GENERAL STANDING ORDER
No. 294 (Issued in Stores Department)

Sub: Accounting and Disposal of Scrap

I. 'A' - General:

In our organisation considerable amount of scrap is
generated as a direct result of the production activity.
As scrap fetches a considerable amount of revenue, an
effort should be made to keep the scrap in good condition,
properly segregated so as to ensure that it fetches the maximum
prices.

Keeping in view the importance of the scrap material
as a potential revenue earner, this General Standing Order
is issued in supersession of General Standing Order No. 294,
dated 8th April 1963 and General Standing Order No. 936,
dated 14th November 1975, incorporating all the amendments
issued so far.

(B) Definition of scrap material and categories

- its generation.

"Scrap Material" actually means a material which as
it stands, is condemned and unfit for further use and which
cannot be made serviceable with economic reconditioning.
Normally the scrap material is obtained from following sources:

1. Workshop scrap: Materials obtained from various
processes of the machine shop, the carpentry shop, etc.
   it may be in the form of cuttings, framings and the rest of
   metal, residues and chemicals used in the process of items
   like castings, stampings or forgings which are broken
   damaged beyond use in the course of the process. Material
   obtained from Tyre Retreading Plants viz. scrap rubber.

2. Vehicle Scrap Material:
   This is obtained from the vehicles and will include
   the following:
   - Auto spares,
   - Tyres & Tubes,
   - Batteries, bus body fittings, electrical wires, etc.
   - Machinery spares and tools,
   - Containers received from Suppliers,
   - Used oils and chemicals,
   - Scrap material as a result of deterioration and
   - Breakage while in storage or in transit.

II. Inspection:

Primarily all the above material comes out as
unserviceable material which is replaced by new material.
Thereafter, it is subject to a process of inspection by
Mechanical Engineer (Ops)/Superintendent and by Supdt.
/ Asst. Mech. Engineer to decide whether:

1. it is re-useable as it is,
2. it is retrievable for use in terms of safety,
3. it is beyond economical repairs and, therefore
to be scrapped.
after the unserviceable material is categorised in
the various work shops, proper care should be taken of
the reusable and recoverable items and such items should be
retrieved in the Divisional Workshops or the Central
Workshops. The scrap material which is beyond economical
repairs and, therefore, to be scrapped and sold, will
be segregated categorically and stored in separate bins
prepared in the scrap yard for this purpose.

The responsibility of handling and sale of scrap
is of Stores Department. The Divisional Stores Officers
Stores Officers will, therefore, make arrangements to
collect the scrap, the moment it occurs and will take all
the precautions to keep the scrap in the best possible condition that will attract the highest price
from the buyers.

III. Procedure for accepting scrap material from
various sources.

Workshop Scrap Material.

Material obtained from the various processes in a
Workshop which is unfit for further use should be stored
separately in receptacles conveniently located in the
workshop. This should be classified into different
categories such as cast iron, mild steel, spring steel,
Alloy steel (scraped spares), timber, non-metal, lead,
copper, zinc, aluminium, etc., and miscellaneous material
should be sorted and kept in different bins or boxes as
the case may be. The Asstt. Mech. Engineer in the case
doing Supreme/Deputy Superintendent in the
Central Workshops, will inspect the contents of the
bin every day and the material which is of no further
use should be scrapped and forwarded to the
Civ. Stores Officer only on his certificating that the
material is scrapped. Care should be taken to give
different distinguishing colours to the various scrap,
such as iron, copper, brass, aluminium, etc., in their
different grades and qualities.

III. A i.e. Material obtained from vehicles.

No major assembly as defined under C.S.O. 332
(1st attached at Annexure A]) will be scrapped in the
divisions. Those assemblies will be scrapped by the
Works Manager, Central Workshops, Dopodi, in accordance
with the procedure laid down in the General Standing
Order No. 333.

III. B i.e. Auto spares, assemblies other than the above
received from Divisional Workshops.

The following procedure will be followed in respect
of all unserviceable assemblies other than those stated
gove and all unserviceable Auto Spares.

(General Standing Order No. 705 has already been
issued giving in detail the procedure for inspection of
spare parts before scrapping and drawing of new parts.)

contd......3...
The spares have also been classified under three different groups viz. 'A', 'B' and 'C' on the basis of their value of consumption. The three groups are divided into three separate sets of items so that they can be subjected to scrutiny at different levels. All 'A' group items should be demanded under a separate indent form which provides for a certificate of Mechanical Engineer (Ops) that parts required to be replaced have been thoroughly inspected and that they cannot be reused or refurbished. With regard to the 'B' group of items, the demand will be made under specific certificates to be given by the Asstt. Mech. Engineer on a separate indent form. The 'C' group items will be separately demanded as provided under the procedure prescribed under General Standing Order No. 648 dt. 3.3.1954.

