

Office of the Director of Audit
Defence Services, Eastern Command
CDA Building, Patna-19

No. 01 /A-245/Weeding/Old Record/2024-25 dated 11.04.25

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-19. The crucial dates and details of contact person related to the tender are given below:

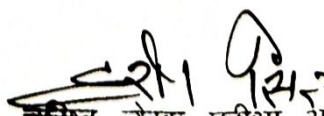
Sl. No		
1.	Date of publishing	15.04.2025
2.	Date and time for inspection of items	21.04.2025 to 25.04.2025 (Office Time:- 10.00 AM to 05.30 PM)
3.	Contact person for the purpose of inspection or any related queries	Shri T.K Sinha, SAO Shri Harish Singh, SAO
4.	Address for submission of quotation	O/o the Director of Audit, Defence Services, CDA Building, 3 rd floor, Eastern Command, Patna-19
5.	Last date and Time for submission of quotation	05.05.2025 at 05.00 PM
6.	Date & Time of opening bid	06.05.2025 at 11.00 hrs

The other terms and conditions are elaborated in Annexure-A, Bid form is placed at Annexure-B and details of old files are at Annexure-'C'. There is no fee for tender document.


(Harish Singh)
Senior Audit Officer
Defence Services, 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 Bidders should send the quotations in a sealed envelope super scribed by 'Quotation for Old files in bold letters, addressed to the Director of Audit, Defence Services, CDA Building, 3rd floor, Eastern Command, Patna-19.
3. The Quotation must reach to this office on or before the last date & time otherwise it is liable to be rejected. Quotations received after 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 figures & words, the rates quoted in words shall prevail.
5. This office 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, highest bidder (Rate per KG) shall be chosen based on the figures quoted in Annex- '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 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 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 bidder should have valid Pan Card. Copy of Pan Card is also to be furnished by the bidder.


वरिष्ठ लेखा परीक्षा अधिकारी
रक्षा सेवाएं, ई.सी. पटना-19
Sr. Audit Officer
Defence Services, E.C., Patna-19

FORM

Annexure-B

1. Name & Address of the bidder
2. Name of the Contact Person
3. Telephone/Mobile No.
4. Copy PAN enclosed (Y/N)
5. Copy of GST No. Enclosed (Y/N)

I/We have inspected/not inspected the items mentioned at Annex-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

(In figure)

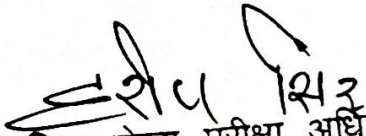
(In Word)

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

(Signature)
बसिष्ठ लेखा परीक्षा अधिकारी
रक्ष निवारण विभाग, पटना-19
Sr. Audit Officer
Defence Services, E.O., Patna-19

Annexure-'C'

Sl. No.	Name of the items	Quantity to be disposed	Location
1.	Old files	667 files	O/o the Director of Audit, Defence Services, CDA Building, 3 rd floor, Eastern Command, Patna-19


वरिष्ठ लेखा परीक्षा अधिकारी
रक्षा सेवाएँ ५० ५० पटना-१९
Sr. Audit Officer
Defence Services, E.C., Patna-19