

**THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI**  
**(Incorporating the Vidarbha Co-op. Bank Ltd.)**

**Sir Vithaldas Thackersey Memorial Building,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai - 400 001.**

**REQUEST FOR PROPOSAL**

**Notice Inviting the RFP for the Sale of Scrap Items**

The Maharashtra State Co-op. Bank Ltd., intends to sell all types of scrap articles furniture, wooden, steel, electrical items, electronic items etc. through RFP on "as is where is" basis, lying at our Administrative office, Vashi, Navi Mumbai. Sealed RFPs are invited from the interested parties for the sale of scrap materials.

Interested parties should offer their bids in sealed envelope latest by 20.03.2018 before 5:00 p.m. in the office of The Maharashtra State Co-op. Bank Ltd., H.O.Mumbai. on the above address.

RFP documents and Terms & Conditions documents may be collected from the office at the above mentioned address during office hours and on the website [www.msobank.com](http://www.msobank.com). The RFP forms duly completed and signed should be submitted to the office of The Maharashtra State Co-op. Bank Ltd., along with **Earnest Money Deposit of minimum Rs. 20,000/- (Rs.Twenty Thousand Only)** by the way of Demand Draft drawn on any Nationalized banks in favour of the The Maharashtra State Co-op. Bank Ltd., payable at Mumbai. You are requested to follow the guidelines and also the terms & conditions of the RFP set and submit the offers accordingly.

Right to accept or reject any or all tenders without assigning any reason vests with the The Maharashtra State Co-op. Bank Ltd.,

**Please note that the:-**

1	Period of Collection of RFP Set	12.03.2018 Upto 19.03.2018	From 11:00 am. to 5:00 pm. on working days
2	RFP form fee Rs.250/-	-"	Tenderer has to pay Rs.250/- in cash for the purchase of RFP form and if downloaded from website tenderer has to pay Rs.250/- in cash / pay order at the time of submission
3	Due date of submission of Tender	20.03.2018	Till 5:00 pm.
4	Date of Inspection of Scrap items	Upto 19.03.2018	From 11:00 AM to 5:00 PM on working days. Please contact Officer, Estate & Maintenance Dept. Administrative Office, Vashi, Plot No.88, Sector No.17, Vashi Navi, Mumbai in this regard.

Bids will be opened on 21.03.2018 at 3:00 pm. at The Maharashtra State Co-op. Bank Ltd., H.O.Mumbai in presence of bidders or their representative.

**Joint Manager**  
**(General Administration)**

## **TERMS & CONDITIONS-**

### **1. MODE OF SUBMISSION OF TENDER**

- 1.1 RFPs should be submitted in the prescribed form which is available on the above address and can be downloaded from our website i.e. [www.msccbank.com](http://www.msccbank.com).
- 1.2 The RFP should be submitted in sealed cover addressed to Joint Manager (General Administration), The Maharashtra State Co-op. Bank Ltd., Head Office Mumbai.
- 1.3 Once the RFP is submitted no withdrawal will be allowed.
- 1.4 The RFP documents sent through courier or post, should reach the above address well in advance of the closing date and time of RFP.
- 1.5 The RFP documents submitted in any other form like Telex / Fax / Tele Fax / Telephones / E-mail will not be considered.
- 1.6 No RFP documents submitted or received by post / courier after the specified date and time shall be accepted or be eligible for consideration.
- 1.7 Incomplete RFP submitted with qualifying conditions or with condition at variance with the special as well as general terms and conditions of RFP are liable to be rejected.
- 1.8. In event of office remaining closed on the date of opening of the RFP for any unforeseen reason, the RFP shall be opened on the next working date.
- 1.9 Bidder should sign on all the pages of the RFP document.

