The Meghalaya Cooperative Apex Bank Ltd., having its Head Office at Shillong in Meghalaya invites sealed bids/quotations from interested parties for disposal of old office vehicles at Head Office, Shillong on "AS IS WHERE IS BASIS" as per the following details:

1. **Description**: Tender for disposal of old vehicles on "AS IS WHERE IS BASIS" at the Meghalaya Co-operative Apex Bank Ltd., Head Office, Shillong.

2. **Particulars of the vehicles**:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Make</th>
<th>Registration No.</th>
<th>Year of purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tata Sumo Victa CX</td>
<td>ML05-E-6614</td>
<td>2006</td>
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<tr>
<td>2.</td>
<td>Mahindra Bolero SLX 2WD</td>
<td>ML05-F-6416</td>
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<td>2008</td>
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<tr>
<td>4.</td>
<td>Mahindra Bolero SLX 2WD</td>
<td>ML05-H-3141</td>
<td>2010</td>
</tr>
</tbody>
</table>

3. **Tender Fees**: A non-refundable amount for the sum of Rs.500/- (Rupees five hundred) only has to be submitted as Tender Fee for each vehicle.

4. **Earnest Money Deposit**: Rs.5,000/- (Rupees five thousand) only has to be submitted as Earnest Money Deposit for each vehicle.

5. **Last date and time for submission**: 9th December, 2019 at 2:00 p.m.

6. **Date and time for opening of bids/quotations**: 9th December, 2019 at 3.30 p.m.

Sd/-
General Manager
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TENDER DOCUMENT

Ref. No. MCAB/HO/ADMIN/VEH/2019 25th November, 2019

1. DEFINITION:
   Boldface type is used to identify defined terms.
   a) The Bank means The Meghalaya Co-operative Apex Bank Ltd.
   b) The Bidder means the person/firm who is interested to submit the bids/quotations.
   c) Party means the Bank or the Bidder, as the context requires.
   d) The Offers/Bid/Quotation/Tender is the completed bidding document submitted by the bidder to the Bank.
   e) The Letter of Acceptance means the formal acceptance by the Bank of the Bid.
   f) Days are calendar days, months are calendar months.

2. PROCEDURE OF BIDS:
   a) PARTICULARS OF THE VEHICLES:
      The Meghalaya Co-operative Apex Bank Ltd. intends to dispose old office vehicles on "AS IS WHERE IS BASIS". The make, year of purchase, etc., are indicated below. Intended bidders may bid for one vehicle or multiple vehicles. The Application format for bidding for each vehicle is enclosed at Annexure – I.

<table>
<thead>
<tr>
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<th>Registration No.</th>
<th>Year of purchase</th>
</tr>
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<td>ML05-H-3141</td>
<td>2010</td>
</tr>
</tbody>
</table>

   b) SUBMISSION OF BIDS:
      Interested parties should submit their application form on or before 9th December, 2019 at 2:00 p.m. along with necessary documents in a sealed envelope addressed to “The General Manager, Meghalaya Co-operative Apex Bank Ltd., Head Office, M. G. Road, Shillong 793001” and drop the sealed envelope in the Box placed specially for this purpose at the Meghalaya Co-operative Apex Bank Ltd, Head Office, M. G. Road, Pin Code – 793001. Any application received after the last date and time of submission will be rejected.

      In case of Bidders who intend to submit bids/quotations for multiple vehicles, separate bid in sealed envelope has to be submitted for each vehicle.

