



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

महालेखाकार का कार्यालय (लेखा व हकदारी)-I, महाराष्ट्र
OFFICE OF THE ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

2री मंजिल, प्रतिष्ठा भवन, न्यू मरीन लाईन्स, 2nd Floor, PRATISHTHA BHAVAN, NEW MARINE LINES.

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No.: Record-I/Binding/2023-24/644

Date: 09/08/2023

TENDER

Sub:-Quotation for Annual Contract of Binding Works.

Quotations are invited for contract in respect of Binding work for the period from **01.09.2023 to 31.08.2024**. All binding materials and labour required for executing the work will have to be procured by the contractor himself, at his cost.

Interested binding contractors are requested to send the duly filled in quotation in **Annexure -1** for the following items of work indicating the charges for each of the following types of binding work:-

Sr. No.	Item of work	Size
1	Red cloth cardboard Register	A-4
2	Red cloth cardboard Register	Legal
3	Red cloth cardboard Register	A-3
4	Register (PBR)	A-2
5	Service Books	Legal
6	Fair Copy pads with cloth all over	Legal
7	Monthly Arrears Report (Cardboard binding)	Legal
8	Library Books (Small)	Small
9	Library Books (Big)	Big
10	Inward-Outward register Regime & Cloth	Big
11	Service Card Reister (legal Size) Rexine cloth open book binding	Big

The sealed cover containing the tenders, complete in all respect and superscribed "**Quotations for Binding Work**" with the Name and address of the Bidder, should be dropped in **Tender Box** kept in **Room No.202, Record-I Section, O/o the Accountant General (A&E)-I, 'Pratishta Bhavan', 101, M.K. Road, New Marine Lines, Mumbai-400020** by **03:00 p.m. on or before 18/08/2023**. No Bid shall be accepted after the aforesaid date and time In the event of the specified date for submission of bids being declared a holiday, the bids will be received up to the appointed time on the next working day.

This office reserves the right to reject any, or all the quotations without any reasons. This office also reserves the right to terminate the contract before 31-08-2024 by giving an advance notice of two weeks to the Contractor.


Sr. Accounts Officer/R-I
01/08/2023

(Letter Head)

ANNEXURE-I

(i)	Full Name of the Firm	
(ii)	Firm's Address	
(iii)	Telephone /Mobile No. (O)	
(iv)	PAN/TIN No.	

QUOTATION FOR BINDING FOR THE PERIOD

01/09/2023 TO 31-08-2024

Sr. No.	Item of work	Size	Rates per Register
1	Red cloth cardboard Register	A-4	
2	Red cloth cardboard Register	Legal	
3	Red cloth cardboard Register	A-3	
4	Bill Register	A-2	
5	Service Books	Legal	
6	Fair Copy pads with cloth all over	Legal	
7	Monthly Arrears Report (Cardboard binding)	Legal	
8	Library Books (Small)	Small	
9	Library Books (Big)	Big	
10	Inward-Outward register Regime & Cloth	Big	
11	Service Card Register (legal Size) Rexine cloth open book binding	Big	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I hereby undertake to provide the services as per the directions given in the Tender Notice.

Signature of the Authorized Signatory

Date:-
Place:-

Designation:

(Office seal of the Bidder)

Annexure-II

Terms & conditions:

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/bidders will result in rejection of their tenders.
2. The Contract shall be purely comprehensive in nature, which includes all components required for bidding work.
3. It will be imperative on each bidder to fully acquaint himself/herself of all the local conditions and factors which would have effect on the performance of the work and its cost. The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the works.
4. However, detailed list of parts and nature consumable/non-consumable) thereof to be included or excluded under the proposed AMC shall clearly be mentioned by the bidder/ tenderer in their respective quotation (s).
5. Payment shall be made after rendering satisfactory services at this end. TDS 2% or as applicable will be deducted at the time of making payment.
6. All the complaints made by the users' concerned of this office throughout the contract period, shall be attended immediately. If any complaint is not attended within the stipulated time period, appropriate penalty, which shall be decided by the competent authority of this office, per complaint beyond the stipulated time shall be imposed till the completion of work/call closure.
7. If any defect(s) is (are) noticed or any complaint pending during the contract period, the levy of compensation for any dislocation of work due to delayed rectification or any other reason, will be decided by the competent authority of this office to enforce penalty claim from the contractor.
8. If for any reason, the contractor is not able to attend the complaints/problem, the job shall be got done from some other firm or from the open market at the risk and cost of the contractor and the expenditure incurred thereon shall be recovered from the contractor. This may also entail the termination of the contract.
9. The vendor shall not sub-contract the whole or part of the works, except where otherwise provided in the contract, without the prior written consent of the competent authority of this office. Such consent, if given, shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of his and any of his agents' servants or workmen.
10. The contractor shall at all times during the currency of contract conform to and comply with the regulations and bye laws of the Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc., for welfare and protection of workers or for the safety of the public and other insurance provisions.
11. The contractor 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 any of the work (s) under the contract and for any damage to the property.


Sr. Accounts Officer/R-1
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