



भारतीय लेखा तथा लेखा-परीक्षा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Pr. Accountant General (A & E), West Bengal



संख्या/No. PAGAE-DADM0REC3(ADMM)/8/2020-REC-III

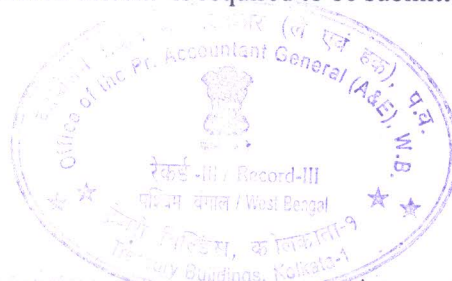
दिनांक/Date: 18.07.2022

NOTICE INVITING TENDER

Sealed Tenders are invited from the reputed and experienced vendors for sale of Waste Papers etc. on 'as-is-where-is' basis preserved in Mansard No. 3 of this office with the following terms and conditions:

PRE-BID QUALIFICATION REQUIREMENTS

1. Pre-bid qualifications -
 - (a) GST Registration, Trade License from K.M.C. and
 - (b) The tendering vendor must have its Office and Godown located at Kolkata. Credentials in respect of similar nature of work and details of Godown with measurement along with papers in support of possession of Godown are required to be submitted along with the tender. Tender submitted without any one of the aforesaid documents will be treated as cancelled.
2. The rate is to be submitted in the enclosed bidding sheet under signature of the intending tenderers. A Bank Draft for Rs. 10,000/- (Rupees ten thousand only) as "Earnest Money Deposit (EMD)" drawn in favour of "PAO (Audit), O/o the Principal Accountant General (A&E), West Bengal, Kolkata - 700 001", from any Nationalised Bank at Kolkata is to be enclosed with the Bidding Sheet. The Bank Draft as EMD should be submitted in a separate sealed cover. Tender submitted without EMD will be treated as cancelled.
3. For successful tenderer, the EMD will be converted into Security Deposit which will be retained till completion of the work plus 60 days.
4. Tenders are to be submitted in a sealed cover either by Registered post or by hand to the AAO/ Record-III section addressed to Sr. Accounts Officer (Record), O/o the Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata - 700 001. Last date for submission of Tender is **08-08-2022** up to 2.30 p.m. No Tender will be accepted after the said time and date.
5. Sealed tenders will be opened on the last date for submission of Tender at 3 p.m. in the chamber of Sr. Accounts Officer (Record) in presence of tenderers or their authorised representatives, if any.
6. The rates quoted shall be final and cannot be withdrawn or varied. **Bidders are advised to quote rates only after inspection of items between 11 am to 4 pm (excluding lunch hours) on any working day by the last date of submission of tender with the prior permission of Sr. AO (Record), O/o the Pr. Accountant General (A&E), West Bengal.** An undertaking stating that 'the vendor has inspected the locations where the disposable waste paper items are preserved and offered rate realising the quality & quantity of the items preserved therein' is required to be submitted in prescribed proforma along with the Bidding Sheet.



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7. Taxes and duties, if any, shall be borne by the vendor.
8. The contractor shall take responsibility of and removal of all available existing stock of Waste Papers etc. from Mansard No. 3 of the premises of the Office of the Principal Accountant General (A&E), West Bengal located at Treasury Buildings, Kolkata – 700 001. Waste Papers etc. preserved in Mansard No. 3 should be lifted by the successful bidder strictly within one month from the date of issuance of work order in this regard. Lifting of Waste Papers etc. will be allowed between 11.00 AM and 05.00 PM on every working day.
9. In the event of default in lifting of all preserved Waste Papers etc. of Mansard No. 3, the amount of Security Deposit will be forfeited without any further notice.
10. No picking, choosing or sorting of waste paper that is to be sold will be permitted. The description/quality/quantity indicated are approximate and this office does not give any assurance or guarantee that the material will strictly adhere to the advertisement.
11. The contractor shall take delivery of all outlived / weeded out cheques only after shredding the cheques into tiny strips at his own cost, while Vouchers, Schedules etc. should be torn into four pieces before taking delivery.
12. It is the responsibility of the contractor to make arrangement for labourers, bags, boxes and vehicles etc. that may be required for removal of the Waste Papers etc. from this office premises.
13. The Selected Vendor shall pay the cost of the sold materials in full before taking delivery thereof through Cash / Demand Draft in favour of “PAO (Audit), O/o. The Principal Accountant General (A&E), West Bengal, Kolkata – 700 001”.
14. This office will not undertake any liability whatsoever for the safe custody, protection or preservation after the sale has been confirmed. Lots are put up for sale, subject to change by nature’s wear and tear. No complaint regarding the quality or description of the materials sold will be entertained once the bid has been accepted.
15. This office reserves the right to reject any or all tenders without assigning any reason. Further, this office reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any reason thereof and the value of such material, if paid for, shall be refundable. This office shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.



Sr. Accounts Officer (Record)

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OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), WEST BENGAL
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA – 1

QUOTATION FOR SALE OF WASTE PAPER FOR THE YEAR 2022

Sl. No.	Description of Materials	Amount in Words and Figures
01.	Waste Papers etc. preserved in Mansard No. 3 of the premises of the Office of the Principal Accountant General (A&E), West Bengal located at Treasury Buildings, Kolkata – 700 001.	

I agree to abide by the terms and conditions as stipulated in the tender / quotation notice and I hereby declare that I am quoting the rate only after inspection of waste papers that are to be sold.

Signature of Contractor / Tenderer (with seal)

Full Name:

Address:

Telephone No.....

Valid E-mail ID.....

Name of the Company / Organisation:.....

G.S.T. No..... PAN No.....

Encl: Demand Draft

Amount of Demand Draft:

Demand Draft No. & Date:.....

Drawn On:

N.B.

1. The amount should be quoted both in figures and words.
2. No over writing will be allowed.
3. Conditional Tender is not acceptable.
4. Terms and conditions are required to be signed and accepted while submitting quotation.
5. Correction, if any, should be initialled.
6. **Only Bank Draft will be accepted.**



UNDERTAKING

I do hereby declare that I have inspected Mansard No. 3 of the premises of the Office of the Principal Accountant General (A&E), West Bengal located at Treasury Buildings, Kolkata – 700001 on (mention the date of inspection) and quoting the rate in the enclosed Bidding Sheet for sale of Waste Papers etc. after assessment of quality & quantity of the items preserved in the Mansard.

I agree to lift all categories of old record preserved in Mansard No. 3 on 'as-is-where-is' basis within one month from the date of issuance of work order in this regard, failing which the amount of Security Deposit will be forfeited without issuing any further notice.

Further, I am fully aware that once the bid has been accepted, I will not be permitted to pick, choose or sort any of the waste papers that are to be sold and will not make any complain regarding the quality or quantity of the materials preserved in Mansard No. 3.

Signature of Contractor / Tenderer (with seal)



Top Sheet

Pre-qualification items towards Notice Inviting Tender for sale of Waste Papers etc.
preserved in Mansard No. 3

Sl. No.	Copies of required Documents	Whether submitted or not (Tick)	
		Yes	No
01.	Work experience in Govt., Semi Govt. or Govt. Undertaking Offices etc.		
02.	GST No. of firm or proprietor.		
03.	Trade License from K.M.C. or any other Local Authority of the state of West Bengal.		
04.	Undertaking in prescribed Proforma as attached with Tender Notice.		
05.	Details of Godown with measurement, address and document in support of possession of the Godown.		

Signature of Contractor / Tenderer (with seal)

