

Tender for “Making & supply
Of Identity Card for Officials”
In Office of the Principal Accountant General
(Audit-I), U.P., Prayagraj

Last Date of Submission of Tender up to 04.11.2024 15:00 PM.

TENDER NOTICE FOR “Making and Providing Identity card for Officials”

Office of the PAG (Audit-I), U.P., Prayagraj invites tenders (Financial Bid) from service provider empanelled in Prayagraj for Making and providing Identity cards for officials.

The interested Service Providers who are equipped to provide Identity cards as per specified norms are required to apply. Tender forms and terms & conditions can be downloaded from the official website of O/o the Principal Accountant General (Audit-I), Uttar Pradesh, Prayagraj.

Tender program is given below:

1. Issue of tender form :22.10.2024
2. Last date receipt of Tender :04.11.2024 up to 03.00PM
3. Opening of received tender form: 04.11.2024 at 04.00PM

Vendor or one authorized representative of the participating vendor may be present with authority letter or Identity card at the time of opening of financial bid.

Mere submission of Application does not confer the right for accepting Tenders. This office reserves its right to accept/ reject any/all Tenders or cancel the Tendering process neither without assigning any reason thereof for which this office shall neither be liable nor under any obligation to inform the applicant the grounds of any such action.

Date: 22.10.2024

Place: Prayagraj

ANNEXURE A
INSTRUCTIONS REGARDING SUBMISSION OF TENDER

1. Submission of BID: The Service Providers fulfilling the ELIGIBILITY CONDITIONS and agreeable to the Terms and Conditions are to apply as per:

- (a) Tender form duly filled up in all respect.
- (b) Tender document duly signed on each page of Terms & Conditions and submitted along with the EMD.
- (c) Statement of EMD as per Annexure-A duly signed with seal of service provider.
- (d) Other relevant documents as specified.
- (e) A list containing the documents submitted.
- (f) All above documents are to be put in a sealed envelope super-scribed as Tender for making and providing Identity card for period of 11/2024 to 03/2027.

EMD: EMD of Rs. 5000/- (Rs Five Thousand only) is to be deposited through a Single demand draft in favours of “PAO O/o Accountant General (A&E)-I, U.P., Prayagraj” payable with tender document. The EMD of unsuccessful tenderer will be return within a month of acceptance of tender. The EMD of successful renderer will be retained as a security deposit during the period without interest of tender with his consent.

FINANCIAL BID :

- (a) The rate is to be quoted in the financial bid as per Annexure-C. The financial bid is to be signed and stamped by the service provider.
- (b) The rate quoted should include all other Charges & including GST (TDS will be deducted as per rules).
- (c) Rate quoted should as per format for Financial Bid and tender documents along with DD of EMD- It should be submitted in a closed and sealed envelope and superscribed as “Tender for making and providing Identity card for officials”

2. GENERAL TERMS & CONDITIONS:

- 2.1 Fill in all the columns and “No” alterations/additions are to be made by the Service Providers in the Tender papers. Conditional tender is not acceptable.
- 2.2 One closed envelope containing other documents, DD of EMD and the Financial Bid are to be put in a closed Envelope and super-scribed as “Tender for making and Providing Identity card for officials”. Duly completed and sealed tender should be, submitted at “Sr.DAG Admn. Cell O/o the PAG (Audit-I), U.P., Prayagraj” (2nd Floor of Satyanishtha Bhawan) latest by 15:00 hrs. On or before 04.11.2024 upto 03:00 PM.
- 2.3 Place of delivery/service shall be Prayagraj and the Service provider should be from Prayagraj.
- 2.4 The tender should be sent so as to reach this office ON OR BEFORE THE DATE AND TIME SPECIFIED. Tenders received after last date and will be rejected.
- 2.5 The Service Providers are requested to note that, non-compliance of the above instructions is liable to their being considered non-bonafide.

3. NON-EXCLUSIVE AGREEMENT:

This Agreement is non-exclusive basis, and the Service Provider shall not have any exclusive right to provide the services to the Office. The Office shall be free to engage any other service provider/s or may entrust services similar to the services of any part thereof to any other person/s.

