



CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES  
(Deemed to be University)  
SARNATH, VARANASI,

CIHTS/MW/SHS Campaign 4.0/weeding file/2024

Date: 16.12.2024

**AUCTION NOTICE 2024-25/ 14**

**Inviting sealed quotation for auction of used answer booklets/answer sheets & files/papers**

Used answer booklets/answer sheets & files/papers are to be auctioned. The interested bidders/firms may inspect the items in consultation with the Section Officer & In-Charge Maintenance Wing from 20.12.2024 to 28.12.2024 during the working hour from 02.00 PM to 5PM. After inspection, the bidders may submit the sealed quotation on the terms and condition as under: -

- 1 Interested bidders are requested to submit their highest bid in the enclosed proforma in a sealed cover addressed to the undersigned latest by 05.00 pm on 07.01.2025 in the office of the Registrar. The cover should be superscripted with the words" AUCTION NOTICE 2024-25/14 QUOTATION FOR THE DISPOSAL OF USED ANSWER BOOKLETS/ANSWER SHEETS & FILES/PAPERS ITEM".
- 2 Format for quotation to be submitted by the bidder/firm is available as Annexure 1.
- 3 The bidders are required to deposit Earnest money of Rs- 1000.00(One thousand only).
- 4 The Earnest money is payable in the means of Demand Draft drawn/RTGS in favour of the Registrar, CIHTS, Sarnath . Varanasi (Payment by cheque or cash shall not be accepted. Bank details is as narrated below: -

ACCOUNT NO	IFSC DODE	BANK NAME	BANK CODE
416302010116003	UBIN0541630	UNION BANK OF INDIA Paigamberpur Varanasi	541630

- 5 Quotation received without demand draft/RTGS will not be considered as Earnest Money.
- 6 Quotation shall be opened on ~~.../11/2025~~ at ~~15.00~~...hrs.
- 7 The delivery of the auctioned items will be arranged only after the successful bidder submits the documentary evidence in support of residential status (GST Certificate & Aadhar Card etc.)
- 8 After bidding, the invoice shall be generated by the Account Section of the Institute, as per the Govt. norms, within 03 days.
- 9 On receipt of the invoice, the H1 bidder shall submit the GST amount in the concerned office within 02 days, and a copy of the receipt be made available to the Registrar. Thereafter, the firm shall arrange to remove the item from the Institute campus within the span of three working days positively and if he fails to do so within the stipulated time, the Institute shall take no responsibility for any liabilities of lost/damages etc. for such items being auctioned.
- 10 The EMD as security shall be forfeited in the event of failure of any conditions of the tender.
- 11 If any bidder creates nuisance, breach or violation of any condition mentioned in the agreement then such agency shall be rejected for the auction and decision of the Tender opening committee shall be firm and final.
- 12 The bid amount is excluding of GST, and the Highest bidder have to bear the said GST amount as per GOI norms.
- 13 The bidder/agency have to submit the GST certificate
- 14 The undersigned reserves the right of accept or reject any quotation without assigning any reasons.
- 15 The interested firm/agency can obtain the details information from the Institute website [www.chitts.ac.in](http://www.chitts.ac.in)

(Dr. Sunita Chandra)  
Registrar



**ANNEXURE 1**

**FORMAT FOR QUOTATION TO BE SUBMITTED BY THE BIDDER**

1 NAME OF THE FIRM/BIDDER \_\_\_\_\_

2 ADDRESS \_\_\_\_\_

3 CONTACT NO \_\_\_\_\_

4 ID PROOF \_\_\_\_\_

**RATE TO BE QUOTED**

SL.NO	LOT NO	ORGANIZATION	CATOGORY (c)	APPROX QUANTITY	AMOUNT IN Rs.
		CIHTS, Sarnath, Varanasi	Used answer booklets/answer sheets & files/papers	01.00 Ton	

SIGNATURE OF FIRM WITH DATE

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