2. All the rights to complete or cancel the entire procedure are reserved with the Bank.

### **3. EARNEST MONEY DEPOSIT-**

- 3.1 The bidder will have to pay Earnest Money Deposit of **Rs. 20,000/-**
- 3.2 The same will be refunded without any interest to successful bidder only after satisfactory execution of the contract and fulfillment of all contractual obligations or it may be adjusted while remitting the value of the sale before taking delivery of the item.
- 3.3 Each RFP must be accompanied by Earnest deposit for an amount as specified in the RFP set.
- 3.4 No interest will accrue on Earnest deposit amount.
- 3.5 In case of unsuccessful bidder (s), the Earnest money deposit will be refunded as early as possible.

4. **ACCEPTANCE OF OFFER-**

- 4.1 The successful bidder will be intimated about the acceptance of their offer by official work order.
- 4.2 The bidder should return the duplicate copy of the contract duly signed and stamped as token of acceptance.
- 4.3 25% of final purchase value should be deposited on the same day after finalization of RFPs.

**DEFAULT IN PAYMENT-**

- 5.1 In case of default in payment within the time limits specified in the Terms and Conditions of the RFP, the contract automatically stands cancelled thereby forfeiting the Earnest Money Deposit.
- 5.2 The Maharashtra State Co-op. Bank Ltd., reserves the right to accept or not to accept payment beyond the specified time limit.

6. **DEFAULT IN DELIVERY-**

- 6.1 The Maharashtra State Co-op. Bank Ltd., reserves the right to allow or not to allow the purchaser to lift the materials with or without the Ground Rent after the expiry of stipulated delivery period and delayed charge will be 1% of the original total cost of the scrap only.
- 6.2 In event of the material not lifted by the purchaser in entirety the contract stands automatically cancelled thereby forfeiting the Deposited 25 % of final purchase amount.

7. **QUALITY & QUANTITY-**

- 7.1 The goods are offered purely on 'AS IS WHERE IS' basis. Pick and choose method of collection is strictly prohibited.
- 7.2 The tenderer should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection.
- 7.3 The quote should be filled up in the price bid on LOT basis, but price of all LOT's should be quoted and it is compulsory.
- 7.4 Entire LOT is to be quoted by single purchaser. No partial quoting is permitted.

8. **LIFTING & COLLECTION-**

- 8.1 Lifting of all scrap from " as is where is " basis will be the total and complete risk and responsibility of scrap purchaser only.
- 8.2 The purchaser should follow the procedure of bank with regard to entry of vehicle, issue of material in force at the time of taking delivery. Cost of segregation / Cutting / bundling / loading / unloading /transportation etc. of scrap materials are to be borne by the purchaser(s).
- 8.3 All statutory requirement and labour enactments should be strictly followed in respect of persons employed by the Purchaser (s).

- 8.4 The purchaser's representatives, workers, Lorry drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security while they are inside the premises of bank. Any violation of the regulation regarding discipline and security will lead to forfeiture of Security Money and termination of the contract by the Bank.
- 8.5 The Purchaser(s) must not indulge in any corrupt or unlawful practice while executing the contract. If any such case is reported and established, the Bank will have full rights to forfeit the Security Money and cancel the contract.
- 8.6 The Purchaser(s) will be allowed to take delivery of material during office hours of the Bank with prior intimation.

**9. SUBLETTING-**

Assignment of contract and / or subletting of this contract either in whole or in part are strictly prohibited. Bank may at his discretion terminate the contract and forfeit the security money in the event of parting of any interest, in assignment of and / or subletting of the contract, either in whole or in part by the Purchaser, if and when the fact of such parting assignment and / or subletting comes to light.

**10. ARBITRATION-**

All dispute and difference whatsoever arising between the parties out of or relating to the construction meaning and operation or effect of the contract or on the breach thereof shall be referred to the The Maharashtra State Co-op. Bank Ltd., its nominees who will act as the sole arbitrator.