III. 'C'-b. Auto spares received from the Depot.

When 'A' & 'B' items are issued at the Depot level, the Depot Manager will himself exercise the same control which the Mechanical Engineer (Ops) and Assistant Mechanical Engineer will exercise at the Divisional Workshops level and send the unserviceable material to the Divisional Stores Officer in a packed box for replacement. The Asstt. Mech. Engineer on receipt of this material in the stores will indicate in the issue voucher whether it is repairable or scrap. Similar procedure will be followed while replenishing the fleet stocks and scrapping off exchangeable spare parts.

In the case of condemned articles, they will be made unusable by breaking up where possible. In any case, the original identity of the condemned stores will be obliterated by hammering or cutting with a strong instrument such as pilers etc.

Scrap material should be sorted out in the mild steel, cast iron, alloy steel, brass etc., and kept in separate receptacles.

In respect of following items, the scrapped parts instead of being collected in the common scrap heap or auto spares, should be separately preserved itemwise and not mixed up with the regular auto scrap. These spares being of costly nature, would fetch us better value if sold individually.

Similarly, scrap aluminium pistons without guidance pins, rings and birecips should be separately preserved and sent for the Works Manager, Central Workshops, Depot, for further disposal action.

III. Tyres and Tubes.

The Deputy Superintendent on request of the Divisions. Stores Officer will inspect unserviceable tyres lying in Stores for classification which the Dy. Superintendent will record on tyre cards. The tyres will then be inspected by the Tyre Inspector of Tyre Plant on his usual visit to every division and the Tyre Inspector will categorise them as serviceable, repairable, retable or scrap and will endorse relevant remarks on each card for each tyre which will be signed by the Tyre Inspector and also sign the Tyre Register maintained at the division stating the reason for disposal of such tyre. The Divisional Controller of Motorised Transport (M.C.) will inspect such scrap tyres and sign the tyre card accordingly.

The unserviceable tyres will be branded "unserviceable" by means of a branding iron. The branding will be deep enough to partially destroy the canvas. The Tyre number should be endorsed back to the Tyre Register to ensure that tyres purchased by us have only been declared as scrap and no substitution has taken place. For details, please refer to the instructions on maintenance of tyre record issued under General Standing Order No. 220.

II. Batteries.

If its container is cracked, the battery will be scrapped in the Divisional Workshops. However, instructions issued under the Dy. General Manager (Mech. Deptt.)'s letter M.H.11/2585/5 (S) of 20.8.57 for utilizing serviceable cells for repairing other batteries will be duly followed. No relevant battery card will be retained for a period of two years after the date of disposal. For details, please refer to the instructions on the Maintenance of battery record card issued under General Standing Order No. 221.

II. Bus Body Fittings Components and Consumable Material.

II. Machinery spares and other tools.

The same instructions as in the case of auto spares will apply to this category.

II. Electric Wires.

Electric Wires which are of no further use should be packed in boxes according to the metallic contents. The metal wire may be separated.

II. Copper.

In view of acute shortage of copper, the Units should not dispose of copper. This is done to ensure that scrap copper is used for alternative uses in the Units. If there are no alternative uses for scrap copper, a certificate to that effect should be obtained from Regional Engineer/ Dy. Manager before copper scrap is sold.

contd....5
III. "N". Non-ferrous materials.

Since market prices of non-ferrous materials are going up, the Units are instructed to segregate brass and bronze castings, brass valves from area, tubes and to sell these separately for getting advantage of higher market rates.

III. "L". Containers received from Suppliers.

These are strictly scrap in the right sense. However, since these would be surplus to the requirements of the State Transport, they should be stocked in lots according to the sizes for disposal.

III. "M". Used Oil.

Used gear oil will be disposed of as indicated under "Sale of Scrap". However, used engine oil should not be disposed of and the same may be preserved for re-refining. Where used engine oil cannot be economically refined or cannot be refined for some reasons, permission for disposal should be obtained from Dy. General Manager (Mech. Engg.) and Dy. General Manager (MEP).

III. "M". Miscellaneous scrap material.

Under the category will come: the used unserviceable tarps, used rain coats, and also dismantled civil engg. material viz. AS sheets, door frames, T & I. cattle etc.

