

কার্যালয় প্রধান মহালেক্ষাকার
(লেখাওহক) পশ্চিমবঙ্গ
ট্রেজারিবিল্ডিং, ২য় সরকারি স্থান পশ্চিম,
কলকাতা-৭০০০০১

কার্যালয় প্রধান মহালেক্ষাকার (লেখাওহক)
পশ্চিমবঙ্গ
ট্রেজারিবিল্ডিং, ২য় সরকারি স্থান পশ্চিম,
কলকাতা-৭০০০০১



Office of the Principal Accountant
General (Accounts and Entitlement)
West Bengal

Treasury Building, 2nd Government
Place West, Kolkata-700001.

Supreme Audit Institution of India

লোকহিতার্থ সত্যনিষ্ঠা

Dedicated To Truth in Public Interest

NIQ No. Rec-III/ Binding & Re-binding/ 2026-27/ Out / 29 Dated: 19/08/2026.

Sealed quotations are invited from the reputed binder for binding and re-binding of different kinds of registers of this office. The specimen of the register(s) is/are available at Record-III Section located at Ground Floor of Treasury Buildings for inspection on any working day between 3 P M and 5 P M.

The intending bidders should furnish the following documents along with their quotation:

1. Credentials in support of having undertaken such job in Govt., / Semi Govt./ Govt. Undertaking Offices/ reputed Private Companies.
2. Copy of valid PAN of firm or proprietor, GST Registration, Trade license from local authority,
3. An undertaking in Annexure A is to be given by the intending bidders regarding binding and re-binding of different registers along with the quotation. It is to be noted that the work order will be cancelled without any further correspondence if the registers are not bound within the stipulated time limit.

The following terms and conditions are required to be complied with by the intended bidder: -

1. The contractor is to work in the office premises located at Treasury Buildings Ground Floor, Kolkata-1. Forms for preparation of new blank registers may be taken out of this office for the purpose of trimming etc. with prior approval of Branch Officer/ Record. However, all re-binding work as well as binding work of official documents will be required to be carried out invariably within the office premises.

2. All binding materials like Cloth, Rexin, Marble Paper, Board, Brown Paper, threads, Gum etc. shall have to be arranged by the contractor.

3. Duly signed samples of Binding materials (board, cloth, rexin etc.) should be furnished in sealed packet duly signed by the bidder along with the quotation papers.

4. Rate is to be quoted only in the enclosed bidding sheet and not in any other paper. If quoted in any other paper other than the enclosed bidding sheet the said quotation is liable to be rejected.

5. Rate should be inclusive of all taxes and charges of materials, labour, carrying cost etc.

6. Rate (both in the word & figure) should be quoted against each item of work as mentioned in the bidding sheet). The quoted rates accepted by this office shall remain valid for a period of one year from the date of final acceptance of this office.

7. Binding work should be done as per the requirement of this office at the accepted rate during the validity period of the same.

1. Quotations received in incomplete shape, without prescribed documents, without Annexure-A (undertaking), not in the prescribed bidding sheet, submitted after the due date/time, without authenticated samples are liable to be rejected without any further reference.

The sealed envelope containing quotation papers duly signed by the contractor along with samples should be super scribed with **"Quotation for binding and rebinding of Register etc. for the year 2026-27"** and addressed to **"The Sr. Accounts Officer (FMS & Record), O/o the Pr. Accountant General, (A&E) W.B., Treasury Buildings, Kolkata-700 001 "** and the same is to be dropped in the tender box kept in Record-III section latest by **12 noon** on **28.08.2026**. The quotation will be opened on the same day at 3.00 pm in the presence of bidders, if any. This office, however, reserves the right to accept or reject any or all the quotations without assigning any reason thereof.



Sr. Accounts Officer/FMS &Record

BINDING SHEET OF RATES AGAINST TENDER NOTICE NO. REC-III/BINDING/26-27/OUT/29 DATED : 19/082026

Sl. No.	Size of Registers In inch	No of pages/Registers	Mode of Binding	Rate of Binding per Register(including material) (Rs.)	Rate of Re-Binding per Register(including material)(Rs.)
1	16" x 12"	Up to 100 Pages	Rexin/Canvas with Board		
2	12" x 8.5"	Up to 100 Pages	Rexin/Canvas with Board		
3	12" x 8.5"	More than 100 but up to 200 Pages	Rexin/Canvas with Board		
4	12" x 8.5"	More than 200 pages	Rexin/Canvas with Board		
5	12" x 8.5"	Up to 100 Pages	Limbo		
6	12" x 8.5"	Up to 100 Pages	Spiral Binding		
7	12" x 8.5"	More than 100 up to 300 Pages	Spiral Binding		
8	12" x 8.5"	More than 300 Pages	Spiral Binding		
9	Service Book	More than 100 Pages	Full Cloth		
10	Books ordinary	More than 100 pages	Rexin/Canvas		

Signature and stamp of the vendor

I agree to work on the office premises located at Treasury Buildings Ground Floor, Kolkata-700 001.

Full Name :

Address :

PAN No. :

Telephone No:

Enclosed: - Undertaking in the prescribed format duly accepted and signed and sealed by me.