SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)

पंजाब एवं यू.टी .चंडीगढ़ -160017.

Office Of The Principal Accountant General (A&E), Punjab, Sector-17 E, Chandigarh - 160017.

No. CRT-II/पुराने अभिलेख/2023-24/32-40

Dated:- 10/05/2023

आज़ादी का अमृत महोत्सव

To

M/s As per List

Subject: - Notice Inviting Tender for Disposal of old record for 2023-24.

I am to enclose herewith Notice Inviting Tender for disposal of old record for the year 2023-24 alongwith Annexure "A" and "B" mentioning the requisite information to be filed by the vender.

It is, therefore requested that sealed quotation/ tender duly completed in all respects may be furnished to Sh. Suraj Bhan, Sr. Accounts Officer (1st Floor) office of the Accountant General (A&E) Punjab & UT, Plot No.20, Sector-17-E, Chandigarh latest by 11:30AM on 12.06.2023. The Tender documents would be opened on 12.06.2023 at 4:00PM.

Encl:- As above

-Sd/-

Sr. Accounts Officer (CRT-II)

Annexure-A

Sr. No.	Specifications	Remarks of the vendor
1.	Name of the vendor/bidder	
2.	Full address and Tel. No./Mobile No.	
3.	Email ID	
4.	Date of the establishment of the firm/Agency	
5.	PAN No.(Attested copy of PAN No. should be attached)	
6.	GST No. (if any)	
7.	EMD Demand Draft No. and date of issuing Bank Details	
8.	Amount of EMD	
9.	All terms and Condition accepted (Yes/NO)	
10.	(i) Old Record/Paper	Rs. Per Kg.
	(ii) Old Books	Rs. Per Kg.
	(iii) Old Newspaper	Rs. Per Kg.
	(iv) Daily Sweep	Rs. Per Kg.
	(v) Old Cardboard	Rs. Per Kg.

Signature_____

Name_____

Seal of the Vendor/firm_____

Annexure-B

General terms and Conditions

1. The old record shall have to be picked by the vendor on quarterly basis or as per requirement of the office within 5 days from the date of the intimation to the vendor. In case of not picking the record within the given time, the vendor will attract a penalty of Rs. 300/- per day.
2. The sale shall be on "AS IS WHERE IS" basis.
3. Late bid/tenders or incomplete tender's liable to be rejected.
4. Any transportation/labour charges shall be borne by the vendor.
5. Required gunny bags or other materials for disposal of old record shall be arranged by the vendor at his own cost.
6. Any loss/damage to the office shall be borne by the vendor.
7. All statutory payments like minimum wages prescribed, compensation in case of accident or loss etc. to the workers employed by the vendor for the removal of the items shall be borne by the vendor.
8. Bid should be free from correction and erasers. Corrections, if any, must be counter-signed.
9. The contract will be initially for one year and may be extended on the same terms and conditions or with some additions/deletion/ modifications and on satisfactory performance, for a further period of one year with mutual consent.
10. The rates quoted by the vendor shall be final and no decrease in the same shall be allowed under any circumstances during the currency of the contract.
11. In case, successful bidder declines offer of the contract for any reasons, his EMD will be forfeited.
12. The sale is subjected to all terms and conditions prescribed in the tender document and resultant sale order.
13. Earnest Money of Rs. 15,000/-(Rupees fifteen thousands only) in the form of Bank Guarantee/Demand Draft of any nationalized bank must be deposited by the vendor. The validity of the Bank Guarantee/Demand Draft must be up to 3 months starting from the date of submission of the bids. The Bank Guarantee/ Demand Draft shall be in favour of PAO, O/o the Accountant General(A&E), Punajb & UT, Chandigarh and payable at Chandigarh.

All terms and conditions are accepted

Signature_____

Name_____

Seal of the Vendor/Firm_____