

Govt. of India
Office of the Chief Controller of Accounts
Ministry of Chemicals & Fertilizers
7th Floor, Janpath Bhawan
Janpath, New Delhi.

Dated:-15.04.2024

Tender Notice

Sub: Weeding out of Office records (vouchers/registers):- reg.

I am to invite the sealed quotations for **Weeding Out the old records (including vouchers/ big & small register etc)** as detailed in annexure 'B' by authorized dealers/ local vendors/kabbadis/scrap dealers. The details are as under:-

1.	Name of work:-	Weeding Out the old records
2.	Estimate Cost	Rs.108900/- (Rupees One Lakh Eight Thousand Nine Hundred Only)
3.	Last date, time and venue for submission of Quotations	30.04.2024 Upto 01.00 P.M. , in the Office of Chief Controller of Accounts, M/o Chemicals & Fertilizers, 7 th Floor, A-Wing, Janpath Bhawan, Janpath New Delhi-110001.
4.	Date and time for opening of Quotations	30.04.2024 at 03:00 P.M. in the Office of Chief Controller of Accounts, M/o Chemicals & Fertilizers, 7 th Floor, A-Wing, Janpath Bhawan, Janpath New Delhi-110001
5.	Quotations to be submitted in the Name of	AAO (Admin), Room no:- 715-A , Office of Chief Controller of Accounts, M/o Chemicals & Fertilizers, 7 th Floor, A-Wing, Janpath Bhawan, Janpath New Delhi-110001

- ❖ The sealed quotations may be submitted by Speed Post/Special Messenger only superscripted as "Quotation for weeding out of old records ". Quotations by Telex/Telegraph/Fax/E-mail will not be accepted. Quotations received after due date & time will not be accepted.
- ❖ The Quotations will be opened by Sr. Accounts Officer (Admin & Esstt) on 30.04.2024 at 3.00 P.M, in the presence of the tenderers or their representative who may like to be present.

The General Terms & conditions are:-

- ❖ It will be the responsibility of the vendor to pack the material by his own laborers and the cost towards Transportation, packing, Handling, Loading, Unloading, Weighing, etc. shall be borne by the successful bidder.
- ❖ The weighing of the material shall be jointly witnessed by an office staff of O/o CCA, M/o Chemicals & Fertilizers and the bidder or his authorized representative.
- ❖ The successful bidder will be responsible for collecting the aforementioned quantities of vouchers/big & small registers etc. from Office of Chief Controller of Accounts, M/o Chemicals & Fertilizers, 7th Floor, A-Wing, Janpath Bhawan, Janpath New Delhi-110001
- ❖ ***In case the successful bidder fails to lift the record within fifteen days from the date of issue of written communication, a sum of Rs.500/- per day shall be charged as a penalty from the successful bidder against non-compliance of order.***
- ❖ The old record i.e vouchers, registers etc. can be inspected during office hours prior to last date of submission of quotations.
- ❖ The bidder will take out the material in the bags and lift the same with his own arrangement. The rates quoted by the firm inclusive of empty sacks/bags used for filling waste material and nothing will be deducted from the total weight calculated through Dharma Kanta.

Further clarification, if any required, may be obtained from AAO (Admin & Esstt), room No: - 715-A, Ministry of Chemicals & Fertilizers, 7th floor, Janpath Bhawan, Janpath, New Delhi.


Sr. Accounts Officer

To,

1. Section Officer, General Admin Section, D/o Fertilizers, Shastri Bhawan, New Delhi-110001 with the request to upload the tender documents on the website.
2. Sr. AO (Admin & Esstt.), Janpath Bhawan, New Delhi.

Copy to:-

1. PS to CCA.
2. PA to CA

List of old records to be weeded out.

Sl. No	Item Name	Qty.	Est. Value per KG	Est. Weight of per bundle/register
01	Vouchers	2600	Rs. 15/-	02 Kg approx.
02	Subsidy & Token Registers	515	Rs. 15/-	04 Kg approx.

Yash Pal
Sr. Accounts Officer
15/4/2027