

# **Kerala Transport Development Finance Corporation Ltd**

(A Government of Kerala Undertaking and a Non Banking Financial Company registered under the Reserve Bank of India)

**Trans Towers (6<sup>th</sup> Floor), Vazhuthacaud, Thiruvananthapuram**

**Telephone: 0471-2327881, 2326883, Fax 0471-2326884**

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## **TENDER No./KTDFC/.Admn2/2190/2011/2015(A)**

### **Tender for Disposal of Office Car [Scoda Octavia (Diesel)]**

#### **TENDER SCHEDULE**

Last Date and Time for the submission of Tender	:	on or before 5.00 p.m on 28/10/2015
Commencement of Auction cum Tender Process	:	at 11.00 a.m on 29/10/2015
Earnest Money Deposit (EMD)	:	Rs. 5,000/-

Sd/-

**Manager (Administration)**

**12.10.2015**

**Kerala Transport Development Finance Corporation Ltd**

## **AUCTION- CUM-TENDER NOTICE**

*(All pages of the Tender Document to be signed and submitted by the Tenderer)*

Sealed competitive tenders are invited by **Kerala Transport Development Finance Corporation Ltd (KTDFC)** from interested parties, firms or Companies, for the disposal of an office car [Scoda Octavia (Diesel)], herein after referred to as the '**Vehicle**', the details of which are given in Annexure-I, as per the terms and conditions mentioned herein. The Tender Document Set can be obtained from the Head Office of KTDFC or the same can be downloaded from the website **www.ktdfc.com**. Tender Document is free of cost.

Applicant shall remit an amount of Rs.5,000/- (Rupees Five Thousand only) as Earnest Money Deposit (EMD) for participating in the Tender. EMD shall be remitted by way of DD drawn from a Nationalized bank/Scheduled commercial bank in favour of the **Managing Director, Kerala Transport Development Finance Corporation Ltd payable at Thiruvananthapuram**.

The original of the DD for the EMD shall be enclosed with the Tender in the manner mentioned below.

### **CRITERIA FOR ALLOTMENT**

The Vehicle will be sold through a **Tender cum Auction Procedure to that tenderer who offers the highest amount as the price (sale consideration) for the Vehicle, in the tender / auction process to the satisfaction of KTDFC**. The taxes and expenses, if any, to be incurred for the sale and transfer of ownership of the Vehicle shall also be borne by the successful tenderer.

### **HOW TO PARTICIPATE IN THE TENDER-CUM-AUCTION**

The Tenderer shall record the amount that it/ he / she offers as price for the Vehicle **in Annexure-2 - Disposal of Office Car- Financial Bid**. As mentioned earlier, the Vehicle will be allotted to that Tenderer who offers the highest amount in the tender / auction process to the satisfaction of KTDFC as price of the vehicle that he/she/it agrees to pay to KTDFC in case of acceptance of its/his/her offer.

If it is found that there is inconsistency in the amount quoted in figures and words, reliance will be given to the amount quoted in words. Every tenderer, on submission of duly completed tender with the required EMD, becomes eligible for participating in both the tender and auction processes.

However, if the tenderer intends to participate in the auction process alone, then also it/he/she has to submit the tender documents along with all other relevant documents but without specifying any Price in the **Annexure -2 – Disposal of Office Car- Financial Bid**. It/He/She can raise its/his / her offer in the auction process. Similarly the Tenderer, if intends, can participate in the tender process alone. In any case, the Vehicle will be sold to that Tenderer who offers the maximum amount as price for the vehicle, either in the tender or in the auction to the satisfaction of KTDFC.

### **METHOD FOR SUBMISSION OF TENDERS**

- Applicant can obtain the tender documents from the Head Office of KTDFC or the same can be downloaded from the website **www.ktdfc.com**. Tender document is free of cost.
- Fill in the Tender Documents and sign each pages.
- The Tenderer shall record the amount offered as price for the Vehicle in **Annexure -2 – Disposal of Office Car- Financial Bid**. Overwriting should be avoided. Tenderer must initial any cutting / rewriting / overwritings.
- Put the original DD for the EMD and the self attested copy of the Identity & Address proof of the Tenderer in a sealed envelope (Envelope-1) with a superscription '**EMD, ID & Address Proof**'.
- Put the duly filled Tender Document Set including '**Annexure -2 – Disposal of Office Car- Financial Bid**', in another sealed envelope (Envelope-2) with a superscription '**Tender-Financial Bid**'.
- The above two sealed envelopes (Envelope 1 & 2) shall then be put in a sealed Master Envelope and superscribe "**Tender for Disposal of Office Car [Scoda Octavia (Diesel)]**".
- The above mentioned Sealed Master Envelope shall be addressed to the "**Manager (Administration), Kerala Transport Development Finance Corporation Ltd (KTDFC), 6<sup>th</sup> Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram – 695 014, Ph: 0471-2326883**" and the same shall reach at the above address, either by hand or by post / courier, on or before **5.00 p.m on 28/10/2015**
- Any Tender received after due date & time will not be entertained. KTDFC will not be responsible for any delay or misplacement of documents sent by post / courier.

