



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING
AND RESEARCH**

(Ministry of Social Justice & Empowerment, Govt. of India)
Department of Empowerment of Persons with Disabilities, (Divyangjan)
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.
Website: www.svnirtar.nic.in, E-mail: dir.nirtar@nic.in & svnirtar@gmail.com

Ref-AD-5/Auction/Scrap & old equipment//25-26
Date-06.11.2025

**BID DOCUMENT FOR AUCTION OF VARIOUS OBSOLETE
EQUIPMENTS/SCRAP ITEMS OF VARIOUS DEPARTMENTS.**

GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF TENDER DOCUMENT

Bidders can participate in Bid those fulfilling required criteria.

A. FOLLOWING DOCUMENTS TO BE UPLOADED.

Sl	Name of documents
1	GST Certificate
2	Pan Card
3	Aadhar card
4	Experience certificate of auctioning for minimum one year.
5	Technical Bid details as per Annexure-I (mandatory)
6	Declaration as per Annexure-II (mandatory)
7	Bank Account details, (mandatory)
8	EMD Details.

for 06/11/2025

ACB 06/11/25

6.11.25
D.D. P&A sbg.

Chandrapat
D.D. Tech sbg.

Director

06.11.25

Annexure-I (Technical bid details format).

Sl. No.	Information required	Information to be provided by the bidder
1	Name of the firm/ organization/person	
2	Whether the organization is proprietorship/ partnership/ Pvt. Ltd.,/ Ltd. Company	
3	Local/present Address,	
4	Mob. No. & What's up No. and E-mail. Id of the proprietor/firm/contact person..	
4	If the head office other than in (3) above, then give the address for the same	

Annexure-II (DECLARATION FORMAT)

I/we having my/our office at do hereby declare that I/we have carefully read all the terms & conditions of the BID of the SVNIRTAR, Olatpur, Bairoi, Dist-Cuttack, Odisha-754010. I will abide by all terms and conditions set forth in the tender paper and follow the tender process and T&C.

Signature of Bidder

B. Terms & Conditions

Terms and Conditions of Auction.

1. The successful bidder of the auction or tender sale is allowed 15 (Fifteen) calendar days (including the date of acceptance letter/sale order) for payment of sale value (SV). The Head of Office (or the Officer delegated by an order as per Sop) after taking into consideration the prevailing market rates and trends, may grant an extension of time for the payment of SV with late payment charges @ one per cent per week or part thereof up to two weeks only and, thereafter, the SD will stand forfeited without notice. Extensions should not be granted as a matter of routine. The date of submission of the demand draft in the cash office is the date of payment for all purposes. No interest will be paid to the purchaser for the amounts paid or deposited and subsequently found refundable to the purchaser under any of the conditions of the contract; and No interest shall be paid on Performance security.

2. Terms & conditions of disposal of scrap/obsolete/unserviceable materials.

a. Successful bidder will deposit auction sale value as per H1 bid value within a week from the date of receipt of order. If delay, late payment charges @ 1% per day till one week will be charges. Thereafter contract order will be cancelled and EMD amount will be forfeited. In genuine case, authority may relax the late payment charges.

b. 'As-is-where-is' basis

The auction is on 'as-is-where-is' basis only. As-is-where means that the description/quality/quantity indicated are approximate and the seller does not give any assurance or guarantee that the material will strictly adhere to the Document. Auction items will be taken by the bidder as per quality/size/quantity/description available during lifting. No objection will be made by the bidder if any discrepancy in the items.

3. Inspection by bidders.

In view of the 'as-is-where-is' condition, bidders are advised to quote rates only after completely aware about the materials and bid.

4 -Right to reject all bids

The seller reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any reason thereof and the value of such material, if paid for, shall be refundable. The seller shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.

1. Special conditions-

- Bidder may quote for all items or for any item. Evaluation will be made on item wise value and order will be issued to the H1 bidder for lifting of materials after depositing bid value of items. Specification & description/size/model of items may be different. But bidder will quote as per item-wise and lift the items accordingly. However, if the price offered by that bidder is not acceptable, a negotiation may be held only with that bidder with the approval of CA.
- In case the selected bidder does not show interest in depositing the balance sale value or in lifting the goods, the bid security will be forfeited and other action initiated including resale of the goods in question at the risk and cost of the defaulter.
- In case the total quantity to be disposed cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
- H1 bidder will be ordered to lift materials after depositing Auction value.
- Delivery of sold material -Free delivery Time and Ground rent

Delivery has to be taken within 10 (Ten) calendar days (called free delivery period) from the date of the acceptance letter/sale order (excluding the date of issue of acceptance letter/ sale order). The delivery of material will be given only after realization of the demand draft/ pay order. If the purchaser is not able to lift the material within the free delivery period, he may request for an extension. Such extensions are generally granted after levying a ground rent @ 1/2 (half) per cent of

the sale value per day. But, in some genuine cases, the levy of ground rent may be waived.

