



Office of the Principal Accountant General (A&E) West Bengal
Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001

NIQ No. Rec-III/ Binding & Re-binding/ 2025-26/ Out / 17

Dated: 08/05/2025.

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.
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 quotationers: -

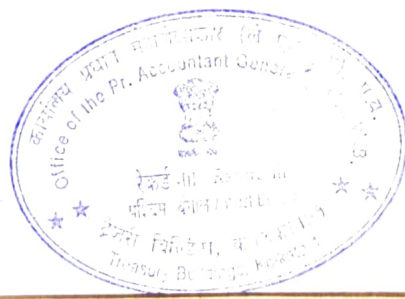
1. The contractor is to work in the office premises located at Treasury Buildings Ground Floor, Kolkata-1. Forms for preparation of new blank registers may be taken out of this office for the purpose of trimming etc. with prior approval of Branch Officer/ Record. However, all re-binding work as well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

8. 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 superscribed with "Quotation for binding and rebinding of Register etc. for the year 2025-26" and addressed to "The Sr. Accounts Officer (Record), O/o the Pr. Accountant General, (A&E) W.B., Treasury Buildings, Kolkata-1" and the same is to be dropped in the tender box kept in Record-III section latest by 12 noon on 23.05.2025. The quotation will be opened on the same day at 3.00 p.m in the presence of quotationers, 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 (Record)



ANNEXURE-AUNDERTAKING

1. I undertake to and agree to work in the office premises of the O/o the A. G (A& E) W. B. located at Treasury Buildings, 2 govt. Place (West), Kolkata-700001.

2. I, hereby, undertake to carry out the binding and re-binding of different registers within 15(fifteen) days from the date of receipt of the work order. If the work is not completed within the stipulated time limit, the work order may be cancelled by your office without any further correspondence from your end.

3. I undertake to keep valid the quoted rates for binding & Re-binding for a period of one year from the date of acceptance of the said rates and agree to undertake Binding & Re-binding work at the said rates.

I have read & understood the above undertaking and put my signature & stamp as token of acceptance of the same.

Signature and stamp of the vendor



BINDING SHEET OF RATES AGAINST TENDER NOTICE NO. REC-III/BINDING/25-26/OUT/17

DATED : 08/05/2025

| 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 | Cloth & Board | | |
| 2 | 16" x 12" | Up to 100 Pages | Rexin/Canvas with Board | | |
| 3 | 16" x 12" | Up to 100 pages | Limbo (with white paper rule) | | |
| 4 | 16" x 12" | More than 100 Pages | Cloth & Board | | |
| 5 | 16" x 12" | More than 100 Pages | Rexin/ Canvas with Board | | |
| 6 | 16" x 10" | More than 250 Pages | Rexin/ Canvas with Board | | |
| 7 | 12" x 8.5" | Up to 50 Pages | Rexin/ Canvas with Board | | |
| 8 | 12" x 8.5" | Up to 100 Pages | Cloth & Board | | |
| 9 | 12" x 8.5" | Up to 100 Pages | Rexin/ Canvas with Board | | |
| 10 | 12" x 8.5" | Up to 100 Pages | Limbo | | |
| 11 | 12" x 8.5" | More than 100 Pages | Limbo | | |
| 12 | 12" x 8.5" | More than 100 and up to 250 Pages | Cloth & Board | | |
| 13 | 12" x 8.5" | 250 to 500 Pages | Cloth & Board | | |
| 14 | 12" x 8.5" | More than 100 Pages | Rexin/ Canvas with Board | | |
| 15 | 12" x 12" | Up to 100 Pages | Cloth & Board | | |
| 16 | 12" x 12" | Up to 100 Pages | Rexin/ Canvas with Board | | |
| 17 | 12" x 12" | More than 100 Pages | Cloth & Board | | |
| 18 | 12" x 12" | More than 100 Pages | Rexin/ Canvas with Board | | |
| 19 | 12" x 6" | Up to 100 Pages | Cloth & Board | | |



Signature and stamp of the vendor

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|----|------------------|-------------------------------|--|--|--|
| 20 | 16" x 18" | Up to 100 Pages | Cloth & Board | | |
| 21 | 16" x 18" | Up to 100 Pages | Rexin/ Canvas with Board | | |
| 22 | 16" x 18" | More than 100 Pages | Cloth & Board | | |
| 23 | 16" x 18" | More than 100 Pages | Rexin/ Canvas with Board | | |
| 24 | Book Ordinary | 150 Pages | Cloth & Board | | |
| 25 | 9" x 7.5" | 50 Pages | Limbo | | |
| 26 | Service Book | More than 100 Pages | Cloth & Board | | |
| 27 | Service Book | More than 100 Pages | Full Rexine with name writing (golden) | | |
| 28 | Service Book | More than 100 Pages | Full Rexine | | |
| 29 | Books (standard) | More than 100 Pages | Rexin/ Canvas | | |
| 30 | 12" x 8.5" | Up to 100 Pages | Spiral Binding | | |
| 31 | 12" x 8.5" | More than 100 up to 300 Pages | Spiral Binding | | |
| 32 | 13.5" x 8.5" | 100 Pages | Cloth & Board | | |
| 33 | 13.5" x 8.5" | More than 100 Pages | Cloth & Board | | |
| 34 | Service Book | More than 100 Pages | Full Cloth | | |
| 35 | 12" x 8.5" | 250 to 400 pages | Limbo | | |
| 36 | 16.5x12 | More than 400 pages | Rexin/ Canvas | | |
| 37 | Books ordinary | More than 400 pages | Cloth & Board | | |
| 38 | 13.5"x8.5" | 100 pages | Limbo | | |
| 39 | 13.5"x8.5" | More than 100 pages | Limbo | | |



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.

Signature and stamp of the vendor