All such items will be sold after they are found completely unserviceable and of no further use to State Transport. They will be sold generally as individual items such as "used tarps", etc. However, in exceptional circumstances, if the condition of the material is such that they cannot be sold as individual items, they may be sold as a lot to the highest tenderer.

In the case of tarps, specially, only the scrapped tarpaulins which cannot be used anymore for covering purposes will be sold. The good portions of tarpaulins which can be cut and restitched into serviceable tarpaulins, should not be offered for disposal.

IV. Formation of Survey Committee and their functions.

Survey Committee comprising of -

I. For Divisions - 1) Divisional Controller
                   11) Mechanical Engineer(Ops),
                   111) Divisional Stores Officer.

II. For Central
    Workshops - 1) Works Manager,
                 11) Dy. Works Manager,
                 111) Stores Officer.

III. For Stores
     Division - 1) Divisional Controller(Stores),
                11) Stores Inspecting Officer,
                111) Divisional Stores Officer

Forms Superintendent,

will be formed for the purpose of inspecting critically the condition of such stores intended to be scrapped and to recommend items to be treated as scrap and to be disposed of as such. The Committee will record in writing...
the reasons of deterioration such as breakage in transit, deterioration in storage due to spillage or effects of weather or such other reasons as may have reduced the articles to a condition which necessitates their disposal as scrap. No such stores should, however, be classified as scrap, unless the sanction of the Competent Authority for write-off has been obtained on the recommendation of the Survey Committee's reports.

V. Scrap Yard

A typical lay out of a scrap yard is as Annexure 'A'. Yard is divided into two well defined areas. One enclosed by either corrugated C.I. Sheets or brick wailing with bins and the other wire fenced area. The latter area is for items like tyres, empty barrels, barrels with used oil and other containers.

Areas in square feet required for various types of items are shown in Annexure 'A'. Also Annexure 'G' shows how the scrap yard be located in a new divisional workshop where planning from the beginning is possible.

The areas required for various items are calculated on the assumption that the division operates 200 schedules and the division has (a) A Divl. Workshop, (b) A Heavy Repair Unit, (c) A Tyre Retreading Plant.

If a division operates more schedules or has no Heavy Repair Unit or no Tyre Retreading Plant, proportional amendment to areas will have to be made. However, the total area for a proposed scrap yard namely about 10,000 square feet should always be reserved whenever a new workshop is planned so that there is no difficulty in arranging the scrap yard at a later date.

The scrap yard should be well levelled and hardened with a proper scope for drainage etc.

From the security point of view, the following arrangements should be made -

a. Suitable gates with locking arrangements,
b. Suitable lighting arrangements for night watch,
c. A passage of at least 5 feet between the scrap yard and the boundary wall of the workshop premises,
d. Proper fire fighting arrangements,
e. The scrap yard should be kept open for limited hours during the day.

VI. Sale of Scrap

Scrap will be sold generally by calling tenders as prescribed under General Standing Order No. 134, but if it is considered that higher prices are likely to be obtained by holding auctions for specific items, the sale by auction may be arranged after obtaining approval of the Dy. General Manager (SR). All sales of the scrap other than by tender or by auction will be conducted by the Sales Committees as follows -

a. For Divisions - 1. Divisional Controller,
   2. Mechanical Engineer (Ops)/
      Dy. Mechanical Engineer,
   3. Divl. Accounts Officer/
      accounts officer,
   4. Divl. Stores Officer
      (as Secretary).

contd...7.
b. For Control Workshop -
1. Works Manager.
2. Dy. Works Manager.
3. Production Superintendent.
4. Audit Officer/Accounts Officer.
5. Stores Officer, (as Secretary Member).

For Stores Division -
1. Divi. Controller (Stores).
2. Stores Inspecting Officer.
3. Asstt. Accounts Officer/Accounts Officer.
4. Divi. Stores Officer (G).

Press Superintendent (as Secretary Member).

All the scrap material accumulated for sale should be sorted into convenient lots of similar items. A lot register will be maintained with the following particulars:

1. Lot No.
2. Description of material.
3. Approximate quantity or weight for sale.
4. Rate secured at previous sale.
5. Name of the purchaser.
6. Rate at which sold.
7. Total value of sale.
8. Acceptance letter No. and date.
9. Date of payment of cost as per acceptance letter.
10. Actual date of payment.
11. Date of delivery as per acceptance letter.
12. Actual date of delivery.
13. Period of delay for payment, if any.
14. Period of delay for delivery, if any.
15. Cash receipt No. and date.
16. Gent. pass No. and date.
17. Issue Voucher No. and date.
18. Remarks (ground rent recovered or condoned/etc).

