

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

**TENDER NOTICE**

**TENDER NO. 02/DADS/2024**

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

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

- |       |   |   |   |
|-------|---|---|---|
| (i)   | Closing Date & Time for receipt of tender | : | <b>14<sup>th</sup> October 2024 upto 1700 Hrs.</b>  |
| (ii)  | Tender Opening Date & Time                | : | <b>15<sup>th</sup> October 2024 at 1100 Hrs.</b>  |
| (iii) | Place of Tender Opening                   | : | <b>Conference Room, 3<sup>rd</sup> Floor, CDA Building,<br/>Rajendra Path, Patna-19</b>       |
| (iv)  | Period of Inspection                      | : | <b>01<sup>th</sup> October 2024 to 04<sup>th</sup> October 2024<br/>(On all working days)</b> |
| (v)   | Time of Inspection                        | : | <b>1500 Hrs. to 1700 Hrs.</b>   |

Sealed tenders superscribed "**Tender for disposal of old/obsolete/unserviceable items**" addressed to the **Senior Audit Officer (Admin), Office of the Director of Audit, Eastern Command, Patna-19** must reach on or before **14<sup>th</sup> October 2024**. 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 dates being declared as a holiday for this office, the tenders/bids will be received/opened on the next working day at the appointed time.



**Sr. Audit Officer  
Defence Services, EC, Patna**

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

**TENDER DOCUMENT**

**TENDER NO. - 02/DADS/2024**

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

Director of Audit, Defence Services, Patna intends to dispose old/obsolete/ unserviceable items through open tender.

**1. Eligibility Criteria**

Bidders must fulfill following eligibility criteria and submit documents mentioned at **Annexure - I** of this tender document in support of the same as under: -

- (a) Must be registered for GST with Departments of Government of India/State Governments.
- (b) Must be PAN holder.

**2. Inspection of Items**

The inspection of material can be done carefully by the prospective bidders or their representatives at the stores of Establishment Section, O/o the Director of Audit, Defence Services, Eastern Command, Patna-19 for which they can contact with Senior Audit Officer (Admin), O/o the Director of Audit, Defence Services, Eastern Command, Patna-19 **between 3:00 P.M. to 5:00 P.M.** from **01<sup>th</sup> October 2024 to 04<sup>th</sup> October 2024**. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.

**3. Bid validity Period**

Bids should remain 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 - II** of this tender document.
- (b) The Financial bid of only those bidders shall be evaluated who fulfill the eligibility criteria.
- (c) The rate quoted shall be final.
- (d) The successful bidder shall be evaluated based on highest quoted price for the whole lot.

**5. Submission of Bids**

- (a) The Bid shall be legible.
- (b) Bid shall be sent in envelop containing Annexure I & II

Envelopes shall also indicate the **name, address and phone number** of the Bidder enabling the Bid to be returned, if required.

**6. Opening of Bids**

- (a) Financial bid of only those bidders who fulfil the eligibility criteria (Annexure I), shall be considered.
- (b) The bidder himself or 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 a 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.

## **7. Payment**

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft/ Banker's Cheque drawn in favour of **Pay and Accounts officer, Defence Audit, New Delhi** payable at New Delhi within **five working days** after receipt of letter regarding award of contract, failing which the contract may be cancelled.

## **8. Lifting of old/obsolete/unserviceable items**

- (a) The successful bidder shall be required to lift all old/obsolete/unserviceable items and not selectively from the office premises to his within **five 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 materials from the site. Any loss/ damage to the property of this Office or any other 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. Materials will have to be removed within the time stipulated in 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 course of lifting of items from this Office Complex shall be borne by the successful bidder.

## **9. 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 the Contract will be awarded to next Highest Bidder to lift the item(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.



**Sr. Audit Officer  
Defence Services, EC, Patna**

**Eligibility Criteria for Disposal of old/obsolete/unserviceable items**

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Sl. No.	Description	Information	
1.	Name of the Firm /Agency/ Company		
2.	Address of the Firm/ Agency/Company (Enclose copy of address proof)		
3.	Contact Details of the Firm/Agency	Telephone/Mobile No.	
		FAX No.	
		E-Mail ID	
4.	Name of Proprietor/Partners/Directors of the Firm/Agency		
5.	Other Details (Enclose Copy)	PAN No.	
		GST Registration No.	
		E-Waste Management Certificate	

**Signature of Authorised Signatory  
with stamp**

Name of the person \_\_\_\_\_

**ANNEXURE - II**

**Financial bid for disposal of old/obsolete/unserviceable items**

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Name of the Bidder/Firm: -

Address of the Bidder/Firm: -

Telephone No.: -

Email ID:

Sl. No.	Description of Item	Quantity	Date of purchase	Total quoted amount for whole lot in figure (in Rs.)	Total quoted amount for whole lot in words
01	Book case	01	04.08.1997		
02	Book case(wooden)	01	NA		
03	Wooden Table	01	NA		
04	Computer Table	01	01.09.2010		
05	Staff Table	04	09.03.2005		
06	Steel Box	01	NA		
07	Computer chair	07	NA		

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

I/We declared that I/my representative have inspected the obsolete items and am/are interested to purchase the same on "**AS IS WHERE IS BASIS**".

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

Date: -

**Signature of Authorised  
Signatory With stamp**

**Name of the person\_\_**