

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI**

No. 356-Admn-II/9-2013

Dated : 03.12.2015

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**Subject:- Quotation inviting rates for Procurement and fixing of Sound Proof Glasses at 5<sup>th</sup> to 8<sup>th</sup> floors of Annexe Building of this office at 10, Bahadur Shah Zafar Marg, New Delhi.**

Sir/Madam,

Office of the Comptroller and Auditor General of India invites sealed bids from registered and reputed agencies for procurement and fixing of sound proof glasses in this office.

2. In case your firm is interested to participate in the bid, you are requested to submit your quotation for the above work. Your quotation in a sealed cover, super scribed as “Quotation for procurement and fixing of sound proof glasses”, accompanied by a Demand Draft of Rs. 1,00,000/- (as Earnest Money) in favour of Pay and Account Officer, Office of the Pr. Accountant General (Audit), Delhi, payable at New Delhi should reach the undersigned or may be dropped in a Tender-Box (Reception-premises of the office) latest by 11.00 AM on 29.12.2015. The quotations will be opened on the same day at 03.00 PM in the Committee Room of this office in the presence of the bidders who may wish to be present.

**3. The other terms and conditions of the tender shall be as under:-**

- 3.1 This bids should be accompanied by an Earnest Money Deposit of Rs. 1,00,000/- (Rupees one lakh only) in the form of Bank Guarantee/Demand Draft of any nationalized bank. The validity of the Bank Guarantee/Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of **PAO, Accountant General (Audit), Delhi and payable at New Delhi.**
- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
- 3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.
- 3.4 The bids without Earnest Money shall be summarily rejected.

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- 3.5 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 3.6 The bidders are permitted to tender on the explicit understanding that they shall not be entitled to resile from their offer or modify the terms and conditions given herein once the same have been received by this office. If tender is withdrawn/ amended or any further conditions are imposed by the bidder, the earnest money deposited by the bidder shall be forfeited without prejudice to any other right or remedies by this office for such breach on the part of the bidder.
4. The successful bidder shall ensure that the entire work of fixing of sound proof glasses is completed in all respects to the entire satisfaction of the competent authority of this office within 10 days from the date of receipt of Work Order.
5. The rates quoted by the bidder shall remain firm till the completion of the job and price variation shall not be entertained.
6. The bidder shall ensure that the prices are quoted both in figures and words and quotations must be free from any kind of overwriting, alteration and correction.
7. Taxes, if any, should be clearly mentioned in the bids.
8. **Right of Acceptance:** The Office of the Comptroller and Auditor General of India reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Office of the Comptroller and Auditor General of India in this regard shall be final and binding.
9. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.
10. **Breach of Terms and Conditions:**  
  
In case of breach of any of terms and conditions mentioned above, the Competent Authority of the Office of the Comptroller and Auditor General of India shall have the right to cancel the work order without assigning any reason thereof, and reserves the right to procure the services mentioned in the work order from alternate sources and nothing will be payable by this Department in that event.
11. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.
12. **The tender is not transferable.**
13. **Terms of payment:**
  - 13.1 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

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13.2 The firm shall submit the bill after completing the required services for sanction of the amount of bill and passing the bill for payment.

13.3 All payments shall be made by cheque only.

**14. MINIMUM ELIGIBILITY CRITERIA:**

- (a) The bidder should have at least 3 years experience in the field of providing services of fixing of sound proof glasses in Government Offices/ other reputed offices. Supporting proof shall be submitted.
- (b) **Registration:** The Bidders should be registered with the Income Tax, Service Tax Department. Supporting proof from the Service Tax Department and Income Tax Department in support shall be submitted.

**(DINESH KUMAR)**  
**SR. ADMINISTRATIVE OFFICER (GS)**

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**Format for Quoting Prices for Procurement and fixing of Sound Proof Glasses**

Sl. No.	Required particulars of sound proof glasses	Quoted Rates (Rs.)/ Unit
1.	Providing and fixing UPVC windows with three piece glass system for giving sound proofing effect to the designated areas/ rooms in our office building. Window frames must be made from LG make window profiles in standard White/ Ivory colour as decided by this office. Outer glass should be laminated with PVB film of minimum 1.5mm thickness and both glasses should be 4mm thick. Inner glass should be 5mm thick and placed at minimum 10mm wide air gap. All glass should be branded (Saint Gobain or Modi made) clear float glass and toughened. Glass should be fitted using EPDM gaskets. All hardwares to be used must be either LG or Doorset brand. Approximately size of each window is 6'x3' and they may be full fixed glass type or with full height openable and lockable shutters. Cost should include fixing and finishing at site. All cares should be taken to make them air and water tight while fixing. Quote should be given per window, assuming 6'x3' outer dimensions in following type :	
	A) Complete Fixed Glass Type	
	B) Full height openable and lockable shutters	
2.	Taxes, etc. (If any)	

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**PROFORMA  
GENERAL DETAILS OF BIDDER 'QUOTE YOUR PRICES'  
(TO BE PRINTED ON BIDDER'S LETTERHEAD)**

**1. GENERAL DETAILS**

1.	<b>Name of the Agency</b>	
2.	<b>Name of Authorised Representative of the Bidder</b>	
3.	<b>Registered and Communication Address</b>	
4.	<b>Phone / Mobile No.</b>	
5.	<b>E-mail I.D.</b>	
6.	<b>Service Tax Registration No. (Please attach a self attested copy)</b>	
7.	<b>PAN No. (Please attach a self attested copy)</b>	
8.	<b>Experience :</b>	

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the Notice Inviting Quotations and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me.
3. I/We give the rights to the competent authority of the office of the Comptroller and Auditor General of India to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I/ We undertake that the entire entrusted work will be completed within ten (10) days of receipt of the work order.

**Signature of the Authorised Signatory**

Date :-

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Place:-

**Dated : 03.12.2015**  
**Designation :**  
**(Office seal of the Bidder)**