

(Issued in Stores Department).

643

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 supercession of General Standing Order No. 615 dated 8th April 1963 and General Standing Order No. 934 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 turnings 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 :-

- a) Auto spares,
- b) Tyres & Tubes,
- c) Batteries, bus body fittings, electrical wires, etc.
- d) Machinery spares and tools,
- e) Containers received from Suppliers,
- f) Used oils and chemicals,
- g) 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 (Opns)/Superintendent and Dy. Supt. / Assst. 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 above three groups, proper care should be taken of the reusable and retrievable 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, has to be scrapped and sold, will be segregated categorywise and stored in separate bays 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.

1. 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 (scrapped spares), timber, gun 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 of divisions, a Superintendent/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 the same to the Cvl. Stores Officer only on his certification that the material is scrapped. Care should be taken to give different distinguishing colours to the various scrap, so that the same is promptly and directly put into the receptacles meant for the particular category of scrap such as iron, copper, brass, aluminium, etc., in their different grades and qualities.

III. 'A'-2. Material obtained from vehicles.

No major assembly as defined under G.S.O. 332 (list attached at Annexure 'A') will be scrapped in the divisions. These assemblies will be scrapped by the Works Manager, Central Workshops, Dapodi, in accordance with the procedure laid down in the General Standing Order No. 333.

III. 'B'-a. Auto spares, assemblies other than the above received from Divisional Workshops.

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

(The General Standing Order No. 795 has already been issued giving in detail the procedure for inspection of spare parts before scrapping and drawal of new parts).

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 of items should be demanded under 3 separate sets of indents so that they can be subjected to scrutiny at different levels. All 'A' group of items should be demanded on 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 re-used or refitted. With regard to the 'B' group of items, the demand will be made under specific certificate 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. G4S dt. 30.3.1964.

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

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 inspect it and indicate in the issue voucher whether it is repairable or scrap. Similar procedure will be followed while replenishing the float stocks and scrapping of 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 strong instrument such as pliers 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.

- III. 'D'. 1. Wiper motors,
 2. Regulators/cutouts,
 3. Cylinder Heads (in case of Central Workshops),
 4. Connecting Rods (- do -),
 5. Rear & Front brake drums,
 6. Rear & Front Hubs,
 7. Axle I Beams,
 8. Stub Axles,
 9. Gear parts, such as main shaft, speed gear and other gears,
 10. Engine and gear box bell housings,
 11. Hanger brackets,
 12. Brake shoes,
 13. Water pump bodies,
 14. Armatures, starters and Dynamos,
 15. Shock absorbers,
 16. Bearings,
 17. Engine valves.

7

Similarly, scrap aluminium pistons without gudgeon pins, rings and circlips should be separately preserved and sent the same to the Works Manager, Central Workshops, Dapodi, for further disposal action.

III. 'E' - Tyres and Tubes.

The Deputy Superintendent on request of the Divisional 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, retreadable or scrap and will endorse relevant remarks on tyre card for such tyre which have been declared by him as scrap and also sign the Tyre Register maintained at the Division stating the reason for scrapping of such tyre. The Divisional Controller of Mechanical Material (DMS) will inspect such 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 partly destroy the canvas. The tyre number should be traced 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. 320.

II. 'F' Batteries:

If its container is cracked, the battery will be scrapped in the Divisional Workshops. However, instructions issued under the Dy. General Manager (Mech. Engg.)'s letter No. ME/II/22522/5317 of 20.5.57, for utilizing serviceable cells for repairing other batteries will be duly followed. The 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. 321.

II. 'G' Bus Body fittings components and consumable material.

II. 'H' Machinery spares and other tools.

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

III. 'I' Electric Wires.

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

III. 'J' 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/ Works Manager before copper scrap is sold.

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III. 'K'. Non-ferrous materials.

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

III. 'L'. Containers received from Suppliers.

These are not 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 (S&P).

III. 'N'. Miscellaneous scrap material.

Under the category will come the used unserviceable tarpaulins, used rain coats, and also dismantled Civil Engg. material viz. AC sheets, door frames, T.W. Ballies 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 pieces such as "used tarpaulins", etc. However, in exceptional circumstances, if the condition of the material is such that they cannot be sold as individual pieces, they may be sold as a 'Lot' to the highest tenderer.

