



OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
KARNATAKA, BENGALURU



No. PAG(A&E)/RM/2020-21/

Date: 24-03-2021

NOTICE INVITING TENDER FOR DISPOSAL OF TIME BARRED RECORDS 2021-22

Bid Information Sheet

| | |
|---|---|
| Document Description | Tender Document for Disposal of Time Barred Records for the year 2021-22 at the Office of the Principal Accountant General (A&E), Karnataka, Bengaluru. |
| Bid Submission | Bid has to be submitted in sealed cover to: Sr. Accounts Officer/ OM Office of the Pr. Accountant General (A&E), Karnataka, Park House Road, Bengaluru- 560001 |
| Last Date and Time of Submission of Bids | 06-04-2021 (15:00 hrs) |
| Bid Opening | 06-04-2021 (16:00 hrs) |
| Charges for Bid Application | Rs. 500/- (Rupees Five Hundred Only)(Non Refundable) and should be enclosed along with the Application form. The Demand Draft of Rs. 500/- may be in favour of "PAO IAD Bengaluru". |
| Performance Security | The tenderer after being awarded the contract has to remit Rs 20,000/-(Rupees twenty thousand only)in the from of D.D payable to PAO IAD Bangalore which is returnable to the tenderer on successful completion of the contract period |
| Name, Designation and other details (For Submission of Response to Tender Document) | Smt. Pushpa L Nayaka Sr. Accounts Officer/ OM Email id. Pushpaln[dot]kar[dot]ae[at]cag[dot]in |

Note: Necessary queries/ consultation regarding the scope of work, if any, may be made during working days (Monday to Friday) between 02:00 to 04:00 PM under prior intimation to Asst. Accounts Officer/ RM (080-22640262).



OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
KARNATAKA, BENGALURU



No.RM/OR/TENDER 2020-2021/

Dated: 24 /03/2021

TENDER NOTIFICATION

SALE OF TIME BARRED RECORDS ETC.

Sealed Tenders are invited for the purchase of time barred Government records (which are to be shredded into pieces before removal from the premises) like Vouchers, Journals, Booklets etc., of the Office of the Principal Accountant General (A&E), Karnataka, Bangalore, for the period of one year i.e., from _01/04/2021_ to _31/03/2022 preference will be given to reputed parties with proven experience in the field.

Interested parties are requested to submit their tenders to the undersigned before 03.00PM on 06/04/2021 in sealed covers, super scribing the sealed cover "TENDER FOR THE PURCHASE OF THE TIME BARRED OLD RECORDS". Tender documents will be opened at 4.00 PM on 06 /04/2021.

Detailed terms and conditions are enclosed herewith.

- Encl: 1. Notification
2. Quotation Form

Sd/-
SR.ACCOUNTS OFFICER (OM)



OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
KARNATAKA, BENGALURU

QUOTATION FORM

From,

(Name and address of the Firm with Seal)

Telephone Numbers: Office :

Res :

To,

The Sr Accounts Officer (OM)
Office of the Principal Accountant General (A&E),
Park House Road. Post Bag No.5329,
Karnataka, Bangalore-560 001

Sir,

Subject: Quotation for purchase of old time barred records, torn into bits-reg

Ref: Notification No. RM/OR/TENDER/ 20-21/ dated /03/2021

With reference to the above, I am furnishing my highest rate for purchase of old time barred records shredded into pieces at Rs. _____ (in words _____ only) per one thousand kgs. This rate is exclusive of all taxes.

I enclose herewith a Demand Draft/Pay order No. _____ dated _____ for Rs 500/- (Rupees Five hundred only) obtained from _____ Bank Branch, towards Bid Application.

I accept all the terms and conditions of the contract stipulated in the Tender Notification.

Yours faithfully,

Signature of Tenderer and Firm's Seal

Place:

Date:



OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
KARNATAKA, BENGALURU



RM/OR/TENDER/2020-21/

Dated: 24 /03/2021

NOTIFICATION

**TERMS AND CONDITIONS FOR SALE OF OLD, TIME BARRED RECORDS ON A
YEARLY CONTRACT BASIS**

1. Sealed Tenders will be received in the Office of the Accountant General (A&E), Karnataka, Bangalore- 560 001 for the purchase of time barred records, Journals, Gazettes and Booklets etc, upto 03.00 PM on or before 06/04/2021. The sealed Tender covers will be opened at 4PM on 06/04/2021 itself in the presence of the Tenderers who are present at that time.

2. The Deputy Accountant General (Administration), Office of the Principal Accountant General (A&E), Karnataka, Bangalore, reserves the right to accept or reject any Tender or all the Tenders without assigning any reason thereof.

