

**INTELLIGENCE BUREAU  
MINISTRY OF HOME AFFAIRS  
GOVERNMENT OF INDIA  
ROOM NO: 4045, 35, SP MARG,  
NEW DELHI-110021  
TEL: 24191269**

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**TENDER NOTICE FOR APPOINTMENT OF AUCTIONEER**

Sealed offers are invited from Government approved auctioneers or firms/ companies, of repute and standing, having past experience of auctioning/ tender-cum-auctioning of condemned wireless, technical stores, computer stores and electronic equipments held by the Government departments/public sector undertakings/banks, for appointment of auctioneer for auction of condemned wireless, technical, computer stores, electronic equipments and other stores in the **premises of Intelligence Bureau, 35 S.P. Marg, New Delhi.**

Tender availability in <a href="http://www.mha.nic.in">www.mha.nic.in</a>	Between 28.12.2016 to 30.01.2017 up to 1800 hrs.(both days inclusive)
Last date for submission of the bids	31.01.2017 up to 1800 hrs.
Tender Fee/ Earnest Money Deposit (EMD)	For tender Rs.100/-(Rupees One hundred only) (non refundable) For EMD Rs.15,000/-(Rupees Fifteen thousand only) (Refundable conditional)
Date of opening of Bids	06.02.2017 at 1500 hrs.

Please visit our website **[www.mha.nic.in](http://www.mha.nic.in)** for the detailed terms and conditions. All future addendums/corrigendum if any, will be posted on the above website only. Bidders are requested to visit the sites frequently for the same.

  
Joint Deputy Director/Tech

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2. The terms and conditions of the Tender are as per Annexure A, the Application form as per annexure B, the Form of the Technical bid as per Annexure C and the Form for the Financial Bid as per Annexure D. These are available for down loading during the period from 28.12.2016 to 30.01.2017 (including starting and closing dates) from the website [www.mha.nic.in](http://www.mha.nic.in).

3. Bids are to be submitted as per two bid system i.e. Technical and Financial bids separately in two envelopes. These envelopes shall bear the name of applicant and shall be super scribed "TECHNICAL BID" and "FINANCIAL BID" and attached to the APPLICATION FORM and put inside a larger sealed envelope which shall be super scribed with the words, "TENDER FOR APPOINTMENT OF AUCTIONEER" and name of applicant, with addressee as Joint Deputy Director/Tech. The said larger sealed envelope is to be deposited up to 1800hrs. on or before 30.01.2017 at reception of 35 SP Marg, New Delhi.

4. The sealed tender envelopes and said large sealed envelopes therein shall be opened by the Joint Deputy Director/Tech, Room. No.4045, 35 S.P. Marg, New Delhi-110021 at 3.00 p.m. on 06.02.2017. Applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representative with an authority letter for the purpose.

5. The department reserves the right to amend the tender documents if considered necessary with due intimation to respective bidders prior to the last date of submission of tender and also reserves the right to extend the date of submission and opening of tender, if considered necessary. Any amendment in the tender to this effect will be notified only on the website [www.mha.nic.in](http://www.mha.nic.in) and therefore bidders should invariably check the website till the last date of tender.

6. The department reserves the right to accept or reject any tender in part or in full without assigning any reason whatsoever and / or to relax the tender condition at any stage if considered necessary for the purpose of finalizing the matter in the overall interest of the Intelligence Bureau. Preference will be given to Government approved auctioneers in case the other conditions of technical bid and financial bid are similar for two or more bidders.

*27/12/16*  
Joint Deputy Director/Tech

**Terms and Conditions of the Tender**

**General terms and conditions**

1. Applicant is to enclose Demand Draft from Nationalized Bank for an amount of Rs.100/- (Rupees One hundred only) favouring DDO (M), IB (MHA) payable at , New Delhi towards a non-refundable Tender Fee, at the time of submission of Tender.
2. Applicant is to enclose Demand Draft favouring DDO(M), IB (MHA) payable at New Delhi from Nationalized Bank for an amount of Rs.15,000/- (Rupees Fifteen thousand only) towards Earnest Money Deposit (EMD). The EMD shall be refunded to unsuccessful bidders after award of contract to successful bidder, against written request for return and a receipt. Interest is not payable on EMD.
3. Applications which are not accompanied by the Demand Drafts towards Tender Fee, EMD and with the sealed Technical and Financial bids or those, in which any of the details in Technical Bid are not filled, shall be summarily rejected. If the documentary evidence in respect of past experience is not enclosed with application, the application shall be summarily rejected.
4. Technical bids of only those applicants shall be opened, whose applications have not been rejected. The Technical Bids will be evaluated on the basis of past performance. For Technical Bid to qualify, the applicant should have at least three years experience in handling of auction of Government goods. A documentary proof should be attached with it.
5. The Financial bids of only those applicants shall be opened whose Technical bids are qualified. In the Financial Bid, the applicants are required to express their quote for professional fee/commission charges as a combination of Professional Fee/Commission charges. The quote should be written in figures and words, if the quote does not follow these parameters, it shall be rejected.
6. Where the Financial bid is identical for two or more participants, the deciding criteria shall be the number of auctions conducted, the number of departments services, as forthcoming in the Technical bid in that order.
7. Overwriting, correction or insertion in the quote in the Financial Bid should be duly authenticated by the applicant/its authorized signatory. If there is any variation between the rates quoted either in figures and words, only the lower of the rates quoted either in figures or in words shall be construed as correct and valid.