### **AUCTION AND OPENING OF TENDERS**

The Auction cum Tender Process will commence at **11.00 a.m on 29/10/2015** at the **Head Office of KTDFC at Vazhuthacaud, Thiruvananthapuram**, in the presence of those tenderers or

their authorised representatives whoever are present [In the case of a representative, a proper authorization letter of the Tenderer shall be produced by the representative along with the ID proof of the representative with a self attested copy thereof]. Only the tenderers or their authorised representatives will be admitted to the venue of auction.

In the first phase, Envelope-1 will be taken out by opening the Master Envelope and it will be verified that whether the Tenderer has furnished the requisite EMD and Identification Proof. Upon ensuring the same, the Tenderers will be permitted to participate in the 'Auction Process'. The Tenderer can, if he / she/it wishes to do so, raise orally his / her/its maximum offer of the price of the Vehicle in the Auction Process. If necessary, the auction will continue on the subsequent working days till the auction is completed. After completing the auction process, the Envelope-2 of the Tenderers will be opened and the amount offered as price for the Vehicle **in Annexure -2 – Disposal of Office Car-Financial Bid** will be noted down. Thereafter, the amount offered as price of the sale of the Vehicle in the auction process and in the tender forms will be examined and the Vehicle will be sold by KTDFC to that Tenderer who offered the maximum amount as price of the Vehicle, subject to the condition that the amount offered shall be satisfiable to KTDFC.

Managing Director, KTDFC shall have the right to cancel / postpone / extend the date(s) and time for submission / opening of tenders and auction. The decision of the Managing Director, KTDFC on all matters arising out of this Tender shall be final, conclusive and legally binding on all parties concerned.

Sd/-

Thiruvananthapuram

**Manager (Administration)**

**12.10.2015**

**Kerala Transport Development Finance Corporation Ltd**

## TERMS AND CONDITIONS OF TENDER

1. Any tender received after due date and time shall not be entertained as a matter of right of the Tenderer. KTDFC will not be responsible for any delay or misplacement of documents sent by post / courier.
2. In case the information submitted by the Tenderer is found to be incorrect / false, at any stage, Tender of such party will be rejected at the absolute discretion of KTDFC.
3. Acceptance or non-acceptance of any tender shall rest with Managing Director, KTDFC at his / her discretion.
4. KTDFC reserves to itself the right to reject any or all the Tenders without assigning any reason thereof at any stage and / or to call for any other details or information from any of the Tenderer.
5. The decision of the Managing Director, KTDFC shall be final and binding on the Tenderers.
6. Non-compliance with any of the conditions given in the Tender Document Set may result in the rejection of Tender. The decision taken by KTDFC, at its absolute direction, in this regard shall be absolute and binding.
7. Managing Director, KTDFC shall have the right to postpone / extend the date and time of submission / opening of Tenders.
8. The Price quoted by the tenderer for purchase of the Vehicle shall be exclusive of all applicable taxes, statutory or other charges, etc. All applicable taxes and charges including VAT shall be borne by the successful tenderer over and above the offer amount. KTDFC shall not have any responsibility in this regard.
9. This tender is for the disposal of the Vehicle on '**As is Where is basis**'. **The Vehicle is stationed at the Building in which the Head Office of KTDFC is situated. Tenderers may physically inspect the Vehicle before putting in their bid.** Manager (Administration) (Telephone No. .9447797474) may be contacted for inspection of the Vehicle. Inspection of the vehicle may be done between 3p.m and 5 p.m on any working day before the date fixed for the submission of tender.
10. The vehicle will be disposed on 'as is where is condition'. No Warranties, Guarantees or representations have been given or made by KTDFC as to the state, condition, worthiness, quality or fitness of the Vehicle. The offer of the tenderer shall be based on his own assessment and judgment.
11. The Vehicle will be allotted to that Tenderer who offers the highest amount in the tender or auction process to the satisfaction of KTDFC as price of the vehicle that he/she/it agrees to pay

to KTDFC in case of acceptance of its/his/her offer. However, KTDFC reserves the right to cancel the tender at any stage if it is found that the quotes received are less than the reasonable market price. The tenderers shall always have to abide by the decision of KTDFC in this regard without any demur or protest.

