



# The Meghalaya Co-operative Apex Bank Ltd.

M. G. Road, Shillong 793001, East Khasi Hills District, Meghalaya.  
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## AUCTION NOTICE

No. MCAB/HO/ADMIN/AUCTION/VEH/2021

Dated: 8<sup>th</sup> December, 2021

The Meghalaya Co-operative 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:**

Sl. No.	Make	Registration No.	Year of purchase
1.	Maruti Swift Dzire	ML05-J-6471	2012
2.	Mahindra Xylo D2 MDI CRDE BS3 2WD	ML05-M-5336	2015

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:** 22<sup>nd</sup> December, 2021 at 12:00 hours

6. **Date and time for opening of bids/quotations:** 22<sup>nd</sup> December, 2021 at 12:15 hours.

Sd/-  
General Manager

**Contents**

1. DEFINITION:..... 3

2. PROCEDURE OF BIDS:..... 3

    a) PARTICULARS OF THE VEHICLE:..... 3

    b) SUBMISSION OF BIDS:..... 3

    c) TENDER FEES:..... 3

    d) EARNEST MONEY DEPOSIT (EMD):..... 3

    e) CONTENTS OF THE SEALED ENVELOPE:..... 4

3. GENERAL TERMS AND CONDITIONS:..... 4

4. APPLICATION BID FORM - ANNEXURE – I..... 7

## TENDER DOCUMENT

Ref. No. MCAB/HO/ADMIN/AUCTION/VEH/2021

Dated: 8<sup>th</sup> December, 2021

### 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 VEHICLE:

The Meghalaya Co-operative Apex Bank Ltd. intends to dispose the following old office vehicles on "**AS IS WHERE IS BASIS**". The make, year of purchase, etc., are indicated below:-

Sl. No.	Make	Registration No.	Year of purchase
1.	Maruti Swift Dzire	ML05-J-6471	2012
2.	Mahindra Xylo D2 MDI CRDE BS3 2WD	ML05-M-5336	2015

#### b) SUBMISSION OF BIDS:

Interested parties should submit their application bid form as per format enclosed as Annexure-I **on or before 22<sup>nd</sup> December, 2021 at 12:00 hours.** along with necessary documents in a **sealed envelope** and drop the same in the box placed specially for this purpose at the Meghalaya Co-operative Apex Bank Ltd., Head Office, M.G. Road, Shillong-793001.

Any application received after the last date and time of submission will be rejected.

#### c) TENDER FEES:

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 Co-operative 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 Co-operative Apex Bank Ltd.**", payable at Shillong, for each vehicle that the bidder submits his/her bid/quotation.
- ii. The Earnest Money deposit is refundable without interest for unsuccessful bidders only on completion of the entire process. For this purpose a copy of the first page of

- the Savings Bank Account Passbook has to be submitted by all interested bidders.
- 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 is not taken in physical possession by the successful bidder as provided in 3(k) herein.
  - v. No interest will be paid by the Bank on the Earnest Money deposited.

e) **CONTENTS OF THE SEALED ENVELOPE:**

The sealed envelope should contain the following:-

- i. Application bid form (Annexure-I) - along with copy of Identity Proof (Front and Back sides) having his/her address (Aadhaar/Voter ID/Driving License) and first page of the Savings Bank Account Passbook of the Bidder.
- 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.

Please note that in case the bidder intends to submit bids/quotations for both vehicles, separate application bid form (Annexure-I), Tender Fees and Earnest Money Deposit has to be submitted for each vehicles.

In case any of the documents are not submitted by the bidder, the Bank at its discretion may reject his/her bid/quotation.

**3. GENERAL TERMS AND CONDITIONS:**

- a) The application bid form (Annexure-I) shall be signed by person/persons on behalf of the bidder having necessary authorisation/Power of Attorney to do so.
- b) If the space in the form (Annexure-I) 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.
- c) Bidder shall submit a copy of Identity Proof (Front and Back sides) having his/her address (Aadhaar Card/Voter ID/Driving License) and first page of the Savings Bank Account Passbook along with the Annexure-I.
- d) In case of false and/or inadequate/incomplete/unsigned bids, the same may be rejected at the Bank's discretion.
- e) Clarifications, if any required, may be obtained from the Manager, General Administration Division, the Meghalaya Co-operative Apex Bank Ltd, Head Office, M.G Road, Shillong-793001, during office hours on or before **15<sup>th</sup> December, 2021**.
- 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, fully or partially 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 8<sup>th</sup> December, 2021 to 21<sup>st</sup> December, 2021 parked at the premises of

Head Office, Shillong in regard to the conditions, quality etc., of the vehicles and satisfy themselves before submitting their offer by the date and time specified.

- h) Any taxes as levied and applicable shall be paid by the successful bidder.
- i) The vehicles proposed 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.
- j) 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 Co-operative Apex Bank Ltd.”**, payable at Shillong, within **seven (7) days** after issue of letter of acceptance by the Bank.
- k) The successful bidder will have to take physical possession the vehicle/vehicles 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 canceled at the discretion of the Bank, with forfeiture of the Earnest Money Deposit.
- l) **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.**
- m) The successful bidder should follow the procedure under various Laws/Acts/Rules in force from time to time in connection with disposal of vehicle/vehicles.
- n) 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.
- o) Bids/quotations will be opened on 22<sup>nd</sup> December, 2021 at 12:15 hours. 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 1<sup>st</sup> Floor of the Meghalaya Co-operative Apex Bank Ltd., Head Office, Shillong.
- p) The bids shall be examined by the Bank. If more than one bidder has submitted offers 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. If the rate quoted by the bidder is in the opinion of the Bank not reasonable, then the guidelines laid down in the Bank’s Guidelines for Condemnation of Goods version-1, dated 28.3.2019 will be invoked. In case of a tie, the winning bid may be decided by draw of lots at the discretion of the Bank.
- q) In case only one bidder quotes without competition from other bidders, the Bank may at its discretion select that particular bidder provided that the quoted rate is, in the opinion of the Bank, reasonable.
- r) 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.

- s) Legal jurisdiction for any disputes, if arise, is subject to exclusive jurisdiction of competent courts in Shillong (Meghalaya) only.
- t) Bidder should specially take note of all the addendum/corrigendum related to this auction which will be published at the Bank's website ([www.megcab.com](http://www.megcab.com)) and no separate intimation for the same will be issued by the Bank. Any such addendum/corrigendum shall be deemed to be incorporated into this document.
- u) Conditional bids/quotations shall not be considered.

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**4. APPLICATION BID FORM - ANNEXURE - I****APPLICATION BID FORM****Ref. No. MCAB/HO/ADMIN/AUCTION/VEH/2021****Dated: 8<sup>th</sup> December, 2021**

To,

The General Manager,  
Meghalaya Co-operative Apex Bank Ltd.,  
M.G. Road, Shillong – 793001.

Sir,

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

1.	Offer for vehicle Registration No.	
2.	Name and address	
3.	Contact Telephone No/ Mobile No. and E-mail ID	
4.	Goods and Services Tax Registration No. (if available)	
5.	PAN No. (if available)	
6.	Copy of Aadhaar Card/Voter ID/ Driving License - Front and Back sides Enclosed (Yes/No)?	
7.	First Page of the Savings Bank Account Passbook Enclosed (Yes/No)?	
8.	Tender fee details: Demand Draft /Pay Order/Banker's Cheque No. and date	
9.	Earnest Money Deposit details: Demand Draft/Pay Order/Banker's Cheque No. and date	
10.	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)

**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 canceled 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.

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