

No. AG(Audit-I)/GL-Estate/Auction/2025-26/

Date: 18.06.2025

### **INVITATION OF QUOTATIONS**

Sealed Quotations are invited by Office of the Accountant General (Audit-I), Kerala, Trivandrum – 695 001, from bidders having valid GST registration, **for dismantling and disposal of old and used Diesel Generator (DG) Set on “as is where is & what is basis”.**

The Quotations, addressed to the **Deputy Accountant General (Admn), Office of the Accountant General (Audit-I), Kerala, Thiruvananthapuram – 695 001** should reach this office on or before **30/06/2025** by **12:00 Noon**.

#### **Terms and conditions:**

1. The quotations should be submitted in sealed covers as per the format attached (Annexure-A).
2. The Diesel Generator (DG) Set is currently placed in the Ground Floor of Audit Bhavan. The bidders can inspect the subject DG Set, to satisfy themselves about the quality & condition of the item, on any working day between **10.00 AM to 4 PM, from 18/06/2025 to 29/06/2025**, after obtaining prior permission from this office. No complaint whatsoever will be entertained after the tenders are submitted or before or after the item is lifted. No request for inspection after submission of the quotation will be accepted.
3. Bidders should clearly quote their rates as per the proforma given in *Annexure-A* both in figures and in words. In case there is any error/overwriting/mismatch between the amount specified in figures and words, the higher of the two will be taken for consideration.
4. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the quotation.
5. The successful bidder shall be responsible to pay the applicable GST and a proof of such payment should be produced to this office, before lifting the subject item.
6. Quotations so received will be opened by competent authorities of this office at **2:00 PM** on **30/06/2025**
7. **The process shall be finalised, only if the highest rate quoted matches or is above the Reserve Price set by competent authorities for the subject item. If the highest rate quoted is below the Reserve Price, the H1 bidder shall be called for negotiation to accept the offer at the Reserve Price. In case such negotiation (with H1 bidder) does**

not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s) i.e. H2 and so on, till an acceptable rate is offered to this office. If the result of such negotiations are unfruitful (i.e. acceptable rate not offered to this office), the ibid process shall be called off as unsuccessful.

8. *On finalization of order, the successful bidder should pay an amount equal to **five percent (5%)** of the quoted amount (excluding GST), as token amount, immediately (on the same day), to the **GPay** details of this office Bank Account, and a receipt should be obtained for the same.*
9. Thereafter, the bidder should pay the balance quoted amount within 2 days from the date of award of tender. The amount shall be paid either through the **GPay** details of this office Bank Account or in the form of **Demand Draft** in favour of “Pay and Accounts Officer, O/o AG(A&E), Kerala”.
10. The successful bidder should submit an undertaking immediately after award of the tender that they will deposit entire amount to this office and also pay the applicable GST, within TWO days from the date of award of tender, through the mode(s) mentioned in (9) above.
11. After depositing the full bid amount to this office and paying the applicable GST (proof of both to be deposited), the successful bidder should dismantle, lift-up and take-out the subject item from this office within 7 days of award of tender.
12. The successful bidder or person authorized by the bidder will be allowed to take out the tendered item only on issue of necessary Gate pass by this office.
13. In case the item is not lifted within the time specified (as mentioned in 11 above), ground rent @ One *per cent* of Quoted value (excluding GST), per day of delay, will be levied for a further period of 15 days, subject to a maximum of five percent (5%) of quotation.
14. If the item is not lifted within 15 days as stated above, this office reserves the right to cancel the tender by forfeiting the token amount paid.
15. The labour, transport and other arrangements (viz. loading/unloading etc.) will have to be made by the bidder at his risk, cost and responsibility.
16. 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.

-sd/-  
Senior Audit Officer/GL

ANNEXURE – A

**RATE QUOTING DOCUMENT**

|    |   |  |
|----|---|--|
| 1. | Name of Bidder with complete postal address and valid mobile number<br>(copy of valid Govt. approved Identity Card is to be attached) |  |
|    | GST registration Number<br>(copy of registration certificate to be attached)  |  |
| 2. | Rate quoted   |  |
|    | In figures (₹)  |  |
|    | In words  |  |
| 3. | GST @ 18%<br>(to be paid separately by the bidder )   |  |
| 4. | <b>Total</b>  |  |

**UNDERTAKING**

It is certified that the details provided above are true to the best of my knowledge and I have read and understood the tender document carefully, and I accept and agree to all the terms and conditions mentioned therein. I have inspected the items for sale on ..... and satisfied myself on the quality and condition of the items and the above rate is quoted based on that. I also intimate that if my quote is accepted, I will deposit entire bid amount to this office through the specified mode(s) and also pay the applicable GST, within TWO days from the date of award of tender.

Date :

Signature of the bidder/authorized person

Place :

Full Name: