

OFFICE OF THE ACCOUNTANT GENERAL(A&E)I, U.P.ALLAHABAD

No.AE-2/05/GD(M)/Gr.I/Vol.I/36/442

Dated: 25-01-2019

**Tender Notification**

Office of the Accountant General (A&E)-II, Allahabad invites sealed quotations (Tender) from service provider agencies/firms having valid registration certificate agencies/firms for cleaning the Record rooms of this office.

**A. General specification**

1.	Name of work/service	Cleaning the records rooms of this office it include (vacuum cleaning the records kept in the rack, cleaning & pestcontrol of the record room, sweeping and mopping the dust after cleaning.(Detail description of Records Room in Annexure "A")
2	Amount of E.M.D. (Bank Draft/ Demand Draft in favour of "Pay & Accounts Officer, Office of the Accountant General (A&E)-I, U.P., Allahabad")	Rs.20,000/-
3	Eligibility Criteria (Self-attested copies of all credentials in support of the required eligibility criteria	1-The Tenderer/Bidder should have a minimum of 01 years' experience in the field of cleaning work. 2- No recovery outstanding in respect of any Govt. dues like Service Tax/GST, Income Tax etc
4	Last date and time for receipt of completely filled tender documents	14- 02-2019 3.00 PM
5	Date and Time of opening of Tender	14-02-2019 4.00 PM

**B. Details of tenderer**

1.	Name of the outsourcing agency	
2.	Office Address and Telephone Numbers	
3.	Licence Number and Registration details	
5.	PAN Number	
6.	Service Tax / GST Registration Number	
7	Experience certificate (Minimum three years)	
8	Aaadhar card	

**Note:**

1. In case the said date(s) happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place and as a consequence any change(s) in the date(s) of the subsequent activities will be informed through suitable media to all concerned.
2. Selection of the agency/firm will be at the sole discretion of the competent authority of the Office of the Accountant General (A&E)-II, U.P., Allahabad who reserves its right to accept or reject any or all the proposals without assigning any reasons.
3. The tender documents for the above work/service can be downloaded from the official website of this office i.e. [www.agup.nic.in](http://www.agup.nic.in).



**Accounts Officer/G.D. (Main)**

## Terms & Conditions

1. All Tenders should be dropped in the TENDER BOX, placed at the chamber of DAG/Works , situated at Ground Floor of Multi storied Building , Office of the A.G.(A&E)-II, U. P. Allahabad by 3-00 P.M. on 14-02-2019 and will be opened at 4.00 P.M before owner of the firm/Agencies or authorised representative, if they wish to be present, in the same chamber..If Tender sent through Dak/courier it should reach to this office on or before dated 14-02-2019 upto 2.00 PM addressed to Dy. Accountant General Works, O/o the Accountant General (A&E)-II,U.P.Allahabad.
2. Tender must be accompanied with the photocopy of the supporting documents in respect of the information about the tenderer's detail at Sl. No.B(1 to 8) of tender form failing which their tenders will be rejected and will not be considered any further:
3. The Earnest Money deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) should necessary be accompanied with the Tender of the Agency in form of Demand Draft drawn in favour of 'Pay and accounts Officer, Office of the Accountant General (A&E)-I U.P. Allahabad' . Tender received without EMD or EMD for fewer amounts will not be entertained. The submission of EMD is compulsory for all the tenderers and no exception and extension will be granted for submission of EMD in any case.
4. The EMD in respect of the companies /agencies /firms shall be returned to them without any interest after finalisation of tender. However, EMD in respect of successful tenderer will be released after the successful completion of work.
5. The tender document issued by this office duly signed by the tenderer/bidder on each page, will only be entertained by this office.
6. Incomplete tender form will not be considered by this office. All entries in the tender documents should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
7. Payment against Bill/ Invoice shall be released only after satisfactory completion of the work through E-payment only . No advance payment will be made in any case
8. It will be responsibility of the bidder/tenderer to complete the work within a period of **01** month from date of issue of work order . In case if work not started for the date of receipt of work order the Earnest money will be forfeited and work order will be cancelled .
9. The serial number & place of records should not be disturbed during vaccum cleaning of the records and also ensure record should not be torn during cleaning process.

10. Tenderer may inspect the record rooms on between 3.00 PM to 4.00 PM on 06-02-2019 to 08-02-2019
11. The Office of the Accountant General (A&E)-II, U.P., Allahabad reserves the full rights to accept or reject any tender or all the tenders without assigning any reason.
12. All the disputes and differences arising out of or in connection with this tender shall be subject to the exclusive jurisdiction of Court of Law at Allahabad only.
13. The rates should be quoted in Indian Rupees only in words as well as in figures. The rates shall include cost of labours & materials like vacuum cleaning machine ,wiper, ladder, jharu , duster etc.
14. This office will not provide any equipment like vacuum cleaning machine ,wiper, ladder, jharu , duster etc.
15. Office of the Accountant General (A&E)-II, Uttar Pradesh, Allahabad is not liable to pay any amount to employees engaged by the agency
- 15- If tenderer fail to complete the work within allotted time the penalty should be charged @ 5% per day of total work value.
- 16- Dy. Accountant General/ Administration, Office of the A.G. (A&E)- II, U.P., Allahabad reserves the right to accept or reject any quotation in part or whole without assigning any reason thereof and is not bound to accept or reject any quotation in part or whole without assigning any reason thereof and also is not bound to accept the lowest tender

Sr.Accounts officer/GD(M)

## Office of the Accountant General (A&E)-II, Uttar Pradesh, Allahabad

Price bid for Cleaning the Records rooms of this office it include (vacuum cleaning the records kept in the rack, cleaning & pest control of the record room, sweeping and mopping the dust fall after cleaning.

### PRICE FORMAT

(To be put up in a separate sealed cover)

Sl. No.	Detail	Amount including GST & labour charge (in Rupees)	
		In Figure	In words
1.	Cleaning the records rooms of this office it include ( <b>vacuum cleaning the records kept in a rack, cleaning &amp; pestcontrol of the record room, sweeping and mopping the dust after cleaning</b> )		

Dated signature of the Tenderer/Bidder:

Name & Address of Tenderer/Bidder with seal

