

TENDER DOCUMENT FOR

**SALE OF OLD/UNUSED SCRAP ITEMS SUCH AS MS
ITEMS, AIR-CONDITIONERS, FURNITURE ITEMS AND
MISCELLANEOUS ITEMS AT IMAGE (INDIAN BANK
MANAGEMENT ACADEMY OF GROWTH & EXCELLENCE)
BUILDING, 3, THANDAVARAYAN STREET, MRC NAGAR,
RA PURAM, CHENNAI-600028 IN “AS IS WHERE IS” AND
“AS IS WHAT IS BASIS**

IMAGE/ CHE/TENDER/01/2025-26

Date: 04.11.2025

This tender document has 10 pages.

NOTICE INVITING TENDER

S.No	Issue	Description
1	SUBJECT OF NIT	Sealed tenders are invited for Sale of old/unused scrap such as MS items, Air-conditioners, Furniture items and miscellaneous items at IMAGE Building, 3, Thandavarayan Street, MRC Nagar, RA Puram, Chennai, 600028 in "As is where is" and "As is what is" basis The work also includes Dismantling, shifting to truck, Loading, Transporting & Unloading at Corporation allowed dump yard, along with spares & accessories, as identified by Bank.
2	AVAILABILITY OF TENDER	Tender may be down loaded from the bank's web site http://www.indianbank.in/tender.php From 04.11.2025
3	LAST DATE & TIME OF SUBMISSION OF TENDER	Before 3:00 PM on 18.11.2025
4	PLACE OF SUBMISSION OF TENDER / OFFER	Office Manager, ADMIN Department, IMAGE, MRC NAGAR, CHENNAI-28
5	DUE DATE & TIME OF OPENING OF TENDER	3.30 PM on 18.11.2025 at the above mentioned address
6	INSPECTION OF MATERIAL WHICH PROPOSE TO DISPOSE (STRICTLY ON WORKING DAYS ONLY)	10.11.2025 to 14.11.2025 (11.00 hrs to 16.00 hrs)
7	EMD AMOUNT	Rs. 2,000/- towards EMD Demand draft in favour of " IMAGE Office account ", payable at Chennai from any scheduled Bank shall be enclosed along with the Bid Documents. Tenders submitted without EMD will be summarily rejected.
8	PERIOD OF COMPLETION OF WORK	10 Days from the date of work order.
9	CONTACT DETAILS	Phone No. - 044- 2495 5603 / 10

ASSISTANT GENERAL MANAGER-
IMAGE
044-2495 5603

Signature & seal of the tenderer

TENDER FORM - (PRICE BID)

To

Date:

Deputy General Manager
IMAGE
3, Thandavarayan Street,
MRC Nagar, RA Puram
Chennai – 600 028

Sub: Sale of old/unused scrap such as MS items, ACs, Furniture items and miscellaneous items at IMAGE Building, 3, Thandavarayan Street, MRC Nagar, RA Puram, Chennai 28, in **“As is where is”** and **“As is what is ”** basis

Ref: Your website advertisement tender ref. IMAGE/CHE/TENDER/01/2025-26 dated 04.11.25

With reference to the above, we are pleased to submit our offer as below for Old/unused scrap items such as MS sections, Air-conditioners, Furniture items and miscellaneous items at IMAGE Building, 3, Thandavarayan Street, MRC Nagar, RA Puram, Chennai 28 in **“As is where is”** and **“As is what is ”** basis

S.No	Item description	Unit	Qty (Nos).	Rate(Rs.) / unit	Total Amount <u>excluding</u> GST cost - Rs.
1	4 feet steel almirah	No.	1		
2	AC indoor unit	Nos.	12		
3	AC outdoor unit	Nos.	12		
4	AC stabliser	Nos.	5		
5	Wooden cushioned chair	Nos.	4		
6	Wooden table	Nos.	21		
7	Steel cushioned chair	Nos.	43		
8	Wooden podium	No.	1		
9	Electrical DB	No.	1		
10	Wooden lot	Lot	1		
11	Water dispenser	No.	1		
12	Steel Wash basin	No.	1		
13	Mosquito Fogging Machine	No.	1		
14	SS Rack wheel type	Nos.	2		
15	Waste wood in basement	Lot	2		

