

No. PAG (A&E)/HK/2015-16/

Dated: 19.2.2016

To

Sir,

Sub: Annual contract for collection of paper bits.

With reference to the above, it is to request you to forward quotation for collection of paper bits in this office. This office comprises of two buildings viz., Main Building comprising of Ground+Two floors and Annexe Building comprising of Ground+four floors.

Terms and conditions:

- 1) The Bid should be quoted for Annual charges towards collection of bits.
- 2) On approval of bid, a Purchase Order will be issued.
- 3) The collection of paper bits is at Office of the Principal Accountant General (A&E), Park House Road, Bengaluru – 560 001.
- 4) Transportation charges for carrying the paper bits to be borne by the firm.
- 5) The bid amount should be remitted through a cheque/DD drawn in favour of "Pay and Accounts Officer, IAD, Bangalore" within one month on award of the contract in one lumpsum. If amount is not remitted within the stipulated period, this office reserves the right to impose a penalty of ½% of contractual amount per week of delay and subject to maximum of 10% of contractual value.
- 6) This office reserves the right to accept or reject any bids without assigning any reason.

The bids should be sent to:

***The Senior Accounts Officer (OM),
Office of the Principal Accountant General (A&E),
Karnataka, Park House Road,
Bengaluru – 560 001.
Tel: 08022640253***

**The bid should be superscribed "Quotation for collection of paper bits"
and submitted not later than 29.02.2016 before 3.00pm.**

Yours faithfully,

SR. ACCOUNTS OFFICER (OM)
08022640253