

**BID DOCUMENT**

**FOR**

**DISPOSAL OF UNSERVICEABLE ITEMS**

**Dr. Ambedkar Institute of Hotel  
Management Catering & Nutrition  
Sector 42-D, Chandigarh**

Website [www.ihmchandigarh.org](http://www.ihmchandigarh.org)

**DR. AMBEDKAR INSTITUTE OF HOTEL MANAGEMENT  
CATERING & NUTRITION,  
SECTOR - 42D CHANDIGARH-160036**

**Tender Document**

NO: IHM/ADM (IT)/2K22/2698  
DATE: 07-12-2022

**Sub: Disposal of Old & unserviceable/scrap items.**

Sir,

Sealed Tenders, on behalf of Principal AIHM, are invited for the disposal of following old & unserviceable/scrap items as on **“As is where is & what is basis”**:-

Lot No.	Place of lot	Articles	Qty	EMD
1.	AIHM Catering & Nutrition, Chandigarh.	Old & unserviceable/scrap items. “As is where is & what is basis”	As per Annexure “B”	Rs 3,000/-

Date & Time for Inspection of Items	All working days between 12/12/2022 to 30/12/2022 between 10:00 AM to 12:00 Noon
	Shri Hardeep Singh (Supervisor) &  Shri Ratan Singh (Maintenance Forman)

# BID FORM

Issued to \_\_\_\_\_

Date of issue \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost of form Rs. 100.00 (Rupees One Hundred only) non refundable by Demand Draft/NEFT.**

Name of work: Disposal of unserviceable items 'AS IS WHERE IS BASIS'

Last date of sale of Form : 30/12/2022 till 5.00 pm

Last date and time of receiving the bids : 02/01/2022 till 2.00 pm

Date and time of opening the bids : 03-01/2023 till 3.00 pm

**Terms and condition:**

1. Receiving and Opening of bids:
  - i. Last date and time of submission of quotation: & (EMD) Earnest Money Deposit up to 02/01/2023 upto 2 PM at A.I.H.M Chandigarh.
  - ii. Date and Time of opening of Bid: 03/01/2023 at 3 PM
2. The tender received after submission date and time shall not be considered at all.
3. Bidder must enclose copy of address proof (voter I-card/Aadhaar Card/Driving License etc.) and PAN card along with the bid- Annexure 'A' in the bid document.
4. EMD i.e. Rs 3,000/- (Rupees three thousand only) be deposited through demand draft only in favour of PRINCIPAL, DR. AMBEDKAR INSTITUTE OF HOTEL MANAGEMENT. EMD except successful bidder will be refunded on receipt of request letter by the bidder. EMD of successful bidder shall be adjusted from the total payment.
5. In case of submission of bid personally the bid should be dropped in TENDER BOX, before closing date & time as per serial No.2, which is available at AIHM Reception. In case, the parties are interested to submit their quotation by Registered Post/Courier then the same should reach AIHM before the closing date and time. AIHM will not be responsible for receiving of late quotations due to postal delay or any other reason. The same will be returned in original un-opened condition to the Party.
6. The Tender are submitted by bidders through FAX, E-mail and in opened condition shall be rejected out rightly without assigning any reason.
7. The person authorized by the purchaser will be allowed to take delivery.
8. The address given in the tender shall be deemed to the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.

