

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) GUJARAT, RAJKOT.**

Disposal of Scrap & obsolete items/2025-26/ TENDER NOTICE. Dated: 12-06-2025

**Sub: Disposal of old/obsolete/unserviceable items.**

Sealed tenders are invited for disposal of old/obsolete/unserviceable items on "AS IS WHERE BASIS". There is no fee for Tender Document. Important dates of tender related activities are as under:-

- (1) Closing Date & Time for receipt of tender: 16<sup>th</sup> June, 2025 upto 17.00 Hrs.
- (2) Tender opening Date & Time: 17<sup>th</sup> June, 2025 upto 11.00 Hrs.
- (3) Place of tender Opening: Conference Hall O/o the Accountant General (Audit-I) Gujarat, Rajkot
- (4) Period of Inspection: 13<sup>th</sup> June 2025 to 16<sup>th</sup> June 2025
- (5) Time of Inspection: 11.00 Hrs. to 17.00 Hrs.

Sealed tenders superscribed "Tender for disposal of old/ obsolete/ unserviceable items" addressed to the Senior Audit Officer (GOM), O/o the Accountant General (Audit-I) Gujarat, Rajkot-360001 must reach on or before 16<sup>th</sup> upto 17.00 Hrs. Bids received after the closing date and time prescribed shall NOT be accepted under any circumstances.

**Note:** In the event of any of the above-mentioned date being declared as a holiday for this office, the tenders/bids will be received/opened on the next working day at the appointed time.

*Anurag*  
**Sr. Audit officer (GOM)**

**O/o the AG (Audit-I) Gujarat, Rajkot.**



**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) GUJARAT,  
RAJKOT.**

**TENDER DOCUMENT**

**Tender for disposal of old/obsolete/unserviceable items**

**1. Eligibility Criteria**

Bidders must be PAN holder can submit tender documents mentioned in this tender document in support of the same.

**2. Inspection of Items**

(a) The inspection of material can be done carefully by the prospective bidders or their representative at 3<sup>rd</sup> floor, office premises they can contact with Senior Audit Officer (GOM) O/o the Accountant General (Audit-I) Gujarat, Rajkot between 11.00 A.M to 17.00 P.M from 13-06-2025 to 16-06-2025. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection. No request for inspection after submission of the tender will be accepted.

(b) Tenderers should clearly quote their rate both in figures and in words. Any overwriting or erasing in the figure shall not be considered for acceptance of the rates offered by the bidder.

(c) The Earnest money deposit (EMD) of the successful bidder shall be adjusted from the total payment. The tender will be awarded to the highest bidder.

(d) The balance money less the EMD already deposited should be paid within 03 days from the date of award letter by this office. The balance amount may be presented to this office by way of Demand Draft in favour of "**Pay and Account Officer, Indian Audit and Accounts Department, Accountant General (A&E) Gujarat, Rajkot**" before delivery /lifting of the goods within the stipulated time and the material will be lifted within **three days** from the date of issue of award letter. The material not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, the undersigned reserves the right to re-sell.

**3. Bid validity Period**

Bids should be remained valid for acceptance for a period of three months from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.

**4. Financial Bid**

(a) The financial bid shall be quoted in the Proforma given at **Annexure** of this tender document.

(b) The financial bid of only those bidders shall be evaluated who fulfil the eligibility criteria.



- (c) The quoted rate shall be final.
- (d) The successful bidder shall be evaluated based on highest quoted price for the whole lot.
- (e) The EMD of unsuccessful bidders shall be returned within one month after the auction date without any interest.

## 5. Submission of Bids

- (a) The Bid shall be legible.
- (b) Bid shall be sent in an envelope containing **Annexure**. Envelopes shall also indicate the name, address and phone number of the Bidder enabling the Bid to be returned, if required.
- (c) Incomplete and unsigned quotations are liable to be rejected.
- (d) Bidder must enclose copy of address proof (Voter I-card/Adhar Card/Driving License etc.) and PAN along with the bid.
- (e) An Earnest Money Deposit (**EMD**) of ₹ 7,000/- (₹ Seven thousand only) must be accompanied with the quotation, without which the bid shall be summarily rejected. The material will be allowed to be lifted between 10.00 A.M to 04.00 P.M on any working day. No picking, choosing or sorting will be allowed in the premises for the disposal lots. Proper cleaning of the area should be done by the purchaser after lifting the material. Cost of lifting of goods shall be borne by the successful bidder.

