

**OFFICE OF THE DISTRICT JUDGE, CUTTACK**

**Tender Invitation Notice**

No. 20 Dated 28.02.24

Sealed tender in prescribed proforma from intending OEM refurbisher/recycler of e-waste are invited for sale of 17 nos. of end of life copier machines of this Court on "as is where is" basis lying in the Civil Court's premises. The sealed Tenders will be received latest by 1.30 pm of 06.03.24 and will be opened at 4.30 P.M of 06.03.24 in the chamber of Registrar, Civil Courts, Cuttack in presence of the available Bidders or their authorised agent. The Bidders should super-scribe the words "**OFFER FOR SALE OF END OF LIFE COPIER MACHINES**" on the sealed cover.

All the damaged **END OF LIFE COPIER MACHINES** will be sold to the highest bidder among the OEM refurbisher or recycler.

The **bid price offered for End of Life Copier Machines shall not be less than the upset price fixed by the authority in Annexure-III**. All bid offers must be accompanied by an **earnest money deposit of Rs.1,000/-** by way of Demand Draft favouring "**Registrar, Civil Courts, Cuttack**" payable at "Cuttack" otherwise bid offer shall be rejected.

The intending bidders may inspect all the End of Life Copier Machines available for auction sale during the office hour either from 01.03.24 to 06.03.24 after taking prior permission of the concerned authority before submission of their tender papers. For detailed Term & Conditions of the Tender, the Bidders are requested to visit Court's Notice Board or log on to District Court, Cuttack website **<https://cuttack.dcourts.gov.in/>**

The Authority reserves the right to accept or reject any or all Tenders without assigning any reason thereof.

By order of District Judge, Cuttack



Registrar

Civil Courts, Cuttack

**TERMS AND CONDITIONS FOR SALE OF END OF LIFE PHOTO  
COPIER MACHINES OF THIS COURT**

1. The Tenders not sealed or received after due date and time will be summarily rejected.
2. The Bidders should super scribe the words "OFFER FOR SALE OF END OF LIFE COPIER MACHINES" on the sealed cover.
3. All Bid Offers must be accompanied by an earnest money deposit (EMD) of Rs.1,000/- (Rupees One Thousand) only by way of Demand Draft favouring "**Registrar, Civil Courts, Cuttack**" payable at "Cuttack" otherwise bid offer shall be rejected.
4. The sealed tenders should be submitted latest by 1.30 P.M of 06.03.24 addressed to the undersigned.
5. The received sealed tenders will be opened on 06.03.24 at 04.30 P.M in presence of the available tenderers or their authorised agents.
6. The intending bidders may inspect all the articles available for auction sale during the office hour from 01.03.24 to 06.03.24 after taking prior permission of the concerned authority before submission of their tender.
7. The offered purchase price should be written clearly, both in figures and words.
8. The successful bidder is liable to pay GST @18% extra on the bidding amount.
09. The successful bidder shall deposit 25% of the bid amount in cash on the spot after completion of the bid and balance 75% of the bid amount by Cash/Demand Draft/Pay Order in favour of " The Registrar, Civil Courts, Cuttack" within 3 days from the date of finalisation of the bid in "Process Establishment Section" of the Court.
11. The GST amount shall also be deposited by successful bidder in shape of Challan and the challan receipt is to be submitted in the aforesaid section before removing the sold articles from the stipulated place. In case of non-payment of full amount within the stipulated time, the amount already deposited shall be forfeited and the aforesaid damaged articles/Scraps will be put to fresh auction.

12. The sold articles are to be removed from the site by the successful bidder within 03 days from the date of full payment.

13. The successful bidder shall take away the items on his own risk & cost and he shall be responsible for safe and appropriate disposal of the items. If any damage or otherwise is caused to the articles by any means during or after the stipulated period, no claim on this account will be entertained.

14. In case, the sold articles are not removed within the stipulated time, a ground rent @ 1% of the bid amount shall be charged per day till removal of the articles. Where the ground rate so charged exceeds the offered price deposited, the Bidder/party shall cease to have any right on the said articles. The amount deposited by the Bidder shall be adjusted towards the ground rent and the articles shall become absolute property of the Court free from all encumbrances and will be put to fresh auction.

15. The Court reserves the right to accept or reject any or all the offers of tenders without assigning reasons thereof.

16. No complaint or rejection, if any, after finalization of the Tender will be accepted.

17. In case of any dispute, the decision of the District Judge, Cuttack shall be final and binding on all parties.

**Documents to be submitted along with the Tender :**

1. Certificate of OEM refurbisher / recycler.
2. Self attested copy of GST Registration Number of the firm and latest GST filing report, if available.
3. Self attested copy of PAN card of the firm/bidder issued under Income Tax Act.
4. Self attested copy of Valid Registration No. of the Agency/Firm.

By order of District Judge, Cuttack

  
Registrar  
Civil Courts, Cuttack

**Annexure-II**

**PROFORMA FOR OFFERING RATES FOR OF END OF LIFE COPIER MACHINES OFFERED FOR SALE.**

AMOUNT OF EARNEST MONEY	<b>Rs. Rupees</b>
PARTICULARS OF DEMAND DRAFT	<b>No.</b>
	<b>Date.</b>
	<b>Bank.</b>
	<b>Branch.</b>
NAME OF THE BIDDER	
ADDRESS*	
CONTACT NO	

\*(Address should be complete and supported with proof). The bidder should always be available for necessary communications at the given address.

1. I/We submit my/our highest quotations for the **“End of Life Copier Machines”** offered for sale.

Sl.No.	Brand Name	Amount offered for Unit
1	Sharp Copier Machines/Printer	
2	Canon Copier Machines/Printer	
3	Other Copier Machines/Printer	

2. I/We have very carefully read the terms and conditions of the offer, particularly, regarding earnest money and agree to abide by these in letter and spirit. The decision of the District Judge, Cuttack on any dispute arising out of the offer shall be binding on me/us.

3. I/We agree to the forfeiture of the earnest money if I/We fail to comply with all or any of the terms and conditions in whole or in part as laid down in Annexure-I in the tender invitation which would constitute and have force of a contract between me/us and the establishment of District Judge, Cuttack if I/We am/are declared a successful bidder.

Place: \_\_\_\_\_

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

Name: \_\_\_\_\_

Signature of bidder



**Annexure- III**

**Upset price of the End of Life Copier Machines**

Sl.No.	Brand Name	Price for Unit
1	Sharp Copier Machines/Printer- 7 Nos.	Rs.1,800/-
2	Canon Copier Machines/Printer – 7 Nos.	Rs.1,780/-
3	Other Copier Machines/Printer – 3 Nos.	Rs.1,750/-

  
Registrar  
Civil Courts, Cuttack