

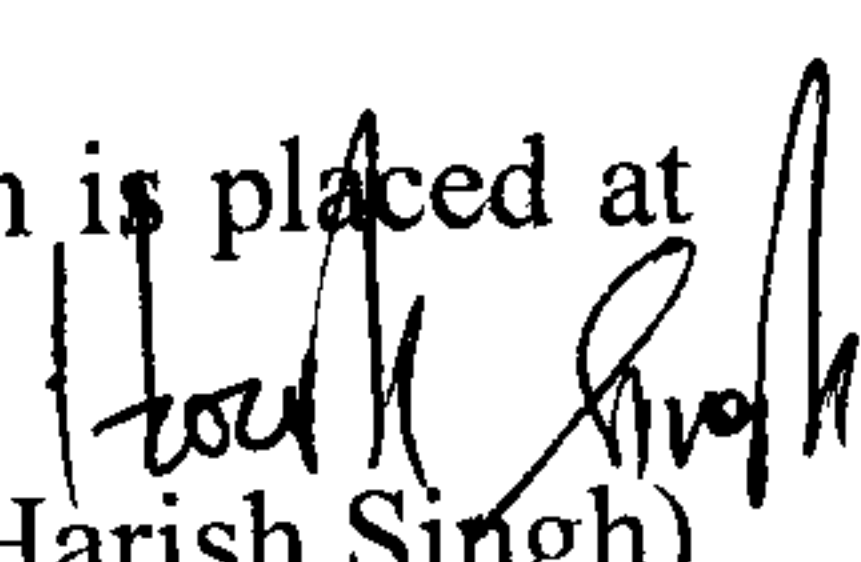
No. /A-245/Weeding/Old Record/2022-23
Office of the Director of Audit,
Defence Services, Eastern Command, Patna
Date: - .05.2024

Sub: - Auction of old files

Sealed quotations are invited for disposal of old files through auction on "As is where is" basis. The items are located at O/o the Director of Audit, Defence Services, CDA Building, 3rd Floor, Eastern Command, Patna-800019. The crucial dates and details of contact person related to the tender are given below:

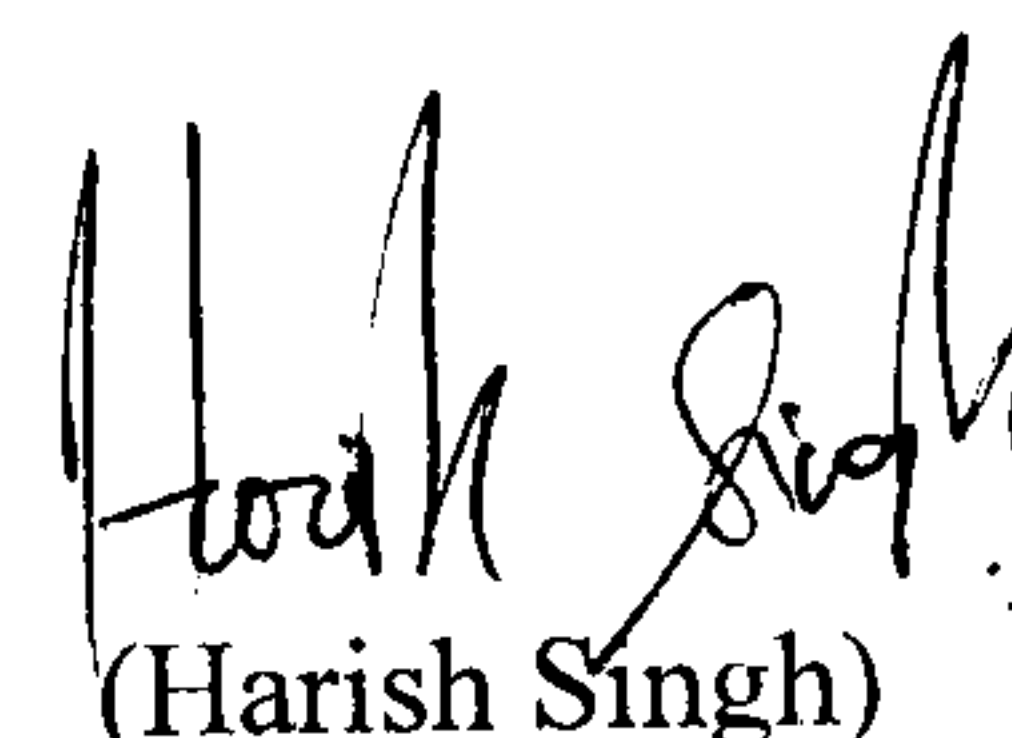
01	Date of publishing	15.05.2024
02	Date and time for inspection of items	27.05.2024 to 28.05.2024 Office time:- 10.00 am to 05.30 pm
03	Contact person for the purpose of inspection of any related queries	Shri Harish Singh, SAO
04	Address for submission of quotation	O/o the Director of Audit, Defence Services, CDA Building, 3 rd Floor, Eastern Command, Patna-800019
05	Last date and time for submission of quotation	07.06.2024
06	Date and time of opening bid	10.06.2024 at 11.00 hrs