8. It may be noted that all/each tender document, bid, pages, enclosures should be duly signed and stamped by applicant. Tenders must be accompanied by specified documents. If any of these conditions are not met, tender shall be summarily rejected. Tenders must not be conditional and if they are, they shall be rejected.

**9. The tender offer shall be valid for 90 (Ninety) days from the date of opening of the tenders.**

Other terms and conditions specific to 'successful bidder'

10 Upon selection of the successful bidder by the tender committee, the department shall serve an intimation letter to the said applicant who shall submit a letter of acceptance along with the EMD of Rs.15,000/-.

11 The successful applicant/bidder shall be required to execute an agreement or contract, on judicial stamp paper of Rs. 100/- with the Intelligence Bureau, 35 S.P. Marg, New Delhi, within 15 days from submission of letter of acceptance.

12 The auctioneer shall be appointed for a period of three year and the appointment may be reviewed or renewed, for a further period of six months with the same terms and conditions, if found fit by the department.

13 The scope of work or duties or obligations of the auctioneer are to employ all the necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards, expected from experts for completion of the work and include the following:-

To assist the Department in arranging for the followings:

- a) To prepare auction notice depending upon the mode of auction in consultation with the department.
- b) To finalize start and end time, terms of bidding and configuration of the auction with the IB.
- c) To give wide conspicuous publicity in respect of the Government goods to be auctioned and details of the auction in at least two leading nationally circulated English and Hindi newspapers each and to vernacular newspaper. To make such publicity sufficiently in advance of the auction date so that there is adequate time for interested prospective bidders to examine the goods as well as participate in the auction. The newspapers and advertisement therein shall be approved by the IB prior to its publication. The auctioneer may also advertise through internet, e-mail or other modes of advertisement for ensuring wider publicity.
- d) To arrange for examination of the goods by the prospective bidders before the date fixed for auction, in compliance of such terms and conditions, as may be specified.

- e) To print and circulate catalogue containing details of the auction approved by IB, amongst prospective buyers and in the area in which the auction is to be held; also to make copies of catalogue available to all the bidders/buyers present at the time of auction.
- f) Not to conduct the auction on a Sunday or on any public holiday.
- g) To obtain written confirmation from highest bidder.
- h) To safeguard the auction from any type of bidding manipulations. In case it is noticed by Auctioneer that fair prices are not being offered or ring/cartel is being formed by the bidders, it will be immediately brought to notice of the officer supervising the auction who may cancel the auction.
- i) Not to directly or indirectly, bid for or purchase any goods at the auction; not to give, offer or agree to give or accept, any gift or consideration of any kind as an inducement or reward for doing or for bearing to do so or for having done or forborne to do any act in relation to work carried out by auctioneer; not to engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations and duties as auctioneer and to notify IB immediately and in writing of any actual or potential conflict together with recommendations as to how the conflict could be avoided; not to disclose to any third party any confidential information obtained during the course of work.
- j) To conduct auction in the manner and as per condition laid down by the IB and announce and publish such conditions.
- k) In case of physical/public auction, to loudly announce the auction condition before auction to start. He shall conduct mock auction prior to live auction to allow participants to be comfortable with the bidding process to conduct the actual auction providing necessary infrastructure.
- l) To collect the balance amount of the bid from the bidder within 15 (fifteen) days from the date of Auction or as per the conditions of the auction or within such extended time by cash/draft as may be specified by the IB and deposit the same with the Department within prescribed time period.
- m) To prepare in triplicate the Sale Sheet, in the form prescribed by IB. This shall be signed immediately after the sale by the Officer supervising the auction and the auctioneer.
- n) To prepare in triplicate a Final Sale Account on completion of auction in the form prescribed by IB within three working days, showing the proceeds realized and to submit a copy thereof to the officer supervising/conducting the auction sale.
- o) To address all communications relating to the auction for consents, instructions, etc to the Intelligence Bureau by designation and address as follows, "Joint Deputy Director/Tech", Room No. 4045, 35 S.P. Marg, New Delhi-110021."

