



सत्यमेव जयते

INDIAN AUDIT & ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I

MAHARASHTRA, 2nd Floor, PRATISHTHA BHAWAN,

NEW MARINE LINES, 101, MAHARSHI KARVE ROAD,

MUMBAI 400 020. Telephone: (022) – 22039680 ;

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No PAG(A&E)-I/Old Record/Waste paper/O.W. No.79

Date: 26-07-2021

Tender Notice

Sealed tenders are invited by the Office of the Principal Accountant General (A&E) I, Mumbai for the disposal of waste papers and sweepings, from their office premises at 101, M.K. Road, Pratishtha Bhavan, Mumbai 400 020 for a currency period of one year from 01-09-2021 to 31-08-2022, subject to satisfactory services on the following terms and conditions.

1. Sealed cover containing the Bid forms (i.e. Annexure I and II of this notice) superscribed "Tender for the disposal of waste papers and sweepings" should reach the undersigned before 14.00 hours on 13-08-2021 in the drop box kept in the second floor for the said purpose. . The tenderer should clearly indicate his name, address and contact number in the Bid Forms submitted. The Senior Accounts Officer/Old Record will open the tenders on 13-08-2021 at 15.00 hours in the presence of the tenderers or their authorized representatives present at that time.
2. The bids should be accompanied by an Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees Ten Thousand only) in the form of Demand Draft of any nationalized bank/Cash receipt of cash deposited with the Cashier of this Office. The Demand Draft shall be in favour of Sr. Accounts Officer of the Principal Accountant General (A&E) I, Mumbai. In the event of non receipt of the EMD before the closing of the Bids, the bid shall not be opened. The EMD of the unsuccessful tenderers will be returned to them after finalization of tender without interest.
3. The tenderer whose tender is accepted will have to remit an amount of Rs. 25,000/- (Rupees Twenty Five Thousand only) as Security Deposit for the proper performance of the contract. The Security Deposit may be made by way of depositing Cash with the Cashier or by way of Fixed Deposit Receipt/Bank Guarantee. The same should be done within three days of intimation of acceptance of the tender and not later than the date of commencement of the contract i.e. 01-09-2021. The Security Deposit will be refunded to the contractor after one month from the expiry and satisfactory executing of the contract and on the contractor making an application for the refund. The Security Deposit shall not bear any interest.

4. The bidder should quote the price of the waste paper and sweepings in the Bid Form attached along with this Tender Notice in Annexure I. No other format will be entertained.
5. The rate quoted should be the price of waste paper and sweepings per KG to be taken delivery from the Office of the Pr. Accountant General (Accounts and Entitlements) –I Maharashtra Mumbai. The rate quoted should be excluding Goods and Service Tax (GST) .GST admissible at the time of sale of waste paper and sweepings has to be paid by the Contractor as admissible as per the applicable laws.
6. The removal of waste paper and sweepings should be done at the date and time stipulated by the Sr. Accounts Officer/Old Record. . The waste paper and sweepings should be torn into small pieces before they are filled in the gunny bags so that the contents of the paper cannot be read and made out. The file boards, covers and cloth found in old files, books etc. should be carefully removed and handed over to the Assistant Accounts Officer, Old Record in good condition.
7. The waste paper and sweepings should be filled in separate gunny bags.
8. As soon as the gunny bags are filled and ready for weighing, an officer nominated by this office shall supervise the weighing of these gunny bags. Thereafter, the contractor will be required to deposit with the Cashier of this office the sale amount of the waste papers/ sweepings as accepted by this Office. Only then he will be allowed to load the weighed gunny bags in his lorry/ tempo.
9. The entire process of packing in gunny bags and removing the waste paper and sweepings shall be at the contractor's cost and should be completed on the same day.
10. The contractor should sell the waste paper and sweepings collected from this office to paper mills for pulping only.
11. The contractor should engage only such workmen as are free from contagious diseases. This office reserves the right to prohibit the entry into office premises of any workmen who may appear to be undesirable, without giving reasons. Covid appropriate behavior should be strictly ensured by one and all workmen deployed by the Contractor.
12. The contractor will be fully responsible for the conduct and behavior of his workmen and will have to reimburse to the office any loss or damage caused through their fault or negligence. Similarly, if any workmen is found to be removing waste paper unauthorized or which is not included in this contract from the office premises stringent legal action would be taken.
13. If there is any delay on the part of the contractor to remove the accumulated waste paper and sweepings, this office reserves the right to sell the same to any other party at the risk of the contractor and to recover the loss, from him besides forfeiture of his Security Deposit and taking such other action as warranted.
14. In the event of the contractor failing to abide by the terms and conditions of the contract, this office is entitled to forfeit forthwith, without any reference to the contractor, the security deposit pledged by the contractor.

15. The right to interpret the terms and conditions will rest with the Office of the Pr. Accountant General and his decision shall be final and binding on the contractor.
16. Proof of PAN card and GST registrations should also be submitted.
17. This office reserves the right to terminate or rescind the contract at any time without assigning any reasons.

A handwritten signature in blue ink, consisting of stylized initials and a long horizontal stroke extending to the left.

Sr. Accounts Officer/ Old Record

ANNEXURE-I

Name of Bidder.....

PRICE BID QUOTE YOUR PRICES

Sl. No	Particulars	Unit	Quoted Prices (Rs.)
1.	Waste Papers	Per Kg.	
2.	Sweepings	Per Kg.	

Date : Place:

(SIGNATURE OF BIDDER)

(OFFICIAL SEAL)
FULL NAME & DESIGNATION

ANNEXURE-II

BID FORM

1.	Name of the Bidder	
2.	Full Postal Address	
3.	Telephone Nos./ Mobile No.	
4.	E-mail	
5.	PAN Account No. (copy should be attached)	
6.	GST Registration No. (copy should be attached)	
7.	EMD Demand Draft No. and Date	
	Issuing Bank Details	
	Amount	
	Cash Deposit Receipt Details (copy should be attached)	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and condition 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 and it is certified that the rates quoted and the lowest quoted for any other institution in India.
3. I/We give the rights to the competent authority of the office of the Principal Accountant General (A&E) I, Mumbai to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to abide by the provisions of the contract.
4. I hereby undertake to execute the work as per direction given in the tender document/supply order within stipulated period.

(Signature of the Bidder)