

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
INDUSTRY AND CORPORATE AFFAIRS
AGCR BUILDING I.P. ESTATE, NEW DELHI-110002**

Tender No. 01/2026

Dated : 30.01.2026

NOTICE INVITING TENDER

Office of the Principal Director of Audit, Industry and Corporate Affairs, New Delhi invites bids (OFFLINE TENDERS) from firms for disposal of obsolete store items that have outlived their life and are obsolete/unserviceable in nature as per the details and terms and conditions as detailed in Annexure-I, quote your prices (Annexure-II) and Bid Form (Annexure-III).

The details of items to be disposed off is given in the tender document. The tender document floated for the purpose can only be downloaded from Office website (cag.gov.in/cen/new-delhi-i/en/page-cen-new-delhi-i-notices) and bids can only be submitted in sealed envelope in physical form. Bids received in unsealed will not be accepted.

Important dates related to this tender are furnished below for information:

Sl. No.	Particulars	Date	Time
1	Date of publication of tender on Office Website	30.01.2026	1700 hours
2	Starting date of downloading tender document	30.01.2026	1800 hours
3	Starting date of submission of bid	02.02.2026	0900 hours
4	Closing date & time of submission of bid	13.02.2026	1200 hours
5	Closing date & time for submission of original EMD and documents	13.02.2026	Up to 1200 hours
6	Opening date of bid	13.02.2026	1500 hours
7	Allotment of Bid	13.02.2026	Allot to Highest bidders after reconciliation of bids

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 Director General of Audit, Industry and Corporate Affairs, shall be final and binding.



SR. AUDIT OFFICER (ESTABLISHMENT)

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ANNEXURE -I

GENERAL TERMS AND CONDITIONS

1. The office of the Director General of Audit, Industry and Corporate Affairs, New Delhi (hereinafter referred as "Office") shall dispose off items which have outlived their life and have been lying obsolete/unserviceable (detailed in Annexure-II) in nature in this office at **AGCR Building, I.P Estate, New Delhi** to the successful Bidder (hereinafter referred as "successful bidder" / "Contractor").
2. **EARNEST MONEY DEPOSIT:**
 - 2.1 The bids shall be accompanied by an Earnest Money Deposit of **Rs 3000/-** (Rupees three thousand only) in the form of Bank Guarantee/Demand Draft of any nationalized bank. The validity of the Bank Guarantee/Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favor of **PAO, Office of the Pr. Accountant General (Audit) Delhi, payable at New Delhi.**
 - 2.2 The Bidder should deposit earnest money to Sr. Administrative Officer (Establishment), Office of the Director General of Audit, Industry & Corporate Affairs, AGCR Building, New Delhi on or before the time of closing of the Bids. The original of the EMD can be sent by Speed Post or Registered Post. It can also be handed over in person. In the event of non-receipt of the EMD before the closing of the Bids, the bid shall not be opened.
 - 2.3 Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFRs, 2017, should submit documentary proof thereof along with bid. Besides, they have also to enclose a hardcopy of same valid exemption certificate(s) and ensure that the same is submitted to the officer in charge as detailed in the tender document.
 - 2.4 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
 - 2.5 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.
 - 2.6 The bids without Earnest Money shall be summarily rejected.
 - 2.7 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
 - 2.8 **The bid security (earnest money deposit) may be forfeited:**

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- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
 - (a) Fails to execute the order in accordance with the terms of the tender document.
 - (b) Fails or refuses to honor his own quoted prices or part thereof.

In such case, the bidder is also liable to be debarred from future tendering.

2.9 No interest shall be paid on the earnest money deposit.

3. VALIDITY OF BIDS

3.1 Bids shall remain valid and open for acceptance for a period of **90 days** from the last date of submission of Bids.

4. PREPARATION AND SUBMISSION OF Bid

- 4.1 The tender document, along with terms and conditions, has been uploaded on office website (cag.gov.in/cen/new-delhi-i/en/page-cen-new-delhi-i-notices). The bidders can visit the website and see the tender document. The Bidders shall be required to submit bids in sealed envelope.
- 4.2 The bidders who are desirous of participating in disposal shall submit their bids in the standard formats prescribed Annexure-II in the notice initiating bid documents.
- 4.3 The bidders should sign, stamp, of all relevant certificates, documents etc. including earnest money deposit / exemption certificate as per the requirements of the Tender document and submit in the office in physical form.
- 4.4 The Bidders are also required to submit earnest money deposit in original as mentioned in the tender document in a sealed envelope superscribed "**Tender for disposal of OBSOLETE ITEMS & CONFIDENTIAL**" and addressed to **Dy. Dir(Admin), Office of the Principal Director of Audit, Industry & Corporate Affairs, AGCR Building, New Delhi – 110002** or send by post at the above highlighted address on or before the dates specified in the tender document.
- 4.5 The bids shall be summarily rejected, if the tender is not submitted the original Earnest money Deposit / exemption letter and other documents within stipulated date / time.
- 4.6 The important dates are mentioned in the tender document.