S.No	Item description	Unit	Qty (Nos).	Rate(Rs.) / unit	Total Amount excluding GST cost - Rs.
16	Chappathi atta kneeding Machine	No.	1		
17	Electrical fittings	Lot	1		
18	DG Hot Air Exhaust unit- MS with motor, fan, wall & ceiling acoustic enclosure, 3" MS pipe – 40 feet	Lot	1		
	6" MS pipe- 200 feet	Lot	1		
	M S Exhaust Fan in basement with 1HP motor and duct (approx.. 10 feet)	Lot	2		
19	Samsung Box TV	Nos.	3		
20	LCD TV- 42 "	No.	1		
21	LCD TV- 32 "	Nos.	2		
22	LCD TV 16"	No.	1		
23	Plastic mirror	Nos.	5		
24	Plastic chairs	Nos.	52		
25	SS Bainmery - 6 Kuzhi	No	1		
26	Bird Grill wooden window with mesh	Lot	1		
27	Garden waste remover machine	No.	1		
28	Floor cleaner Machine	No.	1		
29	Bed Light	Nos	10		
30	PC Lamp Fittings	Nos.	10		
31	EWCs	Nos	10		
32	Old RO Plant	Lot	1		
33	FRP Cooling Tower with 1 HP motor.	Lot	1		
34	Chiller Water Tank	Lot	2		
35	Old MS diesel storage Tank 1000 lts capacity	No	1		
36	Shoe polish machine	No.	1		
37	GI pipes	Lot	1		

S.N o	Item description	Unit	Qty (Nos).	Rate(Rs.) / unit	Total Amount <u>excluding</u> GST cost - Rs.
	Sub- Total- <u>without</u> GST cost				
	GST for items @ 18%				Rs.
	Grand Total Including GST				

(In
Rupees.....)

Date :

Place :

Signature & seal of the tenderer

Details of DD towards EMD amount:

Named & Address of issuing Bank / Branch	Drawn in favour of	Date of Issue	DD No.	Amount (Rs)
	IMAGE Office account			2000/-

OR

In case of Account Transfer of EMD amount , please furnish

S.No	Amount transferred- Rs.	UTR reference no.	Date	Bank/Branch details
1	2000/-			

DECLARATION OF THE TENDERER

We submit our offer subject to the terms and conditions, which we have carefully read and understood. By submitting this tender, we express our acceptance to all the terms and conditions of the sale.

NAME OF THE TENDERER:

ADDRESS:

CONTACT PERSON:

Phone no.: _____

MOBILE: _____

GST: _____

PAN: _____

Date :

Signature & seal of the tenderer

Place :

GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Tenders are hereby invited by the IMAGE Building, 3, Thandavarayan Street, MRC Nagar, RA Puram, Chennai 28, for "Sale of old/unused MS tubes, Air-conditioners, Furniture items and miscellaneous items at IMAGE BUILDING in "As is where is" and "As is what is " basis. The work also includes Dismantling, Shifting to Truck. Loading, & Transporting, Unloading at Corporation allowed dump yard, along with spares & accessories, as identified by Bank
2. The materials are offered for sale in 'as is where is' condition. Prospective tenderers should inspect the materials before tendering since no complaint regarding the quality, description, quantity, etc. will be entertained once the tender is submitted. They will be deemed to have inspected the materials once they submit their tender whether they have actually inspected them or not and the 'Principle of Caveat Emptor' will apply. Inspection can be had from 10.11.2025 to 14.11.2025 during office working hours at IMAGE Building, Chennai
3. Tenderer have to quote for the above as mentioned in the tender. Bank will have the liberty to accept the highest quoted amount annexure wise. The highest bidder in each annexure can be considered by the Bank.
4. Tenderer are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and dimensions, the means of access to the site, and obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
5. Last date of receipt of tender is on or before 18.11.2025 by 3.00 p.m. Completed tender forms should be dropped in the tender box kept at the IMAGE Building, 3, Thandavarayan Street, MRC Nagar, RA Puram, Chennai 28. Late tenders will not be entertained.
6. The tenderers should submit their offers only in prescribed tender form, as floated in Bank's website. All tender offers shall be firm and valid for a period of one month from the due date of tender. Tender deposit as specified/noted against each should be remitted by way of DD favouring Indian Bank. Payable at Chennai, drawn on any Scheduled Bank payable at Chennai.
7. Only persons or firms having GST Number shall be entitled to take part in the sale. The tenderers should indicate their GST & PAN numbers in the spaces provided for the same in this tender form.
8. The tender form should be complete in all respects. Incomplete tenders, tenders without the required details and combined offers are liable to be rejected.
9. All tender offers shall be valid for a period of one month from the due date. If any tenderer withdraws his offer within the said period of one week, the EMD paid by him would stand forfeited by Indian Bank. The tenders received before the due time, would be opened by the officials of Indian Bank in the presence tenderers on 18.11.2025 at 3.30 p.m. The decision on acceptance or otherwise of the offers will be conveyed to the tenderers by Bank.

Signature & seal of the tenderer

10. **First, the H1 bidder has to remit the GST-TDS amount (2% of sale value) in the**

GST on-line portal and produce the receipt to Bank, if the sale value exceeds the threshold limit.

Upon verification of the GST-TDS invoice, Bank will give clearance to remit the Balance sale value & GST amount, either by way of DD favouring Indian Bank, payable at Chennai or by way of NEFT (Bank/Branch -Indian Bank, MRC Nagar Branch, A/c Number-6269435466, IFSC- IDIB000M163, A/c Name – IMAGE Office account) within 7 days from the date of the work order.

