



कार्यालय महालेखाकार (लेखा एवं हकदारी), तमिलनाडु, 361, अण्णा सालै, तेनामपेट ,चेन्नै-600018

OFFICE OF THE
ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS),TAMIL NADU

361, Anna Salai, Teynampet, Chennai – 600 018

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TENDER NOTICE

AG(A&E)/OM./IV/2018-19/ Dt. 13/6/2018

Sub: Annual Rate Contract for Computer Stationery for the year 2018-19

Sealed quotations are invited for the supply of various Computer Stationery required for the period from **1/7/2018** to **31/03/2019**. Specimen copies of the pre-printed forms may be obtained from the Office of the Accountant General (A&E) Tamil Nadu, 361, Anna Salai, Teynampet, Chennai-18 between 10.00 am and 03.30 pm on any working day from **18/6/2018** to **22/6/2018** Kindly quote your competitive rates for the items as enclosed. **The rates quoted should be maintained for the whole period.** The procurement will be governed by the terms and conditions as detailed in ANNEXURE-I. The details of approximate requirement for the year are furnished in the ANNEXURE II enclosed.

The quotation should be sent in a sealed cover superscribed, “ANNUAL RATE CONTRACT – QUOTATION FOR COMPUTER STATIONERY” and addressed to:

V. Karthikeyan IA&AS
Sr.Deputy Accountant General (Administration),
Office of the Accountant General (A&E),
361 Anna Salai,
Chennai-600 018

so as to reach this office on or before **27/6/2018**. No notice will be taken of the tenders received after the prescribed time. This office reserves the right to accept or reject any or all the offers in part or in full without assigning any reason.

Yours faithfully,

Sd/-
Sr.Accounts Officer(OM)

ANNEXURE –I

TERMS AND CONDITIONS FOR AWARDING ANNUAL RATE CONTRACT FOR BLANK / PRE-PRINTED FORMS FOR THE PERIOD ENDING 31.03.2019

1. Rates quoted in the quotations should be valid for a period from 01.07.2018 to 31.03.2019. Companies/Firms that can comply with this regulation need only submit their quotation.
2. Companies/Firms that have their own individual factory for manufacturing computer blank forms with or without printing and with or without formatting (aligning holes on either side of the forms) alone should apply duly furnishing the address and location of the factory with registration number.
3. SSIs registered with Government of Tamilnadu, Directorate of Industries, District Industrial Centre may apply duly furnishing their registration numbers. An attested Xerox copy of the Registration Certificate may be submitted along with the quotation.
4. Companies/Firms that have had all their stationery items certified/licensed by Bureau of Indian Standards (BIS) may indicate the fact, duly furnishing the License Number assigned by BIS.
5. Companies/Firms that have not so far transacted with this office may forward a copy of their list of customers specifically mentioning Government departments, if any, to which supplies are being made by them.
6. The quantities indicated against the various items in ANNEXURE-II are only rough estimates. This office is not in any case to be held responsible for any variation in quantity or even if no order is placed for any item.
7. Purchase order references from Companies/Government Offices should be enclosed with the quote along with sample specimens of forms supplied.
8. Blank forms should be delivered within 72 hours. Delivery schedule for pre-printed forms will be communicated along with supply orders for the same.
9. All the tenderers should furnish a **Earnest Money Deposit of Rs.20,000/-** in the form of “ACCOUNT PAYEE DEMAND DRAFT” *only* drawn in favour of “PAO/IAD” along with the quotations. The same shall be returned to unsuccessful bidders. In case of successful bidders (Companies/Firms) intending to enter into transaction with this office for supply of computer forms (printed and/or formatted) and other computer related stationery items the same shall be returned on furnishing a Security Deposit of a sum equivalent to *five percent* of the cost of

the approximate quantity of items for which Annual Rate Contract is entered with them by this office. The Security Deposit shall be in the form of "ACCOUNT PAYEE DEMAND DRAFT" only drawn in favour of "PAO/IAD". The same shall be refunded on expiry of the contract.

10. The itemized rates quoted should be inclusive of all direct and indirect taxes, Insurance and any other duties and levies that may be applicable. The details of taxes and any other charges/ levies applicable shall be shown separately as "remarks".

11. The itemized rates quoted should be nett. (Inclusive of transportation charges for effecting delivery at this office premises). **Unloading the goods and placing them at the specified area should be done by the supplier.**

12. Payment for supplies will be made after delivery and after duly processing the bills for the supplies made. **Items raised in a bill for payment should be against the corresponding Delivery challan. Splitting of Bills will not be allowed.** If the forms, after supply to this office, when put to use, are subsequently found to be defective or not in order or of relaxed specification or deviant from the samples produced, replacement should be made free of cost within 5 days.

13. No escalation of cost will be permitted.

14. If, after awarding the contract by this office and before the delivery of the same in full/ part is effected, any malpractice in business viz. customs and other formalities connected are not observed etc. or any financial irregularities on the part of such Companies/Firms is observed, this office reserves the right to cancel the contract.

15. Persistent irregularity in adhering to the time schedules for supply and any violation of the terms of contract will entail forfeiture of Security Deposit, termination of contract assigned and further such defaulting Companies/Firms will not be considered for awarding any contracts in future.

16. This office reserves the right to accept or reject any or all quotations without assigning any reasons. The decision of the Accountant General (A&E) shall be final.

17. Selected firm should supply 500 sets of each pre-printed forms for confirmation from this office before printing the entire quantum of order as and when placed.

Quotations in accordance with the above said terms and conditions should be sent in sealed covers and addressed to:

Shri V.Karthikeyan I.A.A.S
Sr. Deputy Accountant General (Admn)
Office of the Accountant General (A&E), TN
361 Anna Salai,
Teynampet, Chennai – 600 018.

so as to reach this office on any working day on or before **27/6/2018**

Sd/-
Sr.Accounts Officer/OM

ANNEXUE - II

I. Forms for Pension

Sl No	Description	Size	Quantity required
1	Record of Disbursement Part V, VI, VII	9x12x1 80 GSM TNPL	20000
2	Gratuity payment order (GPO)	9x24x2 80 GSM TNPL	36000
3	Admissibility Report - (ADJ)	9x12x2 80 GSM TNPL	200000
4	Admissibility Report for Family Pension (ADJ-FP)	9x12x2 80 GSM TNPL	10000
5	Blank forms with two printed lines at top	9x12x1 80 GSM TNPL	200000
6	Blank forms with two printed lines at top	9x12x2 80 GSM TNPL	200000
7	Authorisation for Pension, CVP, DCRG (Combined – Regular)	10x48x3 80 GSM TNPL	40000

II. Forms for GPF

Sl No	Description	Size	Quantity required
1	GPF – RB Authorisation	10x12x3 80 GSM TNPL	15000
2.	TPF – RB Authorisation	10/12/3 80 GSM TNPL	5000
2.	Blank forms with two printed lines at top - GPF status report	9x12x1 80 GSM TNPL	1000000

III. Forms for STATIONERY

Sl No	Description	Size	Quantity required
1	Blank forms	15x12x1 80 GSM TNPL	30000
2	Blank forms	9x12x1 80 GSM TNPL	200000
3	Blank forms	9x12x2 80 GSM TNPL	40000

Sd/-
Accounts officer/OM