

**HIGH COURT OF JUDICATURE AT ALLAHABAD**  
**AUCTION NOTICE**

High Court proposes sale by auction in bulk, of unusable/ broken furnishing items (furnitures, electrical and misc.) on “as is where is” basis. The aforesaid items are kept in the Court premises near new Office Complex. It may be seen on 03<sup>rd</sup> and 17<sup>th</sup> August, 2013 between 11.00 A.M to 1.00 P.M., by contacting Deputy Registrar (N). Interested persons are required to submit their offers in sealed Tender latest by 1:00 P.M. on 31.08.2013 along with Earnest Money Rs.5,000/-. The copy of all the relevant documents may be obtained from the Office of Deputy Registrar (N) or from website <http://www.allahabadhighcourt.in>. In case of any dispute the decision of the Registrar General will be final.

(R.L.Mehrotra)  
Registrar (Budget)”

## Instructions to Bidders (ITB)

No.....*Dated:*

1. The Registrar (B) on behalf of High Court Allahabad invites the sealed bids from the interested bidders for sale of scrap lying in the high court premises. The Contract shall be for the whole of the scrap as a single unit and as per the list available with the office of the Assistant Court Officer, Nazarat. **The Bidder has to submit only one bid for all the scrap items taken together.**
2. The Bidder, at his own cost, responsibility and risk, is encouraged to visit, examine and familiarise himself with the site of scraps and its surroundings on the date specified in the advertisement/ or as per information on the website of Hon'ble High Court. He/She must obtain all information that may be necessary for preparing the Bid and entering into a contract for sale. The costs of visiting the Site shall be at the Bidder's own expense. He may contact the person in the office of concerned Court officer, Nazarat.
3. A set of bidding documents may be collected from the office of concerned Deputy Registrar, Nazarat, between 11:00 am and 04:00 pm on any working day from 01<sup>st</sup> August 2013 to 30<sup>th</sup> August 2013.
4. Content of Bidding Documents: The set of bidding documents shall comprise the documents listed below.
  - a. Copy of notice Inviting Tender
  - b. Instructions to Bidders
  - c. Form of Bid
  - d. Photo copy of Cash deposit receipt.
5. The Bidder shall submit one set of the bid comprising of the documents as described in bid document. Bidder must submit all information on prescribed Performa with the bid.
6. All documents relating to the Bid shall be in the language specified in English/Hindi.
7. The Bid submitted by the Bidder shall be in sealed envelope. The prices shall be quoted by the bidder entirely in Indian Rupees.
8. The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. **All pages of the Bidding document shall be signed by the person or persons signing the Bid.**
9. The Bid shall contain no overwriting, alterations or additions, except those to comply with instructions issued by the Registrar (B),
10. **The Bidder shall furnish, as part of the Bid, Earnest Money, of rupees 5000/-.** The Earnest Money shall be in the form of Cash Deposit in the Cash Section of the Allahabad High Court. Any bid not accompanied by an acceptable Earnest Money, shall be rejected as non-responsive.
11. **Bids once submitted cannot be withdrawn.**

12. The Bidder shall place his bid in one sealed envelope along with the photocopy of the cash deposit receipt of Rs 5000/-, Copy of notice Inviting Tender, Instructions to Bidders and Form of Bid. **The envelopes must be super scribed with the name, address, mobile number and the serial number of cash deposit receipt by the Bidder.**
13. Before the deadline for submission of bid, the high Court may modify the bidding documents by issuing addenda. Any addendum thus issued shall be part of the bidding documents and shall be published on the official web site of the Court.
14. The Earnest Money of unsuccessful bidders will be returned at the earliest after the acceptance of contract by the successful bidder.
15. The Earnest Money of the successful Bidder will be either adjusted against the overall bidding amount or returned after he/she deposits the full amount.
16. The Earnest Money may be forfeited if a Bidder withdraws the Bid after opening of Bids or after the announcement of the successful bidder or in case of a successful Bidder fails to submit the full realization amount within the time limit of one week after the receipt of acceptance letter by the successful bidder.
17. Complete Bids must be received at the office of the Registrar (B) not later than the date and time indicated in the bid document. The Registrar (B) may extend the deadline for submission of bids by issuing an amendment. Any Bid received by the Registrar (B) after the deadline prescribed in bid document will be returned unopened to the Bidder.
18. Bids must be delivered to the office of the Registrar (B) on or before 01:00 P.M. on 31<sup>st</sup> August 2013 and the bids will be opened on the same day at 02.00 P.M., by Registrar (B) in the office of the Court Officer, Nazarat.
19. The Registrar (B) will open the bids received (except those received late) in the presence of the bidders/bidders' representatives who choose to attend at the time, date and place specified in the bid document. In the event of the specified date for the submission of bids being declared a holiday for the Allahabad High Court, the Bids will be opened at the appointed time and location on the next working day.
20. The Registrar (B) will evaluate and compare only the bids determined to be substantially responsive. Information relating to the examination, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.
21. The Registrar (B) will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the highest Bid price for the purchase of scrap.
22. Notwithstanding the above Clause, the Registrar (B) reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Registrar (B)'s action.

23. The bidder whose Bid has been accepted will be notified of the award by the Registrar (B) by phone and registered letter. This letter hereinafter called the "Letter of Acceptance" will state the sum that bidder will pay to the Registrar (B) in consideration of the sale of scrap by the Allahabad High Court to the bidder (hereinafter called the "Contract Price").
24. The notification of award will constitute the formation of the Contract.
25. The successful bidder has to deposit 25% of this amount (Contract Price) on the next working day of receiving the letter of acceptance from the Registrar (B) the rest of the amount of this contract price (75%) shall be deposited by him/her within the period of one week after the receipt of letter of acceptance. only thereafter he/she will be allowed to take away the scrap thus deemed sold. In the event of failure to depositing the full contract amount his /her Earnest amount along with 25% of contract price deposited will be forfeited and the deal/contract will be scraped.
26. A successful bidder is also required to submit photo copy of his Pan card and address proof.
27. All applicable taxes, if any at admissible rate has to be borne by the successful bidder.

Name and Signature of the bidder with date:

Form of Bid

\_\_\_\_\_ [Date]

To

The Registrar (B)  
High Court of Judicature at Allahabad  
Allahabad

Description of the work: Sale of Scrap Ref: Notice/ Advertisement .....

1. I/ We offer to purchase the scrap as a whole lying in the premises of Hon'ble High Court, Allahabad marked for the purpose of sale by auction and mentioned in the list available with the Court Officer, Nazarat

For rupees.....

2. I/we have visited the place where scrap is lying and examined the items (scrap). I/We undertake to pay the above mentioned amount and take the scrap within stipulated time as per the bidding documents on receiving Letter of Acceptance/ the notice to proceed.

3. This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the highest or any Bid you receive.

4. I understand that in the event of award of contract I shall deposit 25% of the bidding amount (contract Price) on the next working day of receiving the letter of acceptance from the Registrar (B) and balance 75% amount within 07 days failing which the High court is authorized to cancel the bidding and forfeit the Earnest money along with the 25% bidding money deposited.

We hereby confirm that this Bid complies with the Bid validity and Earnest money required by the bidding documents.

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Authorized Address of communication:

Telephone No(s): (Office):

Mobile No. :