

Office Of The Principal Accountant General (A&E)
Telangana, Hyderabad

NOTICE INVITING TENDER

Office of the Principal Accountant General (A&E) Telangana, Hyderabad invites sealed quotations for disposal of waste papers, old newspapers and magazines etc., on annual contract basis as per the details and terms and conditions as detailed in Annexure-I, Quote your prices (Annexure-II) and Tender Application Form (Annexure-III).

Sealed quotations duly filled in the specified proforma addressed to the SENIOR ACCOUNTS OFFICER (OE), Office of Principal Accountant General (A&E) Telangana, Hyderabad -500-004.

Tender documents may be downloaded from the following website **<https://cag.gov.in/ae/telangana/en/tenders>** and with the following schedule of dates:

a. Tender publishing date & time	02-01-2024 (03:00 PM)
b. Bid submission start date & time	02-01-2024 (05:00 PM)
c. Bid submission end date & time	12-01-2024 (02:00 PM)
d. Bid opening date & time	12-01-2024 (04:00 PM)

The sealed quotations, superscribed as 'QUOTATIONS FOR DISPOSAL OF WASTE PAPERS', should be DROPPED in the Tender Box placed in the OE-1 Section of this office by the stipulated date and time.

The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

Sd/-
SR. ACCOUNTS OFFICER (OE)

Encl:

1. Annexure-I (General Terms and Conditions)
2. Annexure-II (Quote your prices)
3. Annexure-III (Tender Application Form)

GENERAL TERMS AND CONDITIONS

1. The office of the Principal Accountant General (A&E) Telangana, Hyderabad shall award the annual contract for disposal of waste papers, torn papers, old newspapers and magazines etc., **for a period UPTO 31-03-2025.**
2. **Earnest Money Deposit (EMD):** Earnest Money Deposit of Rs.25,000/- (Rupees twenty five thousand only) in the form of Bank Guarantee/Demand Draft of any nationalized bank must be deposited by bidders alongwith their duly filled up bidding documents. The validity of the Bank Guarantee / Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of **SENIOR ACCOUNTS OFFICER (BILLS)** O/o The Principal Accountant General (A&E) Telangana, Hyderabad. Payable at Hyderabad.
3. The bids without EMD shall be summarily rejected. In case of bidders whose quotations are not considered for selection, the Earnest Money Deposit (EMD) will be returned within one Month of the decision along with endorsement for payment to the bidders

4. **Submission of Bids:**

The bids should be submitted in the integrated manner i.e. one single bid in an envelope superscribing ‘QUOTATIONS FOR DISPOSAL OF WASTE PAPER’, quoting the prices in the specified proforma (Annexure-II) along-with Earnest Money Deposit supported by all other information as mentioned for in Annexure-III and herein the bidding document.

Each paper of this Tender document (06 pages) should be signed and stamped by the bidder and kept along-with the bids in the same envelope (Annexure-I and Annexure-II)

Validity of the Bids:

The bids shall be valid for a period of 180 days from the date of opening of the bids.

Opening of bids:

The bidder or one of his representatives can be present at the opening of the bids. The representative attending the opening of the bids on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification.

- **Right of Acceptance:** Office of the Principal Accountant General (A&E) Telangana, Hyderabad reserve all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the HIGHEST or any specific

bids. The decision of the Competent Authority of the Office of Principal Accountant General (A&E) Telangana, Hyderabad in this regard shall be final and binding.

The competent authority of this office reserves the right to award any or part or full contract to any successful agency(ies) at its discretion and this will be binding on the bidders.

In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of this office reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.

- **Determination of Successful Bidder:** The successful bidder shall be determined based on the highest prices quoted by the bidders in their category. Successful bidders will be informed of the acceptance of their bids.
- **Performance / Security Deposit :** The successful bidder shall furnish Bank Guarantee / performance guarantee of Rs.25,000/- (Rupees twenty five thousand only), in the form of Bank Guarantee from an Indian Nationalised Bank within 10 days from the receipt of Work order.
- **Breach of Contract: The Bank Guarantee of the successful bidder/ Contractor can be forfeited by order of the competent authority of the Office of the Principal Accountant General (A&E) Telangana, Hyderabad and the successful bidder / Contractor is liable to be blacklisted 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-execution of work in accordance with the instructions of this office or as per the Contract or for non-acceptance of the work order.**
- **Sub-letting of Work:** The contractor shall not sublet, transfer or assign the contract or any other part thereof without prior written permission of the competent authority of the office of the Principal Accountant General (A&E) Telangana, Hyderabad. In the event of the contractor contravening this condition, competent authority shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the office of the Principal Accountant General (A&E) Telangana, Hyderabad may sustain in consequence or arising out of such replacing of the contract.
- **Contractual obligations on the part of Contractor:**
 - (i) The Contractor shall ensure that exact weight is done in respect of all items to be disposed off (such as old newspapers, magazines and other items / publications, torn papers etc.) in this office premises and a report of the weight is signed by the Caretaker and countersigned by AAO and SAO incharge.

- (ii) The Contractor shall be present whenever called upon by this office to do so in order to take the old newspapers as per the tender document. The Contractor shall also ensure that weighing of the items is done in the presence of the Caretaker / other authorized person of the office. The Contractor shall bring his own weighing machine for the purpose of weighing items of this office.
 - (iii) No sorting out of items such as files, boards, waste papers, carbon etc. shall be allowed inside the office premises.
 - (iv) No assistance shall be provided by the office to the Contractor in executing the obligations as per the Contract and no expenses / claim of the Contractor in this regard shall be entertained, whatsoever.
 - (v) No price variation shall be entertained during the currency of the contract.
 - (vi) The Contractor shall be required to deposit the Cash amount on account of taking waste papers, old newspapers and magazines, torn papers, as per the terms and conditions of the contract
- **Arbitration** : In the event of any dispute or differences between the Contractor and the Office, whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to the construction of the terms and condition or the respective rights and liabilities of the parties hereto there under or any matter or thing out of or in relation to or in connection with these terms and conditions then the decision of the competent authority of the office of the Principal Accountant General (A&E) Telangana, Hyderabad shall be final and binding on both the parties.
 - The Contract shall be subject to the jurisdiction of competent courts of laws at Hyderabad/Secunderabad.

SR. ACCOUNTS OFFICER (OE)

ANNEXURE-II

QUOTE YOUR PRICES

Sl. No	Particulars	Unit	Quoted Price (Rs)
1	Old Papers	Per Kg	
2	Old Newspapers/Magazines/Books/Raddi	Per Kg	

Note:

The prices quoted should be free from over-writing/corrections etc., failing which the bids shall be summarily rejected.

Date:

(Signature of Bidder)

Place:

Full Name & Designation

ANNEXURE-III

TENDER APPLICATION FORM

1.	Name of the Bidder	
2.	Full Postal Address	
3.	Telephone Nos. Mobile No	
4.	E-mail	
5	PAN Account No. (copy should be attached)	
6	EMD Demand Draft No. and Date	
	Issuing Bank Details	
	Amount	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and condition mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted is the highest quoted for any other institution in India.
4. I/We give the rights to the competent authority of the office of the Principal Accountant General (A&E) Telangana, Hyderabad to forfeit the Earnest Money/Security money deposit by me/us or blacklist me/us if any delay occur on my/agent's part or fail to abide by the terms and conditions of the tender document / work order
5. I hereby undertake to execute the work as per direction given in the tender document/work order and shall abide by all the terms and conditions.

(Signature of the Bidder)

FULL NAME & DESIGNATION