

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE-2, LAXMI NAGAR,
DELHI – 110 092

23.01.2020

TENDER NOTICE FOR SALE OF STAFF CAR

Sealed Tenders are invited from the interested bidders /employees of the Company for Sale of following Car on “**AS IS WHERE IS BASIS**” as per details given below :-

SL. NO.	REGISTRATION NO.	MAKE	MODEL	WDV OF CAR	RESERVE PRICE	PARKED AT
1	DL 11CA 1514	NISSAN SUNNY	2012	Rs.48,888/-	Rs.1,25,000/- plus applicable GST on Sale	PARKING OF SCOPE MINAR BUILDING, LAXMI NAGAR, DELHI

The Sale of above-noted car to the interested bidders & employees of the Company are being offered on “**AS IS WHERE IS BASIS**” on the following terms and conditions: -

1. The Bids should be submitted separately for each car in a closed envelope addressed to Regional Manager, Establishment Deptt., The Oriental Insurance Company Ltd., Scope Minar, Core-1, 1st Floor, Laxmi Nagar, Delhi, in the prescribed Bid Format enclosed herewith duly superscribed “**TENDER FOR SALE OF CAR NO. _____**”.
2. The interested bidder and employees of the Company can also participate and submit their Bids.
3. The Bid should be accompanied by Earnest Money Deposit of Rs.10,000/- by way of Demand Draft Only in favour of “**The Oriental Insurance Company Limited**”, in the absence of which the bids will be treated as rejected. Bids/Offeres accompanied by payment of Earnest Money Deposit through cheque will also be treated as rejected.
4. It is informed to all the Bidders that **in addition to payment of Bid Price they have to pay 18% GST on the Net Amount (i.e. Bid/Sale Price minus WDV of car) as per GST rules applicable on sale of second hand car.**
5. If the amount quoted by the Bidder is highest, the Demand Draft submitted along with the Bid will be deposited in Company’s Bank Account and the Bidder will have to take delivery of the car on deposition of the Balance Bid Amount (**i.e. final bid amount inclusive of GST calculated as per Clause 4 above minus EMD deposit**) and the requisite documents for transfer of car in his/her name. In case the bidder fails to deposit the Balance Bid Amount within ten days of the notice in this regard, the “Earnest Money Deposit (EMD)” deposited by the bidder /employee with the Company along with the Bid will be forfeited and will not be refunded. In such an event, the car in question will be disposed off as per the decision of Competent Authority of the Company.
6. The delivery of car will be given to the highest Bidder only on deposition of **Final Bid Amount (inclusive of 18% GST on Net Value as per Clause No. 4 above)** and after submission and deposition of all requisite papers including address proof and identity proof with the RTO for transfer of car in the name of highest bidder only. The highest bidder will have to submit all the papers required for submission to RTO for transfer of car in his/her/their name within thirty days from the date of offer.

