



THE ORIENTAL INSURANCE COMPANY LIMITED
Mumbai Regional Office -II
Oriental House, 7th Floor,
7, J.Tata Road, Churchgate,
Mumbai: 400020.

Date :- 28 /09/ 2018

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 :-

Sr. No.	Registration Number	Make	Model	Colour	Reserve Price	Parked At
1	MH-01/AX-8741	Honda City 1.5 SMT	2011	Urban Titanium	Rs.2,00,000/- Plus Tax @ 18 %.	Parking Lot , Oriental House , Churchgate

The Sale of the above mentioned car to the interested bidders and 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 in a sealed envelope addressed to Regional Manager, Establishment Deptt., The Oriental Insurance Company Limited, Oriental House, 7 th Floor, Mumbai Regional Office No. 2, 7 , J.T. Road , Churchgate, Mumbai-400020 in the prescribed Bid Format enclosed herewith duly superscribed **Tender For Sale Of Car No. MH-04/ AX-8741 "**.
2. The interested employees of the Company can also participate and submit their Bids.
3. The Bids/ Offers 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.
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 as per GST rules applicable .
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 (ie. 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 5 days of the notice in this regard, the " Earnest Money Deposit (EMD) " deposited by the Bidder 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 required for submission to RTO for transfer of car in his/her/their name within Fifteen 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 :-
 - Copy of Aadhar Card of the Bidder
 - Copy of Residential Proof of the Bidder.
 - Certificate of Registration of Firm, in case the Bidder is a registered firm.
 - PAN Number
 - Any other documents required by RTO for transfer of car.



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8. All formalities regarding transfer of vehicle in the name of highest bidder will be completed by the successful bidders within **15 Days** 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 will be given by the Company.
11. The employees/ officers of the Company who desire to participate in this tender process are advised to take proper permission from their respective Head of Department before leaving the office for inspection of Staff Car.
12. All Bidders participating in Sale of Old Cars 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 Bidders interested in buying the above noted Staff Car are advised in their own interest to submit Tender only after inspection of Car. They are also advised to carefully read the terms and conditions of Tender for Sale of Cars 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 Quotation for disposal of staff car at any stage without assigning any reason, whatsoever.
15. The Bidders interested to purchase the above Staff Car may inspect the car from 01/10/2018 to 05/10/2018 between 11.00 AM to 5.00 PM , on any working day by contacting the Regional Manager, Estate/ Establishment Dept., The Oriental Insurance Company Ltd., Oriental House,7 th Floor , 7, J.T. Road , Churchgate, Mumbai- 400020.
16. The Tender Format of Quotation is attached or can be obtained from the Office address:- The Oriental Insurance Company Ltd.,Oriental House,7 th Floor,7, J.T. Road , Churchgate,Mumbai-400020.
17. The Last date for submission of Bid is **08/10/2018 upto 5 pm**. The bids can be submitted to The Regional Manager , Estate & Establishment Deptt., Oriental House, 7 th Floor , 7, J.T. Road Churchgate, Mumbai- 400020. or dropped in the Tender Box kept for the purpose at the same premises. The tenders submitted elsewhere or lost in transit will not be considered and will be treated as rejected. The Bids will be opened on **08/10/2018 @ 5.30 pm**.

REGIONAL MANAGER

सफिया पटेल, क्षेत्रीय प्रबंधक

SAFIA PATEL, Regional Manager



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FORMAT OF QUOTATION FOR SALE OF CAR NO. MH-04/ AX-8741

SR.NO	DESCRIPTION	PARTICULARS
1	Name of the Bidder (Attach Identity Proof)	
2	Father's Name	
3	Residential Address of Bidder (Attach proof)	
4	Contact Number of Bidder	
5	Bid Amount (Not Inclusive of GST) For purchase of Car	
6	Total Amount	Bid Amount (a) Rs./- Plus GST 18 % (b) Rs./- Total (a) + (b) Rs./-
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

resident of

hereby

agree that in case my/our Bid for sale of Car No. MH-04/AX-8741 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 15 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 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

SIGNATURE :-

NAME OF BIDDER :-

PLACE :