

Consulate General of India  
Guangzhou

No. GUAN/Admn/554/01/2018

30<sup>th</sup> Sept, 2024

**Subject: Auction for the Disposal of Obsolete Items**

Sealed bids are invited from firms/individuals on an "AS IS WHERE IS BASIS" for the disposal of obsolete items as per the terms & conditions listed in Annexure-I. The list of obsolete/used items for disposal is enclosed as Annexure-II.

The above-mentioned items are located at 14<sup>th</sup> Floor, HNA Tower, No.8 Linhe Zhong Road, Tianhe District, Guangzhou.

The details for inspection, contact person, bid time line are given below:

Floating bid	:	30.09.2024
Date and Time for pre-bid inspection of items	:	30.09.2024 – 07.10.2024 (between 3-5 PM)
Contact Person	:	Ms. Chen Yongxian (Wing) Mobile: 15920981893
Date and Time for acceptance of bid	:	30.09.2024 – 21.10.2024 (till 05:30 PM)
Opening of bid	:	22.10.2024 (11:00 AM)



(Muskan Jindal)  
Head of Chancery  
Consulate General of India  
Guangzhou  
Email: [hoc.guangzhou@mea.gov.in](mailto:hoc.guangzhou@mea.gov.in)

**General Terms & Conditions**

1. Bidders may inspect the items on a pre-determined date and satisfy themselves about the items they are bidding for.
2. The items shall be sold to the highest bidder; taxes (if any) will be extra.
3. Items, once disposed to the successful bidder, shall not be taken back by the Consulate under any condition.
4. The successful bidder must make full payment by bank transfer to the Consulate's bank account within 05 working days after confirmation.
5. The successful bidder must lift all items from the disposal site within 05 days of payment. They must not cause any damage to Consulate property.
6. All expenses for removing the items from the Consulate premises will be borne by the bidder.

**Terms & Conditions for bids**

1. The quotation letter in a sealed envelope should be addressed to the Head of Chancery, Consulate General of Guangzhou, 14/F HNA Tower, No.8 Linhe Zhong Road, Tianhe District, Guangzhou, 510610.
2. The quotation must reach the addressee on or before the due date; otherwise, it is liable to be rejected. Bid received after the due date/time due to any reason (including postal/courier delays) shall not be considered.
3. The financial bid must be quoted in both figures and words, in the duly filled proforma provided in **Annexure-III**.
4. The Consulate reserves the right to accept or reject any/all bids without assigning any reason.
5. Each page of the bid document must be stamped/signed by the bidder.
6. Incomplete and unsigned quotations are liable to be rejected.
7. The highest bidder will be selected based on the figures quoted.

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Details of Items to be disposed of:

S. No.	Particulars of Item (s)	Quantity
1.	HP Desktops	14
2.	HP Monitors	12
3.	Comet Shredders	02
4.	RonBon Currency Counter	01
5.	Epson Printer	01
6.	HP Scanners	02
7.	Wireless microphones	02
8.	Black Sofa Set	01 set (2+2+1)

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Price Quote

To,  
 Head of Chancery  
 Consulate General of India  
 Guangzhou

Dear Sir/Madam,

I/We have inspected the unused/obsolete items belonging to the Consulate General of India, Guangzhou and am interested in purchasing the same on an "As is where is" and "No complaints" basis.

My/our offer to the above-mentioned items is given below:

S. No.	Item	Quantity (in Units)	Price Quoted (in RMB)
1.	HP Desktops	14	
2.	HP Monitors	12	
3.	Comet Shredders	02	
4.	RonBon Currency Counter	01	
5.	Epson Printer	01	
6.	HP Scanners	02	
7.	Wireless microphones	02	
8.	Black Sofa Set	01 set (2+2+1)	
<b>Total Consolidated Price</b>			

Quote in RMB (in figures): \_\_\_\_\_

Quote in RMB (in words): \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_