

Our Ref: Disposal/7:1:1

10 .03 2008

Subject: Quotation for Disposal of Obsolete items

Dear Sir(s),

Bureau of Indian Standards intends to dispose-off the items listed in the Annexure on the terms and conditions mentioned below. You are requested to submit the rates for the lot i.e .for all items listed in Annexure-I. The quotations of the highest bidder shall be accepted. Quotations not meeting the following terms & conditions would be rejected.

1. Quotation in a sealed cover super scribed “ Quotation for obsolete items” should reach Director (Administration) latest by **1500 hours on 2 April 2008**. The same shall be opened at 1530 h on the same day. If interested, tenderer or his authorized representative may be present at the time of opening of the quotation.
2. Earnest money of **Rs. 5000.00 in Cash or through Demand Draft** in favour of Bureau of Indian Standards, New Delhi, should be enclosed with the Quotation. The said amount shall be refunded in the event of non-acceptance of the quotation. The quotation of such tenderer who do not deposit the Earnest Money shall be rejected. However **CHEQUES SHALL NOT BE ACCEPTED**. No interest shall be payable on Earnest Money.
3. The Earnest Money deposited by the successful tenderer shall be retained by the Bureau as security. It shall be refunded after finalization of the tender.
4. The items offered in Annexure may be inspected at the Bureau premises on 27 & 28 March-2008 from 14:00 h to 16:00 h.

- 5 The successful tenderer shall have to take delivery of material within 30 days on any working day during office hours against full payment in advance, failing which, the earnest money deposited will be forfeited. All quotations shall remain open for acceptance for a period of 60 days from the date of opening of quotations.
- 6 In the process of removing the items from our store, the tenderer will be responsible for loss of any property of the Bureau due to negligence on his part or on the part of his representatives and the amount of loss shall be recovered from the tenderer.
- 7 The tenderer will have to remove the entire lot of material “**As is Where is Basis**”.
- 8 BIS Reserves the right to reject any or all the tenders if situation so arises with approval of Competent Authority of BIS.
- 9 The Bureau have no responsibility for delay, lost and non-receipt of quotation after dispatch.
- 10 In case of any dispute, the decision of the Director General of the Bureau shall be final.

(AMITAV SINHA)
Director (Administration)

Encl: As above

Dis/p-2/Desk top

Annexure-I

SI No.	Items	Qty	Rate Quoted for lot (Rs.)
1.	Modi Fax Machines (one each bearing Model No. F 2900 &FO 505)	2	
2.	Old woollen carpets	2	

Draft No.
Date
Name of the Bank

Signature
Name & Address

Telephone
Date

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