

TERMS & CONDITIONS

❖ **Procedure for Submission of Quotation:**

- The quotations shall be submitted in a sealed cover duly stamped and super-scribed on top of the envelope '**Sale of Scrap Material**'. The quotations along with EMD' DD (payable at Coochbehar in favour of Central Bank of India) can be dropped in the Tender Box kept at Coochbehar Regional Office at Bangchatra Road, Coochbehar, West Bengal-736101 or the same may be sent through 'Speed Post/Registered Post/By Courier'; however, Bank takes no responsibility for any postal delay. Quotations sent through email/Fax/Telex will not be entertained. Once the RFQ is submitted no withdrawal will be allowed.
- Quotation should be submitted in the prescribed form given at the end of this document. Incomplete quotations shall be rejected summarily.
- No Quotation (s) submitted or received by post after the specified date and time shall be accepted or be eligible for consideration. Also, no quotation without EMD will be rejected and will not be considered.
- In the event of office remaining closed on the date of opening of the quotations for any unforeseen reason, the quotations shall be received and opened on the next working date.
- Bidder should sign on all the pages of this document.

❖ **Reserve Price:** Reserve Price of the lot of Scrap materials **would be uploaded as corrigendum on our Bank website on 21.09.2026 by 01:00:pm, alongwith the actual list and quantities of scrap materials..**

❖ **Inspection, Quality & Quantity of Material:**

- The goods are offered purely on '**AS IS WHERE IS**' & **NO COMPLAINT BASIS**. Pick and choose method of collection is strictly prohibited.
- The bidder should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection.
- The Scrap material is sold on LOT basis. The entire material lying in the lot will have to be lifted by the purchaser so as to clear the entire lot at a time.
- The condemned stores/scrap items shall be kept open for inspection. The interested bidders may inspect the scraps on **22.09.2026 between 10.30 am to 02:00 pm**. 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 bidder may submit final quotation/financial bid by **22.09.2026 at 3:00 PM** and thereafter, no change in quotations will be permitted after the last submission date and time

❖ **Acceptance of Offer:**

- Bank reserves the right to accept or reject highest quotation without assigning any reason and may sell the material to one or more than one Bidder as it may deem fit and no claim / complaint in this regard from the highest bidder will be entertained.

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- b. The successful bidder will be intimated about acceptance of their offer under Registered Post /Telephonically/Email.
- c. The Bidder should return the duplicate copy of the Sale Order duly signed and stamped as token of acceptance.

❖ **Payment Terms:**

- a. The successful bidder should remit the sale proceeds (quoted value) plus applicable taxes in the form of Demand Draft in favour of Central Bank of India payable at Coochbehar within 3 days from the date of Sale Order or earlier as will be specified in the Sale Order.
- b. In case of default in payment within the time limits as specified above, the contract automatically stands cancelled.
- c. Bank reserves the right to accept or not to accept payment beyond the specified time limit.

❖ **Lifting Period & Default in Delivery:**

- a. Entire Quantity has to be lifted within 3 days strictly as per Delivery Advice, which will be issued by Bank upon realisation of the Demand Draft submitted by the successful bidder (buyer). Any delay in taking Delivery of materials beyond the specified period may attract ground rent @ 1% of the reserved price of Bank per day basis or may lead to termination of the Sale Order/Work Order.
- b. Bank reserves the right to allow or not to allow the buyer to lift the materials after the expiry of stipulated delivery period.
- c. In the event of the material not lifted by the buyer in entirety the contract stands automatically cancelled thereby forfeiting the sale proceeds deposited by the bidder.

❖ **Collection & Disposal/Recycling of Material:**

- a. Lifting of all scrap from "as is where is" basis will be the total and complete risk and responsibility of scrap purchaser only.
- b. The buyer 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 buyer (s).
- c. All statutory requirements including environment, health, safety and labour enactments should be strictly followed in respect of persons employed by the buyer(s).
- d. The buyer shall be solely responsible for proper disposal/recycling of the items by fulfilling the prevalent Environment Laws/compliances.
- e. The buyer'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 may lead to forfeiture of Security Money and termination of the contract by Bank at her discretion.
- f. The selected bidder must not indulge in any corrupt or unlawful practice while executing the work. If any such case is reported and established, Bank will have full rights to forfeit the sale proceeds and cancel the contract.