2. All risks to the buyer

The items shall remain, in every aspect, at the risk of the buyer from the time of acceptance of his offer. The seller will not undertake any liability whatsoever for the safe custody, protection or preservation after the sale has been confirmed. Lots are put up for sale, subject to change by nature's wear and tear. No complaint regarding the quality or description of the materials sold will be entertained once the bid has been accepted.

3. Terms of delivery.

No picking, choosing, sorting, welding, cutting or breaking of goods or materials sold will be permitted unless otherwise specified. In used/waste oil, separation of oil and water, and so on, shall not be allowed at the site. If these actions are allowed, there is possibility of leakages. In mixed lots, the buyer may take undue advantage by leaving cheaper components behind. If whole machinery is sold and cutting and breaking is allowed, it would be difficult to ensure that the purchaser is taking out only his own cut material and no other unsold material or from other scrap lots. If any foreign materials are found to be mixed in the lot, other than the items included in the auction catalogue and acceptance letter/sale order, the seller reserves the right to remove them at the time of delivery. All documents for releasing materials will be made out in the name of the buyer only. The material will be delivered only to the successful bidder or his authorized representatives against the presentation of the buyer's identity proof. If the successful bidder desires to authorize a representative or an agent to accept delivery, the bidder shall produce a suitable power of attorney or authorization letter for each lot separately, duly attested, by a notary public authorizing his representative or agent to lift the material from the seller.

4. Default by seller.

The seller will not be, in any way, responsible for failure to deliver the material due to causes beyond his control such as a strike, lockout, cessation of work by labourers, shortened hours, act of God or other causes or other contingencies whatsoever. The buyer shall not be entitled to cancel the contract and the period of delivery shall automatically be extended proportionately.

5. Default by buyer.

Materials sold but not removed within the specified date will become the property of the seller and it will have the right to dispose of such goods in any manner as he deems fit without any notice.

6. Witnessing delivery.

All materials sold shall be weighed or counted before delivery, this being supervised by the:

- i) Stock-holder's representative;
- ii) Accounts representative
- iii) Representative of the security force
- iv) Representative of the purchaser (if he wants to be present).

7. Deliveries of scrap.

At the time of delivery of scrap material to the purchaser, the weighment is to be done in the presence of the stockholder's representative. The stockholder's representative and accounts representative will sign a joint statement indicating the type of scrap, name of the party to who scrap is delivered and quantity as per the weighment slip. The stock-holder should arrange for the deliveries to be affected according to the agreement and terms and conditions of sale. He should take every possible step to expedite delivery of the auctioned materials. The stock verifier should count, measure or weigh each lot or part of a lot after comparison of the description and quantity shown in the sold lot to ensure that only such kinds and quantities of materials as have been shown in the sold lot are being issued; he should sign the gate passes and issue notes in token of such a check. In giving delivery of scrap of non-ferrous items, the material should be weighed on electronic weighing scales and the weight of each consignment should be recorded in detail by the stock verifier in his field book. All deliveries should be done through Electronic Weigh Bridges. All the Weigh Bridges should have valid certificate from Weight & Measurement Department of the State Government. He should sign the issue note after fully satisfying himself that entries made therein agree with those in the field book. The field book should be attested by the other representatives making delivery of the goods in token of their having accepted the correctness thereof. The empty and loaded trucks or carts should be weighed and particulars of the gate pass issued recorded. The issue note and gate pass should be countersigned by the stock verifier. The loading of the sold materials should be done under the supervision of the stock-holder and be witnessed by other representatives. The stock-holder will be responsible for realizing the loading charges, if any, from the purchaser.