7. The Bidder is required to submit the following Identity Proof and residential proof documents along with the Tender for Sale of Car: -
 - (1) Copy of Aadhaar Card of the Bidder.
 - (2) Copy of Residential Proof of the Bidder.
 - (3) Certificate of Registration of Firm, in case the Bidder is a registered firm.
 - (4) PAN Number.
 - (5) Identity Proof i.e. Voter Card, Passport etc.
 - (6) Any other documents required by RTO for transfer of car.
8. All formalities regarding transfer of vehicle in the name of highest bidder will be completed by the successful bidder within one month and the delivery of the vehicle will be given to the Bidder only after deposition of documents with RTO for transfer of car.
9. The successful bidder will also be responsible for getting the Registration Certificate of the vehicle transferred in his/her/their name at his/her/their own cost. The Company will not be responsible for any lapse on his/her/their part in this regard.
10. The vehicles will be sold on “AS IS WHERE IS BASIS” and no guarantee for its worthiness or quality be given by the Company.
11. The employees of the Company who desire to participate in this tender process are advised to take proper permission from their respective Head of the Department before leaving the office for inspection of the Staff Car.
12. All Bidders participating in Sale of Old Car are hereby informed that they have to bear all expenses, fees and road tax/registration charges payable to RTO for transfer of car in addition to the price quoted by them in their Financial Bid. The company will only sign the documents for transfer of car in the name of the successful bidder.
13. The Bidder interested in buying the above-noted Staff Car are advised in their own interest to submit Tender only after inspection of the Car. They are also advised to carefully read the terms and conditions of Tender for Sale of Car as they are required to complete all the formalities including formalities pertaining to transfer of car in the name of the Successful Bidder only and RTO fees, road tax and registration expenses, if any, required for transfer of vehicle in his/her/their name, are to be borne by the successful bidder.
14. The Company reserve the right to cancel the Tender for disposal of staff car at any stage without assigning any reason, whatsoever.
15. The Bidder interested to purchase the above-noted Staff Car may inspect the car from **27th Jan., 2020 to 30th Jan., 2020 between 11.00 AM to 3.00 PM on any working days** by contacting Regional Manager, Establishment Deptt., The Oriental Insurance Company Ltd., Scope Minar, Core-1, 1st Floor, Laxmi Nagar, Delhi.
16. The Tender Notice containing detailed terms and conditions, eligibility criteria and Bid/Quotation Format can be obtained from Regional Manager/Manager, Estb. Deptt., The Oriental Insurance Company Ltd., Establishment Deptt., Scope Minar, Core-1, 1st Floor, Laxmi Nagar, Delhi, from **27th Jan., 2020 to 30th Jan., 2020**.
17. **The last date for submission of Bid is 03rd Feb., 2020, upto 4.00 PM.** The Bids can be submitted to Regional Manager, Establishment Deptt., The Oriental Insurance Company Ltd., Establishment Deptt., Scope Minar, Core-1, 1st Floor, Laxmi Nagar, Delhi, or dropped in the Tender Box kept for the purpose in the office. The Tenders submitted elsewhere or lost in transit will not be considered and will be treated as rejected.


**REGIONAL MANAGER
ESTABLISHMENT DEPTT.**



FORMAT OF QUOTATION FOR SALE OF CAR NO.: _____

(Use separate Format for giving quotation/bid for each car)

SL. NO.	DESCRIPTION	PARTICULARS
1	NAME OF THE BIDDERS/EMPLOYEE (ATTACH IDENTITY PROOF DOCUMENT)	
2	FATHER'S NAME	
3	RESIDENTIAL ADDRESS OF THE BIDDER (ATTACH DOCUMENTS MENTIONED AT SR. NO. 7 OF TENDER DOCUMENT)	
4	CONTACT NUMBER OF BIDDER / EMPLOYEE	
5	BID AMOUNT (NOT INCLUSIVE OF GST) FOR PURCHASE OF CAR	In Figures: Rs. _____ In Words: (Rupees _____ _____
6	DETAILS OF DEMAND DRAFT SUBMITTED TOWARDS EARNEST MONEY DEPOSIT OF Rs 10,000/-	Amount: Rs. _____ Demand Draft No.: _____ Date: _____ Drawn on : _____

I, Shri/Ms. _____ Son of Shri _____
resident of _____

hereby agree that in case my/our Bid for Sale of Car No. _____ will be successful as being the highest bid, I/We will submit the requisite documents including address proof and identity proof, listed in Clause 7 of tender notice and required for transfer of car in my name within thirty days from the date of such offer and take delivery of the same only after submission of papers/documents to RTO along with the requisite fees/road tax/registration charges at my/our own cost. **I also undertake to pay, in addition to the Bid Price, the amount of GST applicable on sale of second hand car as per GST rules and calculated as per Clause No. 4 of Tender Notice.**

The Highest Bidder will be decided on the basis of Bid Price (not inclusive of GST Amount) quoted by the Bidder. However, the Bidder, in addition to the Bid Price, will have to pay 18% GST on the Net Value (i.e. Bid Price minus WDV of car).

SIGNATURE : _____

NAME OF THE BIDDER : _____

PLACE AND DATE OF BID : _____