



महालेखाकार (लेखापरीक्षा-I) का कार्यालय, केरला, तिरुवनन्तपुरम
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT - I), KERALA,
THIRUVANANTHAPURAM - 695 001



AG(Audit-I)/GL/Unit-II/DC Bldg Renovation/2020-21/
Date: 22.12.2020

M/s

SHORT NOTICE INVITING QUOTATIONS

Sealed Quotations, super scribed as “**Quotation for Tile Flooring Work**”, are invited from authorized contractors. The Quotations, addressed to Senior Deputy Accountant General (Admn), O/o the Accountant General (Audit-I), Kerala, Trivandrum - 695 001 should reach this office on or before **04 January 2021 by 3.00 PM**. The competent authorities of this office reserve the right to reject any or all quotations without assigning any reason.

- (a) **Name of work**: - Floor tiling work of F&CA Cell, IAU-I, FINAT, HA Cell, CAP Section in Third Floor of DC Building, O/o Accountant General, Kerala Thiruvananthapuram.
- (b) **Nature of Work**: Floor tiling work with vitrified tiles (Approx 2000 Sq Ft). **Detailed drawing can be obtained from the office on site visit.**

The quotations will be opened on the last date of receipt of quotation i.e. **04 January 2021 at 4.00 PM** or on subsequent day in the event of any unforeseen situation (will be intimated to the bidders). The bidders who like to be present at the time of opening of tenders may present either themselves or through their authorized representative at the time, date and place noted above.

Terms and conditions:

- **Details of the bidders to be filled up as per Proforma in the Appendix – I**
- Tile flooring work of (Approximate 2000 Sq Ft area) F&CA Cell, IAU-I, FINAT, HA Cell, CAP Section in Third Floor of DC Building, O/o Accountant General, Kerala Thiruvananthapuram should be done with vitrified tiles.
- The Contractor shall submit samples of materials for approval before commencement of work.
- Flooring should be done with good quality adhesive and not with cement.
- No waste should be kept accumulated in and around the floor(s) or offices compound **after the tiling work.**

- Works shall commence within 5 working days from the date of order issued in writing to the Contractor and completed within a further four (04) calendar weeks
- Prospective Tenderers can visit the premises mentioned in subject above and can be inspected on any working day between 1030 h to 1600 h.
- This Office reserved the right to accept or reject summarily any or all quotation(s) in whole or in part without assigning any reason whatsoever

Bid Security (EMD):

A Demand Draft, amounting to **Rs. 5,000/-** drawn in favour of **Pay and Accounts Officer, O/o AG (A&E), Kerala**, from any Commercial Bank must be deposited by bidders along with their duly filled up bidding documents as EMD. Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from furnishing EMD. The EMD thus produced should be valid for a period of forty five days beyond the last date of submission of Bid/Tender/Quotation and the bid security of unsuccessful bidders shall be returned only after awarding the Work Order/Contract.

Performance / Security Deposit:

The successful bidder shall furnish Performance Security in the form of an Account payee Demand Draft or Bank Guarantee from a Commercial bank, which shall be equal to **five percent** of the total contract value. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.

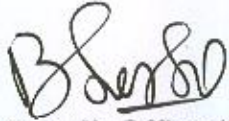
The Bank Guarantee shall be forfeited by an order of the Competent Authority of this Office in the event of any breach or negligence or non-observance of any terms/condition of the tender document / contract or for unsatisfactory performance or for non-acceptance of the Work order / contract.

Breach of Contract:

In case of breach of any of terms and conditions of the Contract, this Office shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by the Office of the Accountant General (Audit-I), Kerala, Thiruvananthapuram in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited. Further, the office of the Accountant General (Audit-I), Kerala, Thiruvananthapuram shall be at liberty to place the work order to next lowest bidder / alternate bidder, as may be deemed fit.

Payment Details:

- No advance will be paid by this office.
- Payment will be made within 30 days on completion work/ submission of final bill.
- No cost escalation is permitted during the contract period.
- TDS at appropriate rate shall be deducted from the bill amount, as applicable.


Senior Audit Officer/General

APPENDIX – I

PROFORMA

1.	Name of Firm with complete postal address	
2.	Name of the Proprietor with mobile Number	
3.	Telephone No. e-mail id	
4.	Permanent Account Number (PAN) (copy to be enclosed)	
5.	GST No. (copy to be enclosed)	
6.	Details of EMD	

Place :

Date :

Seal :

Signature of the proprietor/authorized person

Full Name: