



Ref. No. INST/12(129)/2018-Pur

Date: 26th September, 2018

AUCTION NOTICE

Subject: Auction notice for disposal of guest house furniture.

1. Sealed quotations are invited for disposal of wooden single bed and kurlon mattress on "as is where is" basis details are as under:-
 - a) **Wooden Single Bed, size: 3ft. x 6ft. (Qty: 05)**
 - b) **Kurlon Mattress (Qty: 05)**
2. The above items are located in the INST Guest House, details for inspection, contact person, quotation acceptance etc, are as under:-
 - i) Date & time for inspection of items: Between 3:00 PM to 5:00 PM during 03/10/2018 to 05/10/2018.
 - ii) Contact Person: Sh. Surinder Singh (SSC)
 - iii) Date & Time and place for acceptance of quotation: In the tender box kept at reception area during office hours upto 2:00 PM on 10/10/2018
 - iv) Date and Time for opening of quotations: 10/10/2018 at 3:00 PM

General Terms & Conditions:-

1. Bidder may inspect the items on the stipulated date & time.
2. The items shall be sold to highest bidder.
3. The successful bidder has to make 25% payment on the same day and balance within 5 days after opening of quotations and confirmation, failing which the offer will be cancelled.
4. Item once disposed to the successful bidder shall not be taken back by this office on any condition whatsoever.
5. The successful bidder will be required to lift all the items from the disposal site by 15/10/2018 after due payment is made to the office. On failure to do so this office shall have the right to forfeit the entire amount of the bidder and dispose items to alternate bidder. The successful bidder, on their own cost, will also be required to make their own arrangement of transport, labour etc., for lifting the disposal items.
6. Quotation letter in sealed envelope marked "QUOTAION FOR DISPOSAL OF FURNITURE" should be addressed to The Director, INST.
7. The quotations received after due date and time due to any reason whatsoever shall not be considered.
8. The financial bid should be given in both in figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the bidder.



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9. INST reserves the right to accept or reject any / all quotations without assigning any reason whatsoever.
 10. Each page or quotation document should be signed by the bidder.

Chief Finance and Administrative Officer