



**Securities and Exchange Board of India**

**Lucknow Local Office**

**Tender No. SEBI/NRO/LLO/1/2023**

**Tender Document – Part I**

**(Technical Bid)**

**Disposal of Old and Used Assets in SEBI's  
Local Office at Lucknow**

**Tender issued to .....**

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## NOTICE INVITING TENDER

### Sub: Tender for Disposal of Old and Used Assets located in SEBI's Local Office at Lucknow

1. Securities and Exchange Board of India (hereinafter referred to as "**Board**" or "**SEBI**") is an autonomous, statutory organization established in accordance with the provisions of the SEBI Act, 1992 of the Parliament of India. The basic function of SEBI as mandated by the SEBI Act is *"to protect the interests of investors in securities and to promote the development of, and to regulate the securities market and for matters connected therewith or incidental thereto"*.
2. SEBI intends to carry out disposal of assets located in its Local Office at Lucknow (hereinafter referred to as 'lot' / 'materials') through an open tendering process. The 'disposal of assets' exercise is to be carried out on an 'as-is-where-is' basis through 'lot' of the said assets. The 'lot' would contain items in various categories such as office furniture, office equipment, loose furniture, etc. The principle of 'caveat emptor' shall apply on the 'disposal of assets' exercise.
3. The prospective tenderers would be allowed to inspect the 'lot' at the designated location on designated time and date and quote their bids for the said 'lot' within the time limit provided for the submission of tender documents. It is stated that the job includes successful tenderer (H-1) collecting and transporting 'lot' on date/ time slot as approved by the Board. Accordingly, the successful tenderer has to pick up the said lot on an 'as is where is' basis.
4. Sealed tenders are hereby invited by SEBI for the disposal of old and used assets of SEBI on lot basis. Tender is invited in a two-part bid format, namely, "Technical Bid" and "Financial Bid".
5. The Tender must accompany a **Demand Draft of Rs.11,500 /- (Rupees Eleven Thousand Five Hundred Only)** drawn in favour of 'Securities and Exchange Board of India', payable at Mumbai towards Earnest Money Deposit (EMD).
6. No exemption would be available from payment of EMD amount, irrespective of the status of the entity. The tenders shall be rejected if the EMD is not deposited in the required form along with the tender. EMD will not bear any interest.
7. The successful tenderer (H-1) shall pick up the 'lot' on an 'as is where is' basis within 15 days of the issue of Sale Order from SEBI. Failure to comply with the same may lead to forfeiture of EMD.
8. The successful tenderer has to deposit the quoted amount to SEBI account within 5 days from the date of sale order. The pick up will be allowed after deposition of the amount.

9. **Mode of Submission of Tender**

- (i) The tender shall be submitted in three separate sealed envelopes superscribing:
- (a) **Envelope – I:** “Tender Document for disposal of assets at Lucknow Local Office – **EMD**”
  - (b) **Envelope – II:** “Tender Document for disposal of assets at Lucknow Local Office – **Part I (Technical Bid)**” along with power of attorney/ authority letter to sign the tender documents.
  - (c) **Envelope – III:** “Tender Document for disposal of assets at Lucknow Local Office - **Part II (Price Bid)**”.

- (ii) All the sealed envelopes should be kept in a sealed common envelope superscribing “Tender Document for disposal of assets at Lucknow Local Office “ and sent to:

General Manager  
Securities and Exchange Board of India,  
Lucknow Local Office  
3rd Floor, Eldeco Corporate Chambers-II,  
Vibhuti Khand, Gomti Nagar,  
Lucknow, Uttar Pradesh- 226010

10. The important dates in respect of the said tender are as below:

- (i) Last date of submission of Tender Document is up to **15:00 hrs on 21.08.2023**.
- (ii) Date of opening of Tender Document Part – I (Technical Bid) is at **15:30 hrs on 21.08.2023** followed by opening of Tender Document Part – II (Price Bid).

Late tenders shall not be accepted and are liable to be rejected.

11. The tenders shall be valid for a period of **ninety days** from the last date of submission of tenders. If any agency withdraws their tender before the same period or makes any modifications in the terms and conditions of the tender which are not acceptable to SEBI, then SEBI will, without prejudice to any other right or remedy, be at liberty to forfeit the EMD of the said agency. The highest qualified bidder for the total amount shall be declared successful (H-1).
12. EMD of successful agency so deposited will be held by SEBI, without paying any interest. The EMD amount shall be refunded after the agency awarded with Sale Order takes away the lot and clear the site to the satisfaction of SEBI’s Officer-in-Charge.
13. The Sale Value (SV) as quoted by the H-1 agency shall be paid by the Agency to SEBI within the prescribed timeline as indicated in the Sale Order to be issued by SEBI.