The other terms and conditions are elaborated in Annexure-A, Bid Form is placed at Annexure-B and firm not Blacklisted certificate at Annexure-D.


(Harish Singh)
Sr. Audit Officer,
Defence Services, EC, Patna

Terms & Condition

1. The bidders are advised to inspect the items at this office on a predetermined date and satisfy themselves about the items they are bidding for.
2. The bidder should send the quotations in a sealed envelope super scribed by 'quotation' for old files in bold letters, addressed to the the Director of Audit, Defence Services, CDA Building, 3rd Floor, Eastern Command, Patna-800019.
3. The quotation must reach this office on or before the last date and time otherwise it is liable to be rejected. Quotations received after the due date and time due to any reason whatsoever, including postal delays, shall not be considered.
4. The final bid, at Annexure-B, should be clearly quoted in both figures and words. Any overwriting shall not be considered for acceptance of the rates offered by the tender. In case of any difference between the figure & words, the rates quoted in words shall prevail.
5. This reserves the right to accept or reject any/all quotation without assigning any reason whatsoever.
6. Each page of the tender document should be signed by the bidder (s).
7. Incomplete and unsigned quotations are liable to be rejected.
8. For financial evaluation, the highest bidder (Rate per kg) shall be chosen based on the figures quoted in Annexure-B. The items will be sold to the highest bidder.
9. The successful bidder should lift all the items from the disposal site to his premises within 05 working days after issuing the award letter by making the full payment in the form of demand draft in favour of the Senior Audit Officer, O/o the Director of Audit, Defence Services, Eastern Command, Patna.
10. Items once disposed to the successful bidder shall not be taken back in any conditions whatsoever.
11. Since, most of files to be disposed off are of confidential, the bidder will have to shred/destroy the same in the office premises in front of the Committee formed for this purpose.
12. The quantity of items to be disposed is only approximate and the actual weight may be less than or more than what is mentioned at Annexure-C.
13. The firm/bidder should not be blacklisted by any Central/State Govt./PSUs in past. Certificate in this regard at Annexure-D is to be furnished by the bidder.
14. The bidder should have valid GST Registration No. and PAN Card, copy of PAN Card/GST Registration No. is also to be furnished by the bidder.


(Harish Singh)

Sr. Audit Officer,
Defence Services, EC, Patna

Form

01	Name and Address of the bidder	
02	Name of the contact person	
03	Telephone/Mobile no.	
04	Copy PAN enclosed (Y/N)	
05	Copy of GST No enclosed (Y/N)	

I/We have inspected/not inspected the items mentioned at Annexure-C and I/We am/are interested to purchase the same on "As IS where IS Basis". My/our offer for the items is given below.

Rate (in Rs.) per kg of file फ़ाइल की प्रति किलो दर (रुपये)	In Figure (अंको में)	In word (शब्दों में)
₹		

I/We have gone through the terms and conditions given in the tender document and agree with the same.

(Name & Signature of the bidder)

Annexure- 'C'

Sl. No.	Name of the items	Quantity to be disposed	Location
01	Old files	370	O/o the Director of Audit, Defence Services, CDA Building, 3 rd Floor, Eastern Command, Patna-800019

Annexure- 'D'

Certificate that my/our firm has not been blacklisted by any Central/State Govt./PSUs.

(Name & Signature of the bidder)