12. KTDFC reserves the right to annul the tender process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to anyone or any obligation to inform the affected bidder/s about the ground of KTDFC's action.
13. On acceptance of an offer, the payment of the offered price for the Vehicle has to be made by the successful tenderer to KTDFC within 7 days of the 'Letter of Provisional Allotment' issued by KTDFC, failing which the successful tenderer has to pay additional amount by way of interest for every day of the delay @ 12% per annum. However, if the successful tenderer fails to remit the amount within one month of the 'Letter of Provisional Allotment', the provisional allotment of the Vehicle will be cancelled without further notice and without any obligation whatsoever and the EMD shall be forfeited.
14. Successful tenderer shall take possession of the Vehicle, after the payment of the agreed price and applicable taxes after adjusting the EMD amount and on execution of a sale document, on a date and time (which shall not be later than one month from the date of payment of the price and taxes) informed in advance to KTDFC and shall arrange for transportation of the same on the same day at their own expense. He shall ensure the effecting of the transfer of ownership of the Vehicle in the Registration Certificate within the time limit prescribed by the Registering Authority at own expense. All risks and liabilities pertaining to the Vehicle arising after the date and time of sale shall be borne and settled by the successful tenderer. KTDFC will also not be responsible for any damage to the Vehicle/person after handing over /delivery of the Vehicle.
15. The offer shall remain firm and valid for 3 months from the date of opening of the Tender. The EMD shall be forfeited if the tenderer withdraws his offer during the period of bid validity.
16. Only those who have remitted the EMD will be allowed to participate in the Auction cum Tender. The EMD of unsuccessful Tenderers will be returned to the Tenderers by hand/in the address given in the application form. KTDFC will not be responsible for any loss of the DD / Cheque due to incorrect address. Any subsequent change in address of the Tenderer shall be intimated by Registered Post. The EMD of the second and third highest offered Tenderers will be returned only after the payment of the price by the successful tenderer.
17. The Successful tenderer shall pay all applicable taxes and charges in time pertaining to the sale

of the Vehicle. He shall indemnify KTDFC against any damage, expenses or loss of rent arising due to delay or short payment of taxes, if any.

18. The tenderers shall abide by the Terms & Conditions mentioned in this tender. The breach / violation by the Tenderer of any of the conditions mentioned herein or prescribed by KTDFC from time to time will lead to the rejection of tender.
19. The term 'KTDFC' shall also include its authorised officers, representatives and administrators.
20. For any clarification on any matter pertaining to this tender, the Prospective tenderers can approach Manager(Administration), KTDFC.
21. In the event of the date specified for receipt of tenders and auction being declared as a holiday for KTDFC, the due date will be the following working day without any change in time and place.
22. The words denoting one gender shall include other or both genders or firms or body corporates and singular shall include plural, wherever the context so requires/ permits.
23. Disputes if any, arising out of and /or relating to this Auction–cum–Tender shall be subject to the exclusive jurisdiction of Courts of competence in Thiruvananthapuram, Kerala.

Date :

**Signature:**

**Name of the Tenderer:**

## **DECLARATION**

I hereby solemnly declare that all the information given by me in this tender form are true and correct. I have read and understood the terms and conditions for the tender. In the event of acceptance of this tender, I agree to observe and be bound by the terms and conditions mentioned in this Tender Document Set and attached documents which is subject to such modifications from time to time as deemed necessary by KTDFC and the same shall always be construed as agreed to be accepted and complied by me. I enclose a signed copy of the Terms and Conditions as a token of having seen and accepted the same.

Place :

**Signature :**

Date :

**Name of the Tenderer :**

## **ANNEXURE-1**

### **Details of the Vehicle proposed to be sold**

Make Model	:	<b>Scoda Octavia Car (DIESEL)</b>
Year of Purchase	:	2003
Approx.kms. run as on 18/03/2015	:	<b>1,56,365Kms</b>
Class of Vehicle	:	LMV – Motor Car
Colour	:	White

**Annexure - 2**

**DISPOSAL OF OFFICE CAR – FINANCIAL BID**

**1. Name of the Tenderer** : .....  
(IN BLOCK LETTERS)

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**2. a. Permanent Address** : .....

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**b. Address for Correspondence** : .....

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**c. Telephone No** : .....

**d. Mobile No** : .....

**e. Email ID** : .....

**3. Details of EMD remitted (Rs. 5,000/-)**

**a. DD No.** : ..... **Date** .....

**b. Name of Bank & Branch** : .....

**4. Permanent Account Number (PAN) of the Tenderer** : .....

..... (Please enclose photocopy)

**5. Amount quoted for the purchase of the Vehicle**

**a. Quoted Price** (exclusive of all applicable taxes and charges) :

**Rs.** .....(in figures)

**Rupees** .....

.....

.....(in words)

The terms and conditions contained in the Tender Document are acceptable to me/us.

Date : .....

**(Name and Signature of the Tenderer)**

N.B:- ID & Address Proof [Self attested photocopy of Identity e.g. driving licence, ration card, voter id card, Aadhaar, Passport, or such other documents issued by the Government/Nationalised Banks as are sufficient to prove the ID and Address of the Tenderer shall be enclosed in Envelope (1)]