

**PRINCIPAL ACCOUNTS OFFICE**  
**GOVT. OF NCT OF DELHI**  
**'A' BLOCK, VIKAS BHAWAN;NEW DELHI**

NO.F.7/Store/2005/Admn.II/642-651

Dated: 02.07.09

To

M/s \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_.

**Sub: Quotation for disposal of Unserviceable items.**

Sir,

This Department intends to dispose off the following un-serviceable items lying at Store Room No.B-103, 1st Floor, Vikas Bhawan, New Delhi "**As is where basis**". **The bidder has to quote one single rate for all the un-serviceable items** collectively.

S.No.	Name of the item	Quantity	S.No.	Name of the item	Quantity
01.	Calculator	08	12.	Donga (Steel)	03
02.	Door Mat	07	13.	Water Bottle (Milton)	06
03.	Wall Clock	10	14.	Remote Bell	16
04.	Brief Case	04	15.	Thermos (Eagle)	10
05.	Lock	10	16.	Desert Cooler	02
06.	Ethanic Tub	02	17.	Desert Cooler Pump	08
07.	Emergency Light	03	18.	Cassette/Tray (Photocopier)	01
08.	Wall Board	01	19.	Side Panel Desert Cooler	01
09.	Office Mirror	04	20.	Cooler Bodies	03
10.	Spoon	15	21.	Telephone Instrument	03
11.	Complaint Box	01			

In addition to the above 21 items there are some old parts of the vehicles such as Tyres, Tubes, Bumpers, Fox Lights, Engine Mounting, Break Shoes, Air Filters, Fans, Shokers etc.

The condemned items can be inspected on 06.07.09 to 27.07.09 ( in office working days) at site.

You are requested to quote the best price for the same. The highest bidder has to take the goods at his own expenses. The sealed quotation should reach to 'Principal Accounts Office, 'A' Block, Vikas Bhawan, New Delhi latest by 2.30 PM by 27.07.09 alongwith EMD of Rs.500/- (Rupees Five Hundred Only) as Bank Draft drawn in favour of Dy.Controller of Accounts (Admn.), Principal Accounts Office. The envelope containing the quotation should mention '**Quotation for non-serviceable items**'.

The sealed quotation will be opened on 27.07.09 at 3.00 PM in the Room of Dy.Controller of Accounts (Admn.) in the presence of all those who wish to present there.

Payment of items sold will be required to be paid in cash on the spot. The Controller of Accounts reserves the right to reject any or all the quotations without assigning any reason.

Yours faithfully,

-----Sd-----

**( PARKASH CHAND )**  
**SR.ACCOUNTS OFFICER (ADMN.)**