In the case of tarpaulins, specially, only the scrapped tarpaulins which cannot be used any more 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.

Material deteriorated or damaged in storage.

IV. Formation of Survey Committee and their functions.

Survey Committee comprising of -

- I. For Divisions -
 - i) Divisional Controller
 - ii) Mechanical Engineer (Ops),
 - iii) Divisional Stores Officer.
- II. For Central Workshops -
 - i) Works Manager,
 - ii) Dy. Works Manager,
 - iii) Stores Officer.
- III. For Stores Division -
 - i) Divisional Controller (Stores),
 - ii) Stores Inspecting Officer,
 - iii) Divisional Stores Officer

/CR/
Press 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 at Annexure 'B'. Yard is divided into two well defined areas. One enclosed by either corrugated G.I. Sheets or brick walling 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 'B'. Also Annexure 'C' 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 300 schedules and the division has (a) Divl. Workshop, (b) A Heavy Repair Unit, (c) A Tyre Retreading Plant.

If a division operate 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 slope 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 atleast 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. 183, 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 (S&P). All sales of the scrap either 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).

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b. For Central Workshop -

1. Works Manager,
2. Dy. Works Manager/
Production Superintendent,
3. Audit Officer/Accounts
Officer,
4. Stores Officer
(as Secretary Member).

c. For Stores Division -

1. Divl. Controller (Stores),
2. Stores Inspecting Officer,
3. Asstt. Accounts Officer/
Accounts Officer,
4. Divl. Stores Officer (G)

OR

Press Superintendent
(as Secretary Member).

All the scrap material accumulated for sale should be separated 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. Gate pass No. and date.
17. Issue Voucher No. and date,
18. Remarks (ground rent recovered or condoned) etc.

BETTER COMPETITION - DISCOURAGING MONOPOLISTS PURCHASERS.

In order to have a better and keener competitions 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 upto Rs. 25,000/- so that smaller bidders are able to quote giving a better value for scrap material.

SECURING 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 furnished 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. to...8..

The Units are requested to circulate the list of such dealers in their area to the other Units to enable them to get more value for their scrap material.

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 Director about details of their sales, in the proforma given below. The intention is that in the absence of minimum rates, the Unit Heads should have a data about current market trends to enable them to decide whether the offers received are reasonable and should be accepted.

Category of scrap material.	Quantity tendered.	Tender rate opened/accepted on.	Name & full address of successful tenderer.
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The Units should fix up the upset prices for various scrap material in consultation with Divl./Asstt./Accounts Officer on the basis of trend of the current prices received by them against previous tender and also the rates intimated 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 level 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, aluminium, empty barrels etc., should be revised from time to time on the basis of market condition.

VII. Issue of advertisements.

The essential pre-requisite 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 tenderer to quote.

It is further pointed out that while releasing the advertisement the guide line laid down in the Corporation Resolution No. 8173 dt. 8th April, 1975 and communicated by the P.R.O. under Circular No. GP/PP/T/Advts/1971 dt. 19th May, 1975 will be rigidly followed. A quarterly statement of the advertisement issued by the Divisions should be forwarded to the Public Relations Officer on 28th of the month following each 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 tenders will be received and the date and time of opening of tenders. Atleast three weeks' time should be given for the publication of notice to enable the prospective tenderers to quote.

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

2) 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.

3) 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.

<u>Total approx. realisable value of the tender.</u>	<u>Earnest money deposit to be taken.</u>
1. Upto Rs. 500/-	100% of the approximate realisable value.
2. From Rs. 501/- to Rs. 10,000/-	85% of the approximate realisable value subject to minimum of Rs. 500/-.
3. Exceeding Rs. 10,000/-	80% of the approximate realisable value, subject to minimum of Rs. 2,500/-.

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

5) The successful Tenderer 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 @ 18% from the due date of the payment will be charged extra.

6) The successful Tenderer will take delivery of the material purchased within 18 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 18 days from the date of issue of letter indicating the acceptance of offer to the successful tenderer will be subject to ground rent as under and is payable before delivery is given to the Tenderer.

- Tyre 10 paise per tyre per day.
- Empty 205 ltrs. barrels of ... containing oils/grease. 10 paise per barrel per day.

.....10/-.