**11. GENERAL-**

- 11.1 Conditional and /or combined offer(s) in RFP shall be liable for rejection.
- 11.2 Acceptance or rejection or deviation of RFP terms and conditions shall be finally decided by The Maharashtra State Co-op. Bank Ltd.,
- 11.3 The Maharashtra State Co-op. Bank Ltd., reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. Also retains the option to cancel a deal even after issue of Sale Contract / Delivery Advice.
- 11.4 The Maharashtra State Co-op. Bank Ltd., reserves the right to accept or reject highest RFP without assigning any reason and may sell the material to one or more than one tenderer as it may deem fit and no claim / complaint in this regard from the highest bidder will be entertained.
- 11.5 In the event of any dispute with regard to G.S.T. or any other statutory levies the matter has to be taken up directly with the concerned Authorities by the purchaser.
- 11.6 If the purchaser happen to be relative of any employee of any Department, he shall inform the Authority of the said fact while submitting his RFP failing which his contract may be rescinded, if and when the fact consequently comes to light and he shall be liable to make good any loss or damages resulting from such rescision.
- 11.7 Intending Tenderers may seek for any clarification before tendering, submission of offer implies the tenderer has obtained all clarification required.

- 11.8 The tenderer must sign each and every page of the General Terms & Conditions, Special Terms & Conditions and schedules to the RFP which form an integral part of the RFP.
- 11.9 Unless otherwise specified the rates will be considered as basic rate without taxes & duties which will be extra as would be applicable on the date of delivery.
- 11.10 In all cases the rates should be quoted both in words and figures. Any alteration or overwriting should be duly authenticated by the tenderer's signature.
- 11.11 The Maharashtra State Co-op. Bank Ltd., shall have the right to withdraw / cancel / issue amend to the RFP documents to clarify amend, modify supplement or delete any of the condition clause stated in the RFP, for which tenderer shall not be entitled to claim any cost, expenses in connection with submission of offer. In case the RFP is withdrawn / cancelled the EMD will be refunded without interest.
- 11.12 All kinds of legal proceedings in any matter arising out of the Contract shall be subject to the jurisdiction of the appropriate legal court at Mumbai.
- 11.13 Tenderer should submit the RFP in given format of **Annexure " A "** on the letter head of tenderer.

**12. Payment Terms-**

Full payment of the stores has to be made within **ten days** from the date of receipt of the Sale Order or earlier as will be specified in the Sale Order.

**13. Lifting Period-**

Entire Quantity has to be lifted within **2 days** strictly as per Delivery Advice. Any delay in taking Delivery of materials beyond the specified period may attract ground rent as per general terms or may lead to Termination of contract. The successful Tenderer should remit the sale proceeds along with G.S.T. and take Delivery of the items within 2 working days after payment.

**14. Inspection -**

The tendered stores shall be kept open for inspection. The interested tenderers may inspect the tendered goods on above working days between 11.00 am to 5.00 pm except Saturday / Sunday or holidays at our Administrative office, Vashi, Navi Mumbai.

The prospective tenderers may contact our Administrative office, Vashi, Navi Mumbai. Only one person from each firm will be permitted for inspection of the items. The person inspecting the items should record their firm's name, his name, and his position in the Inspection Register. The person should produce proof of documentary evidence like authorization letter in their letter pad/visiting card / identification card, driving license, passport, PAN card etc. before inspection. The Tenderers will be permitted to inspect the items only once and they will not be entertained again.

**15. Process-**

Selection of a successful bidder will involve a five (5) stage approach before issuance of Work Order / letter of appointment. The approach follows the Indian Government's Central Vigilance Commission (CVC) guidelines. Issue Notification Issue RFP Document Receipt of RFP Commercial Evaluation, Awarding of contract.

- 16 During evaluation of the bids, The Maharashtra State Co-op. Bank Ltd., may, at his discretion, ask the Bidder for clarification of his bid.
- 17 No bidder shall contact the Estate & Maintenance Department on any matter relating to his bid from the time of the bid opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- 18 Any effort by a Bidder to influence the Estate & Maintenance Department in its decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.
19. **Incomplete and conditional offers are liable for rejection.**
20. **Tenderer should be physically present during the opening of RFP.**

**GOOD AND SERVICE TAX-**

21. G.S.T. as applicable shall be extra as mentioned in the Contract Documents. Any change in the structure shall be construed based on the date of disposal.
- 21.1 G.S.T., Transfer fees and Levies shall have to be paid extra as applicable by buyer.