4. Specific term and Conditions:

- 4.1 The Office reserves the right to accept any Tender, fulfilling all terms and conditions and statutory compliances.
- 4.2 Any tender not in compliance with these terms and conditions will be liable for rejection.
- 4.3 The successful Tendered will have to deposit Rs. 5000/- Bank Guarantee/Fixed deposit in the name of PAO, O/o A.G. (A&E)-I, U.P., Prayagraj as security deposit and will remain with office till completion of the contract period. The security deposit will be refunded without any interest after completion of contract period.
- 4.4 Job of making and supply of Identity cards of Officials must be completed within 7 Days after receipt of data and Photo etc from Office.
- 4.5 Delivery of Identity Cards up to concerning Offices should make free of cost.
- 4.6 All the Data and photographs of officials should be taken from office.
- 4.7 The printing of cards must carry out strictly as per specification given in Annexure B. In case any defective damaged or substandard material card shall not be accepted and same to be replaced by new card.
- 4.8 The security of Data provided to vendor will be the sole responsibility of vendor.
- 4.9 No advance will be paid against the order placed by Office. No broken /part payment should make before completion of work.
- 4.10 Identity Card: A design of Identity card will be given.
- 4.11 Bank and PAN details of vender:

Name of Bank	
A/C No.	
IFSC CODE	
TYPE OF BANK A/C	
PAN	

5. Contract period: From the date of approval by the competent authority, extendable up to maximum of 3 years with the prior permission of Competent Authority and mutual consent considering suitability, performance at the sole discretion of office on same rate, terms and conditions. At the same time Competent Authority may lessen the tender period during extra ordinary circumstances also.

6. Penalty: The bidder will be liable for a Penalty in case of delay supply of Identity Cards -

- (a) Rs 5.00 per card/per week for delayed in supplied after 7 days from work order.
- (b) In case of non-compliance of work, Security Deposit will be forfeited.

Place:

Date:

Signature and seal of vender

ANNEXURE B

Specification Of Card

Card Size: 54 mm x 85mm, Thickness 800 Micron
Card Material: PVC
Printing Process: Digital Printing
Card Holder: 87mm x 57mm, Thickness 4 mm plastic
Card Holder color: Dark Blue
Printing Language: Hindi and English, variable printing on the Both sides.

Specification For Multicolor Printing Lanyards

Fabric Type: Polyester Satin
Printing Process: Dye Sublimation/Heat Transfer Double Sided Printing
Thickness of Fabric: 0.5 mm
Length of Lanyard: 36” Inch
Width: 16 mm

Attachment

Hook: Oval Shaped Steel plated Hook Suitable for Card Holder

***Photograph should be White background only.**

TENDER FEE & EARNEST MONEY DEPOSIT (EMD) PARTICULARS

Amount Deposited	D.D. Number	Date	Name of the Bank & Branch.

Place:

Date:

Signature and seal of vender

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), UTTAR PRADESH, PRAYAGRAJ

**FORM OF FINANCIAL BID
ANNEXURE-C**

1) Name of Firm (In Block Letters)	
2) Local address (at Prayagraj) & Email-ID	
3) Name of the Contact Person and his contact no. (Local-Prayagraj)	
4) Rate of Identity Cards With all Other Charges & Excluding GST (Per Card) (1 CARD ALONG WITH CARD HOLDER, RIBBON AND STEEL PLATED HOOK) AS PER ANNEXURE A	1. In Figure: 2. In Words:

Conditions:-

1. Design for the Identity Card will be as approved by O/o the P.A.G.(Audit-I), U.P., Prayagraj.
2. No extra charge will be paid over the Rate mention above.
3. The vendor will collect the Employees Data & photographs from Office only.
4. The Id cards will be supplied at the Office by the Vendor.
5. Instructions and Conditions (Annexure-A) will also be the part of tender.

We accept all the above Conditions mentioned in Annexure A

Dated:-

Place:-

Signature of proprietor
Name and seal of the Firm