the materials.
- i. Workers shall not be permitted to work beyond 6:00 p.m., nor allowed to stay in the building premise
- j. Bidders shall take care that the common entrance so that there will be no obstacle/hindrance for the movement of public during the day(s) of shifting of the materials
- k. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must

be attested by initials of the tenderer. Overwriting of figures is not permitted and failure to comply with either of these conditions will render the tender void at the Board's option. No advice of any change in rate or conditions after the opening of the tender will be entertained.

- l. Each of the Tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract as laid down. Any tender with any of the documents not so signed will be rejected.
- m. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner/proprietor/director as the case may be, who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the Board
- n. Tea Board of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reasons for doing so.
- o. Schedule of Probable Quantities in respect of each item and Specifications is enclosed (Annexure A)
- p. The tenderer must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of making a tender and for entering into a contract and inspect the site of the work/goods, acquaint himself with all local conditions, laws etc., means of access of the work, nature of the work and all matters pertaining thereof.
- q. A schedule of quantities in respect of each item and Specifications is enclosed (Annexure A). Earnest Money deposit (EMD) for Rs.30000.00 (Rupees thirty thousand only) by way of BC/ DD favoring Tea Board of India payable at Kolkata to be enclosed with the offer. Bids not accompanying EMD as stated above are liable for rejection. Non acceptance of our order/ withdrawal of offers shall attract forfeiture of EMD

I/We hereby declare that I/We have read and understood the above instructions for the guidance of tenderers.

**Contractor's Signature** .....

Address .....

.....

**Stamp/Seal**.....

**Date**.....

## Annexure – A

Item No	Name of Articles	Quantity
1	Wooden Cabinet	131
2	Rack/Self/Book Case	205
3	Almirha/Cabinet	620
4	Show Case	5
5	Gyser	1
6	Tube Light	672
7	Lamp	579
8	Exhaust Fan	32
9	Fan	360
10	Emergency Light	14
11	Type Writer	5
12	Duplicating Mach.	1
13	Photocopy Mach.	20
14	Fax Machine	20
15	CCTV	24
16	Bench	21
17	Stool	45
18	Chair	1060
19	Computer Table	25
20	Table	488
21	Sofa	148
22	UPS System	24
23	Mobile Phone	21
24	Refrigerator	4
25	Water Filter	14
26	TV	13
27	VIP Suitcase/ Briefcase	11
28	Telephone	145
29	Hat Rock with Mirror	9
30	Letter Box	3
31	Telephone Stand	2
32	Looking Glass	61
33	Clock	64
34	Notice Board	14
35	Air Purifier	5
36	Router (4G Wi-Fi )	3
37	Curtains	100
38	Scrab 1	284

39	Scrab 2	*11 Quintal
40	Speakers	49
41	Boards	21
42	DVD	8
43	Big Punch Machine	4
44	Box	4
45	Comptometer	1
46	Dhol	2
47	Foot Rests	20
48	Tabla	2
49	Air Conditioning Unit	52
50	Air Cooler	5
51	Cinema Equipment (Projector Machine)	3
52	Calculating Machine	76
53	Postal Franking Machine	4
54	Computer / CPU / Desktop	211
55	Printer	134
56	Com. Monitor	186
57	Laptop	42
58	Scanner	21
59	IPAD	3

**PRICE  
BID**

SI No	Description	Qty	Amount in Figure	Amount in Words
1	<b>“TENDER FOR DISPOSAL OF OLD, SURPLUS/ UNSERVICEABLE FURNITURE &amp; FIXTURES, ELECTRICAL &amp; ELECTRONIC ITEMS ON “AS IS WHERE IS BASIS” FROM TEA BOARD OF INDIA, 14 B.T.M SARANI, BRABOURNE ROAD, KOLKATA 700 001</b>	1 Lot		
<b>TOTAL (inclusive of all taxes, duties, transportation etc.)</b>				

**Contractor’s Signature .....**

Address .....

.....

**Stamp**

.....

**Date.....**