

**Office of the Principal Accountant General (Audit-1) Uttar
Pradesh
Prayagraj**

Tender No.: PAG(Audit-1)/GD(M)/Proc./2021-22/02

Dated: 25.02.2022

Tender Document
(Includes both Technical & Financial bid documents)

Name of work: Supply and fixing of Zebra Blind curtain for windows of
office building

Issued To:M/s.....

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PH/Mb No

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Signature of the issuing authority with seal

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TENDER NOTIFICATION

Tender No.: PAG(Audit-1)/GD(M)/Proc./2021-22/02

Dated: 25.02.2022

Sealed quotations are invited from the reputed vendors for supply and fixing of zebra blind curtains mat finishing for windows of this office i.e. O/o the Principal Accountant General (Audit-1) U.P., 15-A, Dayanand Marg, Prayagraj. The bid documents under two envelope system will be issued to the bidder who meet the stipulated requirements.

Sl. No	Name of the Work	Supply and fixing of Zebra Blind curtain for windows of office building Qty: 510 sq.m.	
1	Duration for Work completion	30 days	
2	Amount of E.M.D (DD in favor of "PAO, O/o Accountant General (A&E)-1 U P, Prayagraj" payable at Prayagraj)	Rs.30000/- (refundable without any interest to the unsuccessful bidders)	
3	Cost of tender document	Free of cost	
4	Eligibility Criteria	<p>1. The tenderer(s) should have a minimum of two years' experience in successfully executing works of similar nature.</p> <p>2. The tenderer(s) participating in the tender must submit a certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.</p> <p>3. The tenderer(s) shall also enclose the financial statements for the last two financial years, along-with auditors reports & all schedules, and proof of GST registration if any.</p> <p>4. The tenderer(s) should furnish the credentials in support of the work experience claimed in having executed contracts and other eligibility criteria along with their application.</p> <p>5. The tenderer(s) having Make in India certificate\ Self-Declaration will be preferred.</p>	
5	Date of issue of tender applications	*25.02.2022	On all working days between 10.00 AM to 5.00 PM
6	Last date for issue of tender applications	*03.03.2022	
7	Last date for receipt of completely filled tender applications	*10.03.2022, 11.00 AM (Tender box placed at 2nd Floor of the office)	

8	Date and Time of opening of Tender(Technical Bid)	*10.03.2022 (at 2nd Floor of the office), at 3.00 PM)
9	Date and Time of opening of Tender(Financial Bid)	*10.03.2022 (at 2nd Floor of the office), at 3.30 PM)

Note: *In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place & as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable media to all concerned.

Selection of the agency will be at the sole discretion of the competent authority of the Office who reserves its right to accept or reject any or all the proposals without assigning any reasons.

- The tender documents for the above work can be obtained from the GD Section of this office or can also be downloaded from this office's website <http://www.agup.nic.in>.

Sd/-

Sr Deputy Accountant General (Admin.)

GENERAL CONDITIONS OF CONTRACT[GCC]

1. Inadequate or incomplete tenders in any respect or the prescribed conditions not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/vendor will result in rejection of their tenders.
2. Detailed specification of required item should clearly be mentioned in the quotation. Quotations not containing samples will not be considered. Other detail such as warranty, delivery period if any & tax provision etc. if required shall also be intimated.
3. Delivery and fixing of the curtains shall be good and nice looking and within the prescribed time limit.
4. Copies of orders/letters of major organizations/Government Departments with which the tenderer has dealt/supplied such products during last financial year shall be furnished by the tenderer/vender.
5. The tenderer's/firm must be registered with Sales/Service Tax Department for supply/services. Copies of such certification mentioning registration number etc. shall be furnished along with tender/quotation.
6. The tenderer/firm must submit the copies of TIN/PAN Number etc.
7. All complaints, which may be indefinite, shall be attended immediately during entire warranty period.
8. If any defect(s) is (are) noticed or any complaint made by the users during the warranty period, the levy of compensation for delayed rectification or any other reason, will be decided by the Sr. D.A.G/D.A.G. (Admn.) of this office to enforce penalty claim from the supplier.
9. The supplier shall indemnify this office against any liability for compensation due to injury to his own workmen or to other persons inside the office premises while executing the supply and for any damage to the property.
10. While submitting the tender following points may be kept in mind-
 - (i).The firm should provide documentary evidence of VAT, PAN, Trade License number etc. alongwith the tender whichever is applicable.
 - (ii).The rate quoted in the tender should be valid for at least sixty days from the lastdate of the submission of the tender.
 - (iii).Minimum one year manufacturing defect warranty i. e. fabric, welding, screws, discolouring etc. have to be provided by the supplier.
11. If the specification, quality and colour of the supplied curtains are not in accordance with given order for curtains, the same will not be accepted and order of supply will stand cancelled.