PETTY COMPETITION - DISCOURAGING MONOPOLISTS PURCHASERS.

In order to have a better and keen competition and also, at the same time, to ensure that only a few dealers with large financial resources do not monopolise the purchase of scrap lots or form a ring and ultimately lower down the offers, the scrap materials should be disposed of in smaller lots up to Rs. 25,000/- so that smaller bidders are able to quote giving a better value or scrap material.

ENCOURAGING OFFERS FROM GENUINE BIDDERS.

One of the methods to get correct and reasonable price for scrap materials is to have the offers directly from the dealers who actually deal in the business of such materials. The information in respect of such dealers is published to the Units so that Units send to such dealers separate intimations drawing their attention to the Tenders invited, with a view that these dealers do not miss advertised tenders.

p.p.s...
FIXING OF UPSET PRICES.

Whenever scrap material is disposed of by the Unit Heads according to the procedure, they will send to all other units with a copy to their respective
Regional Office about details of their sales, in the format given below. The intention is that in the absence of minimum rates, the Unit Heads would have a
data about current market trends to enable them to decide whether the offers received are reasonable and should be accepted.

<table>
<thead>
<tr>
<th>Category of material</th>
<th>Quantity</th>
<th>Tender Rate</th>
<th>Home &amp; Full address</th>
</tr>
</thead>
<tbody>
<tr>
<td>scrap</td>
<td>tendered</td>
<td>opened account</td>
<td>of successful</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>tenderer.</td>
</tr>
</tbody>
</table>

The Units should fix up the upset prices for various scrap material in consultation with Div. Asstt. Accounts Office on the basis of trend of the current prices received by them against previous tender and also the rates indicated by other units.

There is no prevailing practice of indicating an upset price in respect of tenders for disposal of scrap.
It has now been decided that the upset prices so fixed should be published in the tender for each lot of disposal to ensure that the offers received conform to certain minimum levels of price consistent with the value of material disposed of.

In view of rising prices of industrial raw material, the minimum rates fixed by the Units for scrap items like spring leaves, auto spares, aluminum, empty barrels etc., should be revised from time to time on the basis of market conditions.

VII. Issue of advertisements.

The essential prerequisite of sale by tender or auction are:

a) Notice of sale by tender or auction should be displayed prominently both on the Office Board and Bus Stand, and

b) advertisements in the news papers.

At least 3 weeks' time should be given for the publication of notice to enable the prospective tenderor to quote.

It is further pointed out that while releasing the advertisement, the guidelines laid down in the Corporation Resolution No. 8773 dt. 8th April, 1975 and communicated by the P.R.O. under Circular No. 1975/14/185/10/71 dt. 18th May, 1975 will be strictly followed. A quarterly statement of the advertisements issued by the Divisions should be forwarded to the Public Relations Officer on 28th of the month following the quarter. It will also be ensured that no advertisements are issued within the financial limits laid down.
VIII. Sale by Tender:

In respect of the sale of scrap by tenders, the following conditions should be included in the tender form:

1. Tender notice which is published or exhibited on board should give clear particulars of the lots, description of the scrap material to be sold, approximate quantity or weight of each lot, the place and the date and time upto which bids are to be received and the date and time of opening of tenders. At least three weeks' time should be given for the publication of notice to enable the prospective tenders to quote.

2) All such sales in respect of quantity and condition will be on "As is where is" basis.

3) The tender forms containing the conditions of sales will be sold at Rs. 5/- each, non-transferable and non-refundable, and register for sale of such forms shall be maintained by the Accounts Section for each sale on receipt of intimation from Stores.

4) In case of disposal of material by tenders, the following earnest money deposit should be taken. Tenders should not be considered if not accompanied by the prescribed earnest money.

<table>
<thead>
<tr>
<th>Total approx. realisable value of the tender</th>
<th>Earnest money deposit to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upto Rs. 500/-</td>
<td>100% of the approximate realisable value.</td>
</tr>
<tr>
<td>2. From Rs. 500/- to Rs. 2,500/-</td>
<td>25% of the approximate realisable value subject to minimum of Rs. 500/-.</td>
</tr>
<tr>
<td>3. Exceeding Rs. 2,500/-</td>
<td>50% of the approximate realisable value, subject to minimum of Rs. 2,500/-.</td>
</tr>
</tbody>
</table>

4) Failure to comply with any of the conditions of the tender will disqualify the Tenderor.

