

भारतीय लेखा तथा लेखापरीक्षा विभाग
कायांलव प्रधान महालेखाकार (लेखा एवं हकदारी),
तमिल नाडु
361, Anna Salai, चेन्नै - 600 018.



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(ACCOUNTS & ENTITLEMENTS), TAMIL NADU
361, Anna Salai, Chennai - 600 018.

प्र.म.ले(ले व ह) PAG(A&E)/ का.जा.-I OM-I/III/2025-26

दिनांक/Dated: 15.10.2025

TENDER NOTICE

विषय/Sub: Digitization of pension records – Hiring of Document Scanners– reg.

Sealed quotations are invited for hiring of 30 Document Scanners on rental basis for a period of six months from the date of issue of work order or the date of supply of scanners whichever is later. The terms and conditions governing the contract are detailed in the Annexure-I and the vendors should quote their competitive price along with other details as mentioned in Annexure-II.

The quotation should be sent in a sealed cover super scribed,

“Hiring of Document Scanners”

and addressed to:

Smt. S.R.SUBARANJANI, IA&AS.
The Sr. Deputy Accountant General (Admin),
Office of the Accountant General (A&E),
361 Anna Salai, Teynampet,
Chennai-600 018

So as to reach this office on or before **04.00 PM** on **27/10/2025**. No notice will be taken of the quotations received after the prescribed time. This office reserves the right to accept or reject any or all the offers in part or in full without assigning any reason.

Yours faithfully,


Senior Accounts Officer /OM

ANNEXURE-I

The conditions of the contract will be as follows.

1. The vendor should supply 30 document scanners at O/o The Principal Accountant General (A&E), No.361, Anna Salai, Teynampet, Chennai – 600018.
2. The contract will be for a period of 6 months from the date of issue of work order or the date of installation of machines at the site whichever is later.
3. The period of contract may be extended/reduced for a period suitable to this office after mutual consent of both the parties at the same rates and terms and conditions.
4. Any repairs or replacement of the machines should be attended to by the vendor immediately on the same working day. If any machine is not in working condition, it should be replaced by the vendor within 1 working day.
5. The document scanners should be high-speed duplex scanners with a minimum resolution of 300 DPI.
6. Performance security of ₹ 30,000/- should be submitted to this office after successful award of contract. The performance security shall be in the form of DD payable to PAO/IAD and payable at Chennai. This will be refunded after 60 days of successful completion of the contract.
7. Payment will be made on a monthly basis after submission of invoice for the completed month.
8. The contract may be terminated at any point without prior notice.
8. The quotation should be sent in sealed cover super scribed as,

“Hiring of Document Scanners” and addressed to:

Smt S R. Subaranjani, IA&AS,

Sr.Deputy Accountant General (Admn)

Office of the Principal Accountant General (A&E)

361, Anna Salai, Chennai – 600018

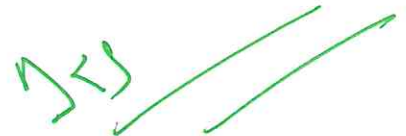
so as to reach this office before 04.00pm of 27.10.2025 (a period of 10 days may be given for participation after approval of the note). No notice will be taken of the tenders received after the prescribed date and time. This office reserves all **rights** to accept or reject any or all the quotations in part or in full without assigning any reason.


Sr.Accounts Officer/OM

ANNEXURE-II

The vendor should specify the following details in their quotation.

1. Make of the scanner.
2. DPI of the scanner.
3. Pages scanned per minute.
4. Rent per Machine per month.
5. Number Of free copies per month.
6. Charge per extra copy.



Sr.Accounts Officer/OM