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- g. The selected bidder will be allowed to take delivery of items during office hour of Bank with prior intimation.
- ❖ **Dispute / Arbitration:** All dispute and difference whatsoever arising between the parties out of or relating to the operation or effect of the contract or on the breach thereof shall be taken as per Arbitration Act. 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 Kolkata.
- ❖ **General Terms & Conditions:**
- During evaluation of the quotations, Bank may, at its discretion, ask the Bidder for clarification of his/her quotation.
 - Incomplete and conditional offers are liable for rejection.
 - No bidder shall contact any official of Bank on any matter relating to his/her quotation from the time of the quotation opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the quotation itself.
 - Bank reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. Bank also retains the option to cancel a deal even after issue of Sale Contract / Delivery Advice.
 - In the event of any dispute with regard to applicable taxes or any other statutory levies the matter has to be taken up directly with the concerned Authorities by the purchaser.
 - Intending bidder may seek for any clarification before bidding, submission of offer implies the Bidder has obtained all clarification required.
 - The bidder must sign each and every page of the General Terms & Condition and schedules to the RFQ which form an integral part of the RFQ.
 - 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.
 - In all the cases, the rates should be quoted both in words and figures. Any alteration and / or overwriting should be duly authenticated by the Bidder's signature.
 - Bank shall have the right to withdraw / cancel / issue amend to the RFQ Document to clarify amend, modify supplement or delete any of the condition clause stated in the RFQ, for which bidder shall not be entitled to claim any cost, expenses in connection with submission of offer.
- ❖ **Goods & Services Tax (or Any Other Prevailing Tax):** Taxes including excise duties if any, as applicable shall be extra as mentioned above. Any change in the structure shall be construed based on the date of disposal and the same will have to be paid extra as applicable by the buyer.
- ❖ In case any discrepancy between amounts stated in words and figures, the higher of the two will be considered.
- ❖ Participation and bidding in this auction shall be treated as conclusive evidence of the fact that the bidder has inspected the items and satisfied in all respects i.e. quantity, quality, conditions of the items and the bank does not give assurances of the quality, quantity and measurement.
- ❖ The successful bidder shall remove the materials identified for him/her completely leaving no residual materials at the site. He/ She may not auction the material at the site or sort out the same on the site.

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- ❖ Unsigned bids, incomplete quotations, corrections, alterations or overwritten figures and words on the bids shall be liable to rejected.
- ❖ The bank reserves the right to modify the amended the terms and conditions. These may be announced at the time before the auction concludes.
- ❖ The list of items for sale is attached. However, the bank may increase/decrease the list of obsolete items for sale and hence bid quotations may be submitted after physical verification of the items, as per schedule mentioned (22.09.2026 from 10:30 am to 02:00 pm). However, the bidder may submit final quotation by 22.09.2026 at 3:00 PM and thereafter, no change in quotations will be permitted after the last submission date and time.

Declaration:

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

Signature of the Bidder (With Rubber Stamp)

Full Name with Place & Date:

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FINANCIAL BID

Name: _____

PAN no. _____ GST no. _____

Address: _____

Mobile No.: _____

Product Wise Bid Amount:

ITEM*	QTY.	PRICE PER PIECE	Total Price
AIR_CONDITIONERS			
ALARM_SYSTEM			
ATM_COUNTER			
BATTERY			
CALCULATING_MACHINES			
CAMERA CCTV			
CHAIR			
CHAIR-3-SEATER			
CYCLES			
FANS			
GLOW SIGN BOARD			
LIGHT			
NOTE COUNTING/SORTING MACHINE			
OTHER OFFICE EQUIPMENT'S			
OTHER MISCELLANEOUS ITEMS			
STABILIZER			
UPS			
UV LAMP			
WOODEN FURNITURE			
WOODEN/STEEL BOX			
XEROX MACHINE			
GRAND TOTAL			

* The above list of items is indicative only, final list of items with quantities would be uploaded as corrigendum on our Bank website on 21.09.2026 by 01:00:pm and hence financial bid/quotation to be submitted by 22.09.2026, 3:00 PM.

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Total Amount of Bid:	Rs. _____
Add GST: -	Rs. _____
Total including GST: -	Rs. _____
Amount of BID in Words: -	

The Bidders need to submit the quoted amount inclusive of GST in form of Demand Draft Payable at Coochbehar in the name of Central Bank of India, after being declared the Highest bidder.

Signature of the Bidder (With Rubber Stamp)

Full Name with Place & Date:

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Confirmation Of Acceptance of Tender Terms and Conditions

To,
Chief Manager,
Business Support Department,
Central Bank of India, Regional Office, Coochbehar,
Terongi More, Bangchatra Road, Coochbehar, West Bengal - 736101

(To Be Signed by The Bidder and Enclosed Along with Their Offer in A Separate Envelope)

- We have studied the terms and conditions of Tender Enquiry including General and Special terms and conditions, Commercial terms and conditions.
- We are accepting all terms and conditions of the Tender without any deviation.
- We also understand that the Offer with any deviations from the Tender Enquiry are likely to be rejected and no correspondence on the same will be entertained by Bank.
- We also understand that the order/s will be placed in the name of principals only and not in the name of their dealer/s. Our quotation is based on the above.

Date: _____

Signature of Tenderer with Rubber Stamp