

M/s

SHORT NOTICE INVITING TENDER

Sealed Tenders are invited by Office of the Accountant General (G&SSA), Kerala, Thiruvananthapuram ó 695001 for disposal of old Staff Car (Ford Fiesta, model 2010), bearing registration number KL-01-AZ-6605.

Quotations addressed to the Deputy Accountant General (Admn), Office of the Accountant General (G&SSA), Kerala, Thiruvananthapuram ó 695001 should reach this office on or before **19 November 2018, by 3 PM.**

Terms and conditions

1. The tenders should be submitted in sealed covers as per the format attached (Annexure-A). Open tenders will be rejected.
2. The vehicle can be inspected in the office premises during working hours/day of this office from 12.11.2018 to 16.11.2018 between 10.00 AM to 4 PM, after obtaining prior permission from this office to satisfy themselves about quality & condition of the vehicle. No complaint whatsoever will be entertained after the tenders are submitted or before or after the vehicle is lifted.
3. Earnest Money Deposit (EMD) for ₹ 7,000/- (Rupees Seven Thousand Only) in the form of Bankers Cheque/Demand Draft in favour of öPay and Accounts Officer, O/o the AG (A&E), Keralaö is to accompany the bids. Tenders not accompanied with EMD will be rejected. No interest will accrue on the EMD so deposited. In case of bidders whose bids are not selected, the EMD shall be returned on finalisation of the tendering process.
4. Bidders should clearly quote their rates as per the proforma given in Annexure ó A both in figures and in words, exclusive of any taxes and duties.
5. Any over writing in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration.
6. Tenders so received will be opened in the presence of bidders, if any, at 4 PM on 19.11.2018.
7. The successful bidder should pay the balance amount after adjusting the bid security, **within 2 days from the date of award of tender.** The balance amount should be paid in the form of **Demand Draft** in favour of öPay and Accounts Officer, O/o the AG (A&E), Keralaö. **The car should be lifted within 24 hours after handing over the Demand Draft.**
8. The successful bidder should submit an undertaking immediately after award of tender that they will deposit entire amount within 2 days from the date of award of tender through Demand Draft as stated in tender document.

9. The time of lifting of vehicle should be intimated and prior permission obtained. The person authorised by the purchaser will be allowed to take delivery on issue of necessary Gate Pass.
10. This office reserves the right of withdrawing from the sale at any stage without assigning any reason thereof.
11. The address/mobile number given in the tender shall be deemed to be the Purchaser's address and contact information. Correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered or unattended.
12. Tenders should be valid for a period of 30(Thirty) days from the date of opening of the tenders.



Audit Officer/General

RATE QUOTING DOCUMENT
TENDER FOR DISPOSAL OF VEHICLE No. KL-01-AZ-6605

1.	Name of Bidder with complete postal address and valid mobile number (copy of Election ID or Driving Licence or Aadhaar Card is to be attached)	
2.	Details of EMD	
3.	Lump sum rate quoted for the vehicle:	
	In figures (₹)	
	In words	

It is certified that the details provided are true to the best of my knowledge and I have read and understood the tender document, and I accept and agree to all the terms and conditions. I have inspected the vehicle and satisfied myself on the quality and condition of the vehicle before furnishing the above quoted rate.

Date:

Place:

Seal (if available):

Signature of the bidder/authorised person

Full name: