

**Subject: - Invitation of Quotations for disposal of old staff car**

Sir/Madam,

1. Office of the Principal Director of Commercial Audit & Ex-officio Member, Audit Board III, 6<sup>th</sup> and 7<sup>th</sup> Floor, CAG Annexe Building, 10 Bahadurshah Zafar Marg, New Delhi 110 002 has one (1) condemned staff car, which is available for disposal. Details of the of staff car is given below:

<b>Vehicle Model and Year</b>	<b>Vehicle No</b>	<b>Date of Purchase</b>	<b>KMs Covered (upto February 2017)</b>
Ambassador (2009)	DL2CQ4702	09.07.2009	1,18,110/-

2. In case you are interested to buy the above mentioned staff cars of above office, you are requested to submit your quotation for the same. The Staff Car can be inspected upto 31 October 2017 between 11:00 AM to 2:00 PM in the above office at CAG Annexe Building, 10 Bahadur Shah Zafar Marg, New Delhi -110002 before quoting the price. Your quotation in a sealed cover, superscribed as "Quotation for disposal of condemned Staff Car", accompanied by a Pay Order/Demand Draft of Rs. 10,000/- (Ten Thousand only) as Earnest Money in favor of Pay and Accounts Officer, Office of the Accountant General (Audit), Delhi, payable at New Delhi should reach Smt Kiran Lata, Sr. Audit Officer, Office of the Principal Director of Commercial Audit & Ex-officio Member, Audit Board III, 6<sup>th</sup> and 7<sup>th</sup> Floor, CAG Annexe Building, 10 Bahadurshah Zafar Marg, New Delhi 110 002 latest by 3:00 PM on 6 November 2017.

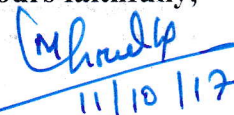
3. The quotations will be opened on 10 November 2017 at 11:00 AM in the Conference Room of the above office at 7<sup>th</sup> Floor, CAG Annexe Building, 10 Bahadur Shah Zafar Marg, New Delhi -110002 in the presence of the bidders who may wish to be present. The representatives shall be required to carry an authorisation letter in his/her name, duly signed by the person submitting the Bid, to be present during the opening of the Bid. The Bidder meeting with the minimum eligibility criteria (i.e. the Bid with EMD and copy of PAN) with the HIGHEST BID PRICE for the above staff car, shall be deemed as the successful Bidder (H-1) for disposal of the above staff car.

4. The successful bidder (s) shall be required to deposit entire bid amount for the respective staff car with the Cashier of this office at 7<sup>th</sup> Floor, CAG Annexe Building, 10 Bahadur Shah Zafar Marg, New Delhi -110002 latest by the next day of opening of the bid and shall be required to remove the condemned staff car within one day of depositing the amount in this office. The amount can be deposited after adjusting the Earnest Money of Rs. 10,000/- by means of Pay Order / Demand Draft payable in favor of Pay and Accounts Officer, Office of the Accountant General (Audit), Delhi payable at New Delhi.

5. 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.

6. The amount of Earnest Money of Rs. 10,000/- of unsuccessful bidders will be returned to them within one week after finalization of the successful bidder.

Yours faithfully,

  
11/10/17

(Sr. Audit Officer/Admn.)

**Format for Quoting Prices for disposal of condemned Staff Car**

<b>Vehicle Model and Year</b>	<b>Vehicle No</b>	<b>Quoted Price (Rs in figures)</b>
Ambassador (2009)	DL2CQ4702	

**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: \_\_\_\_\_
  
8. PAN Number of the person submitting the Bid: \_\_\_\_\_

**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 submitted by me/ us in case I/ we are not able to deposit the total amount within the specified period of one day from the date of opening of the bids.
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 bids.
5. I also undertake to remove the condemned staff cars 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 Authorized Signatory**

**Date: -**

**Place: -**