- 19
3. Used engine oil 25 paise per barrels per day. (205 litrs. capacity).
 4. Small containers (25 litrs). 5 paise per day per container.
 5. Other material. Rs. 1/- 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 scrap, 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) Weighment or counting will not be permitted within the limits of the premises of the Corporation for re-sale by the successful tenderer.

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 resold 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 make 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.

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18) 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.

19) 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 delay shall be given on weekly offs and holidays observed by the Divisional Stores concerned.

IX. Late Tenders -

1. Tenders or modifications to tenders received after the specified time of opening should not be considered at all.
2. Delayed Tenders:-

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

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

ii) And it is established beyond doubt that the delayed tender is bonafide in the sense that no undue advantage would accrue to the tenderer through such consideration. Such tenders should be put up to the Unit Head and his approval sought before admitting those 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 to 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.

SALE BY AUCTION:

The intending bidders should be fully apprised 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.

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 amounts should be paid in cash or by Demand Draft in the name of the Divisional Controller/ Works Manager, Maharashtra State Road Transport Corporation, within six working days from the date of auction.
3. The lot or lots purchased should be removed within 21 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 release 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 realisation 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 useful to the State Transport.

The auctioneer may in consultation with the Unit Head/Divisional Controller or his representative superintending the auction, refuse to accept the bidding of any person or persons without assigning any reason.

7. CONDITIONS OF GOODS:

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 weight as stated in the advertisement/Catalogue are approximate and no warantee 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 complaint 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 to the stock holder the copy of sale release order issued. The purchaser will make his own arrangements for transport and he will not be entitled to claim any facilities or assist for transport from the State Transport.

10. SHORTAGE

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 refund 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 un-delivered quantity. He shall not 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 authorised representative may re-auction the said lot or lots or portion thereof at purchaser's risk and expense and while so doing he may recover in addition to any loss that may be suffered, a charge on account of storage space at the rate of 1% per day on the original sale price of said lots or portion thereof till the date of resale (inclusive).

13. In the event of Divisional Controller/Works Manager, being of opinion that bidders are forming a ring and fair prices are not being realised 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 the sale any lot or lots advertised in the advertisement/catalogue 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 expressly provided for in the preceding clauses or as to any special condition announced at an auction shall be referred to and be decided by the Unit Head or if he is unable or unwilling to act by a person nominated in writing by the said Unit Head acting as a sole arbitrator and the decision of the said arbitrator shall be final and binding on both the parties. This clause shall be deemed to imply Arbitration Agreement under the Indian Arbitration Act, 1940.

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XI. Competent Authority sanctioning the sale of material by tender or auction.

The Heads of the Units should 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 Managers/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 occasions to decide whether delivery period should be extended in favour of selected Tenderers, 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 upto 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 'E' should be sent to their respective Regional Managers and a copy to the Dy. General Manager (S&P). In case of Central Workshops, the statement should be sent to the Dy. 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 for which tender have been invited and which is under disposal. However, in a very exceptional circumstances and where the offers received in a particular tender are favourable, the Unit Head in his discretion may sell additional quantity to the accepted 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.

1. All scrap material should be classified under suitable headings in accordance with the instructions contained in this 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 Annexure 'D', by the respective Store Keeper in terms of weight or numbers as the case may be.

2. All material should first be classified and then weighed or counted before being dumped in the appropriate scrap heap. A separate certified receipt voucher block shall be maintained for this purpose. The results of weighing, etc., along with particulars should be noted in the certified receipt voucher and authenticated by Divisional Stores Officer/Stores Officer. This voucher should then be posted in the receipt column under the relevant scrap account.

3. Accounting of disposal.

As usual issue vouchers 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 rate 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 proper 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 or 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 not 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/S&P/ADM/12/KSC- /3321 ST Stores & Purchase Deptt.,
Dt/- 18th October, 1979 Bombay-400 008.

Copy forwarded for information to -

The Regional Manager,
M.S.R.T. Corporation,
S.T. Sombay-Fune-Aurangabad-Nagpur Region.

The Works Manager,
S.T. Central Workshops,
Dapodi, Fune-12/Aurangabad/Nagpur.

The Divisional Controller,
S.T. Corporation,
Pune-Pune-Solapur-Kolhapur-Satara-Jalgaon-Nashik-
Ahmednagar-Aurangabad-Kulaba (Pern)-Ratnagiri-Dhule-
Sangli-Nanded-Bhir-Parbhani-Osmanabad-Nagpur-Akola-
Aravati-Bhandara-Buldhana-Chandrapur-Yevatal-
Kankavali-Ratnagiri-II-Wardha-Palghar.