14. EMD of unsuccessful agencies will be returned without any interest after the expiry of bid validity period (i.e. 90 days from the last date of submission of tenders or by the 30<sup>th</sup> day after the award of the contract, whichever is earlier.
15. EMD will be forfeited in case the agency fails to commence the job awarded to them within the prescribed time limit. Further in case of damage to the property, the agency would be liable to pay/ compensate the Board for the same/ make good to the satisfaction of SEBI/ owner of the property.
16. The agencies have to give an undertaking, if required, that the contents of the tender document shall be kept confidential and any details thereof are not disclosed to any persons who are not related to the said process.
17. Tender documents shall be downloaded from the SEBI website/ CPP Portal. Tenders not in the prescribed format as detailed in the document provided are liable to be rejected. Final decision of acceptance of the tender documents will lie with SEBI.
18. SEBI is not bound to accept the highest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. Conditional tenders shall be summarily rejected.
19. Any clarifications regarding the tender, the process of disposal, permission to inspect the lot, etc. may be sought from the Board's Nodal Officer:

**Ravi Jaiswal**  
**Assistant General Manager**  
**Tel No.- 011-69012992**  
**Email ID – ravij@sebi.gov.in**

Yours sincerely,

**Shri Pranjal Jayaswal**  
**General Manager**

## **FORMS**

### **Form I**

*(To be submitted on Tenderer's letterhead)*

## **TENDER**

General Manager  
Securities and Exchange Board of India,  
Lucknow Local Office  
3rd Floor, Eldeco Corporate Chambers-II,  
Vibhuti Khand, Gomti Nagar,  
Lucknow, Uttar Pradesh- 226010

Dear Sir/ Ma'am,

Having inspected the lot, examined the job data, scope of job, 'terms and conditions' and other issues relating to the job as specified and having acquired the requisite information relating to and thereto affecting the tender, I/ We offer to undertake job specified in the said tender document at the rate (i.e., lumpsum amount quoted for the asset lot) mentioned in the attached Financial Bid and in accordance with the scope of job and instructions in writing referred to in conditions of the tender, Job requirements and conditions of contract.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Tenderer	
2	Address:	
3	PAN No.	
4	GST No. (If applicable)	
5	Email id:	
6	Contact No. :	
7	Date:	
8	Place:	

**Signature and Seal of tenderer**

## **Special Instructions to the Agency**

1. SEBI intends to dispose-off the assets in its Local Office at Lucknow situated at Gomti Nagar, Lucknow
2. The location of the said lot is as follows:  
  
3rd Floor, Eldeco Corporate Chambers-II,  
Vibhuti Khand, Gomti Nagar,  
Lucknow, Uttar Pradesh- 226010  
  
1 Lot at the Local Office consisting of old and used Interior and Electro-Mechanical items.
3. The lot shall be open for inspection on all the working days (11:00 AM to 4:00 PM) starting from the date of floating of this tender and ending on the last date and time of submission of tender at the aforementioned location. The prospective tenderers may visit the site for inspection of the said lot in the given time slot.
4. The successful tenderer (H-1) shall pick up the assets present in lot on an 'as is where is' basis within 15 days of the issue of Sale Order. Failure to comply with the same may lead to forfeiture of EMD.
5. The lot shall be available for inspection as above and the Board does not give any assurance/ guarantee of the quality of the material. All items shall be taken delivery of from the site by the successful bidder, with its faults and errors in description, if any. Neither can the sale be invalidated nor the bidder make any claim/ compensation, whatsoever, on account of any defect in description or deficiency in the quantity and quality. No plea of misunderstanding or ignorance of conditions put forth subsequent to a confirmation of sale shall be accepted.
6. The tenderer has to quote a lump sum amount for the lot. The Board would reserve the right to accept/reject and cancel any bid, at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, if situation so warrants in the opinion of the Competent Authority and the same shall be exercised without assigning any reason thereof and the value of such material, if paid for, shall be refundable. The Board shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.
7. Tenderers are advised that attached interior items (items identified to be taken away) may have to be dismantled and taken away in entirety by the successful tenderer (the agency) who is awarded the sale of assets. No portion of the lot shall be left behind for the reason of being unusable/ non-monetary for the agency. The site shall be cleared of all the debris created out of such dismantling by the agency. SEBI's Officer-in-Charge/ owner of the property shall visit the site to ensure that the site is cleared of all such debris / materials, the agency is supposed to take away. The agency shall be required to clear the site as per the satisfaction of Officer-in-Charge/ owner of the property, without causing any damage to the walls/ electric installations of the owner etc. failing which the agency's EMD will be withhold. The decision of Officer-in-Charge regarding any items to be dismantled/ disposed off shall be final.

-----End of Technical Bid-----