8. Variation in available Quantity.

At the time of delivery, the actual quantity may vary from the quantity mentioned in the delivery order. In case of excess available material, the seller reserves the right to retain material in excess of quantity in the lot at its discretion. **The purchaser may be allowed to lift the additional quantity after making the requisite additional payment to the seller.**

If the quantity in a lot on actual weighment or count is less than the announced quantity, the seller will not make good the deficiency under any circumstances. The purchaser thereof will be entitled to obtain a refund for the undelivered quantity at the quoted rate. No interest will be paid on the amount of short delivered quantity. The reasons for shortfall should be recorded by the stock-holder and the Head of Office should also record his opinion. Any refund in this regard will be made with the Head of Office's recommendation, the Associated/integrated Finance's concurrence and CA' approval. Copies of the weighment slip will be the base for determining the refund amount. It may be necessary to look into the ledgers for the total quantity held by the stock-holder and particularly so in the case of non-ferrous scrap; the item concerned may have to be processed for special stock verification. In case of a short delivery of the material, the refund of taxes will be the responsibility of the successful bidder only.

9. Conclusion of delivery.

The seller's responsibility ends after the consignment has been loaded and handed over to the representative of the purchasers. The seller will be no party to any dispute that may arise after the loading has been completed.

Details description of Auction materials.

- i. Detail list is attached.**
- ii. Total SV will be deposited before starting of work with acceptance letter. Bidder will be taken out all items by cleaning the area following above Terms & conditions. If any item is not taken out by the bidder and area is not cleaned properly, EMD amount will be either forfeited or expenses for cleaning of the area will be deducted from the EMD amount and balance sale value if deposited will not be refunded.
- iii. Bidder will be cleared the area and completed the auction work within 15 days or before after receiving order. Maximum extension of period may be done till 20 days. Thereafter no permission is given for pending auction work. Damages/penalty will be recovered from the bidder if work not completed in time and disobedience of rules/terms & conditions.

EMD: - EMD amount of the bid is Rs. 15,000.00

S/D
Director

AUCTION ITEMS

SL NO	ITEMS	Qty	Description
1	Dg set 250kva	1	2017-2018
2	Lift	3	2007-08
3	Transformer	2	2003-04
4	Servo Stabilizer(200kva-1 & 100kva-1)	2	1997-98



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Ref-AD-5/Auction/Scrap & old equipment//25-26

Date-06.11.2025

**AUCTION OF VARIOUS OBSOLETE EQUIPMENTS/SCRAP ITEMS OF VARIOUS
DEPARTMENTS.**

TENDER NOTICE

1. Bid period - 07.11.25 to 20.11.25, 11 am.
2. Opening of Technical bid - 20.11.25 at 11:30 am.
3. Opening of Financial bid - On the same day after approval of Technical bid.
4. TB scrutiny committee member- P. S-I/C, Accountant, ASO, JE-Civil/Electrical.
5. Tender forms - Available in the website.
6. Terms & conditions - Applicant will print tender forms from the website. Fill up the forms. Put Technical bid forms along with documents mention in the bid and EMD DD in one envelope. Financial bid forms will be put in another envelope. Both TB and FB envolpe will be shield in one large envolpe. On the cover envolpe, bidder name, address, date of dropping tender will be written in BLOCK letter.
7. Tender document will be dropped in the "TENDER BOX" keep in the Administration Section or it may be send by speed post addressing "To The Director, SVNIRTAR, Olatpur, Post-Bairoi, Cuttack, Odisha-754010". Bid after due time will not be accepted.
8. During opening of bid bidder may be present or not. It is not compulsory.
9. Director has authority to take decision of reject the bid without any reason.


Director

TECHNICAL BID FORMAT

Annexure-I (Technical bid details format).

Sl. No.	Information required	Information to be provided by the bidder
1	Name of the firm/ organization/person	
2	Whether the organization is proprietorship/ partnership/ Pvt. Ltd.,/ Ltd. Company.	
3	Local/present Address	
4	Mob. No. What's up No. E-mail. Id of the proprietor/firm/contact person.	
4	If the head office other than in (3) above, then give the address for the same	

Annexure-II (DECLARATION FORMAT)

I/we having my/our office at do hereby declare that I/we have carefully read all the terms & conditions of the BID of the SVNIRTAR, Olatpur, Bairoi, Dist-Cuttack, Odisha-754010. I will abide by all terms and conditions set forth in the tender paper and follow the tender process and T&C.

Signature of Bidder

FINANCIAL BID FORMAT

SL NO	ITEMS	Qty	Auction value per piece	Total auction amount
1	Dg set 250kva	1		
2	Lift	3		
3	Transformer	2		
4	Servo Stabilizer(200kva-1 & 100kva-1)	2		