



# प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का कार्यालय

27-37-158, 6 व 7 वां तल, स्टालिन सेंद्रल मॉलपरिसर, गवर्नरपेट, विजयवाड़ा - 520002

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ANDHRA PRADESH

27-37-158, 6& 7<sup>th</sup> FLOOR, STALIN CENTRAL MALL, GOVERNORPET, VIJAYAWADA-520 002



## NOTICE INVITING TENDER

The office of the Principal Accountant General (A&E), Andhra Pradesh invites sealed quotations for Disposal of old Records, through advertised tender enquiry. Tender/bid document containing conditions of prequalification, detailed scope of work, etc., can be downloaded from <https://cag.gov.in/ae/andhra-pradesh/en#tab-2> , the bid can be submitted physically in tender box or can be send to this office vide post/courier to Deputy Accountant general (Admn),Office of PAG(A&E), Andhra Pradesh on or before last date of submission of bid. The cost of bid document is Nil and EMD is Rs.25,000/- (Rupees Twenty-Five Thousand only). EMD in form of Cheque/Demand draft should reach this office by post/ personally before the last date of submission of bid.

Events Tentative dates

Date for publication of NIT 01-10-2024

Last date for submission of bids 15-10-2024 – 11:00 Hrs

Opening of bids 15-10-2024 – 11:00 Hrs

Sd/-

Deputy Accountant General (Admn),  
Office of PAG (A&E), Andhra Pradesh

## INDEX

### Annexure-I

#### Format for Furnishing Technical Bids

From

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To

The Principal Accountant General, (A&E)  
Andhra Pradesh, Vijayawada.

Sir,

I/We hereby offer to purchase the old record/paper, old books and old newspaper lying on “as is where is basis” lying in your office.

1. My particulars are as under: -

Sr.No.	Particulars	Details
1.	Name of the vender/bidder	
2.	Name of the firm	
3.	Complete address of the vender/bidder and firm along with Mobile No. and Email-id	
4.	PAN No. (Attested copy of PAN No.should be enclosed)	
5.	GST No. (Attested documentary evidence should be enclosed)	
6.	Amount of EMD	
7.	EMD Demand Draft/Bank Security No. and issue date	

2. I accept that non-submission of documentary evidence of the details mentioned above shall lead me/us to disqualify on technical evaluation.

3. I also declare that general terms and conditions mentioned in Annexure-III are acceptable to me/us and binding on me/us.

Date:

Place:

Signature & Seal of the Bidder

## Annexure-II

### Format for Furnishing Financial Bid

1. I/We quote the following rates: -

Sl.No.	Item Description	Rate/Price (in Rs.) Per KG	GST @ 5% (if applicable)	Total (Rate/Price + GST)
1.	Old Record/Paper			
2.	Old Books			
3.	Old Newspaper			

2. I/We thoroughly examined and understood the general terms and conditions of the tender mentioned in Annexure-III.

3. I/We shall be bound by the general terms and conditions laid down in the tender (Annexure-III) and undertaking to this effect, is enclosed (Annexure-IV).

4. I/We agree to deposit the entire cost of sale immediately after weighing the material.

5. I/We hereby declare that the entries made in this tender form are correct to the best of my/our knowledge.

6. I/We hereby agree to forfeit the earnest money if the tender contract is abandoned by me/us after the tender contract is awarded to me/us.

Date:

Place:

Signature & Seal of the Bidder

**Annexure-III**  
**General Terms and Conditions**

1. The sealed envelope of tender documents containing separate sealed envelope of technical bid and financial bid must be dropped in the tender box of the office or submit online through portal. Format of technical and financial bid is enclosed in Annexure-I and II respectively.
2. The old records shall have to be picked by the vender as per requirements of the office within 5 days (or as decided by the authority) from the date of the intimation to the vender. In case of not picking the record within the given time, the vender will attract a penalty of Rs. 1,000/- (or as decided by the authority) per day.
3. The contract will be initially for one year.
4. The sale shall be on “AS IS WHERE IS” basis.
5. Any loss/damage to the office shall be borne by the vendor.
6. Late bid's/tender's or incomplete tender's liable to be rejected.
7. Earnest money of Rs. 25,000/- (twenty five thousand only) in the form of bank guarantee/demand draft of any commercial bank must be deposited by the vender. The validity of the bank guarantee/demand draft must be 45 days beyond the final bid validity period. 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) Andhra Pradesh and payable at Vijayawada.
8. The bid is valid for 90 days from the closing date of bid submission.
9. The office reserves the right to accept/reject and cancel any bid/tender without assigning any reason. The office shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.
10. In case, the successful bidder declines offer of the contract for any reasons, his/her EMD will be forfeited.
11. The rates quoted by the vender (including 5% GST if applicable) shall be final and no decrease in the same shall be allowed under any circumstances during the contract period.
12. Bid should be free from corrections and erasers. Corrections, if any, must be counter signed.
13. All statutory payments like minimum wages prescribed, compensation in case of accident or loss etc. to the workers employed by the vender for the removal of the items shall be borne by the vender.
14. Weighing and shredding of the papers shall be done by the vender in the office premises before loading in front of the employee/person nominated by the office.
15. Any material, labour and transport required for packing, transportation and disposal of old records shall be arranged by the vender at his/her own cost.

16. If any, disputes and differences arising between the vender and the office, the decision of the Accountant General will be the final and binding to both the parties.
17. An undertaking (Annexure-IV) has to be given by the vender along with bid document that all the general terms and conditions of the tender have been accepted by him/her.
18. Bid security of unsuccessful bidders shall be refunded by the office within 30 days of the award of the contract.
19. Performance security in form of demand draft, bank guarantee amounting Rs. 25000/- from any commercial bank has to be submitted by the successful bidder to the office, to ensure the performance of the contract. The validity of performance security is for a period of 60 days beyond the date of completion of all contractual obligations.

## **Annexure-IV**

### **Undertaking**

All the general terms and conditions mentioned in Annexure-III are acceptable to me/us. I/We undertake to purchase the old records/paper, old books and old newspaper against the payment (cash or digital as decided by the authority) in case of allotment of tender. I/We also certify that, I/We have not been blacklisted at any time in the past by any of the Government Organisation/Undertaking/PSU anywhere in the country.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

Mobile No.\_\_\_\_\_

Address\_\_\_\_\_

Seal of Vendor/Firm\_\_\_\_\_