5) The successful Tenderor will pay to the State Transport the agreed amount comprising of sales price, plus taxes, if any, within 15 days of the date of intimation by the State Transport, failing which the interest charges @ 3% from the due date of the payment will be charged extra.

6) The successful Tenderor will take delivery of the material purchased within 15 days of the date of issue of letter communicating acceptance of his tender, the arrangements for weighing the material should be done by the successful tenderer at his own cost.

7) The material not removed within 15 days from the date of issue of letter indicating the acceptance of tender by the successful tenderer will be subject to pound rent as under and is payable before delivery is given to the Tenderor.

- Type 10 paisa per tonne per day.
- Empty 205 ltr. 10 paisa per barrel per day.
- Barrels containing oil/grease. 10/-.
3. Used engine oil - 25 paisa per barrel per day. (205 ltrs. capacity).

4. Small containers (25 ltrs). - 5 paisa per day per container.

5. Other material. - 25 paisa per ton or part thereof or .05% of the sale value per day with a minimum of Rs. 2/- per day per lot.

6. Small items like tubes, rubber scraps, etc. and items which cannot be weighed or counted. - Rent to be charged at .5% of the value of sale per day with a minimum of Rs. 0.25 Ps. per day per lot.

8) The Maharashtra S.R.T. Corporation reserves to itself the right of withdrawing from sale any material at any state without assigning reasons thereof.

9) The Maharashtra State Road Transport Corporation reserves to itself the right of rejecting all or any of the tenders without assigning any reason therefor.

10) The delivery of the material sold will be effected on production of the official receipt of payment of the sale value plus taxes, if any.

11) Loading will be done in the presence of the Stores, Security and workshop representative of the Corporation. The removal of the material will be effected by the purchaser by his own labourers and transport.

12) Weighing or counting will not be permitted within the limits of the premises of the Corporation for resale by the successful tender.

13) In case successful Tenderer does not pay the agreed amount for the purchase of material within specified time earnest money deposit of the successful Tenderer will be forfeited and/or material re-sold at Tenderer's risk and cost.

14) No sale shall be invalidated by reason of any defect or fault in any of the lots or on account of any of the lots being incorrectly described and no compensation shall be paid in receipt of any such faults or errors of description by the M.S.R.T. Corporation.

15) Delivery of all lots bought by any one purchaser must be taken at the same time and considered as forming one lot of purchase save for levying ground rent.

16) All quantities whether in weight, measurement or number mentioned in the advertisement/tender schedule are approximate. When the sale is effected at a price per quantity, the total sale amount will be worked out by multiplying the unit price by the total quantity. The administration of M.S.R.T. Corporation will not be bound to take good the deficiency.

17) No picking, sorting, cutting or breaking of scrap will be allowed. Delivery must be taken as the material comes to hand.
(B) Material offered for sale can be inspected only during the working hours on the working days of the unit concerned. This also applies for the material sold and for the delivery of the same.

(10) Sales tax and any other local or Municipal Tax on the sale of scrap material, if required to be paid shall have to be paid by the purchaser.

(20) No day and night be given on weekly offs and holidays observed by the Divisional Stores concerned.

IX. Last Tenders:

1. Tenders or modifications to tenders received after the specified time of opening shall not be considered at all.

2. Delayed Tenders:

The tender or modification to the tenders received before the time of opening but after the due date and time of receipt of tenderers should not be considered save in exceptional circumstances when Works Manager/Divisional Controller feels that -

1) The response through the other tenders received in time is not adequate i.e., no. of tenderers received are either all or one or two or not competitive.

2) And if it is established beyond doubt that the delayed tender is beneficial in the sense that no undue advantage would accrue to the tenderer through such consideration, each tenderer should be put up to the Unit Head and his approval sought before admitting these for consideration.

3. The tenders sent by ordinary post by the local tenderers if received after closing time of the tender will not be considered at all.

X. Consideration of Tenders:

Tenders will be decided only on the basis of the highest quoted rates. No negotiations on the rates quoted would be carried out except in the following circumstances:

a. If the highest tenderer is not in a position to lift up the material, negotiations may be conducted with the next highest tenderer for the purchase of entire quantity at the price of the highest acceptable tenderer.

b. If the ring has been formed by Tenderers.

However, in case the authority accepts any offer other than the highest offer, it should record the reasons in writing for acceptance of the offer other than the highest.

SALV BY AUCTION:

The intending bidders should be fully appraised of the auction conditions before commencement of the auction.

