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**GOVERNMENT OF INDIA / MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE
302, 3rd FLOOR, CGO TOWERS, KAVADIGUDA
SECUNDERABAD - 500 080**

Notice inviting quotations for disposal of old/unused furniture, broken/scrap items on as is where is basis

Invites sealed quotations for sale old/unused furniture, broken/scrap items on "as is where is basis".

1. Verification/identification of the above material is to be done in the presence of the Departmental officials as per the list provided.
2. Material shall be lifted after payment of the amount at the agreed rate. The Contractor will be allowed to take out the scrap from the premises only after producing evidence for payment of the amount.
3. Labour, transport, equipments including weighing machine, bags and packing materials required for removing the scrap from the designated place shall be arranged by the Contractor at his cost. The Department takes no responsibility in this regard.
4. The interested persons may visit the aforementioned places before 30th November, 2020 on working days during office hours.
5. Sealed quotations are to be submitted in the office of the undersigned on all working days up to 4.00 P.M. on 30th November, 2020 mentioning therein the price for the material. Quotations must accompany copy of PAN Card. The quotations shall be opened on 3rd December, 2020 at 11:00 A.M. where all the vendors or their representatives may kindly make it convenient to be present.
6. The Department reserves the right to accept or reject any quotation on any ground or without assigning any reasons whatsoever.
7. Financial bids should be sealed separately and addressed to the this office on or before 30th November, 2020 by 4.00 PM.
8. Sealed Tenders will be opened in the Office Chamber of the Addl. DGFT in the presence of such bidders who may like to be present on 3rd December, 2020 by 10.30 AM.
9. Interested persons may visit the above office for a list of the material as well as physical inspection of such items/material before 30th November, 2020 between 10.30 A.M. to 1.00 P.M. working days.

Yours faithfully,

Dr. Sreelakshmi

Dr. Sreelakshmi, I.T.S.
Asst. Director General of Foreign Trade
Hyderabad

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**PROFORMA OF AUTHORISATION FOR ATTENDING BID MEETING AND
TENDER OPENING**

To

The Addl. DGFT
CGO Towers, Kavadiguda,
Hyderabad 500 080.

Sub : Authorisation for attending bid opening at 10.30 AM on 3rd December, 2020 in the tender of "sale of old/unused furniture, broken/scrap items, etc on as is where is basis at Addl. DGFT, CGO towers, Kavadiguda, Hyderabad".

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below :

| Order of Preference | Name | Specimen Signature |
|---------------------|------|--------------------|
| I | | |
| II | | |

Alternative Representative

Signature and Seal of the Bidder

Or Person(s) authorized to sign the bid Documents on behalf of the bidder.

Note :

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

FORMAT OF TENDER COMPLIANCE REPORT

To

The Addl. DGFT
CGO Towers, Kavadiguda,
Hyderabad 500 080.

Sub : Regarding tender for providing "sale of old/unused furniture, broken/scrap items etc on as is where is basis.

Dear Sir,

I have gone through the complete terms and conditions of the Tender for sale of old/unused furniture, broken/scrap items etc on as is where is basis for Addl. DGFT, CGO Towers, Kavadiguda.

Place :

Date :

Signature of Bidder
Name :

FORMAT OR BID

The Technical Bid should be as given below and should be supported by the documents indicated in the said Annexure.

| | | |
|---|--|--|
| 1 | Name and Address of the Bidder | |
| 2 | Telephone No. / Fax No. / Mobile No. | |
| 3 | Website/E-mail address | |
| 4 | PAN Card (Enclose copy) | |
| 5 | Date of registration of the concern (provide the proof the same) | |

Quote for purchase of old/unused furniture, broken/scrap items etc. on as where is basis as discussed in Tender documents and as per list.

(Total Amount in words, Rupees _____)

Place :

Date :

Signature of Bidder
Name :