The EMD of the tenderer whose tender is accepted, shall be forfeited in full in case he does not remit the quoted value within 7 days from the date of work order issued by BANK.

11. The purchasers should take delivery of the materials within 10 days from the date of work order.
12. Ordinarily, no extension of time will be granted for completing the delivery and if the successful tenderer fails to take delivery of the materials within the stipulated time, he will have no claim over the balance materials left uncleared or the amounts paid by him and the same will stand forfeited.
13. If the purchaser fails to remit the balance amount within the time allowed, the deposit remitted will be forfeited and the materials will be sold either by private negotiation or otherwise. In case the purchaser, after payment of the entire value fails to take delivery of the materials, the purchaser will have no claim whatsoever over the materials or on the amount paid. The purchaser will not be entitled to any profits on the re-sale, but the purchaser should make good any loss in the same. The materials remaining uncleared will be treated as abandoned.
14. All the materials will be lying at the risk of the tenderer from the time of acceptance of the tender.
15. GST as applicable should be paid extra along with the balance sale value.
16. In case of any dispute, the decision the IMAGE ADMIN dept., 3, Thandavarayan Street, MRC Nagar, RA Puram, Chennai 28 will be final and binding on all the parties
17. When the tenderer signs a tender in an Indian language the percentage above or below and the tendered amount and the total amount tendered should also be written in the same language. In the case of illiterate contractors the rates or the amounts tendered should be attested by a witness.
18. Earnest Money deposit amounting to Rs. 2,000/- in the form of Bank Draft drawn in favour of "Indian Bank" payable at Chennai must accompany the tender document and the same is to be kept in a sealed cover super-scribed "Tender for Sale of old/unused scrap items such as MS items, Air-conditioners, Furniture items and miscellaneous scrap items at IMAGE Building , 3, Thandavarayan Street, MRC Nagar, RA Puram, Chennai 28"
19. The BANK reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
20. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

Signature & seal of the tenderer

21. All rates shall be quoted on the proper form of the tender alone. And shall be firm till completion of the work.
22. Unsolicited fresh/revised prices bids shall not be entertained
23. On acceptance of the tender, the name of the accredited representative(s) of the bidder who would be responsible for taking instructions from the Employer / Consultant shall be communicated to the Employer
24. No employee of the BANK is allowed to work as a contractor for a period of two years from his retirement from BANK service, without the prior permission of the BANK. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the BANK as aforesaid before submission of the tender or engagement in the contractor's service.
25. The tender for the work shall not be witnessed by a contractor or contractors who himself / themselves has / have tendered or who may and had / have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
26. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection.
27. In case of other un-successful tenderers, the security deposit enclosed along with the tender shall be returned treating it individually. The Employer reserves the right to accept or reject any of the offer's without assigning any reason and no dispute or negotiation will be entertained in this regard. The Employer's decision will be final in the matter.
28. Bank shall be under no obligation to accept the highest or any other tender and shall be entitled to accept or reject any / all tender(s) in part or full without assigning any reason whatsoever.
29. For litigations, if any arising thereof, the competent court at Chennai alone will have jurisdiction.
30. The work of dismantling, removing and transporting of tendered items shall be carried out in full coordination with the Bank officials working at site. If necessary, the work can be undertaken during out of-office hours as suggested by the Officials of BANK. The dismantling and removal of shall be carried without any damage to the site.
31. Bidders shall get necessary approvals, if any, required from the competent authority at their own cost for carrying out the work.
32. Bidder shall submit their offer, meeting the requirements of tender documents and other terms & conditions included in the enquiry letter. All the above documents shall automatically become a part of the order / contract after its finalization.

Signature & seal of the tenderer

33. All the items are to be sold "As in where is" and "As is what is" basis and no correspondence will be entertained in this regard.
34. If H1 bidder withdraws his bid, then Bank reserves the right to award the contract to H2 bidder at H1 bidder's rate, if H2 accept for the same. If H2 does not accept for the offer, then H3 will be offered at H1 price. If H3 also did not accept for the H1 price, Bank will take a decision on the bid process.
35. If H1 bidder withdraws his bid, the EMD submitted by the bidder will be forfeited.
36. PAN No. & GST No. of the successful bidder has to be submitted to Bank. TDS and GST – TDS, on the payment will be dealt with, as per Government norms.
37. The items if any, in "kg" will be disposed on weight basis and the H1 bidder has to make arrangements to weigh the same in weighbridge/ weigh scale with the approval of bank, for ascertaining the actual weight. Bidder has to bear the transportation charges.
38. For removal of scrap, any platform or scaffolding if any required, the cost of materials and labour cost of the same is to be borne by the bidder. The scrap items removal should be done without any damage to the Bank's property. Damage if any noticed, shall be set right by the successful bidder at his own cost, to the satisfaction of IMAGE.

ASSISTANT GENERAL MANAGER-
IMAGE

Signature & seal of the tenderer