All bids of the respective dealers should be registered in the bidding sheet and signed jointly by the members of the auction Committee.

......12/-
CONDITIONS GOVERNING SALE BY AUCTION:

1. 25% (twenty five percent) cash or full payment will be collected at the spot on the fall of hammer.

2. The balance amount should be paid in cash or by Demand Draft in the name of the Divisional Controller/Works Manager, State Road Transport Corporation, within 30 working days from the date of auction.

3. The lot or lots purchased should be removed within 31 working days from the date of auction.

4. All the purchasers should present the Crossed Demand Draft for the balance amount to the auctioneers and take away their sale receipt order as early as possible but not later than eight days from the date of auction.

5. Any other local or municipal tax on the goods if required to be paid shall have to be paid by the purchaser.

6(a). Subject to realization of reserve prices where the same have been fixed by the Divisional Controller/Unit Head, State Transport, all sales shall be made to the highest bidder. In the event of any dispute between bidders, the dispute shall be decided by the Divisional Controller or the Officer Superintending the sale of the lot or lots in question re-auctioned at his discretion. His decision as to such acceptance shall be final and binding on all persons offering bids at the auction.

6(b). The Divisional Controller/Unit Head reserves the right to withdraw from the lots sold any material which subsequently is found to be useless to the State Transport.

7. CONDITION ON SALE:

The goods are sold as and where they lie. The whole of the lot or lots shall be taken from the site of accumulation with all faults and errors in description or otherwise quantities, sizes, measurements, numbers and weights as stated in the advertisement/catalogue are approximate and no warranty or guarantee shall be implied. Stores are sold on the assumption that bidders have inspected the lots and known what they are buying whether they have first inspected them or not and the principle of "Caveat Emptor" will apply. No claim will be entertained and no reliance must be placed on any description.

8. RISK:

The goods shall be and remain in every respect at the risk of the buyer from the date of acceptance of his offer by the Unit Head or his representative and State Transport shall not be under liability for the safe custody or preservation thereof from that date till the date of final removal.
9. The goods sold will be removed by the buyer from the
side of accommodation within the period specified at the
time of auction. Deliveries will be made only during working
hours on all working days on presentation by the purchaser
in the store holding the copy of sale release order issued.
The purchaser will make his own arrangements for transport
and be held not entitled to claim any facilities or
assistance from the State Transport.

10..telalaa

Where goods are sold in lots and not by numbers or
units in the event of the lot or lots being found to be
deficient quantity, quality, size, measurement, numbers
and weight as stated in the catalogue the purchaser shall
have no claim against State Transport or against the
auctioneer for return of whole or any part of the purchase
money or loss of profit, interest, damages or otherwise.
Where stores are sold by weight or number and not on the
basis of lots, and the purchaser fails to obtain delivery
of the whole or a portion of the stores sold, he shall not
be entitled to make any claim other than for proportionate
refund of the value of the undelivered quantity. He shall
be entitled to claim any damages, loss of profit,
interest or compensation on any other account.

11. Resale will not be recognised and release orders will
be made out in the name of actual purchaser only.

12. FAILURE TO TAKE DELIVERY AFTER PAYMENT:

The lots paid for must be completely removed at the
buyer's expense within the time specified. The Unit Head or
his authorized representative may re-auction the said lot
or lots or portion thereof at purchaser's risk and expense and
will be liable for any repair in addition to any loss that
may be suffered, a charge of interest on amount due at the
rate of 12 per cent on the original sale price of said lots or
portion thereof and the cost of resale (inclusive).

13. IN the event of Divisional Controller/Works Manager,
being of opinion that bidders are forming a ring and fair
practice are not being followed for stores offered in auction,
the Divisional Controller/Works Manager may stop the sale
with the consent of the officer supervising the sale.

4. The Unit Head reserves the right of withdrawing from
a sale any lot or lots advertised in the advertisement/
brochure prior to the acceptance of any bid for such lot
or lots at an auction without assigning any reasons.

5. All questions arising out of any contract resulting
from the offer and acceptance of any bid and express
provisions for in the preceding clauses or as to any
material condition announced at an auction shall be
decided by, and be decided by the Unit Head or if he is
unable or unwilling to act by a person nominated in writing
the said Unit Head acting as sole arbitrator and the
decision of the said arbitrator shall be final and binding
upon the parties. This clause shall be deemed to imply
arbitration agreement under the Indian Arbitration Act, 1940.
XI. Competent authority sanctioning the sale of material by tender or auction.

