

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

No. 270– GS/27-2008

Dated : 15.09.2016

To

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

Subject:- Invitation of Quotations for disposal of Seven Staff Cars.

Sir/Madam,

1. Office of the Comptroller and Auditor General of India has seven condemned staff cars, which are available for disposal. The Notice is hereby given to general public for disposal of all the following mentioned seven staff cars of this office :-

Vehicle No.	Year / Model	Kms covered as on date
DL6CJ 6415	2008	207502
DL6CJ 6532	2008	245641
DL8CNB 0555	2008	242907
DL6CJ 7194	2009	216471
DL6CJ 7195	2009	217356
DL6CJ 7196	2009	263088
DL2CQ 4713	2009	221245

2. In case your firm is interested to buy the above mentioned staff cars of this office, you are requested to submit your quotation for the same. The Staff Cars can be inspected upto 06 October, 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 disposal of condemned Staff Cars”, accompanied by a Demand Draft of Rs. 20,000/- (Rupees Twenty 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 07 October, 2016.**

3. The quotations will be opened on the same day i.e. on 07 October 2016 at 3.30 PM in the Committee Room of this office at Pocket 9, DDU Marg, New Delhi 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 Bidders meeting with the minimum eligibility criteria (i.e. the Bid with EMD and copy of PAN) with the HIGHEST BID PRICE in the individual staff car, shall be deemed as the successful Bidder (H-1) for disposal of the respective staff car.

4. The successful bidder (s) shall be required to deposit entire amount of the respective staff car (s) 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 condemned staff cars 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.

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.

Yours faithfully,

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

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

No. 270– GS/27-2008

Dated : 15.09.2016

Format for Quoting Prices for disposal of condemned Staff Cars

Vehicle No.	Year / Model	Quoted Prices (Rs. in Figures)
DL6CJ 6415	2008	
DL6CJ 6532	2008	
DL8CNB 0555	2008	
DL6CJ 7194	2009	
DL6CJ 7195	2009	
DL6CJ 7196	2009	
DL2CQ 4713	2009	

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 Authorised Signatory

Date :-
Place:-

Name :
(Office seal of the Bidder)