



भारतीय लेखा तथा लेखा-परीक्षा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Pr. Accountant General (A & E), West Bengal



संख्या / No. PAGAE-DADM0REC3(ADMM)/8/2020-
REC-III
दिनांक/Date : 29.09.2020

NOTICE INVITING TENDER

Sealed Tenders are invited from the reputed and experienced vendors for sale of waste paper including tiny stripes of cheques of this office with the following terms and conditions:

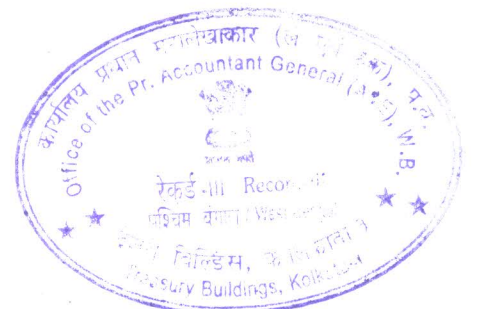
PRE-BID QUALIFICATION REQUIREMENTS

1. Pre-bid qualifications -
 - (a) GST Registration, Trade License from K.M.C. or any other Local Authority where the Godown is located and
 - (b) Credentials in respect of similar nature of work and details of Godown with measurement along with papers in support of possession of Godown are required to be submitted along with the tender. Tender submitted without any one of the aforesaid documents will be treated as cancelled.
2. Tender papers will be issued to intending vendors only on production of aforesaid documents.
3. The rate is to be submitted in the enclosed bidding sheet under signature of the intending tenderers. A Bank Draft for Rs. 40,000/- (Rupees Forty thousand only) as "Earnest Money Deposit (EMD)" drawn in favour of "PAO (Audit), O/o the Principal Accountant General (A&E), West Bengal, Kolkata – 700 001", from any Nationalised Bank at Kolkata is to be enclosed with the Bidding Sheet. The Bank Draft as Earnest Money should be submitted in a separate sealed cover. Tender submitted without E.M.D. will be treated as cancelled.
4. Tenders are to be submitted in a sealed cover either by Registered post or by hand to the AAO/ Record-III section addressed to Shri Supriyo Biswas, Sr. Accounts Officer (Record), O/o the Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001. Last date for submission of Tender is **27-10-2020 up to 2.30 p.m.** No Tender will be accepted after the said time and date.
5. Sealed tenders will be opened on **27-10-2020** at 3 p.m. at the chamber of Accounts Officer (Record) in presence of tenderers or their authorised representatives, if any.
6. The rates quoted shall be final and cannot be withdrawn or varied. Bidders are advised to quote rates only after inspection of items between 11 am to 4 pm (excluding lunch hours) on any working day till the last date of submission of tender with the prior permission of Sr. AO (Record), O/o the Pr. Accountant General (A&E), West Bengal.



7. Taxes and duties, if any, shall be borne by the vendor.
8. An amount of Rs.40,000/- (Rupees Forty thousand only) in addition to Earnest Money Deposit is to be deposited through Bank Challan as "Performance Security" by the successful tenderer immediately. Thus total security deposit will be Rs.80,000/- (Rupees Eighty thousand only) which will be retained till the end of the contract period.
9. A "Deed of Agreement" will have to be executed on a non-judicial stamp paper of Rs.20/- (Rupees Twenty only) by the successful tenderer.
10. The period of agreement will remain valid for one year from the date of execution of the "Deed of Agreement".
11. The contractor shall take responsibility of and removal of all available existing stock of waste papers/tiny strips of cheques from the premises of the Office of the Principal Accountant General (A&E), West Bengal located at Treasury Buildings, Kolkata – 700 001. It will be informed time to time that which lot of the waste papers of the existing stock are due for lifting. No picking, choosing or sorting of waste paper that is to be sold will be permitted. The successful vendor should lift all categories of vouchers, four times in a month and minimum 13 quintals in each lifting. (Total lifting will be 624 quintals). The description/quality/quantity indicated are approximate and this office does not give any assurance or guarantee that the material will strictly adhere to the advertisement.
12. The contractor shall take delivery of all outlived / weeded out cheques only after shredding the cheques into tiny strips at his own cost, while Vouchers, Schedules should be torn into four pieces before taking delivery.
13. Most of the records are kept at the different places of the Treasury buildings and G.I. Press Buildings and the contractor shall make his own arrangement to bring those waste papers in the Temporary Shed located at ground floor. It is the responsibility of the contractor to make arrangement for labourers, bags, boxes and vehicles etc. that may be required for removal for the sold materials.
14. The Selected Vendor shall pay the cost of the sold materials in full before taking delivery thereof through Cash / Demand Draft in favour of "PAO (Audit), O/o. The Principal Accountant General (A&E), West Bengal, Kolkata – 700 001".
15. This office will not undertake any liability whatsoever for the safe custody, protection or preservation after the sale has been confirmed. Lots are put up for sale, subject to change by nature's wear and tear. No complaint regarding the quality or description of the materials sold will be entertained once the bid has been accepted.
16. This office reserves the right to reject any or all tenders without assigning any reason. Further, this office reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any reason thereof and the value of such material, if paid for, shall be refundable. This office shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage form the sale.

Sr. Accounts Officer (Record)



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), WEST BENGAL
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA – 1

QUOTATION FOR SALE OF WASTE PAPER FOR THE YEAR 2020-21

Sl. No.	DESCRIPTION OF MATERIALS	RATE (PER QUINTAL) IN WORDS AND FIGURES
1	Waste papers of all categories of vouchers including Newspapers, gazettes, magazines, Old Books published materials, Packing / Covering Papers, Tiny strips of cheques etc.	

I agree to abide by the terms and conditions as stipulated in the tender / quotation notice and I hereby declare that I am quoting the rate only after inspection of waste papers that are to be sold.

Signature of Contractor / Tenderer (with seal)

Full Name:

Address:

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.....

Telephone No.....

Name of the Company / Organisation:.....

G.S.T. No..... PAN No.....

Encl: Demand Draft


Amount of Demand Draft:

Demand Draft No. & Date:.....

Drawn On:

N.B.

1. The rate should be quoted both in figures and words.
2. No over writing will be allowed.
3. Conditional Tender is not acceptable.
4. Terms and conditions are required to be signed and accepted while submitting quotation.
5. Correction, if any, should be initialled.
6. **Only Bank Draft will be accepted.**


 सुप्रिया विश्वास / SUPRIYA BISWAS
 सहायक लेखा अधिकारी / Sr. Accounts Officer
 कार्यालय प्रधान महालेखाकार / Office of the Pr. A. G.
 ट्रेजरी बिल्डिंग्स, कोलकाता-1
 Treasury Buildings, Kolkata-1