      The sealed envelope containing the application and documents should be specifically superscribed “OFFER FOR AUCTION OF OLD VEHICLE REGISTRATION NO.______________”. The envelope should clearly mention the full postal address alongwith the contact person, contact mobile number and email address of the applicant.

   c) TENDER FEE:
      A non-refundable amount for the sum of Rs.500/- (Rupees five hundred) only has
to be submitted as Tender Fee only in the form of crossed Demand Draft/Pay 
Order/Banker's Cheque in favor of "The Meghalaya Cooperative Apex Bank 
Ltd." payable at Shillong, for each vehicle that the bidder submits his/her 
bid/quotation.

d) EARNEST MONEY DEPOSIT (EMD):
   i. Earnest Money deposit would be Rs.5,000/- (Rupees five thousand) only in the
      form of crossed Demand Draft/Pay Order/Banker's Cheque in favor of "The 
      Meghalaya Cooperative Apex Bank Ltd.", payable at Shillong, for each vehicle 
      that the bidder submits his/her bid/quotation for.
   ii. The Earnest Money deposit is refundable for unsuccessful bidders only.
   iii. For the successful bidder who intended to take physical possession of the 
      vehicle/vehicles, the Earnest Money deposited shall be adjusted with the balanced
      amount to be paid by him/her accordingly.
   iv. The Earnest Money deposit of the successful bidder will be forfeited if the
      vehicle/vehicles quoted are/is not taken in physical possession by the successful
      bidder as provided in 3(1) herein.
   v. No interest will be paid by the Bank on the Earnest Money deposited.

e) CONTENTS OF THE SEALED ENVELOPE:
   i. Annexure-I
   ii. Crossed Demand Draft/Pay Order/Banker's Cheque for Tender Fees.
   iii. Crossed Demand Draft/Pay Order/Banker's Cheque for Earnest Money Deposit.

3. GENERAL TERMS AND CONDITIONS:

a) Each page of the tender document shall be signed by the bidder.

b) The tender document shall be signed by person/persons on behalf of the bidder
   having necessary authorisation/Power of Attorney to do so.

c) If the space in this form is insufficient for furnishing full details, such information
   may be continued on separate sheets of paper, stating therein the part of the form
   and serial number. Separate sheets shall be used for each part and a proper
   reference with page number must be indicated in the main form of application.

d) In case of false and/or inadequate information tenders are liable for rejection.

e) Clarifications, if any required, may be obtained from the General Manager, the
   Meghalaya Co-operative Apex Bank Ltd, M.G Road, Shillong-793001, during office
   hours on or before 2nd December, 2019.

f) The Bank is at liberty to reject or accept any or all offers without assigning any
   reason thereof. The decision of the Bank in this regard shall be final and binding.
   The Bank may also cancel this Auction Notice without assigning any reason
   thereof and no liability, financial or otherwise, will be borne by the Bank in this
   regard.

g) Bidder(s) may inspect the vehicles on any Bank working day between 10.00 a.m.
   to 4.00 p.m. from 25.11.2019 to 7.12.2019 parked at the premises of Head Office,
   Shillong in regard to the conditions, quality etc., of the vehicle and satisfy
   themselves before submitting their offer by the date and time specified.

h) The bid should be signed by bidder(s) himself/herself/themselves or a person
   duly authorised on his behalf. A copy of such authority should be enclosed along
   with the bid.

Any taxes as levied and applicable shall be paid by the successful bidder.
All items will be sold on "AS IS WHERE IS BASIS" and will be deemed to have
been on the understanding that the bidder has satisfied fully
himself/herself/themselves in regard to the conditions, quality, etc., of the vehicles proposed to be auctioned.

k) The successful bidder will be required to make full payment of bid by way of crossed Demand Draft/Pay Order/Banker's Cheque in favor of "The Meghalaya Cooperative Apex Bank Ltd.", payable at Shillong, within seven (7) days after issue of letter of acceptance by the Bank.

l) The successful bidder will have to take physical possession the vehicle at his own cost, risk and arrangement after depositing the full amount of payment of the bid and completion of necessary formalities within fifteen (15) days from the date of his/her payment, failing which the bid stand cancelled at the discretion of the Bank with forfeiture of the Earnest Money Deposit.

m) The successful bidder will also be responsible for getting the Registration Certificate of the vehicle/vehicles transferred in his/her name at his/her own cost. The Bank will not be responsible for any lapse on his/her part in this regard.

n) The successful bidder should follow the procedure under various Laws/Acts/Rules in force from time to time in connection with disposal of these vehicles.

