



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700 001



PREVIEW OF TENDER

TENDER REFERENCE NO : Record-I/Weeding & Destruction of Old Records/15-16

DATE OF ISSUE OF TENDER DOCUMENT : 10.02.2016

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 25.02.2016 upto 2.00 pm

TIME AND DATE OF OPENING OF THE TENDERS: 25.02.2016 at 04.00 pm

PLACE OF OPENING OF THE TENDERS: O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

Sub: Tender for “Sale of Old and Disposable articles located in this Office premises”

Office of the Director General of Audit(Central) invites sealed quotation from various firms to sale old worn & torn articles of this office.

Details of the Goods are specified hereunder:-

SI No.	Name of The Articles	Quantity
01.	Name of all the Articles are mentioned in Annexure-II	Mentioned in Annexure-II

Intended bidders are requested to quote their procuring rates in respect of the above mentioned goods that are to be sold by this office subject to the fulfilment of the terms and conditions mentioned in Annexure-I. The old and disposable goods that are being sold are presently lying in the premises of Office of the Director General of Audit (Central), Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata – 700001. Hence, the sale procedure will be made in this office premises.

Sealed quotations are invited and these needs to be addressed to the **Deputy Director (Administration), Office of the Director General of Audit (Central), Kolkata – 700001**, must reach latest by **02.00 pm on 25.02.2016 by Speed post and through e-mail: dgac.kolkata@gmail.com**. The sealed quotations, super scribed as ‘**QUOTATIONS FOR PROCURING OLD AND DISPOSABLE ARTICLES**’, should be submitted to **Deputy Director (Administration)** of this office by the stipulated date and time. The Bids shall be opened by the Purchase Committee in the premises of the **Office of the Director General of Audit (Central), Kolkata – 700001**, on **25.02.2016 at 04.00 pm** and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

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ANNEXURE – I

TERMS & CONDITIONS:-

1. Bidders should be experienced in this field and quote the rates which are prevailing in the market presently. Bidders should be original procuring authority, no sub-bidders will be entertained.
2. The Bidder should be registered with the Govt. of West Bengal and hold a proper trade license . The license should be submitted with the bid.
3. Bid price should be finally quoted. No subsequent downward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
4. Each paper of the bidding document should be signed and stamped by the bidder or by his authorized signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as '**QUOTATIONS FOR PROCURING OLD AND DISPOSABLE ARTICLES**'.
5. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
6. The period of validity of the quoted rate should be for a minimum period of **60 days** from the date of closing of quotation.
7. The competent authority of O/o the Director General of Audit (Central), Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
8. **Location of Sale:** All the items will be sold in the premises of the Office of the Director General of Audit (Central), Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata – 700001, as per the terms and conditions given herein.
9. **Terms of Payment:** 100% after sales but the payment will be received in **CASH** only. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
10. In case of failure to comply with the provisions of the terms and conditions mentioned, by the successful bidder that has been awarded the contract, the competent authority of this office reserves the right to award the contract to the next higher responsive bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial supply order and this will be binding on the bidders.

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ANNEXURE-II

NAME AND QUANTITY OF THE ARTICLES REQUIRED TO BE SOLD

Sl No.	Name of The Articles	Quantity of the Articles
01.	Waste Papers	18 sacks (Big)
02.	Old Torn Books	3 sacks (big)
03.	Old Window AC (Cabinet Only)	2Nos.
04.	Old Split AC (1.5 Tonn)	1No.
05.	Broken Table Fan	1No.
06.	Old Table Glass	1No.
07.	Old Weight Machine	1No.
08.	Old Binding Machine	1No.
09.	Old Xerox Machine	1No.
10.	Old Small TV	1no.
11.	Old Electrical Typewriter	1No.
12.	Old Model Type Writer	2 No.s
13.	Oval Type Wooden Table Top	1No.
14.	Broken Pedestal Fan	1No.
15.	Old Computer Table	1no.
16.	Broken Chairs	6 nos. (Approx)
17.	Old Wooden Table	1No.
18.	Air Cooler	1 No.

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Annexure-III

Tender Format

To

The Director General of Audit,

Govt. of India Press Building (East Wing),

8, Kiran Sankar Roy Road,

Kolkata-700 001.

Madam,

With reference to your tender Notice No. _____

dated _____ I am to submit my tender for Procuring of Old and Disposable Articles at your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Transaction experience with reputed office, if any

Signature-----

Name of Tenderer-----

M/s-----

Dated: