



Azadi Ka  
Amrit Mahotsav

भारत सरकार

भारतीय लेखा तथा लेखा परीक्षा विभाग

प्रधान महालेखाकार का कार्यालय (ले.व.ह.) नागालैण्ड, कोहिमा-७९७००१

GOVERNMENT OF INDIA

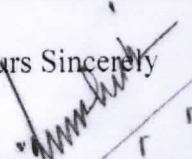
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) NAGALAND, KOHIMA-797001

E.mail:-agaenagaland@aag.gov.in

**Annexure 5: Limited Tender Form**  
(Refer Para 4.4.2 and 5.5.1)

Name of the Procuring Entity: \_\_\_\_\_

Firm's Reference		Date							
Firm Registration No. (if any)		PAN (attach Photocopy)							
TIN/VAT/CST No.		LIMITED TENDER FORM	Address:						
Phone									
Fax									
	Enquiry No. and Date								
	Date of Tender Opening	30-06-2022							
The tender would be opened at three pm on the date of tender opening above, at the address mentioned above.									
Please submit on or before 3:00 pm on the date of tender opening, your quotation for the following goods, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with- Enquiry No; Date of Tender Opening.									
Yours Sincerely 									
Procuring Officer (प्रधान लेखा परीक्षक) O/o the P.A.G. (A&E) Nagaland, Kohima									
Tender Schedule: All Rates in Figures and in Words in Rupees									
Sl. No	Description and Specification	Qty	Unit	Delivery Terms	Rate Per Unit	Taxes & Duties	Packing/ forwarding	Total Rate Per Unit	Total Value
Delivery Schedule:									
Enclosed Specifications/ Drawings/Special Conditions of Contract:									
Item/ Tenser Specific Conditions of this Tender:									



सत्यमेव जयते

भारत सरकार

भातीय लेखा तथा लेखा परीक्षा विभाग

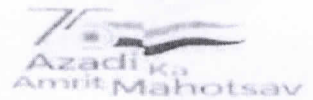
प्रधान महालेखाकार का कार्यालय (ले.व.ह.) नागालैण्ड, कोहिमा-७९७००१

GOVERNMENT OF INDIA

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) NAGALAND, KOHIMA-797001

Email:-agaenagaland@ca.gov.in



I/ we engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item /tender specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. General conditions of contract signed by me at the time of supplier registration (for Registered suppliers).
5. I/ we confirm that set off for the ED, VAT, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under VAT, etc.
6. This offer is valid for 90 (ninety) days from the date of opening of the tender.
7. That we have not been debarred by any Government/ Undertaking.
8. That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
9. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date:		Name of Authorised Signatory:	
Address:		Tel. No/ Fax. No./ Mobile No. Email Id:	

### Terms and Conditions of Limited Tender

1. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at 3.00 pm at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
3. The Government of India reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: to get registered as an approved supplier with the Procuring Entity, please download supplier approval form from \_\_\_\_\_ and submit.
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organisation is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration



सत्यमेव जयते  
भारत सरकार

भातीय लेखा तथा लेखा परीक्षा विभाग

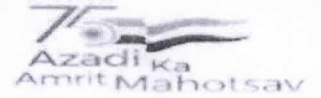
प्रधान महालेखाकार का कार्यालय (ले. व. ह.) नागालैण्ड, कोहिमा-७९७००१

GOVERNMENT OF INDIA

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) NAGALAND, KOHIMA-797001

Email:-agaenagaland/a.cag.gov.in



6. Complete details and ISI specification if any must accompany the quotation. Make/ brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
8. All drawings sketch and samples, if any, sent along with this enquiry must be returned along with quotation duly signed.
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/ Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
10. The Government of India reserves the right to modify the quantity specified in this enquiry.
11. The price quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
12. In case the items in the enquiry are covered by any rate contract or running contract finalised by the DGS&D or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract.
13. Payment of sales tax is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding CST/ST is recorded in the quotation, the CST/ST will be considered as included.
14. Delivery period required for supplying the material should be invariably specified in the quotation.
15. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The Government of India reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2 % (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
16. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
17. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at [ indicate Place] only.
18. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition.



