

महालेखाकार का कार्यालय (ले.व.ह), कर्नाटक, बेंगलूर
OFFICE OF THE ACCOUNTANT GENERAL (A&E) KARNATAKA, BANGALORE

INDIAN AUDIT & ACCOUNTS DEPARTMENT,
POST BAG NO.5329, PARK HOUSE ROAD. KARNATAKA,
BANGALORE-560 001
Ph. No.22640253/22640262
Dated: /3/2018

No.RM/OR/TENDER 2017-18/

TENDER NOTIFICATION

SALE OF TIME BARRED RECORDS ETC.

Sealed Tenders are invited for the purchase of time barred Government records (which are to be shredded into pieces before removal from the premises) like Vouchers, Journals, Booklets etc., of the Office of the Principal Accountant General (A&E), Karnataka, Bangalore, for the period of one year i.e., from _1/4/2018_ to _31/3/2019 preference will be given to reputed parties with proven experience in the field.

Interested parties are requested to submit their tenders to the undersigned before 03.00PM on 06/04/2018 in sealed covers, super scribing the sealed cover "TENDER FOR THE PURCHASE OF THE TIME BARRED OLD RECORDS". Tender documents will be opened at 4.00 PM on 06/04/2018

Detailed terms and conditions are enclosed herewith.

- Encl: 1. Notification
2. Quotation Form

Sr.ACCOUNTS OFFICER (OM)

Copy to:

महालेखाकार का कार्यालय (ले.व.ह), कर्नाटक, बेंगलूर
OFFICE OF THE ACCOUNTANT GENERAL (A&E) KARNATAKA, BANGALORE

QUOTATION FORM

From,
(Name and address of the Firm with Seal)

Telephone Numbers: Office :
Res :

To,
The Sr Accounts Officer (OM)
Office of the Accountant General (A&E),
Park House Road. Post Bag No.5329,
Karnataka, Bangalore-560 001

Sir,

Subject: Quotation for purchase of old time barred records, torn into bits-reg
Ref: Notification No.RM/OR/TENDER/ 17-18/ dated /3/2018

With reference to the above, I am furnishing my highest rate for purchase of old time barred records shredded into pieces at Rs. _____ (in words _____ only) per one thousand kgs. This rate is exclusive of all taxes.

I accept all the terms and conditions of the contract stipulated in the Tender Notification.

I enclose herewith a Demand Draft/Pay order No. _____ dated _____ for Rs.50,000/- (Rupees Fifty Thousand only) obtained from _____ Bank _____ Branch, towards E.M.D.

Yours faithfully,

Signature of Tenderer and Firm's Seal

Place: Bangalore

Date:

NOTIFICATION
TERMS AND CONDITIONS FOR SALE OF OLD, TIME BARRED RECORDS ON A YEARLY
CONTRACT BASIS

Sealed Tenders will be received in the Office of the Accountant General (A&E), Karnataka, Bangalore-560 001 for the purchase of time barred records , Journals, Gazettes and Booklets etc, upto 03.00 PM on or before 06/4/2018. The sealed Tender covers will be opened at 4PM on _06/04/2018 itself in the presence of the Tenderers who are present at that time.

2. The intending tenders (including the present contractor if he wishes to participate in the tender) will have to deposit a sum of Rs.50000/- (Rupees Fifty Thousands only) as Earnest Money by means of a Crossed Bank Draft, in favour of "Pay and Accounts Officer, Indian Audit Department, Bangalore". The Earnest Money deposited by the successful Tenderer will be retained as Security Deposit for the period of the Contract for the due fulfilment of the Contract. Only after the Tender is finalised, the Earnest Money Deposit made by the unsuccessful Tenderers will be refunded without interest on the amount deposited.

3. The Deputy Accountant General (Administration), Office of the Accountant General (A&E), Karnataka, Bangalore, reserves the right to accept or reject any Tender or all the Tenders without assigning any reason thereof.

4. Tenderers may offer their quotation for the purchase of the following kinds of paper viz.

- i. Government records like vouchers, registers, files etc., which are to be shredded into pieces by the contractor.
- ii. Discarded binding card boards and
- iii. Micellaneous papers, etc.,

The rate quoted should be per metric tonne (exclusive of taxes) and should be in whole rupees. Only one rate should be quoted for all the three categories of records mentioned above. However, the Tenderer shall also bear the GST, Cess, Surcharge and all other taxes levied by the Government, at the time of lifting of shredded records.

