

To,

Subject:- Disposal of condemned, obsolete and unserviceable Steel Racks, Ducteble A/C, Wooden Sofa, Telephone Instruments, Typewriter, Revolving Chair,Pump Pressure,Door closer, Electrical Equipment in Films Division, Mumbai.

Sir,

Director General, Films Division, Ministry of Information & Broadcasting, Government of India, Mumbai-400026 intends to invite quotation for Disposal of condemned, obsolete and unserviceable **Steel Racks, Ducteble A/C, Wooden Sofa, Telephone Instruments, Typewriter, Revolving Chair,Pump Pressure,Door closer, Electrical Equipment** etc. in Films Division, Mumbai on 'as is where is' basis.

2. All the condemned, obsolete and unserviceable materials as mentioned above are lying in Films Division, 24-Dr. G.Deshmukh Marg, Mumbai-26 and can be inspected by bidders from **10.10.2016 to 21.10.2016** between **11.00 A.M. to 4.00 P.M.** in the office of Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026.

3. The bidders has to submit the highest bid for the above mentioned goods/ articles on lot basis in sealed quotation (Annexure-II) addressed to the Director General Films Division, Ministry of Information & Broadcasting, Government of India, Mumbai-400026. The detailed list of the Disposal of condemned, obsolete and unserviceable Materials i.e. **Steel Racks, Ducteble A/C, Wooden Sofa, Telephone Instruments, Typewriter, Revolving Chair,Pump Pressure,Door closer, Electrical Equipment** etc. in Films Division, Mumbai may please be seen at **Annexure-I.**

4. There should not be overwriting in the tenders and all correction in the rate should be attested by full signature by the Bidder. The department shall not be responsible for delay, loss or non receipt of tender.

5. The bidder should have PAN number and same must be indicated while submitting the Tender.

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6. The bidder shall deposit 2% of total amount quoted as a Bid Security (Earnest Money) in the form of Pay Order or Fixed Deposit Receipt or Bank Guarantee drawn in favor of Accounts

Officer, Films Division, Mumbai. The Bid Security will be returned to the Bidder within 30 days of the opening the tenders. The bid received without the Bid Security will not be considered.

7. The successful bidder will have to pay VAT at the rate applicable. The bid of the highest responsive bidder would normally be accepted. The selected bidder as to lift the material within seven days from the date of acceptance of the bid failing which Bid Security (Earnest Money Deposit) will be forfeited by the Government.

8. The Original copy of the bid in **Annexure-II** should be enclosed in a double sealed cover, The inside cover should be sealed and the outer cover also sealed may be super scribed “Tender for Disposal of condemned, obsolete and unserviceable materials and should be addressed to the Director General, Films Division, Ministry of Information & Broadcasting, Government of India, Mumbai-400026.

9. The sealed bid addressed to **The Director General, Films Division, Mumbai** should be dropped in drop box kept in the Assistant Administrative Officers cabin, 2nd floor of 1st Phase Building, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m.** on **25.10.2016**. This Organization will not be responsible for the loss of bid or for delay in postal transit. Bidders are advised in their own interest to ensure that their offer reaches this office well before the closing date and time of the bid as the offers received after the closing date and time of the bid will not be considered. The bids will be opened on same day at **3.00 pm** in the presence of the bidders or their representatives who may be present.

10. The Director General, Films Division, Mumbai reserves the right to cancel/ reject any of the quotation/ tender with or without any reason.

Yours Faithfully,

(Ashok A. Shinde)
Assistant Administrative Officer
For Director General

Copy to Nodal Officer (IT) for uploading the tender notice on Films Division website.

(Ashok A. Shinde)
Assistant Administrative Officer
For Director General

Annexure – I

Format for Bid

Detailed list of Disposal of condemned, obsolete and unserviceable Steel Racks, Ducteble A/C, Wooden Sofa, Telephone Instruments, Typewriter, Revolving Chair,Pump Pressure,Door closer, Electrical Equipment etc.

Sr.No.	Particulars of Stores	Quantity /Weight
1.	Steel Rack	Approximately - 130 double 20 single
2	Ducteble A/C (Indoor/ Outdoor Units)	Indoor unit of 11.0 TR 2 nos. Outdoor unit of 5.5 ton 4 nos.
3	Wooden Sofa	2
4	Telephone Instrument	Approximately - 150
5	Typewriter	1
6	Revolving Chair	1
7	Pump Pressure	1
8	Door Closer	2
9	Electrical Equipment	Approximately - 32

(A.A.Shinde)
Asstt. Administrative Officer
For Director General

Annexure-II

Format for Bid

Name of the company/firm/Individual _____

PAN Number _____

Sr.No.	Particulars of Stores	Amount
1.	Steel Rack	
2	Ductible A/C (Indoor 11TR, Outdoor 5.5 ton Units)	
3	Wooden Sofa	
4	Telephone Instrument	
5	Typewriter	
6	Revolving Chair	
7	Pump Pressure	
8	Door Closer	
9	Electrical Equipment	

Company Rubber Stamp/Seal
Of the firm/Company with date

Signature of authorized signatory