3. Tenderers may offer their quotation for the purchase of the following kinds of paper viz.

- i. Government records like vouchers, registers, files etc., which are to be shredded into pieces by the contractor.
- ii. Discarded binding card boards and
- iii. Miscellaneous papers, etc.,

The rate quoted should be per metric tonne (exclusive of taxes) and should be in whole rupees. Only one rate should be quoted for all the three categories of records mentioned above. However, the Tenderer shall also bear the GST, Cess, Surcharge and all other taxes levied by the Government, at the time of lifting of shredded records.

4. The successful Tenderer should abide by the following conditions and also adhere to the terms, conditions and procedures detailed in the agreement to be executed by him after the acceptance of the tender.

5. He should enter into Contract in the prescribed form on a Stamped Paper of the appropriate value within seven days of receipt of intimation of the acceptance of the Tender .Further the tenderer who has been awarded the contract has to submit performance security of Rs 20,000/- (Rupees twenty thousand only) amount in the form of a Demand Draft payable to PAO IAD, BANGALORE which is returnable to the tenderer on successful completion of the contract period



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6.(I) He should call on this Office on the first working day after the 1st and 15th of every month and ascertain the date on which the records that would be made available for removal. On receipt of the aforesaid particulars he should make arrangements for commencing the lifting of records from all the buildings of the Office mentioned in Annexure 'A' within seven days from the date specified after remitting the cost of the records in the form of Bank Draft drawn in favour of Pay & Accounts Officer, Indian Audit Department, Bangalore.

(II) Weighment will have to be made in the Weighing Scales provided by the Office or at Government recognized weighbridge to be decided by the office. Any dispute as regards to weighment ought to be brought to the notice of the Deputy Accountant General (Administration) whose decision in the matter shall be binding on all parties.

(III) It is also the responsibility of the Contractor to cut the records of full scape size into four pieces and records of smaller size into two pieces without claiming any extra labour charges or other consideration.

(IV) Non-compliance of this provision would entitle deduction of an amount of Rs. 5000/- from the contractor. Vouchers should be torn into pieces and list of payment etc, into four pieces.

(V) Permission to remove the records from the Office premises will be given only after verification of the records and receipt of the value of Bank Draft is as indicated above.

(VI) The process of tearing the records bagging, weighment and removal should be done in continuous spell without interruption once it is started. If the interruption is for more than two days without valid reasons, the Contractor will render himself liable to pay a penalty of Rs. 200/- per day of delay.

(VII) He should take all the papers offered at the rate agreed to and will not have the option to reject any part thereof.

(VIII) Any delay in payment beyond two days from the designated time as said above, it would attract an interest of 18% beyond fifth day of delay.

(IX) The bidder shall provide following documents and fulfil the following conditions-

(a) Bidder shall have turnover of more than Rs. 1 crore for last 3 years, He/ She shall submit record for the same certified by Chartered Accountant.

(b) Bidder should have carried out similar work in last 3 year for at least Rs. 25,00,000/- per year.

(X) Contractor shall provide manpower for picking of records, shredding and loading from the premises said in Annexure 'A'



OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
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Annexure - 'A'

| Building | No. of Floors | Address |
|------------------|----------------------------|---|
| Main Building | Ground + 2 | Park House Road, Behind Vidhana Soudha, Bangalore. |
| Annexe Building | Ground + 4 | P Park House Road, Behind Vidhana Soudha, Bangalore |
| HMT Bhavan | 01 (2 nd Floor) | HMT Building, Common service Division, Jalahalli, Bangalore- 13 |
| Private Building | Ground + 2 | Singasandra, Revenue Layout, Bangalore- 68 |

7. The Contractor will be in force from 01.04.2021 to 31.03.2022 without prejudice to the rights of the Deputy Accountant General (Administration) to dispose all the papers at the risk and cost of the defaulting Contractor, if there is a default on the part of the Contractor.

TIME IS THE ESSENCE OF THE AGREEMENT AND NO DELAY IN REMOVING THE STOCK OF OLD RECORDS WILL BE PERMITTED, AFTER THE NOTICE IS GIVEN TO HIM.

8. Failure on the part of the Contractor to observe any of the terms of the Contract results in reduction of quantity of paper to be disposed, the loss should be borne by the Contractor himself. The Contractor will also not have any claim to the difference if any, that may accrue by the paper being sold at highest rate other than agreed to.

9. In the event of failure of the Contractor to abide by the terms and condition set out above, Deputy Accountant General (Administration), Office of the Principal Accountant General (A&E), Karnataka, Bangalore, will have full discretion to cancel the contract, and take such action as may be deemed necessary for the recovery of losses etc., arising out of failure on the part of the contractor to abide by the conditions of the contract.

10. For any legal settlement, jurisdiction courts in Bangalore.

Sd/-

Sr. Accounts Officer (OM)