The Heads of the Units shall be the Competent Authorities to dispose of all scrap material with the concurrence of their Accounts Officer/Divisional Accounts Officer, as the case may be.

The Unit Heads are empowered to condone the delay in payment of sale charges up to 30 days after the lapse of 18 days which have been allowed to the party in acceptance letter. The Regional Manager/Works Managers are empowered to condone such delays beyond 30 days and further empowered to grant facilities for payment by instalments which should be completed within 3 months from the date of sale.

When the Unit Heads have occasion to decide whether delivery period should be extended in favour of selected Tenders, they will decide in their discretion whether during the extended period, the ground rent should be charged or not. However, the Divisional Controllers are empowered to extend the delivery date up to 90 days only. The Regional Manager/Works Managers are empowered to extend the delivery date with or without penalty beyond 90 days.

The quarterly statement of sale of scrap material prescribed in Annexure B should be sent to their respective Regional Managers and a copy to the General Manager (S&P). In case of Central Workshops, the statement should be sent to the General Manager (S&P) directly.

The Unit Heads will not as a rule allow to mix up or add to the scrap lots any material or any tender have been invited and which is under disposal. However, in very exceptional circumstances and where the offers received in a particular tender are favourable, the Unit Head in his discretion may call additional quantity to the accepted Tenderer to the extent of 25% of the quantity sold to the Tenderer, subject to the provision that the value of such additional quantity does not exceed Rs. 25,000/-, In such cases where value exceeds Rs. 25,000/- the prior approval of their respective Regional Manager will be obtained in case of divisions. In case of Central Workshops, Works Managers are empowered at their level only.

XII. Accounting of Scrap.

The Units should maintain a quantity account of scrap as per following instructions.

- All scrap material should be classified under suitable headings in accordance with the instructions contained in the General Standing Order. Each class of scrap should be stored separately so as to avoid any portion thereof getting mixed up with scrap of any other class. Quantity account of each class of scrap should be separately maintained in the proforma attached hereto as Annexure D.

- All material should first be classified and then weighed or counted before being dumped in the appropriate scrap heap. A separate certified receipt voucher, black seal maintained for this purpose. The results of weighing, etc., along with particulars should be noted on the certified receipt voucher authenticated by a Divisional Stores Officer or Works Officer. The voucher should then be posted in the receipt column under the relevant scrap account.
3. Accounting of Disposal.

A visual issue voucher should be prepared in respect of disposals. A copy of the issue voucher should be passed on to the Accounts Branch (where a bill will be prepared and action taken to watch recoveries). The issue column of the scrap Register should be posted by reference to this voucher. Details regarding the reference number of tender or auction and the price should be noted in the remarks column.

4. It is the responsibility of the Accounts Branch to check up that the account of scrap is properly maintained and to ensure that scrap bills are prepared and amount recovered in respect of disposal.

Delivery of scrap to the successful tenderer.

After recovering the full value of scrap material from the successful Tenderer, the delivery of scrap should be given in the presence of Security Officer, Dy. Mech. Engineer of Asstt. Mech. Engineer, The Divisional/Stores Officer/Stores Officer and respective Store Keeper for that particular scrap should personally supervise the delivery of scrap material. All the above Officers should personally attend the scrap delivery and witness by their representatives.

It is the responsibility of the Divisional Stores Officer/Stores Officer to see that the scrap material will be disposed of by every three months or even earlier if value of scrap is substantial and keep the scrap yard clean.

Sd/- L.G. Agashe,
Vice Chairman & General Manager,
M.S.R.T. Corporation.

No.,ST/ESC/AJM/18/272- 3321 ST Stores & Purchase Deptt.,
Dt/- 10th October, 1979 Bombay-400 008.

Copy forwarded to:
- The Regional Manager,
  M.S.R.T. Corporation,
  S.T. Bombay-Pune-Aurangabad-Nagpur Region.
- The Works Manager,
  S.T. Central Workshops,
  Derna Road, Pune-12/Aurangabad/Nagpur.
- The Divisional Controller,
  S.T. Corporation,
  Derna Road, Pune-Golapur-Kolhapur-Satara-Nagpur-Nashik-
  Aurangabad-Kolaba-Kalyan-Nashik-Khandesh-Aurangabad-Kolaba-
  Parbhani-Bhiwadi-Pune-Aurangabad-Nagpur-Kolhapur-Aurangabad-
  Bhandara-Buldhana-Chandrapur-Yevatmal-
  Dandeli-Khanagiri-II-Verdana-Palghar.
- The Divisional Controller(Stores),
  S.T. Stores Division,
  Derna Road, Bombay-400006.
- The Executive Engineer,
  S.T. Corporation,
  Derna Road, Pune-Aurangabad-Nagpur.
- To Manager,
  Central Training Institute, Phasarri, Pune-26.
The Director of Training, C.I.R.T. (NIT),
M.I.D.C., Plot No. 25, Bhatari, Pune-25.

