



**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE SENIOR DAIRY OFFICER,  
CENTRAL DAIRY MAWIONG,  
EAST KHASI HILLS DISTRICT, SHILLONG-793016.**

Email: senior.dairy.officer.shillong@gmail.com

No.SDEkh/Misc-2/14/2024-25/ 654

Dated: Shillong the, 18<sup>th</sup> October, 2024.

**SHORT NOTICE INVITING QUOTATION**

The office of the Senior Dairy Officer, East Khasi Hills District, Meghalaya, Shillong intends to dispose of old scrap materials (obsolete/unserviceable equipments) on “as is where is” basis located at its Office premises, Central Dairy, Mawiong, Shillong- 793016.

Sealed tender affixing court fee stamp of ₹. 25/- (Rupees:- Twenty Five) only are invited from the registered scrap dealers for sale of old scrap materials (obsolete/unserviceable equipments) as per details given in **Annexure-I** and maybe submitted in the proforma prescribed at **Annexure-II**.

Details for inspection and tender accepting are as under:

1.	Date & Time for inspection of items	All working days between 23/10/24 to 28/10/24 between 11.00 A.M to 04.00 P.M.
2.	Place of acceptance of tender	Drop box located in the Office Chamber of the Senior Dairy Officer, Central Dairy, Mawiong, Shillong- 793016.
3.	Last date & time for acceptance of tender	29.10.2024 at 2:00 P.M.
4.	Date, time & Venue for opening of tender in the presence of the bidders or their authorized representative.	29/10/24 at 3:00 P.M, Office Chamber of the Senior Dairy Officer, Central Dairy, Mawiong, Shillong- 793016.

**GENERAL TERMS AND CONDITIONS**

**1. INSPECTION :**

- 1.1 Bidders may inspect old scrap materials on the stipulated date and time scheduled above.
- 1.2 Bidders should thoroughly satisfy themselves about the nature, conditions and quality of the old scrap material at the time of inspection as the items conditions are on “**AS IS WHERE IS**” basis.

**2. MODE OF SUBMISSION OF TENDER :**

- 2.1 Sealed envelope super subscribed (TENDER FOR SALE OF OLD SCRAP MATERIALS (OBSOLETE/UNSERVICEABLE EQUIPMENTS) should be addressed to the Senior Dairy Officer, East Khasi Hills District, Shillong- 793016.
- 2.2 Sealed documents should be dropped in the drop box kept in the Office of the Senior Dairy Officer, Central Dairy, Mawiong, Shillong- 793016, prior to the closing date and time. Once the tender is submitted no withdrawal will be allowed.
- 2.3 The financial bid (Annexure-II) shall be written legibly and free from erasing and over-writing. Corrections, if any, should be duly attested by the authorized signatory. Rates should be written both in words and in figures.

- 2.4 Bidders must enclosed copy of address proof (Voter ID- card/Aadhar Card/Driving License etc.), PAN Card, ST Certificate, GST card and valid Registration Certificate from Meghalaya State Pollution Board. Copy of valid Trading License issued by the appropriate authority is required for bidders belonging to Non-Tribal.
- 2.5 All bidders/tenders should submit alongwith a Demand Draft as Earnest Money at 10% of the bid price of condemned scraps to be submitted in favour of the Senior Dairy Officer, Shillong without which, tender will be void.
- 2.6 In case the date fixed for opening of tender falls on holiday due to any unforeseen reasons, the tender received shall be opened on the next working date.

**3. ACCEPTANCE OF OFFER:**

- 3.1 The tender is valid for a period of Sixty (60) days from the date of opening.
- 3.2 The competent authority reserves the right to accept or reject any/all tenders without assigning any Reason whatsoever.
- 3.2 Incomplete and unsigned tender are liable to be rejected.
- 3.4 The successful bidder will be intimated about the acceptance of their offer through Telephonically / Registered Post.

