सत्यमेव जयते

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

संख्या/No. :
PAGAE-DADM0REC3(ADMM)/8/2020-REC-III
दिनांक/Dated :
16.11.2021

NOTICE INVITING TENDER

Sealed Tenders are invited from the reputed and experienced vendors for sale of Waste Papers of all categories of vouchers including Newspapers, Gazettes, Magazines, Old Books published materials, Envelops/Packing/Covering Papers, tiny strips of cheques, Registers with hard board, Files, File Covers etc. 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 of the state of West Bengal where the Registered Office and Godown are located and
   (b) The tendering vendor must have its Office and Godown located at Kolkata. 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 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 **27-12-2021** up to 2.30 p.m. No Tender will be accepted after the said time and date.
5. Sealed tenders will be opened on the last date for submission of Tender at 3 p.m. in the chamber of Sr. 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.** An undertaking stating that 'the vendor has inspected all the locations where the disposable waste paper items are preserved and offered rate realising the quality & quantity of the items preserved therein' is required to be submitted in prescribed proforma along with the Bidding Sheet.



Contd...

ट्रेजरी बिल्डीगंस 2, गवर्नमेंन्ट प्लेस वेस्ट, कोलकाता - 700 001
Treasury Buildings, 2, Government Place West, Kolkata - 700 001
Phone : (033) 2213 8000, Fax : (033) 2248-7849
e-mail : agaewestbengal@cag.gov.in Web Site : http://agwb.cag.gov.in

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 after finalisation of tender. 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). In the event of default in lifting of old records, four times in a month and minimum 13 quintals in each lifting, the contractor shall be liable to a penalty to be determined by the office as per clause of agreement that will be executed after finalisation of tender. 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 etc. should be torn into four pieces before taking delivery.
13. Most of the records are kept at the different places of the Treasury buildings, G.I. Press Buildings & 1-Council House Street 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)

File No. PAGAE-DADM0REC3(ADMM)/8/2020-REC-III

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 2021-22

Sl. No.	Description Of Materials	Rate (per quintal) in Words and Figures
01.	Waste papers of all categories of vouchers including Newspapers, Gazettes, Magazines, Old Books published materials, Envelops/Packing/Covering Papers, tiny strips of cheques Registers with hard board, Files, File Covers 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: .....

.....

.....

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.**



File No. PAGAE-DADM0REC3(ADMM)/8/2020-REC-III

UNDERTAKING

I do hereby declare that I am quoting the rate in the enclosed Bidding Sheet for sale of Waste Papers of all categories of vouchers including Newspapers, Gazettes, Magazines, Old Books published materials, Envelops/Packing/Covering Papers, tiny strips of Cheques, Registers with hard board, Files, File Covers etc. after assessment of quality & quantity of the waste papers preserved in following Godowns:

Sl. No.	Godown/Mansard Number	Location	Records to be sold upto March, 2022	Records to be sold w.e.f. April, 2022
1.	Record Room No. 01	Ground Floor of Treasury Buildings	Remaining vouchers of 2017-18	All vouchers of 2018-19
2.	Record Room No. 02	Ground Floor of Treasury Buildings	Remaining vouchers of 2017-18	NIL
3.	Record Room No. 04	Ground Floor of Treasury Buildings	Remaining vouchers of 2017-18	All vouchers of 2018-19
4.	Record Room No. 06	Ground Floor of Treasury Buildings	NIL	All vouchers of 2018-19
5.	Record Room No. 08	Ground Floor of Treasury Buildings	All records of Works Accounts	NIL
6.	Record Room No. 09	Ground Floor of Treasury Buildings	Cheques to be sold will be intimated time to time	
7.	Mansard No. 02	Top Floor of Treasury Buildings	NIL	Records of January, 2019 to March, 2019
8.	Mansard No. 03	Top Floor of Treasury Buildings	Remaining vouchers of 2017-18	NIL
9.	Mansard No. 04	Top Floor of Treasury Buildings	Records preserved in the front side of the Mansard	
10.	Room No. 106, 111, 119, 120 & 121	Ground Floor at 01-Council Street	Records to be sold will be intimated time to time	
In addition, waste papers of all categories including Challans, Newspapers, Gazettes, Magazines, Old Books published materials, Envelops/Packing/Covering Papers, Registers with hard board, Files, File Covers etc. will have to be collected for lifting as and when directed by Record-III section of this office.				

I agree to lift all categories of old record, four times in a month and minimum 13 quintals in each lifting failing which I am liable to pay penalty to be determined by the office as per clause of agreement that will be executed after finalisation of tender.

Further, I am fully aware that once the bid has been accepted, I will not be permitted to pick, choose or sort any of the waste papers that is to be sold and any complaint regarding the quality or quantity of the materials sold will not be entertained by the O/o the Pr. Accountant General (A&E), West Bengal.



Signature of Contractor / Tenderer (with seal)

File No. PAGAE-DADM0REC3(ADMM)/8/2020-REC-III

Top Sheet

Pre-qualification items towards Notice Inviting Tender for sale of Waste Papers

Sl. No.	Copies of required Documents	Whether submitted or not (Tick)	
		Yes	No
01.	Work experience in Govt., Semi Govt. or Govt. Undertaking Offices etc.		
02.	GST No. of firm or proprietor.		
03.	Trade License from K.M.C. or any other Local Authority of the state of West Bengal.		
04.	Undertaking in prescribed Proforma as attached with Tender Notice.		
05.	Details of Godown with measurement, address and document in support of possession of the Godown.		

Signature of Contractor / Tenderer (with seal)