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5. CRITICAL DATES

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6. BID

The Bidders shall be required to follow the procedure as specified above and submit their bid. The following documents shall be required to be submitted by the Bidder in support of their Bid:-

- a. **Bid Form:** The Bidders shall be required to sign, stamp and Annexure of the Bid Form as provided in the tender document.
- b. **Tender Document:** The Bidders shall be required to download the tender document and submit while submission of tender in support of their acceptance of the terms and conditions of the tender document.
- c. **Earnest Money Deposit:** The bidders shall ensure that original of the earnest money deposit/ exemption certificate is also submitted in the office as per the instructions of the tender document.
- d. **Price Bid:** The Bidders shall be required to quote their prices in Annexure-II which is available in the tender document.
- e. The Bidders should quote LUMPSUM rates for the items in Indian Rupees (in figures as well as words). In case of difference of rate in figures and words, rate written in words shall only be considered.
- f. The rates quoted shall be firm and final. The price should be inclusive of all.

7. BID OPENING PROCEDURE AND EVALUATION AND AWARD OF WORK

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- 7.1 The bids shall be opened by a committee of the officers constituted by the competent authority for the purpose at the time and date as specified in the tender document.
- 7.2 A Separate letter of authorization shall be submitted by the Bidder's representative in case they wish to be present for opening of the bids before opening of the Bids.
- 7.3 Absence of bidder or their representative shall not impair the legality of the opening procedure.
- 7.4 After opening of the Bids and verifying the EMD amount, the Bidder will be considered further.
- 7.5 The Bidder with the highest prices mentioned in the BoQ shall be awarded the work order. The items would be disposed off as is where is basis at the quoted prices to the highest bidder.

8. RIGHT OF ACCEPTANCE:

- 8.1 The Office of the Principal Director of Audit, Industry & Corporate Affairs, New Delhi reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the highest or any specific bids. The decision of the Competent Authority of the Office in this regard shall be final and binding.
- 8.2 Any failure on the part of the bidders to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 8.3 The competent authority of the Office reserves the right to award any or part or full contract to any successful agency at its discretion and this shall be binding on the bidders.
- 8.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the Bidder that has been awarded the contract, the competent authority of the Office reserves the right to award the contract to the next bidder or any other outside agency.
- 8.5 The Office shall terminate the Contract if it is found that the Contractor was blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. In such case, the Contractor is also liable to be blacklisted by the Office.

9. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)

- 9.1 The Earnest Money Deposit of the unsuccessful bidders shall be returned within 7 days after completion of the work.
- 9.2 No interest shall be paid on Earnest Money Deposit.

10. CURRENCIES OF BID AND PAYMENTS

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10.1 The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

11 CONFIDENTIALITY

11.1 The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Office business or security arrangements and/or business of the Office. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Office information.

12. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'

12.1 After determining the successful bidder, Office shall issue Letter of Acceptance (LoA) in duplicate to the Bidder found with highest prices, who will return one copy to Office duly acknowledged, accepted, and signed by the authorized signatory on receipt of the same.

12.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.

13. GENERAL TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT

- (i) The contract for disposal of obsolete/Unserviceable items lying in the office of the Principal Director of Audit, Industry Corporate Affairs, AGCR Building New Delhi shall be disposed off to the bidder with the highest prices.
- (ii) The successful bidder shall be required to deposit the entire amount as per their Bid amount with the Cashier of this office within one week of the award of the letter of acceptance by this office.
- (iii) The successful bidder shall be required to remove all the items/articles within one week of the deposit of the amount with the Cashier of this office. The amount can be deposited by means of cash or by crossed demand draft payable in favour of PAO, Office of the Pr. Accountant General (Audit), Delhi payable at New Delhi.
- (iv) In case the Contractor does not deposit the amount as per the Bid or does not remove the articles/items within the specified time, the contract shall be awarded to the next higher bidder at the cost and risk of the Contractor and the earnest money deposit submitted by the contractor shall be forfeited to the Government. The Contractor shall, therefore, have no claim in this regard in this office, whatsoever.
- (v) The bidders are advised to visit the office building and inspect all the obsolete items on any working day between 10:00 a.m. and 4:00 p.m. The obsolete items would be available for inspection up to 1200 hours of 13.02.2026. There will be no inspection on holidays..
- (vi) No assistance shall be provided by the office to the Contractor in executing the obligations as per the Contract and no expenses / claim of the Contractor

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in this regard shall be entertained, whatsoever.