- p) To submit the complete set of following documents for his payment- **(a)** Pre-receipted bills in quadruplicate along with copy of the bid sheet **(b)** Details of Bid **(c)** Original and certified true copies in respect of payment of Service Tax, duly acknowledged by the Service Tax Department **(d)** Copy of Newspapers in which the Auction Sale Notice is published in original and photocopy of Bill for advertisement in newspapers.
- q) Without the prior written consent of Intelligence Bureau, not to assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the auctioneer, any of its obligations or duties.
- 14 Auctioneer shall be liable and responsible to Intelligence Bureau and shall indemnify the Intelligence Bureau against any cost and expenses or loss or damages suffered by the Intelligence Bureau/Government due to any suppression or misrepresentation or fraud committed by auctioneer and/or by auctioneers servants or agents in publishing the auction or in the conduct of the auction.
- 15 The commission charges/professional fees of the auctioneer will be paid only for such bid whose whole amount is received by the Department and Final Sale Certificate to the successful bidder is issued by the IB. The payment shall be subject to IB being satisfied that the auctioneer has carried out its duties, obligations and responsibilities.
- 16 The commission charges/professional fees of the auctioneer will not be paid for a failed sale, that is, where the auction process has failed due to non-participation by the bidders or where the quotations/bid amounts received are below the reserve price or where the sale has been cancelled by the IB or where the IB cancels the auction process for any reason whatsoever, including any default on part of the auctioneer.
- 17 No commission shall be payable by IB to auctioneer on any forfeited amounts received by the department.
- 18 In case of cancellation (but only in case of unavoidable circumstances) of the auction by the IB, the auctioneer will be entitled for actual expenses on advertisement in Newspapers only against production of documentary evidence.
- 19 The EMD shall be forfeited if
  - a) The successful bidder withdraws his tender or modifies his offer in a manner unacceptable to IB during the validity period of tender which is 90 (Ninety) days from the date of opening of the tender.
  - b) The bidder has been notified for the acceptance of the tender during the validity period of tender, and refuses to undertake the work on award of the contract.
  - c) The bidder submits forged/tampered documents while participating in the tender.

- 20 During the currency of the contract, if the services of the auctioneer are not found satisfactory, IB reserves the right to terminate the contract with one month prior notice without payment of any compensation whatsoever.
- 21 It shall not be obligatory for the department to offer all assets for sale through the auctioneer.
- 22 IB shall have no liability in respect of work performed by auctioneer outside the scope of this contract or in respect of any illegal activity on the part of auctioneer.



**APPLICATION FORM**

- 1 Applicant Details (Name, Address, Landline and Mobile numbers)
- 2 Nature/Status of Firm e.g. Proprietorship, Partnership, Limited Company, etc:  
Is documentary evidence enclosed YES / NO
- 3 Names, Addresses, Telephone Nos. of Proprietor/Partners/Directors
- 4 Permanent Account Number (PAN)
- 5 Service Tax Registration No  
Is copy of ST Registration enclosed
- 6 Last Income Tax Return if filed for Assessment Year.
- 7 Tender Fee DD enclosed (Amount, DD No, Date, Valid till, Issuing Bank and Branch)
- 8 EMD DD enclosed (Amount, DD No., Date, Valid till, Issuing Bank and Branch)
- 9 Is sealed envelope of Technical Bid enclosed YES / NO
- 10 Is sealed envelope of Financial Bid enclosed YES / NO
- 11 Applicant's Bank Account No., Bank Name and Branch

The complete tender notice with annexure have been carefully read and fully understood and it is unconditionally undertaken to conform with and be bound by the terms and conditions. The statements made in this application and its enclosures are true and correct to the best of our knowledge and belief.

Signature  
Name of authority with Seal/Stamp.

**TECHNICAL BID**

- 1 Applicant Details (Name, address, landline and mobile numbers)
- 2 Please fill the following details in respect of the Applicant's experience as Auctioneer with respect to successful auctioning of Technical/Computer Stores held by Government departments/Public Sector Undertakings/Banks.

## Financial Years

2013-14

2014-15

2015-16

- a) No. of Government departments/Public Sector Undertakings/Bank for which appointed auctioneer which sold Government goods
- b) No. of successful auctions of Government goods
- c) Total Bid amounts collected in such auctions.

- 3 Is documentary evidence (authenticated and attested by Applicant) attached for details disclosed against Sr. No. above.

YES / NO

- 4 Attach the list of such documentary evidence
- 4 Disclose any other information or document which Applicant considers relevant for the purposes of illustrating that it enjoys repute and standing and possesses the requisite capability / experience / past performance.

The complete tender notice with annexure have been carefully read and fully understood and it is unconditionally undertaken to conform with, abide by and be bound by the terms and conditions enumerated therein.

Signature

Name of authority with Seal/Stamp.

**FINANCIAL BID**

- 1 Applicant Details (Name, address, landline and mobile numbers)
- 2 Professional Fees / Commission Charges (exclusive of Service Tax). Lump sum amount of Rupees \_\_\_\_\_ per Store sold. The complete tender notice with annexure have been carefully read and fully understood and it is unconditionally undertaken to conform with, abide by and be bound by the terms and conditions enumerated therein.

Signature  
Name of authority with Seal/Stamp.