

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI**

No. 112/GS/78-2015

Dated: 04.04.2016

To

.....
.....
.....
.....

Subject:- Invitation of Quotations for disposal of obsolete items.

Sir/Madam,

Office of the Comptroller and Auditor General of India has some items that have outlived their life and are totally obsolete/unserviceable in nature. It has been decided to dispose them off by means of inviting quotations from the local buyers in this trade. It is understood that your company deals with the purchasing of old obsolete/unserviceable items/articles.

In case your firm is interested to buy old obsolete/unserviceable items/articles of this office, you are requested to submit your quotation for the same. The lot of various obsolete/unserviceable items can be inspected up to 25 April, 2016 between 11:00 AM to 2:00 PM in this office before quoting the prices. Your quotation in a sealed cover, super scribed as "Quotation for various old obsolete and unserviceable items", accompanied by a Demand Draft of Rs. 10,000/- (as Earnest Money) in favour of Pr. Pay and Account Officer, Office of the Pr. Accountant General (Audit), Delhi, payable at New Delhi should reach the undersigned or may be dropped in a Tender-Box (Reception-Premises of the office) latest by 2:00 PM on 26 April, 2016. The quotations will be opened on the same day at 2:30 PM in the Committee Room of this office in the presence of the tenderers who may wish to be present.

The successful bidder shall be required to deposit entire amount with the cashier of this office at 9, DDU Marg latest by the next day of opening of the bid and shall be required to remove all the articles within one day of depositing the amount in this office. The amount can be deposited by means of cash or by a crossed Demand Draft payable in favor of "Pr. Pay and Account Officer, Office of the Pr. Accountant General (Audit), Delhi at New Delhi.

The Competent Authority reserves the rights to reject any or all the bids without assigning any reason and the decision of the competent authority of the office of the Comptroller and Auditor General of India, shall be final and binding.

Yours faithfully

**(Dinesh Kumar)
Sr. Administrative Officer (GS)**

Format for Quoting Prices for various Old / Obsolete and Unserviceable items

Sl. No.	Item description	Units	Location	Quoted Amount (In Rs.)
1.	Miscellaneous old/ obsolete, unserviceable, broken, mixed and assorted items	Lump-sum	O/o the Comptroller and Auditor General of India, at 10, Bahadurshah Zafar Marg, New Delhi-110124	
	Total quoted prices (In Figures)			
	Total quoted prices (In Words) (Rupees)			

BIDDER'S DETAILS

1. **NAME OF THE FIRM** :
-
2. **NAME OF THE AUTHORISED PERSON** :
3. **DESIGNATION** :
4. **PHONE No.** :
5. **MOBILE No.** :
6. **E-MAIL ID** :
7. **ADDRESS** :
-
-

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the notice Inviting Quotations and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me and it is certified that the rates quoted are the highest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the office of the Comptroller and Auditor General of India to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract/bidding document.
4. I Hereby undertake to deposit the entire amount in Cash Branch of the Office of the Comptroller and Auditor General of India within one day from the date of opening of bid.
5. I also undertake to remove the old/obsolete and unserviceable items/articles within one day from the date of deposit of the amount in the office of the Comptroller and Auditor General of India, failing which the Earnest Money deposit submitted by our agency is liable to be forfeited.

Date:-
Place:-

Signature of the Authorised Signatory

**Designation:
(Office seal of the Bidder)**