- (vii) The competent authority of the Office reserve full rights to change quantities of the material offered for disposal at any time depending upon its availability and to dispose the same as a whole or in parts.
- (viii) No price variation shall be entertained.

14. CONTRACTOR'S LIABILITY

- (i) The Contractor shall completely indemnify and hold harmless the Office and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor.
- (ii) The Contractor shall not Sub-Contract, transfer or assign the contract or any other part thereof without prior written permission of the Office. In the event of the contractor contravening this condition, Office shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the Office may sustain in consequence or arising out of such replacing of the contract.

15. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

15. "Force Majeure" shall mean any event beyond the control of Office or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
- (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but no more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

- 15.1 the date of commencement of the event of Force Majeure;
- 15.2 the nature and extent of the event of Force Majeure;
- 15.3 the estimated Force Majeure Period,
- 15.4 reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.

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- 15.5 the measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- 15.6 any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

16. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

- 16.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity, or termination of this Contract) arising out of or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the parties in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties.

- 16.2 **Jurisdiction of Court:** This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

17. TERMINATION

- 17.1 This Contract may be terminated by the Office in case the Contractor is found in material breach of its obligations under this Contract Agreement at the risk and cost of the Contractor. In the event of breach of the terms and conditions of the contract, the contract shall be terminated, and nothing shall be payable by the Office and the earnest money deposit shall be forfeited.

18. DISCLAIMER

The relatives / near relatives of employees of the Office are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their spouse.
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law)

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ANNEXURE-II

NAME OF BIDDER

MINIMUM RESERVE PRICE:

INR 60,150/- (Rupees Sixty Thousand One hundred fifty only)

QUOTE YOUR PRICES

Sl. No.	Particular	Qty.	Book Value/ Original price	Year of Purchase	Condition of Assets	Lumpsum Quoted Rate inclusive GST (in Rs.) (In words and number)
	2	3	4		5	
1.	Sofa Seat(3 seater)	1	NA		Broken/Obsolete	
2.	Steel Chair	1	3,000		Broken/Obsolete	
3.	Wooden Chair	3	1,500		Broken/Obsolete	
4.	Visiting Chair	4	5,000		Broken/Obsolete	
5.	Revolving Chair	9	5,000		Broken/Obsolete	
6.	LB Chair	3	10,000		Broken/Obsolete	
7.	Three Seater Chair	1	NA		Broken/Obsolete	
8.	Hot Case	4	5,000		Broken/Obsolete	
9.	Steel Rack (6 Row)		NA		Broken/Obsolete	
10.	Flex Board (Office name)		NA		Broken/Obsolete	
11.	Mirror		NA		Broken/Obsolete	
12.	Notice board	1	4,800		Not Working	
13.	Steel Table (Single Side drawer) ST-01	13	10,000		Broken/Obsolete	
14.	Steel Table (Double Side drawer) ST-02	7	12,000		Not Working	
15.	ST-03 Table		NA	2017-18	Not Working	
16.	Steel Table W Glass		NA		Not Working	
17.	Steel Table big length		NA		Broken/Obsolete	
18.	Steel Almirah Large	6	18,000		Broken/Obsolete	

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19.	Steel Almirah Small		NA		Broken/Obsolete
20.	Plastic Stool	1	400		Broken/Obsolete
21.	Wooden Stool Big	1	1,500		Broken/Obsolete
22.	Speech Table/R.T	1	4,000		Broken/Obsolete
23.	Partition	1	70,000		Broken/Obsolete
24.	Split AC	6	29,000		Broken/Obsolete
25.	Window AC	2	22,000		Broken/Obsolete
26.	Computer Table	4	7,120		Broken/Obsolete
27.	Broken Parts/Material Of Work Station	18	NA		Broken/Obsolete

Note :

- The Bidder shall quote lump sum prices below.

OFFER PRICE OF THE BIDDER	AMOUNT IN FIGURES(In Rs.)	AMOUNT IN WORDS

Date :

Place:

(SIGNATURE OF BIDDER)

(OFFICIAL SEAL)
FULL NAME & DESIGNATION

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ANNEXURE-III

BID FORM

1.	Name of the Bidder	
2.	Full Postal Address	
3.	Telephone Nos./ Mobile Nos/ Fax Nos.	
4.	E-mail	
5	PAN Account No. (copy should be attached)	
6	Registration Number with CPCB/SPCB (Attach copy)If any	
7	EMD Demand Draft No. and Date	
	Issuing Bank Details	
	Amount	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the highest quoted for any other institution in India.
4. I/We give the rights to the competent authority of the office of the Principal Director of Audit, Industry & Corporate Affairs, New Delhi to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to abide by the provisions of the contract.
5. I hereby undertake to execute the work as per direction given in the tender document within stipulated period.

(Signature of the Bidder)

Date-
Place:-

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