## 06. Opening of Bids

- (a) Financial bid of only those bidders who fulfil the eligibility criteria shall be considered.
- (b) The Bidder himself, his authorized representative, can attend the tender opening event. The representative attending the opening of the tender on behalf of the bidder should bring with him/her a letter of authority from the bidder and proof of identification at the time of opening of bid. Only one person/representative from each bidder would be allowed to attend the bid opening event.

## 07. Payment

The successful bidder will have to pay the entire quoted /offered amount in the form of bank Draft/Bankers' Cheque drawn in favour of "**Pay and Account Officer, Indian Audit and Accounts Department, Accountant General (A&E) Gujarat, Rajkot**" payable at Rajkot within three working days after receipt of letter regarding award of contract, failing which the contract may be cancelled.



**08. Lifting of old/obsolete/unserviceable items**

- (a) The successful bidder shall be required to be lifted between 10.00A.M to 04.00 P.M all old/obsolete/ unserviceable items and not selectively from the office premises to his within **three** working days after depositing the full amount.
- (b) In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this office shall not take responsibility for safe custody of the articles.
- (c) No damage shall be caused to the existing property of this office or any other offices in the premises while removing the material from the site. Any loss/damage to the property of this office or any offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder.
- (d) Goods /material will be removed under the supervision of designated officer (s) of this office. Material will have to be removed within the time stipulated in the acceptance letter. No extension of time will be given under any circumstances. Delay, beyond the stipulated time, may entail cancellation of the award/order.
- (e) All the charges, i.e loading, unloading and transportation to be incurred in the course of lifting of items from this office complex, shall be borne by the successful bidder.
- (f) No request for inspection will be entertained after the award of work.

**09. Other terms and Conditions**

- (a) In the event of failure of the successful Bidder to lift the items in the stipulated time frame, the Bidder will be blacklisted for further business with this office and Contract will be awarded to next Highest Bidder to lift the items (s) at H1 quoted rate.
- (b) The bidder shall be required to quote total price for whole lot.
- (c) No Bidder will be allowed to withdraw after submission of bids/opening of the tender.
- (d) This tender is non-transferable.
- (e) This office reserves the right to accept or reject any bid without assigning or communicating any reason thereof.

*Anoosh***Sr. Audit officer (GOM)****O/o the AG (Audit-I) Gujarat, Rajkot.**



## Annexure

## Financial bid for Disposal of old/obsolete/unserviceable items

Name of the Bidder/Firm:-----

Address of the Bidder/Firm:-----

Telephone No:-----

Email ID:-----Pan No:-----

Sr. No	Description of article	Quantity	Total quoted amount for each article in figure	Total quoted amount for whole lot in figure
1	Air Conditioners (Kenstar Split AC (01) Kenstar Split AC (01) Electorlux Split AC (01) Amtrex Split AC (01) Amtrex Split AC (01) Sansui Split AC (01)	07		
2	Revolving Chairs	11		
3	Regular Chairs	15		
4	Plastic chair	15		
5	Computer Table	11		
6	Steel Table	24		

1210

7	TV Dish	5		
8	Ceiling fan	2		
9	Pedestal fan	1		
10	Canteen Dinning Set	1		
11	Cooler Stand	1		
12	Cash Counter table	1		
13	Office name board	1		
14	Plastic stool	2		
	Total	97		

The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc.

### Declaration

I/We declared that I/my representative has inspected the obsolete items and am/are interested in purchasing the same on "AS IS WHERE IS BASIS"

I/We have gone through the terms and conditions given in the tender documents and agree with the same. I/we understand that in event of non-compliance of the terms and conditions of bid my/our EMD shall be forfeited by the Office of the Accountant General (Audit-I) Gujarat , Rajkot.

Date:

Signature of Authorised Signatory With stamp

Name of the Person-----