On Company letter head

**DECLARATION-**

I / we have fully understood the above General Terms & Conditions of the RFP as well as the special Terms & Conditions attached with the RFP which are returned herewith duly signed by me / us in token of having accepted the same and I / We have made by our offer keeping in view these Terms & Conditions.

Place:-

Date :-

**Signature of the bidder**  
With Seal of the Firm / Company

On Company letter head

**SEALED TENDER-**

From :

.....  
.....  
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**To,**  
**The Joint Manager,**  
**General Administration,**  
The Maharashtra State Co-op.Bank Ltd.,  
Estate & Maintenance Dept.  
3rd floor, Head Office,  
Sir, Vithaldas Thackersey Memorial Building,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai- 400 001.  
Phone No. 022- 22800582/592

Sir,

In response to the above invitation of RFP for sale of scrap materials, we are quoting our rates enumerated in the attached schedule. The Demand Draft of \_\_\_\_\_ (any Scheduled Bank) No. \_\_\_\_\_ dated. \_\_\_\_\_ in favour of The Maharashtra State Co-op.Bank Ltd., payable at Mumbai for Rs.20,000/- (Rs.Twenty thousand only ) towards earnest money is enclosed.

In event of the acceptance of the rates offered we undertake that we will abide by the terms and conditions of the RFP documents comprising of :-

1. Sealed RFP Form
2. Terms and conditions (General / Special )

Enclosed: **ENVELOPE NO 1.**

A) Demand Draft No. \_\_\_\_\_ drawn on \_\_\_\_\_ dated \_\_\_\_\_  
for Rs.20,000/- (Rs.Twenty Thousand only )

B) Signed terms and Condition for RFP documents as  
above and other relevant documents.

**ENVELOPE NO 2.-** Schedule of RFP with Quoted Rate

Yours faithfully,

Place:-  
Date :-

**Signature of the bidder**  
With Seal of the Firm/Company



**RFP for the sale of Scrap Materials**

LOTS	SR.NO.	DESCRIPTION	QUANTITY	OFFER PRICE FOR LOT RS.
LOT A	1	Computer Sets	60	
	2	Computer Printer Small	14	
	3	Computer Printer Big	24	
	4	Computer Passbook Printer	6	
		Total of lot A		
LOT B	1	Water Cooler	12	
	2	Freeze	2	
	3	Air Conditioner Window	46	
	4	Air Conditioner Split	41	
	5	Zerox Machine	2	
	6	Interest Rate Board	10	
	7	Telephones	55	
	8	Fax Machine	7	
	9	Adding Machine	10	
	10	Ultraviolet Machine	9	
	11	Cash Counting Machine	4	
	Total of lot B			
LOT C	1	Cash Box	17	
	2	Steel Battery Stand	3	
	3	Steel Table	27	
	4	Steel Locker Ladder	3	
	5	Steel Grills	1	
	6	Ceiling Fan	40	
	7	Steel Cupboard	20	
	8	Wall Fan	10	
	9	Estuast Fan	7	
	10	Speciman Signature Box	7	
	11	Steel Cot	13	
	12	Steel Rack Angles	Appx 400 kg	
	13	Steel Rack	10	
	Total of lot C			
LOT D	1	Sofa	1	
	2	Sofa Chairs	3	
	3	Notice Board	2	
	4	Wooden Table	6	
	5	Safe Stand	5	
	6	Wooden Rack	2	
	7	Wooden Stool	6	
	Total of lot D			

LOT E	1	Wheel Chairs	163	
	2	Ken Chairs Without Handle	49	
	3	Ken Chairs With Handle	27	
	4	Wooden Chairs With Handle	3	
	Total of lot E			
LOT F	1	Steel Scrap	Appx 800 kg	
	2	Wooden Scrap	Appx 500 kg	
	3	Tyres	59	
	Total of lot F			
TOTAL ALL (lot A+B+C+D+E+F)			Rs.	

**Place :-**

**Dated:-**

Signature of the Bidder with Seal of the Firm / Company  
**PLACE THIS FORM IN ENVELOPE NO. 2**