**4. PACKING & LIFTING:**

- 4.1 The old scrap materials are offered purely on "AS IS WHERE IS" basis. Pick and choose method of collection is strictly prohibited.
- 4.2 The old scrap materials will be sold entirely at once.
- 4.3 Cost of segregation/cutting/bundling/loading/unloading/transportation etc of old scrap materials are to be borne by the purchaser (s).
- 4.4 The successful bidder will be allowed to lift all the old scrap materials from the disposal site within 4 (four) days after the payment of the bid price (EMD amount will be adjusted with the bid value). On failure to do so, this office shall have the right to forfeit the entire amount of the tender and dispose of the old scrap materials to the next highest bidder.
- 4.5 No item, once disposed off to the successful bidder, shall be taken back by the Office of the undersigned

**5. PAYMENT TERMS:**

- 5.1 The successful bidder with the highest offered price will be issued a sale order and shall have to make full payment within five (5) days from the receipt of Sale order.
- 5.2 The Earnest Money Deposit (EMD) for unsuccessful bidders shall be reimbursed within one month of the tender date, the EMD shall not attract any interest.

**Sd/-  
Senior Dairy Officer  
East Khasi Hills District  
Shillong.**

PROFORMA FOR OFFERING RATES FOR DISPOSAL OF SCRAP MATERIALS  
(Due at \_\_\_\_\_)

Amount of Earnest Money (in Rs.)	(Rupees _____ _____) only.
Particular of Demand Draft	No:
	Date:
	Bank:
	Branch:
Name of Bidder	
Address	
<ul style="list-style-type: none"> <li>(Address should be complete and supported with proof (attested copies of ration card/registration certificate, voters ID etc). The bidder should always be available for receiving communication at given address)</li> </ul>	
Telephone No.	

1. I/We submit my/our highest quotation for the scrap materials offered for sale by the Office of the Senior Dairy Officer, Central Dairy, Mawiong, Shillong.

Sl. No.	Description of items.	Rate inclusive of G.S.T.
1.	Offer price for the total Scrap Materials.	

2. I/We have carefully read the terms and conditions of the offer, particularly, regarding earnest money and abide by these in letter and spirit. The decision of the Office of the Senior Dairy Officer, Shillong on any dispute arising out of the offer shall be binding on me/us.
3. I/We agree to the forfeiture of the earnest money if I/we fail to comply with all or any of the terms and conditions in whole or in part as laid down in the tender which would constitute and have force of a contract between me/us and the Office of the Senior Dairy Officer, Shillong, if I am/we are declared successful bidder. (&)
4. I/We hereby undertake that the scrap materials will be used for bonafide/lawful purposes only.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

## List of condemned Machineries &amp; Equipment.

Sl. No	Details of Equipment	Quantity	Remarks
1.	Batch Pasteurizer.	1 No	
2.	Compressor (3TR).	1 No	
3.	Milk Packaging Machine.	4 Nos	
4.	Ice-cream Making Machine.(Motor)	1 No	
5.	Deep freeze.	2 Nos	
6.	Refrigerator.	1 No	
7.	Can Scrubber.	1 No	
8.	Butter Churn.	1 No	
9.	Embossing Machine.	1 No	
10.	Old 75 KVA Diesel Generator Set.	1 No	
11.	Coal Fire Boiler.	2 Nos	
12.	L.D.O Tank, L.D.O. Boiler.	1 No	
13.	Milk Crates (Plastic).	479 Nos	
14.	Teepol Jeri Can (Plastic).	410 Nos	
15.	Aluminum Milk Cans (40 Ltrs Capacity).	35 Nos	
16.	Steel Milk Cans (40 Ltrs Capacity).	29 Nos	
17.	Chiller.	1 No	
18.	D.G. Engine.	1 No	
19.	Air Compressor.	1 No	
20.	Sour Milk Separator.	1 No	
21.	Can Scrubber.	1 No	
22.	Mild Steel Tank (Capacity 3000-4000lts)	1 No	
23.	M S Ladder	1 No	
24.	S S Pipe		
25.	Collapsible gate	1 No	
26.	Shutter Profile Size	1 No	
27.	Openable Gate	1 No	
28.	MS Window & Grill	4nos	
29.	M. S Fencing	1 No	
30.	M.S Structure	1 No	

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Senior Dairy Officer,  
East Khasi Hills District, Shillong.