

**NOTICE INVITING QUOTATION(S) FOR DISPOSAL OF OFFICE FURNITURE,
AND OTHER SCRAP ITEMS**

The Joint Director, Sub Regional Office, Employees' State Insurance Corporation, Kollam (here after will be referred as ESIC) invites Quotations for disposal of Office Furniture and other scrap items in "ONE LOT" on "AS IS WHERE IS" basis. Interested bidders may download the tender document form and other details from <https://www.esic.nic.in/tenders> or alternatively can collect the physical copies from the General Branch, Sub Regional Office, ESIC Kollam.

CRITICAL DATE SHEET

S.No	Description	Details and Dates
1	Available items can be inspected at	ESIC Sub Regional Office, Kollam.
2	Starting Date for submission of Quotations	10AM of 13.10.2025
3	Inspection of items Date and Time	Working days between 13.10.2025 to 20.10.2025 (10:00AM to 5:00 PM)
4	End Date for submission of Quotations	5.30 PM of 20.10.2025.
5	Quotations evaluation date	10 AM of 21.10.2025
6	Website for downloading tender document	https://www.esic.nic.in/tenders

The offers in Annexure B should be submitted through Post or dropped in tender box available at Reception of ESIC Sub Regional Office, Kollam by **5.30 PM of 20.10.2025 in sealed cover** super scribed on the top with "**DISPOSAL OF SCRAP ITEMS**". Quotations will be evaluated by evaluation committee as per Date & Time as mentioned in the Critical date sheet. The list items listed are detailed in Annexure A.

1. TENDER TERMS

1. Bidders can inspect the articles/items between 10 AM to 5 PM on any working day.
2. The successful bidder will be required to make full payment of the bid by Demand Draft in favor of **ESIC Fund Account No.1** payable at Kollam in the stipulated time as specified in the notice after the finalization of the bid.
3. The items to be disposed of are mainly of two categories- Iron Scraps and other miscellaneous

Items.

4. The bidder shall quote rate for iron scraps per Kg and for other miscellaneous items as lot after inspecting the site thoroughly in the prescribed proforma.

5 Successful bidder shall make arrangements for weighing iron scraps in presence of officer designated for the inspection of the process and shall pay the total amount by multiplying the weight and the rate quoted along with the amount quoted against other miscellaneous items.

6. The successful bidder will have to remove the entire items at his own cost, risk and arrangement within five days of the award of contract, otherwise the bidder shall disqualified and work order shall be given to next highest bidder.

7. ESIC employees or their family members are not allowed to participate in the auction.

8. The disputes, legal matters, and court matters, if any, connected with this auction shall be subject to **Kollam, Kerala, India jurisdiction only.**

9. The undersigned reserves the right to change the scheduled date and time and cancel the entire process in to at any stage without assigning any reason thereof.

Joint Director (I/c)

SRO, ESIC, Kollam

Annexure A**List of Items**

SI No	Item	Qty
1	Name Board	3
2	Stainless Steel Chair	4
3	Steel Chair	1
4	Revolving Chair	1
5	Wooden Bench	1
6	Wooden Table	1
7	Parts of Workstations	10
8	Roof panels and others	Lot
9	Other miscellaneous scraps.	Lot

ANNEXURE - B**TECHNICAL CUM PRICE BID**

Sl. No.	Description	Details	
1	Name of the Firm /Individual		
2	Address		
3	Contact Number		
4	GST Number (if any)		
5	PAN No.		
6	Bank Details		
7	Other relevant license		
8	Bid Quote	Rate quoted for Lot	
		Rs.	In words
1.	Iron Scraps (per Kg)		
2.	Other Miscellaneous Scraps (As lot)		

- **In case of any discrepancy in rates, the rates written in words shall prevail.**
- **The auction notice along with terms and conditions signed by the bidder should be enclosed with this annexure.**

Place:

Date: Signature of the Bidder with Seal.