भारत सरकार

भारतीय लेखा तथा लेखा परीक्षा विभाग  
प्रधान महालेखाकार का कार्यालय (ले.व.ह.) नागालैण्ड, कोहिमा-७९७००१

GOVERNMENT OF INDIA  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) NAGALAND, KOHIMA-797001  
Email:-agaenagaland@cag.gov.in

## I. TERMS AND CONDITIONS FOR CONTRACTOR TO PAY WAGES TO DEPLOYED MANPOWER:

- i) Office will provide the monthly attendance details of deployed manpower to prepare a bill by contractor.
- ii) On the basis of bill, contractor shall pay the wages, ESI (if, applicable) and EPF (if, applicable) to each employee.
- iii) After transferring the monthly wages, EPF and ESI to his deployed manpower, contractor shall submit the bill to O/o the PAG (A&E), Nagaland with pay bill, EPF and ESI Details.
- iv) Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the O/o the PAG (A&E), Nagaland every month.
- v) The normal time to make the payment by the O/o the PAG (A&E), Nagaland is 30 days to 60 days from the date of receipt of the bill.
- vi) Contractor shall be capable to pay the wages as per tender document timely before 10<sup>th</sup> of every month from his own resources.
- vii) Contractor shall be capable to pay monthly wages up to 3-4 months from his own resources in case of delay in payment by O/o the PAG (A&E), Nagaland due to unavoidable circumstances.
- viii) The deployed manpower may be the employee/ contractual employee of the bidder firm but they cannot be employee of O/o the PAG (A&E), Nagaland.
- ix) The contractor shall be liable for any issues arising in relation to EPF ESI and shall deal with it taking responsibility of the related procedures.
- x) In case of increase in minimum wages, the contractor shall submit the bill, with increased minimum wages immediately with a copy of Gazette notification. In case of delay, separate arrear bills shall be submitted.
- xi) Requisite manpower shall be provided within 10 days from the acceptance of the contract.

## II. TERMS AND CONDITIONS FOR DEPLOYED MANPOWER

- i) The deployed manpower will get the benefit of Gazetted holidays as notified/ declared by this office. For holiday on these days, the manpower will be paid wages at the rate equivalent to the average of his daily wages.  
The bill for Gazetted holidays shall be claimed on month to month basis.
- ii) The deployed manpower has to work from Monday to Friday during office hours from 9.00 AM to 5.30 PM.
- iii) The deployed manpower can be called to work during Saturdays, Sundays or any holidays due to exigencies in work.
- iv) Deployed manpower may be the employee/ contractual employees of the Contractor's Firm but they cannot be employee or servant of O/o the PAG (A&E), Nagaland.



भारत सरकार

भातीय लेखा तथा लेखा परीक्षा विभाग

प्रधान महालेखाकार का कार्यालय (ले.व.ह.) नागालैण्ड, कोहिमा-७९७००१

GOVERNMENT OF INDIA

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) NAGALAND, KOHIMA-797001

Email:-agaenagaland@cag.gov.in

75  
Azadi Ka  
Amrit Mahotsav

**III. ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPOYMENT OF UNSKILLED MANPOWER.**

List of unskilled manpower shortlisted by the O/o the PAG (A&E), Nagaland for deployment in the office with details of the employees as follows:

1. Bio- Data of all persons in the format prescribed by the office
2. Birth proof of the candidates
3. Letter of deployment from the contractor.
4. Copy of Aadhaar card of the candidates
5. Contract agreement duly signed as per Annexure "A"
6. Data Security Certificate as per Annexure "B"
7. Identity Cards issued by contractor bearing photograph.
8. Identity proof and residential proof.

  
Sr. Accounts Officer (Admn)