5. The successful Tenderer should abide by the following conditions and also adhere to the terms, conditions and procedures detailed in the agreement to be executed by him after the acceptance of the tender.

6. He Should enter into Contract in the prescribed form on a Stamped Paper of the appropriate value within seven days of receipt of intimation of the acceptance of the Tender failing which the Earnest Money is liable to be forfeited.

7. (i) He should call on this Office on the first working day after the 1st and 15th of every month and ascertain the date on which the records that would be made available for removal. On receipt of the aforesaid particulars he should make arrangements for commencing the lifting of records from all the buildings of the Office mentioned in Annexure 'A' within seven days from the date specified after remitting the cost of the records in the form of Bank Draft drawn in favour of Pay & Accounts Officer, Indian Audit Department, Bangalore.

(ii) Weighment will have to be made in the Weighing Scales provided by the Office. Any dispute as regards to weighment ought to be brought to the notice of the Deputy Accountant General (Administration) whose decision in the matter shall be binding on all parties.

(iii) The Tenderer should also make all necessary arrangements for providing conveyance by Car/Van/Taxi to the Officer/Staff nominated by the Deputy Accountant General (Administration) to supervise the records shredding work and also their weighment

(iv) It is also the responsibility of the Contractor to cut the records of A4 or higher size into minimum four pieces and records of smaller size into minimum two pieces without claiming any extra labour charges or other consideration.

(v) Non compliance of this provision would entitle to cancellation of tenders and forfeited of EMD/ Security deposit.

(vi) Permission to remove the records from the Office premises will be given only after verification of the records and receipt of the value of Bank Draft is as indicated above.

(vii) The process of shredding the records, bagging, weighment and removal should be done in continuous spell without interruption once it is started. If the interruption is for more than two days without valid reasons, the Contractor will render himself liable to pay a penalty of Rs.2000/- per day of delay.

(viii) He should take all the papers offered at the rate agreed to and will not have the option to reject any part thereof.

(ix) Any delay in payment beyond 02 days from the designated time as said above, it would attract an interest of 18 % beyond 2nd day of delay. Also, if delay is beyond 30 days, EMD/Security deposit will be forfeited.

(x) The bidder shall provide following documents and fulfill the following conditions-

- (a) Bidder shall have turnover of more than Rs 1 crore for last 3 years, He /She shall submit record for the same certified by Chartered Accountant.
- (b) Bidder should have carried out similar work in last 3 year for atleast 25,00,000/- per year.
- (xi) Contractor shall provide manpower for picking of records, shredding and loading from the premises said in Annexure 'A'.

8. The Contract will be in force from 01.04.2018 to 31.03.2019 without prejudice to the rights of the Deputy Accountant General (Administration) to dispose all the papers at the risk and cost of the defaulting Contractor, if there is a default on the part of the Contractor.

TIME IS THE ESSENCE OF THE AGREEMENT AND NO DELAY IN REMOVING THE STOCK OF OLD RECORDS WILL BE PERMITTED, AFTER THE NOTICE IS GIVEN TO HIM.

9. Failure on the part of the Contractor to observe any of the terms of the Contract results in reduction of quantity of paper to be disposed, the loss should be borne by the Contractor himself. The Contractor will also not have any claim to the difference if any, that may accrue by the paper being sold at highest rate other than the agreed to.

10. In the event of failure of the Contractor to abide by the terms and condition set out above, Deputy Accountant General (Administration), Office of the Accountant General (A&E), Karnataka, Bangalore, will have full discretion to cancel the contract, forfeit the Earnest Money Security Deposit and take such action as may be deemed necessary for the recovery of losses etc., arising out of failure of the part of the contractor to abide by the conditions of the contract.

11. For any legal case settlement Jurisdiction courts in Bangalore.

Sr.Accounts Officer (OM)

Annexure 'A'

Building	No of floors	Address
Main Building	Ground + 2	Park House Road, Behind Vidhana Soudha, Bangalore
Annexe Building	Ground + 4	Park House Road Behind Vidhana Soudha, Bangalore.
HMT Bhavan	01 (2 nd Floor)	HMT Building, Common Service Division, Jalahalli, B,lore
Private Building	Ground + 2	Singasandra, Revenue Layout, Bangalore-68