The Resident Audit Officer,
S.T. Audit Circle, Bombay-400006.

The Mechanical Engineer (M.E.),
S.T. Central Office,
Bombay-400008.

Departmental Heads -
C.A.O./DGM(MB)/DGM(TRG)/DGM(I&O)/DGM(CB)/DGM(Te).

Branch Heads -

Sectional Heads -
Secretary, Services Board,
P.A. to the General Manager.

Copy to - Sr.C.O.(P)/Sr.C.O.(C.I.)/Sr.C.O.(G.III)/Sr.M.B.(Stores)/

Sd/-
by, Executive Manager (C&P).

Ste: 16-6-80.
MAJOR ASSEMBLIES

1. Engine.
2. Fueling.
3. Gear Box.
4. Differential Assembly.
5. Rear Axle Assembly.
7. Starter.
8. Dynamo.
## Description of the Bin, the Bin.

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimensions</th>
<th>Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I: Enclosed with a C.C.T. Sheet Walling:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Steel</td>
<td>15' x 10'</td>
<td>150</td>
</tr>
<tr>
<td>Cast Iron</td>
<td>15' x 10'</td>
<td>150</td>
</tr>
<tr>
<td>Cast Aluminiun</td>
<td>15' x 10'</td>
<td>150</td>
</tr>
<tr>
<td>Auto Special</td>
<td>15' x 5'</td>
<td>75</td>
</tr>
<tr>
<td>Brake Linen</td>
<td>15' x 20'</td>
<td>300</td>
</tr>
<tr>
<td>Spring Steel</td>
<td>15' x 5'</td>
<td>75</td>
</tr>
<tr>
<td>Non Ferrous except Aluminiun</td>
<td>15' x 15'</td>
<td>225</td>
</tr>
<tr>
<td>Gland</td>
<td>15' x 3'</td>
<td>75</td>
</tr>
<tr>
<td>Rexine</td>
<td>15' x 20'</td>
<td>300</td>
</tr>
<tr>
<td>Ruber Scrap (Fan belts, hoses, bushos, washers &amp; rubber pieces) and scrap tubing etc.)</td>
<td>15' x 15'</td>
<td>225</td>
</tr>
<tr>
<td></td>
<td>15' x 20'</td>
<td>300</td>
</tr>
<tr>
<td>Terpauling and other scap clothing</td>
<td>15' x 30'</td>
<td>450</td>
</tr>
<tr>
<td>Aluminium scrap (scrap alum. from body)</td>
<td>15' x 60'</td>
<td>900</td>
</tr>
<tr>
<td>Misc. Iron &amp; Tin</td>
<td>15' x 30'</td>
<td>450</td>
</tr>
<tr>
<td>Wood scrap</td>
<td>15' x 15'</td>
<td>225</td>
</tr>
<tr>
<td>Tubes</td>
<td>15' x 15'</td>
<td>150</td>
</tr>
<tr>
<td>Flaps</td>
<td>15' x 10'</td>
<td>150</td>
</tr>
<tr>
<td>Rubber part (where Tyre Retreading Plant is three)</td>
<td>15' x 15'</td>
<td>225</td>
</tr>
<tr>
<td>Batteries</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** | **4725 Sq. Ft.**

## Enclosed with Barbed Wire Fencing:

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimensions</th>
<th>Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyres</td>
<td>60' x 60'</td>
<td>3600</td>
</tr>
<tr>
<td>Emty Tin 25 Lt.</td>
<td>15' x 5'</td>
<td>75</td>
</tr>
<tr>
<td>&quot; 25 Lt.</td>
<td>15' x 20'</td>
<td>300</td>
</tr>
<tr>
<td>Burned Engine Oil</td>
<td>15' x 20'</td>
<td>300</td>
</tr>
<tr>
<td>Workshop Sweeps</td>
<td>15' x 5'</td>
<td>75</td>
</tr>
<tr>
<td>Misc.</td>
<td>15' x 5'</td>
<td>75</td>
</tr>
<tr>
<td>Asphalt Barrels</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total of I & II**: **10325 Sq. Ft.**