

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(A&E), KERALA,  
THIRUVANANTHAPURAM-695001**

Sty/5-B/2022-23/

Dated:17-03-2023

**NOTICE INVITING QUOTATIONS**

Sub:- Inviting quotations for stitching of files, binding/rebinding of old/new Registers/computer printouts, bundling of records(Schedule/vouchers) and pasting of calico inside the file cover, Bundling, stitching and packing of budget documents etc.

Sealed quotations are invited from well established contractors/individuals for stitching of files, binding/rebinding of old/new registers, computer printouts and bundling of records and pasting of calico strips inside the middle part of file covers of this office. The binding materials (Straw board, calico, twine, gum etc.) and materials for packing will be supplied by this office and only labour charges can be claimed. Rates for the following items of work may be quoted separately.

- (a) binding and rebinding of old/new registers
  - i. Big
  - ii. Small
  - iii. GE registers
- (b) Binding of Computer printouts
- (c) Stitching of Files/Casual Leave Registers
- (d) Bundling of Records(Vouchers/Schedules)etc.
- (e) Pasting of calico strip inside the middle part and two sides of the file covers.
- (f) Stitching of stationery indent register with pasting of calico strip inside the middle portion of its cover.
- (g) Bundling, stitching and packing of Budget documents (rate per bundle)

The work shall be done at this office premises as per the directions of the Stationery section and no Registers/Books/Files etc. be taken outside of the office.

The sealed covers with superscription “Quotation for Stitching and binding” containing the rates for the above works addressed to the Senior Deputy Accountant General(Admn.), Office of the Principal Accountant General(A&E), Kerala, Thiruvananthapuram-695001 should reach this office on or before 5.00 pm on 10-04-2023 to be sent by **Registered post or speed post**. If the cover containing quotation is intended to be delivered directly, the same shall be dropped in the box kept in the General Section of this Office for this purpose.

The quotations will be opened at the chamber of the Sr.DAG (Admn.) at 11.00AM on the next working day.

The successful bidder has to deposit a sum of Rs.1,000/- (Rupees One thousand only) at the Cash Section of this office and produce the receipt and execute an agreement in a bond paper worth Rs.200/- guaranteeing neat execution of the work as per the requirement/conditions of this office. The bidder will be responsible for any damage/loss of documents handed over to him/her.

The Senior Deputy Accountant General (Admn) reserves the full powers to reject any or all the quotations received without assigning any reason and his decision in this regard will be final.

Sd/-

Senior Accounts Officer(General)

To

Website