

महालेखाकार का कार्यालय
(लेखापरीक्षा) तेलंगाना
साइबाबाद, हैदराबाद-500004



OFFICE OF THE ACCOUNTANT
GENERAL (AUDIT) TELANGANA
SAIFABAD, HYDERABAD-500004

No. AG (Audit)/Logistics & Support/Fur/2024-25/
To

#ApprovedDate#

All the vendors/bidders concerned,

Sir/Madam,

Sub: Limited Tender Notice for Signage Boards and Hoardings- Reg.

* * *

This office is inviting sealed tenders from registered and authorised service providing firms to carry out work providing the Signage Boards and Hoardings in Accountant General Office Complex, Saidabad, Hyderabad. The details of description of items to be provided and price-schedule are enclosed herewith as Annexure – I.

Sealed quotations with superscript as "QUOTATION FOR PROVIDING SIGNAGE BOARDS AND HOARDINGS" shall be addressed to the **Senior Deputy Accountant General (Admn), Office of the Accountant General (Audit), Telangana, Saifabad, Hyderabad-500 004** and should also be dropped in the Tender Box placed in Sr.DAG(Admn) Peshi located in first floor of 'D' Block of **Office of the Accountant General (Audit), Telangana, Saifabad, Hyderabad - 500004** on or before by ~~27.12.2024~~ **27.12.2024** 3:00 P.M which will be opened on the same day by the designated officials and informed accordingly. Vendors may present themselves or authorise a representative at the time of opening of the sealed quotations.

A uniform format for offering quotes and other terms & conditions of the tender enquiry are enclosed herewith as Annexure I & II respectively. A copy of this tender enquiry is also made available of this office website.

Encl: As above.

Sd/-

Sr.DAG/Admn/Estate Officer

ANNEXURE - I

(Description of items and price schedule)

Sl.No.	Description of Item	Quantity	Total Amount (Rs.)
1.	Main Entrance SS steel letters without lighting i. Logo art work Size:3x3=9(feet)144 inches in Hindi, English, Telugu and Urdu languages	01	
	ii. Matter: Supreme Audit Office in Telugu, Hindi, English and Urdu Size: 144x4 languages	01	
2.	ACP sheet and UV printing without lighting Size: 8x4 = 32' 10 length supporting poles including painting and civil work (All Offices names)	01	
3.	Office Entrance ACP with 2mm Gold Acrylic letters Size: 6x2=12'	01	
4.	i) Building Top Board male and female letters with lighting size: 30x3=90'	01	
	ii)Logo size:5x5=25'	01	
	iii. MS structure with welding and civil work Size 30x10=300'	01	
5.	Back side Entry Curve board i. SS Gold letters-size 708' ii. ACP sheet-30'x4'=120'	01	
6.	Entry Light board List of Offices-Backlit Size:7'x6'=42'	01	
7.	6x8 list of Office Lobby Board- 48'	01	

****This work includes inclusive of all Taxes, Transportation charges, Labour charges and Fixing charges.**

Name of firm	
Name of authorised person	
Designation	
Contact Nos (Mobile/Landline)	
E-mail ID	
Corresponding Address	
EMD details (Bank. DD No./Date/Amount)	

Undertaking

1. I/We, the undersigned certify that I have gone through the terms and conditions of the tender enquiry and undertake to comply with the same.
2. The rates quoted are final and binding upon us.
3. I/We give the rights to the competent authority of office of the Accountant General (Audit) TS, Hyderabad to take appropriate action as deems fit in case, contravenes of any of directions or terms & conditions of the tender enquiry is observed against the firm or its representative (s) at any stage.

Date :

Place:

Signature of Authorised signatory
Designation:
(Office/firm seal)

ANNEXURE – II
(Terms and conditions)

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever.
2. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/vendor will result in rejection of their tenders.
3. In case firm has already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization the details thereof may also be furnished along with the quotations.
4. The bid shall be accompanied by an Earnest Money Deposit of **Rs.12,000/- (Rupees Twelve thousand Only)** in the form of Bank Guarantee/Demand Draft of any nationalized bank.
5. The validity of the Bank Guarantee/Demand Draft must be up to 3 (three) months starting from the date of submission of the bids.
6. The Bank Guarantee / Demand Draft shall be in favour of **PAO, O/o THE AG(A&E), TELANGANA, HYDERABAD.**
7. The original copy of the earnest money deposit should be sent to **Sr.Audit Officer (Estate Cell), Office of the Accountant General (Audit) Telangana, Saifabad, Hyderabad- 500 004** on or before the time of closing of the Bids.
8. The original of the EMD can be sent by Speed Post or Registered Post. It can also be handed over in person. In the event of non-receipt of the EMD before the closing of the Bids, the bid shall not be opened.
9. There should be no corrections/over writings. The corrections if any should be duly attested. Non-attested corrections/amendments/over writing will not be considered.
10. Quotations received in an unsealed cover or received after the due date are liable to be rejected straightaway. Ambiguous bids will also be rejected.
11. AG (Audit) reserves the right to increase / decrease the services relating to the work of Signage Boards and Hoardings.
12. The bidder should have at least three years' experience in the services of providing Signage Boards and Hoardings. The Bidder should have executed the work orders of minimum of **Rs. two lakh** for providing of Signage boards and Hoardings in the Government Departments or reputed organizations in

- the last three financial years **(2021-22, 2022-23, 2023-24)**).
13. The firm/bidder should submit the attested copies of the audited balance sheets along with Income Tax Return for the completed four financial year i.e. for **(2021-22, 2022-23, 2023-24)**.
 14. The bidder is required to attach self-attested photocopies of PAN card and GST Registration Certificate. Failure in submission of any of these documents will lead to rejection of bid document.
 15. **The firm should quote rates inclusive of all taxes /duties, Transportation charges, Loading and Unloading and Fixing charges.** No other charges like Transportation, Fare, *etc.*, for providing the services, will be payable.
 16. The Contractor should deploy sufficient manpower for fixing of Signage boards & Hoardings and **the work should be completed within 30 days from the date of issue of work order.** Further, payment will be made only after satisfactory completion of the work.
 17. **AG (Audit) shall have no liability, financial or otherwise, for any harm/damage/ injury occurred to / by the manpower deployed by the Contractor in the course of fixing of Signage Boards and Hoardings. Neither the contractor nor his workers shall have any claim on AG (Audit) for compensation or financial assistance on this account.**
 18. This Maintenance service of signage boards and Hoardings contract is subject to the Laws of the land, and disputes arising, if any, are to be settled within the jurisdiction of Hyderabad.

Sr. Deputy Accountant General (Admn)