9. If any theft/fire/damage or any type of mis-happening occurs within the period of award of lot and removing of materials from AIHM premises the loss will be borne by the bidder. The Institute will not be responsible for loss, damage or deterioration of the material due to any cause, whatsoever within the said time.
10. The items will be disposed off in one LOT only.
11. The EMD should be deposited in the form of Bank Draft in favour of Principal, Dr. Ambedkar Institute of Hotel Management Payable at Chandigarh failing which the Bid will be summarily rejected.
12. The EMD and the price bid should be deposited in two separately sealed envelopes, one containing Earnest Money Deposit and other containing price bid. The envelope be clearly marked as EMD and price bid.
13. Envelope containing EMD will be opened first. Agencies who do not submit EMD in appropriate form, their price bids will not be opened.
14. Each page of tender document should be signed by the bidder(s).
15. Incomplete and unsigned overwriting in amount bids are liable to be rejected.
16. The Earnest Money of Tenders whose Bids are not accepted will be returned without any interest thereon after finalisation of the Bid.
17. Sealed bids shall be deposited on or before 02 January, 2023 till 02:00 PM addressed to Principal, Dr. Ambedkar Institute of Hotel Management, Sector 42-D, Chandigarh-160036. No bid will be accepted after the due date and time due to any reason what so ever.
18. The highest bidder shall have to deposit 25% of the bid amount immediately on acceptance of the bid and balance amount within three days from the date of receipt of approval letter failing which bidders EMD may be forfeited. After the payment of full bid amount will be allowed to lift the items from the institute.
19. Institute will charge 1% TCS on taxable bill amount from registered bidders. If bidder is not registered under GST 2017 act, applicable GST will be deducted alongwith 1% TCS on bill. These charges will be in addition to bidding amount.

20. AIHM Chandigarh reserves the right to accept or reject any bid or all the bids without assigning any reason to the bidder(s).
21. The interested bidder may inspect the items at the Institute premises at Sector 42-D, Chandigarh on any working day till 30 December, 2022 between 10.00 AM to 12.00 NOON. However, no claim whatsoever shall be entertained after opening of the bids.
22. The Successful shall submit an undertaking/certificate that E-Waste items of old/obsolete/unserviceable items will be stored/processed/disposed off as per rule of E-Waste (management and handling Rule) 2016 as applicable.
23. The institute shall issue Gate Pass for taking out the material. Conditional bids will be summarily rejected.  
I/We have read all the above terms and conditions and agree to the same hereby offer an amount for the unserviceable items as under:-

Sd/-  
Principal

## **Annexure – ‘A’**

### **Details of the Bidder**

1. Name of Firm/Persons-
2. Address of the Firm-
3. Proof of address- (Attach a copy of Voter id Card/Aadhaar Card/Driving License/ Trade License etc.)
4. PAN No./TAN No./GST No. – (Attach Copy of the Same)
5. Details of E.M.D :-

Name of the Bank Issuing the Draft	Date	Draft No.	Amount

Signature of Bidder

**Annexure 'B'**

**Offer Rate**

<b>I/We have read all the above terms and conditions and agree to the same hereby offer an amount for the unserviceable items as under:-</b>			
<b>S. NO.</b>	<b>NAME OF ITEM</b>	<b>QTY</b>	<b>Total Bidding Amount with G.S.T &amp; T.C.S.</b>
1	WATER COOLER(BLUE STAR AND OTHER 1)	3	
2	AIR COOLER	2	
3	FRIDGE (GODREJ 3 AND COCA COLA 1)	6	
4	WINDOW AC	2	
5	GAS RANGES 4 BURNERS	24	
6	GEYSERS 25 LITRES	10	
7	FIRE EXTINGUISHERS 6 KG CYCLINGER DAMAGED	44	
8	FIRE EXTINGUISHERS O <sub>2</sub> 4.5 KG CYLINDER DAMAGED	20	
9	FIRE EXTINGUISHERS O <sub>2</sub> 2KG CYLINDER DAMAGED	2	
10	FIRE EXTINGUISHERS WATER TYPE 25 KG CYLINDER DAMAGED	1	
11	TEA AND COFFEE VENDING MACHINE	2	
12	POTATO PEELER SS	2	
13	STUDENT DESK OLD DAMAGED AND NOT REPAIRABLE	12	
14	STUDENT BENCH OLD DAMAGED AND NOT REPAIRABLE	40	

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 3000/- is enclosed herewith as EMD. I, deposit approximately 25% of bid amount immediately on acceptance of the bid and balance amount within three days from the date of receipt of approval letter failing which my EMD may be forfeited.

**Signature of the Bidder** \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_