o) No bid shall be accepted after the due date and time. If the due date happens to be a holiday, the bid due date will be next working day at the same time notified as above.

p) Bids/quotations will be opened on 9th December, 2019 at 3:30 p.m. If the opening date happens to be a holiday, the bid shall be opened on the next working day at the same time at the Administrative Division on the 1st Floor of the Meghalaya Cooperative Apex Bank Ltd., Head Office, Shillong.

q) The bids shall be examined by the Bank. If more than one bidder has submitted offers for the same vehicle, the bid comparison shall be made as per the quoted rate. The rate quoted by the bidder which is found to be the highest shall be selected by Bank, provided that such rate is, in the opinion of the Bank, reasonable.

r) In case only one bidder quotes for the same of vehicle without competition from other bidders, the Bank may at its discretion may select that particular bidder provided that the quoted rate is, in the opinion of the Bank, reasonable. In case of a tie, the winning bid may be decided by draw of lots at the discretion of the Bank.

s) In the event of any question, dispute or difference arising between the Bank and the bidder relating to any matter arising out of or connected with this tender, the same shall be referred to the sole arbitration of an officer to be nominated by the Chairman of the Bank. The decision of the arbitrator shall be final and binding on both the parties to the agreement.

t) Legal jurisdiction for any disputes, if arise, is subject to exclusive jurisdiction of competent courts in Shillong (Meghalaya) only.

Date: 
Place: 

Signature of the bidder
4. APPLICATION FORM - ANNEXURE - I

APPLICATION BID FORM

Ref. No. MCAB/HO/ADMIN/VEH/2019

25th November, 2019

To,

The General Manager,
Meghalaya Cooperative Apex Bank Ltd.,
M.G. Road, Shillong - 793001.

Sir,

In response to your advertisement dated _______ in the Shillong Times/Salantini Janera / U Nongsain Hima, I/we, the bidder(s) for the old vehicles, would like to submit my/our offer as follows:-

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and address</td>
</tr>
<tr>
<td>2.</td>
<td>Contact Telephone No/ Mobile No. and E-mail ID</td>
</tr>
<tr>
<td>3.</td>
<td>Goods and Services Tax Registration No. (if available)</td>
</tr>
<tr>
<td>4.</td>
<td>PAN No. (if available)</td>
</tr>
<tr>
<td>5.</td>
<td>Tender fee details: Demand Draft No. and date</td>
</tr>
<tr>
<td>6.</td>
<td>Earnest Money Deposit details: Demand Draft No. and date</td>
</tr>
<tr>
<td>7.</td>
<td>Vehicle Registration No.</td>
</tr>
<tr>
<td>8.</td>
<td>Rate quoted: (In case of difference of amount in figures and words, the one in words will be treated as the quoted rate) Rs._________ (in figure) Rupees_________ (in words)</td>
</tr>
</tbody>
</table>

DECLARATION:

1. All the information furnished by me/us here above is correct to the best of my/our knowledge and belief. I/we understand that if any false information is submitted and detected at a later date, the offer shall be cancelled at the discretion of the Bank.

2. I/we agree to the terms and conditions for the auction of old vehicles offered by the Bank.

3. I/we agree that the Bank is at liberty to reject or accept any or all offers without assigning any reason thereof. The Bank is also at liberty to cancel the process without assigning any reason whatsoever. The decision of the Bank in this regard shall be final and binding.

4. I/we fully understand that this application has been submitted without giving rise to any obligation whatsoever on the part of your Bank.

5. I/we fully understand that in case my/our offer is being accepted, it will be my/our responsibility to get the Registration Certificate of the vehicle/vehicles transferred in my/our name at my/our own cost. The Bank will not be responsible for any lapse on my/our part in this regard.

6. I/We agree to comply with all the statutory provisions as laid down under various Laws/Acts/Rules in force and in case of any violation of such statutory provisions applicable by the me/us, there will be no liability on the Bank.

Date: 
Place: 

Signature of the bidder.