

OFFICE OF THE. ACCOUNTANT GENERAL (A & E) WEST BENGAL
TREASURYBUILDINGS, 2 GOVT. PLACE WEST
KOLKATA-700001

NOTICE INVITING TENDER

NO.REC-I/Disposal of Unserviceable Articles/2024-25/

Date:- 24/03/2025

Sealed tenders are invited from persons/firms interested to purchase different types of unused and old wooden/Steel office furniture/calculator/Fan/water cooler/Dish TV/clock etc.

Terms and Conditions

1. The entire articles will be sold as single lot wise. The articles will be sold on the assumption that the tenderer has first inspected it and is fully aware of the condition of the articles he/she is interested in buying.
2. The articles may be inspected upto 04/04/2025 between 12 hrs to 16 hrs at the Treasury Buildings only on production of tender form in original issued by this office to the interested tenderers.(Xerox copy will not be entertained).
3. Bidder should use the bidding sheet issued by this office only.
4. Rates should be quoted lot wise. Rate must be quoted both in figure and in words.
5. Each tender must contain Earnest money deposit(EMD) of Rs 5000/- in the shape of demand draft in favor of "PAO(Audit), Office of the Accountant General (A&E) W.B
6. The EMD of the successful bidder will be retained till removal of the articles in full satisfaction of this office. To facilitate early refund of the EMD, the unsuccessful bidders may submit "Application bill for refund of deposit in form No GAR-43" in triplicate along with the EMD. The specimen of GAR-43 is available with the Asstt. Accounts Officer/Record-I.
7. Each Tenderer must ensure before submitting their tender forms that their particulars are properly furnished in the tender documents. The tenderer shall have to furnish a declaration in writing that the terms and conditions of the above Limited Tender have been read by him/her and is agreed to abide by.
8. The bidder shall be required to place the earnest money and the bidding sheet in separate sealed envelopes marked "Earnest Money" and "Tender" respectively. Both envelopes shall then be placed in another sealed envelope which should be super scribed "" Tender Documents for purchase of Unused and Unserviceable Articles". Offer without earnest money will be treated invalid.
9. The sealed tender should be addressed to the Sr. Accounts Officer/Record, O/o the Accountant General (A & E) W.B, Treasury Buildings, 2-Govt Place (West) Kolkata-700001 and deposit the same in the tender box kept in front of Record-I

- section at the 1st. floor of Treasury buildings on or before 07/04/2025 (upto 2 PM)
10. The sealed tenders will be opened at 3-30 PM of the same day that is on 07/04/2025 at the chamber of Accounts Officer in presence of the bidder or his authorized representative, if any.
 11. The successful tenderer(s) have to pay the full amount in **BHARAT KOSH** only and receipt should be submitted on the same date to this office and arrange for removal of the articles with in 48 hours of the deposit of the amount on working day.
 12. If the tenderer(s) whose tender has been accepted, fails to deposit the full amount in **BHARAT KOSH** of the tender within the stipulated time, the EMD will be forfeited to the Govt. and the article will be sold to the next higher bidder or otherwise at the discretion of the competent authority.
 13. This office will not be responsible for any loss or damage to the articles, if the tenderer(s) fails to take delivery of the articles within the prescribed time limit. In case of default in payment of the sale proceeds and/or in taking delivery of the articles with in the prescribed time limit, this office will have full right to dispose of the articles in any other manner deemed fit after forfeiting all payment made by the tenderer(s) including EMD and the said tenderer(s) will have no right to claim the said articles.
 14. No extension of time limit will be granted for payment of the full amount of the tender and /or removal of articles from the office premises.
 15. This office has the right to reject any or all tenders without assigning any reason whatsoever or to split up the entire lot of the articles to more than one bidder.
 16. In the event of any dispute, the decision of Accountant General (A & E) is final and binding upon all.

Sr. Accounts Officer/Record

Bidding Sheet

List of the Disposal and Broken/scrap/unserviceable articles

For the year 2024

Sl No	Modular Furniture items	Broken condition	Remarks
1	Acctt Table	2	
2	Counter Table	1	
3	BO's Chair	5	
4	Bo's visitor chair	1	
5	AAO's chair	6	
6	AAO's visitor's chair, Acctt Chair & work Asstt chair	51	
7	Storage Full Height Big	3	
8	Storage Medium Height	4	
Old Furniture Items			
9	Steel Almirah Big	15	
10	Steel Almirah Small	15	
11	Almirah wooden	6	
12	Pigeon Hole Type Locker (Wooden)	3	
13	Chair other (Wooden)	5	
14	Chair Guest	5	
15	Chair (Poly plastic)	8	
16	Chair computer Godrej	17	
17	Chair revolving	13	
18	Standing partition	3	
19	Table (Assistant wooden Modular)	9	
20	Table Computer	7	
21	Table Mayfair	3	

22	Trainee chairs with folding desk	10	
23	Steel cabinet	1	
24	Cane Sofa	3	
25	Wooden Sofa	1	
26	Wooden Sofa single	3	
27	Wooden whatnot	2	
28	Trunk	7	
Scrap Machinery Items			
29	Xerox Machine	1	
30	Pedestal fan	38	
31	AC Machine	1	
32	Calculator	60	
33	Telephone set	150	
34	Fax Machine	2	
35	Aqua Guard machine	13	
36	CCTV	11	
37	Weighing Machine	2	
38	Dish TV	1	
39	Vacuum cleaner	4	
40	Air cooler	1	
41	Iron Scrap	40 Kg (approx.)	
42	Clock	10	
43	High rack (iron)	1	