

DRAFT GUIDELINES FOR HOLDING AUCTION THROUGH SEALED TENDER OF
THE COUNTRY SPIRIT SHOPS.

Guidelines for settlement of the Country Spirit Shops by auction through sealed tender (as per amended Rule 203, Assam Excise (amended) Rules 2006).

1. The District Collector shall call for tenders as per rule 207 sub rule 1 and sub rule 2 of the Assam Excise rules 1945 in respect of the country spirit shops of the respective district. Date and hours of the receipt of the tenders in sealed condition and settlement shall be mentioned in the notice inviting tenders.
2. Each tender shall be for a single country shop but any person may submit separate tenders for any number of country spirit shops. Provisions of Rule 206 of the Assam Excise Rules, 1945 shall apply mutas mutandi in respect of the tenders for auction through sealed tender.
3. The sealed tenders shall contain the amount of vend fee per LPL offered by the tenderer for the Country Spirit Shops against which he or she is submitting the tender along with other prescribed particulars.
4. a. The Collector concerned shall keep an empty box/boxes considering the number of Country Liquor Shops in the district for which tender notice has been issued and according to their convenience with a slit at the top, in a conspicuous protected place on the day of the receipt of the sealed tenders. The box/boxes shall be allowed to be examined by the tenderers and officials present at the time, to confirm its emptiness. The box/boxes shall be locked and properly sealed except the slit opening through which the sealed tenders are to be put inside the tender box. A certificate of having done the above procedure is to be endorsed on the body of the box in witnesses thereon by the tenderers and officials present at the time. If more than one tender box is used for receipt of the sealed tenders, above procedures shall be followed in each case.
b. Number of boxes should be in accordance with the number of Country Spirit Shops.
5. On the expiry of the hours of receipt of the sealed tenders as notified the tender box is to be further sealed in witnesses of the tenderers and official present at the time in the form of a certificate, pasted, closing the slit opening on the tender box. The box shall be kept under the custody of Collector cum Deputy Commissioner of the district, preferably in the double lock of the district treasury.
6. The Collector shall make the settlement of the Country Spirit Shops on the notified date as per provisions of the amended Rule, 203, sub rule 3 of the Assam Excise (Amendment) Rules, 2006. Before and after opening the tender box containing the sealed tenders the box shall be allowed to be examined by the tenderers. The sealed tenders then be opened and vend fees offered be recorded in a register separately shop wise in presence of tenderers and under their signatures. A certificate to this effect shall be kept as record for future verification of the higher authorities.
7. The Settlement of the Country Spirit Shops shall be taken separately, shop wise by the collector of the district as per recommendation of the Advisory Committee. The Superintendent of Excise shall be present as technical adviser to the Collector concerned as per rule 209 of the Assam Excise rules, 1945.

8. The result of the auction shall be reported to the Excise Commissioner in the prescribed form directly after the conclusion of the process as per rule 213 of the Assam Excise rules, 1945.
9. The Notice Inviting Tenders for settlement of the Country Spirit Shops by Auction through sealed tender will be issued as per model NIT approved by the Govt. in Excise Department and sent by the Commissioner of Excise, Assam.
10. Extreme care should be taken to complete the entire process of auction through sealed tenders and settlement thereafter in compliance of the provision of the Assam Excise Rule, 1945 also taking view of the amendment of the Rule 203 as notified vide EX. 69/203/PT/48 dated 8th Nov'2006.
11. The whole process of settlement through Auction System should be implemented under proper security.
12. The entire exercise of opening of tenders and settlement of the Country Spirit Shops shall be completed in the same day itself.