Signature of contractor with seal.

12. The material supplied by the firm is subject to inspection by the members of the purchase committee. If any goods / items are rejected due to defective / wrong supply the report of our purchase committee in this respect shall be final and no correspondence in this matter shall be entertained.
13. Payment will be made only after successful delivery and fixing of the desired curtains to this office. No advance payment will be made in any condition.
14. The tenderer(s) participating in the tender must submit a certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India. The bidder found black listed by any Govt. Department/criminal case registered against the firm/supplier shall not be considered for this tender.
15. In case, the successful tenderer is found in breach/breaking of any terms and condition(s) at any stage including submission of false information etc. either before or after award of contract strict/legal action as per rules/laws shall be initiated against the tenderer.
16. This office reserves all the rights to reject any or all the tenders received without assigning any reason.
17. The tenderer will submit the terms and conditions duly signed on each page by as a token of acceptance of the same alongwith the tender. Unsigned tender(s) shall be rejected forthwith.
18. Quantity may be increased or decreased as per requirement of this office.
19. All disputes and difference arising out of / or in connection with this order shall be subject to the exclusive jurisdiction of courts at Prayagraj.
20. Liquidated Damages- In case of delay in delivery, stitching and fixing of the curtains, liquidated damages @ 1.5% of the value of the order subject to the maximum up to 5% will be chargeable from the supplier.

ELIGIBILITY CRITERIA

A. Eligibility Criteria:-

1. The tender(s) must have an average annual turnover of Rs. 20 lakh p.a. and should be profit making during the last two years. They should have executed atleast one contract of atleast 50% of the value quoted, within the last two financial years. Copies of the following documents should be submitted along with the Technical Bid.
 - a. Complete Financial Statements (including income & expenditure, P&L, balance sheet) for the last two years.
 - b. Service Tax Registration Certificate.
 - c. Shops & Establishment License.
 - d. PAN No.
 - e. Make in India Certificate or self declaration

Signature of contractor with seal.

INSTRUCTIONS TO TENDERERS

1. The Contractors are required to submit two separate Bids i.e. Technical and Financial, as per prescribed proforma. The two bids should be submitted in two separately sealed envelopes superscribed "Technical Bid for supply and fixing of zebra blind curtains" and "Financial Bid for supply and fixing of zebra blind curtains". Both sealed envelopes should be put in a third sealed envelope superscribed "TENDER FOR SUPPLY AND FIXING OF ZEBRA BLIND CURTAINS in the office of PAG (AUDIT-1) UP".
2. The Financial bids of only those Contractors who qualify in technical bid evaluation by the concerned committee shall be opened. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances.
3. The declaration in the prescribed proforma (Annexure "A") should be enclosed with the Technical Bid.
4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) as notified elsewhere in the document in the form of Demand Draft / Pay Order issued by any nationalized bank drawn in favor of "PAO O/o Accountant General(A&E)-1 UP, Prayagraj" payable at Prayagraj. The instrument shall be valid for a period of 6 months from the last date for submission of tender. In the absence of EMD, the tender shall be summarily rejected. The earnest money shall be refunded to all the unsuccessful Contractors, without any interest after finalization of the contract. EMD shall be refunded to the successful Contractor on receipt of performance security deposit. No interest is payable on the EMD to either the successful Contractor or the unsuccessful Contractor. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.
5. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
6. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
7. The closing date and time for receipt of tenders will be as detailed elsewhere in this tender document.
8. The technical bid shall be opened at a date & time as specified elsewhere in this tender document in presence of the authorized representatives of the Contractor, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the Contractor whose technical tenders are accepted will participate in the financial bids on date & time as stipulated elsewhere in this tender document.
9. No tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the Contractor would stand forfeited.
10. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
11. The successful bidder will have to deposit a performance security deposit of Rs.75000/- by way of a DD/Banker's cheque drawn in favor of "PAO O/o Accountant General(A&E)-1 UP, Prayagraj".
12. The successful bidder will have to deposit the performance security deposit and commence the work within 07 days of acceptance of tender. Otherwise the contract will be canceled and EMD will be forfeited.
13. Each page of the tender document should be signed and stamped by authorized representative of the tenderer as a token of acceptance of the terms and conditions laid down by the office.

