

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

No. 56– Admn-II/8-2013

Dated : 04.08.2016

To

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

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

Sir/Madam,

Office of the Comptroller and Auditor General of India has some items (aluminium frames) that have outlived their life and are 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 (aluminium frames) of this office, you are requested to submit your quotation for the same. The lot of various obsolete/ unserviceable items (aluminium frames) can be inspected up to 23 August, 2016 between 11:00 AM to 2:00 PM in this office at 10 Bahadur Shah Zafar Marg, New Delhi 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/- (Rupees Ten Thousand only) (as Earnest Money) in favour of **Pr. Pay and Accounts 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 this office at Pocket 9, DDU Marg, New Delhi) **latest by 11.00 AM on 24 August, 2016**. The quotations will be opened on the same day at 3.30 PM in the Committee Room of this office at Pocket 9, DDU Marg, New Delhi 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 Pocket 9, DDU Marg, New Delhi 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 Pay Order / Demand Draft payable in favour of Pr. Pay and Accounts Officer, Office of the Pr. Accountant General (Audit), Delhi payable 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)**

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

No. 56– Admn-II/8-2013

Dated : 04.08.2016

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

SL. No.	Item description	Units	Location	Quoted Amount (In Rs.)
1.	Miscellaneous items (aluminium frames)	Rs. / per kg.	O/o the Comptroller and Auditor General of India, at 10, Bahadurshah Zafar Marg, New Delhi – 110 124	
	Total quoted prices (In Figures)			
	Total quoted prices (In Words).. (Rupees .....)			
<b>The bidders are required to quote Per Kg. Prices for taking away the items (aluminium frames). The total amount shall be calculated based on the actual weight of the items.</b>				

**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. I understand that total amount to be deposited by me shall be calculated based on the actual weight of the articles (aluminium frames).
3. 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.
4. 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 submitted by me/ us in case I/ we are not able to deposit the total amount so calculated within the specified period of one day from the date of opening of the bids.
5. 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 bids.
6. 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.

**Signature of the Authorised Signatory**

Date :-  
Place:-

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