The Divisional Controller (Stores),
S.T. Stores Division,
Turla, Bombay-400086.

The Executive Engineer,
M.S.R.T. Corporation,
Pune-Pune-Aurangabad-Nagpur.

The Manager,
Central Training Institute, Phosari, Pune-26.

The Director of Training, C.I.R.T. (R&T),
MIDC, Plot No. 25, Bhosari, Pune-26.

The Resident Audit Officer,
S.T. Audit Circle, Bombay-400008.

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

Departmental Heads -

C.A.O./DGM(ME)/DGM(TR.)/DGM(I&O&M)/DGM(CE)/DGM(Trg).

Branch Heads -

Manager (P)/Secy.MSRTC/L.A./C.S.O./C.L.O./C.Stat./P.R.O.

Sectional Heads-

Secretary, Services Board/
P.A. to the General Manager.

Copy to - Sr.S.O.(P)/Sr.S.O.(G.I)/Sr.S.O.(G.II)/Dy.M.E.(Stores)/
S.O.(R)/S.O.(BT)/S.O.(LEY)/S.O.(TATA)/S.O.(CB)/Sr.A.O./
/A.S.O.(OPE)/A.S.O.(TOB)/A.S.O.(M&T)/Divl.Stat./O.S.

Sd/-
General Manager (G&P).

Stc:16.8.80.

MAJOR ASSEMBLIES

1. Engine.
2. Fueling.
3. Gear Box.
4. Differential Assembly.
5. Rear Axle Assembly.
6. Servo.
7. Starter.
8. Dynamo.
9. Radiator Assy.

10000/
11A10/
0.7

8P.

I: Enclosed with S.C.T. Sheet walling:
6'-0" height.

1.	Auto Steel	15' x 10'	-	150	Sq.ft.
2.	Cast Iron	15' x 10'	-	150	"
3.	Cast Aluminium	15' x 10'	-	150	"
4.	Auto Special	15' x 10'	-	150	"
5.	Brake Linos	15' x 5'	-	75	"
6.	Spring Steel	15' x 20'	-	300	"
7.	Non Ferrous except aluminium	15' x 5'	-	75	"
8.	Glasses	15' x 15'	-	225	"
9.	Rexine	15' x 5'	-	75	"
10.	Foam Rubber	15' x 20'	-	300	"
11.	Rubber Scrap (fan belts, hoses, bushes, washers & rubber pieces and scrap tubing etc.)	15' x 15'	-	225	"
12.	Tarpaulins and other scrap clothing.	15' x 20'	-	300	"
13.	Aluminium scrap (scrap alum. from body).	15' x 30'	-	450	"
14.	Miscl. Iron & Tin	15' x 60'	-	900	"
15.	Wood scrap.	15' x 30'	-	450	"
16.	Tubes	15' x 15'	-	225	"
17.	Flaps	15' x 10'	-	150	"
18.	Rubber part (where Tyre Retreading plant is three).	15' x 10'	-	150	"
19.	Batteries.	15' x 15'	-	225	"
				Total	<u>4725 Sq. Ft.</u>

II. Enclosed with Barbed Wire Fencing:

1.	Tyres	60' x 60'	-	3600	Sq.ft.
2.	Empty Tin 205 Lt.	15' x 50'	-	750	"
3.	" " 25 Lt.	15' x 5'	-	75	"
4.	Burnt Engine Oil	15' x 20'	-	300	"
5.	Workshop Sweeps	15' x 20'	-	300	"
6.	Miscl.	-	-	500	"
7.	Asphalt Barrels	15' x 5'	-	75	"
				Total	<u>5600 "</u>

Total of I & II : 10325 Sq.Ft.

REGISTER FOR ACCOUNTING OF SCRAP

ANNEXURE 'D'

ft.

ft.