Signature of contractor with seal

14. The competent authority of this office has reserves the right to withdraw/relax any of the terms and conditions mentioned above, under such circumstances the tenderer will be given adequate time to take the changes into account.
15. The competent authority of the office reserves it's right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.
16. For finalization of contract, the tenderer who qualifies in Technical bid and such technically qualified Contractor whose rates in the financial bid, are the lowest in comparison to other technically qualified Contractors will only be considered as the lowest bidder

Annexure A

To,

The Sr. Dy. Accountant General (Admn.)
O/o The Principal Accountant General (Audit-1) UP,
Satya Nishtha Bhawan,
15-A, Dayanand
Marg, Prayagraj –
211001

Sir/Madam,

With reference to your tender Notice No.

dated _____ I am to submit my tender for Supply and fixing of curtains in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, If fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Signature.....

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Name of Tenderer.....

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Name of Firm M/s.....

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Address of the firm

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VAT No.

-

PAN

-

Mobile No.....

Office of the Principal Accountant General (Audit-1)
Uttar Pradesh
Prayagraj

No.: PAG(Audit-1)/GD(M)/Proc/2021-22/02

Dated: 25.02.2022

Technical bid

Name of work: Supply and fixing of Zebra Blind curtain for windows of office building

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M/s.....

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TECHNICAL BID FOR
(to be put in a separate cover)

Brief description of the firm

Sl.No		
1	Name of the Firm	
3	Name of owner/Partners/Directors	
4	Full particulars of office\shop	
	(a) Address	
	(b)Telephone No.	
	(c) Fax No.	
	(d) E-mail address	
5	Full particulars of the bankers of the firm	
	Name of the Bank	
	Account type	
	Account No.	
6	Registration Details: (Self-attested copies of all Certificates / Licenses / Permits / Registrations, etc., should be enclosed failing which the application is liable to be rejected outright)	
	(a) PAN/GIR No.	
	(b) Service tax registration No.	
	(c) Shop/business registration no.	
7	Details of Earnest Money Deposit	
	(a) Amount	
	(b) DD/BC No and Date	
	(c)Drawn on bank	
	(d) Valid Upto	

The above format may be used to provide requisite details.

Signature of contractor with seal.

Office of the Principal Accountant General (Audit-1)
Uttar Pradesh
Prayagraj

No.: PAG(Audit-1)/GD(M)/Proc/2021-22/02

Dated: 25.02.2022

Financial bid

Name of work: Supply and fixing of Zebra Blind curtain for windows of office building

Issued To:

M/s.....

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PH/Mb No

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Signature of the issuing authority with seal

A
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n Rate Schedule

To,
e
The Sr. Dy. Accountant General (Admn.)
O/o The Principal Accountant General (Audit-1) UP,
Satya Nishtha Bhawan,
15-A, DayanandMarg,
Prayagraj - 211001

Sir\Madam,

I/we have carefully read and understand the Notice Inviting Tender by you. I/we hereby quoted the rate as under for supply of and fixing of curtains as detailed below:-

S. No.	Specification Required	Qty. to be procured (Nos.)	Rate Quoted Per sq. metre (Inclusive of All Taxes)	
			In Figure (Rs.)	In Words
01	Vista Ayur Blackout weight 197 gram per square metre, and colour GRAY and WHITE.	510 Sq.Metre		

Yours faithfully,

Date:

Place:

(Signature of the tenderer)

Name of the tenderer:

Name of the Firm:

Address:

Seal:

Checklist of documents submitted.

Sl.No.	Document	Submitted(Yes/No)
1	Declaration 'Annexure A'	
2	Brief description of the firm	
3	Documents in support of the work experience declared by the firm	
4	Documents in support of undertaking one similar work of value quoted by the firm within the last three years.	
5	No recovery outstanding Certificate in respect of any Government dues like ESI/EPF contribution.	
6	Complete audited Financial Statements for last 2 years	
7	Service Tax Registration certificate	
8	Shops & Establishment License.	
9	PAN card (photocopy)	
10	Certificate\self declaration of make in india	
11	Satisfactory completion certificate from Clients/Employers	
12	EMD in respect of - Rs.30,000/-	
13	Technical Bid	
14	Financial Bid	