



AUCTION DOCUMENT

**Auction of eligible items of ASPIRe office at Kamakhya Tower,
Christianbasti, Guwahati**

Auction Ref.No.: ECF/354164 Dated 30th July, 2024

Issued by:

**Finance Department, Government of Assam, Janata Bhawan, F-Block,
Guwahati-781006, Assam**

Email: aspireprocure@gmail.com

Assam Society for Comprehensive Financial Management System (AS-CFMS) under Finance department, Assam shall auction some eligible items of ASPIRe office at Kamakhya Tower, Christianbasti, Guwahati on as-is-where-is-basis. Details of the items with tentative quantities are given below:

Sl. No.	Name of item	Quantity
1	Centralized AC indoor units	8 nos.
2	Split AC	5 nos.
3	Central AC cassette	2 nos.
4	Electric lights	128 nos.
5	Electric DB Board/Panel Board	3 nos.

1. The bidders must submit their documents along with the quotations as mentioned in the annexure-I and annexure-II in sealed envelopes on or before 02:00pm on 20-08-2024 to the address: **9th Floor, New Kar Bhawan, Ganeshguri.**
2. Bidders will be required to deposit a security amount of INR 20,000.00 in the form of demand draft in favor of **Project Director, AS-CFMS, Finance Department, Govt. of Assam** for participating in this auction which need to be enclosed with the technical envelope. This security amount will be refunded after 15 days of the completion of the auction or after completion of possession of the items by the successful bidder, whichever is later.
3. The bidders must quote the price per unit for each item in the format specified in Annexure-II, as the quantities listed in the table may vary. Regardless of the quantities mentioned in their financial bid, the bidder must take possession of all the items available on the day the bid is opened.
4. In the financial evaluation of the quotations, the total unit price will be considered for selecting the highest bidder. However, the total value will be calculated manually based on the actual number of items available on the day the bid is opened.
5. The quoted amount in the financial bid must be inclusive of all taxes.
6. The items can be viewed by the interested parties at the Directorate of Accounts & Treasuries, 1st floor, Kar Bhawan, Ganeshguri from 11:00am on 02-08-2024

to 11:00am on 20-08-2024 by getting in touch with Shri Himan Dutta, ASO, Finance Department (mobile No.-7002760805) or Shri Manzil Hussain, Procurement Consultant, AS-CFMS (mobile No.- 7002851550).

7. Selected bidder will be required to make the full payment in the form of demand draft in favor of **Project Director, AS-CFMS, Finance Department, Govt. of Assam** before signing of the auction contract for taking possession of the auctioned items to be issued from AS-CFMS, Finance Department, Govt. of Assam.
8. The selected bidder must take possession of the items within 7 days of issuing the order. If the selected bidder does not take possession of the auctioned items within the stipulated time or withdraw the quotation, the security deposit will be forfeited without any notice. In such a case, the bidder with the second-highest quotation will be selected, and the contract will be signed at their quoted price. Similarly, the security deposit of the second bidder will be forfeited if they also fail to take possession within the required timeframe or withdraw the quotation.
9. There will be no exemption regarding the payment of security amount for the participation in the auction process.

AS-CFMS reserves the right to determine, accept or reject the auction or the offered price of any item on display or suspend the auction of any particular item(s) or the entire process without citing any reason whatsoever. The decision of the auction committee will be final.

Important Time Frame:

Particulars	Date and Time (Tentative)
Date of issue of the Auction Notice	2 nd August 2024; 10:00 am
Date of starting of inspection of the on-site items	2 nd August 2024; 11:00 am
Date of Starting of the bid submission	2 nd August 2024; 12:00 pm
Last date of inspection of the on-site items	20 th August 2024; 11:00 am
Last date for bid submission	20 th August 2024 till 02:00 pm
Opening of BID	20 th August 2024; 03:00 pm

Annexure-I

Documents to be enclosed in the envelop:

1. Aadhar Card/Voter ID/Driving License (in case of individuals)
2. GST certificate (in case of firms)
3. PAN card
4. Proforma No.-I
5. Demand Draft in favor of **Project Director, AS-CFMS, Finance Department, Govt. of Assam** for the security money
6. Signed copy of the auctioned document.

Note: All above documents are required to be submitted having dated signature of the bidder.

Annexure-II

Format for submitting the financial bid

Auction Title:		Auction of eligible items of ASPIRe office at Kamakhya Tower, Christianbasti, Guwahati AS-CFMS, Finance Department, Govt. of Assam ECF/354164 dated 30 th July, 2024			
Auction Inviting Authority:					
Auction Ref. No.:					
Bidder's Name:					
Sl. No.	Name of item	Quantity	Unit Price	Tax	Total Price inclusive of taxes
1	Centralized AC indoor units	8 nos.			
2	Split AC	5 nos.			
3	Central AC cassette	2 nos.			
4	Electric lights	128 nos.			
5	Electric DB Board/Panel Board	3 nos.			
Total					

Proforma No. – I

(Self-declaration of the Bidder)

I/We hereby declare that I/We have made myself/ ourselves thoroughly conversant & accept with terms & condition of the auction document for Auction of eligible items of ASPIRe office at Kamakhya Tower, Christianbasti, Guwahati.

I/ We have visited the site and I/We are fully satisfied with the quality, quantity and condition of the available materials which are to be auctioned.

I/We are to be responsible for taking possession the auctioned items on the stipulated time.

Bidder's Name:

Address:

Mobile No.:

Email ID:

Place :

Date :

Signature of Bidder