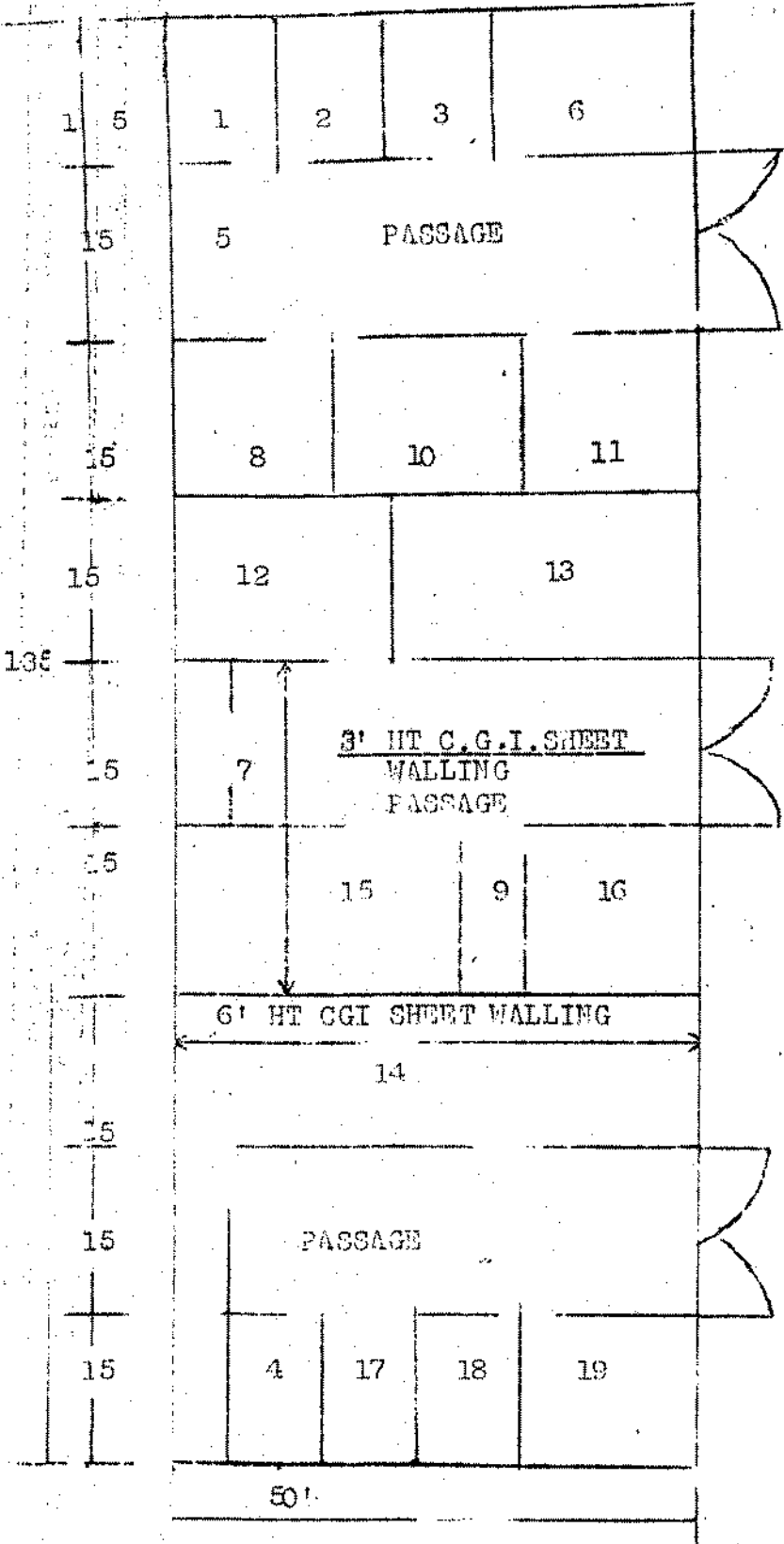
ft.

Location :

Unit:

No.	Date	Receipts	Issues	Balance	Dated initials of Stores Clerk	Checked by	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

The minimum
 of scrap
 order
 to be
 accepted
 is 100
 lbs.
 of
 scrap
 per
 bin.
 The
 weight
 of
 scrap
 per
 bin
 will
 vary
 with
 the
 type
 of
 scrap
 and
 the
 size
 of
 the
 bin.
 The
 weight
 of
 scrap
 per
 bin
 will
 vary
 with
 the
 type
 of
 scrap
 and
 the
 size
 of
 the
 bin.



STANDARD PLAN OF BINS FOR SCRAP MATERIAL (D.V.S.)

SCALE: 1" = 16'