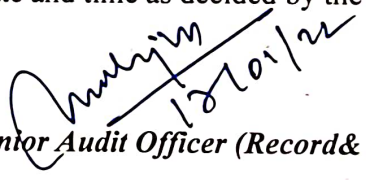


No: PAG (Audit-I)/Estate/CG/SOFA/344
GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL
TREASURY BUILDINGS (1ST FLOOR), 2, GOVT. PLACE (WEST), KOLKATA- 700 001
(INDIAN AUDIT & ACCOUNTS DEPARTMENT)

Dated: 17-01-2022

NOTICE INVITING QUOTATION

1. Sealed quotations are invited from reputed, experienced and financially sound vendors for repair of Two (02) sofa sets in the Flat No. A/3/3/9 (3 seated) and Flat No. A/3/3/10 (3+1+1 seated) of Calcutta Greens. The terms & conditions are enclosed in Annexure A.
2. The filled in Bid the specified format (Annexure B) along with required documents, packed in an envelope super-scribed "Quotation for Repair of Sofa" should reach to the Senior Audit Officer (Record & Estate), Office of the Pr. AG (Audit-I), WB, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700 001 on or before 12 PM on **04.02.2022**. Bids received after the stipulated time should not be entertained.
3. Bids shall be opened by Purchase Committee of this office at 12:30 PM on **04.02.2022** in which authorized representative (as per Annexure C) of the Vendors may attend. If, due to any exigency, the date of opening of bids declared as "Holiday", the bids shall be opened on the next working day at same time or any other date and time as decided by the office.


Senior Audit Officer (Record & Estate)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. Accounts Officer (Rec.), O/o the Pr. A.G. (A&E), W.B., Treasury Buildings, 2, Govt. Place (West), Kolkata - 700001
2. Sr. Audit Officer (Rec.), O/o the DGA, Central, Kolkata, 8, K.S. Roy Road, Kolkata - 700001
3. Sr. Audit Officer (Rec.), O/o the A.G.(Audit-II), W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. Audit Officer (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. Audit Officer (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website & <http://www.eprocure.gov.in>.

Annexure-A

Intending bidders should fulfil the following terms and conditions:

1. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm.
4. The Competent Authority reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidder.
5. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
6. The quoted rate will be inclusive of all taxes & charges. TDS (Tax Deducted at Source) and other deductions (if any) as per Government Order will be deducted from the bills.
7. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
8. The Agency may inspect the said premises on any working day between 11 am to 2 pm prior to bidding and shall be deemed (whether or not such inspection have in fact taken place) to have acquainted with site condition. Any enquiry after submission of the quotations will not be entertained.
9. No minor shall be engaged at work.
10. No advance payment is permissible under the provisions of GFR of Government of India. The firm should submit bills in triplicate. Normally payment procedure is expected to take two to three week time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment
11. Successful bidder shall have to furnish Mandate Form regarding banking detail, duly endorsed by the respective Bank. Payment will be made through CHEQUE only after one month after the completion of the repair work.
12. Any firm that has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
13. All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
14. Any additions/modifications of the NIQ will be uploaded in the office website <https://agwb.cag.gov.in/> Interested bidders may look the website for further updates, if any.

Annexure-B

To,

Deputy Accountant General (Admn),

O/o the Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: Quotation for Repair of Sofa in the Departmental Guest House at Calcutta Greens Flat No. A/3/3/9 & A/3/3/10

Sir,

With reference to your tender notice No. PAG (Audit-I)/Estate/CG/SOFA/344 dated 17-01-2022, I am to submit my quotation for Repair of Sofa as follows:

SI No.	Materials	Qty.	Rate
<u>One (01) No. 3 Seater Sofa in Flat A/3/3/9 of Calcutta Green</u>			
1.	Rexine	3 mtr	
2.	Foam 1”	1 Sheet	
3.	Nail 1.5”	1 Packet	
4.	Markin Cloth	3 mtr	
5.	Dendrite	500 gm	
6.	Jute Noyer	1 bndl	
7.	Labour Charges		
<u>One (01) No. 3 Seater Sofa in Flat A/3/3/10 of Calcutta Green</u>			
1.	Rexine	12 mtr	
2.	Foam 4”	1 Sheet	
3.	Foam 1”	1 sheet	
4.	Poly pad cotton	2 mtr	
5.	Foam 1.5”	1 Sheet	
6.	Elastic Tape	1 Bndl	
7.	Jute Noyer	1 bndl	
8.	Nail 0.5”	3 Packet	
9.	Markin Cloth	3 mtr	
10.	Dendrite	1 ltr	
11.	Labour Charges		
<u>Two (02) No. Single Seater Sofa in Flat A/3/3/10 of Calcutta Green</u>			
1.	Rexine	12 mtr	
2.	Foam 4”	half Sheet	
3.	Foam 1”	1 sheet	
4.	Poly pad cotton	2 mtr	
5.	Foam 0.5”	1 Sheet	
6.	Elastic Tape	1 Bndl	
7.	Jute Noyer	1 bndl	
8.	Nail 0.5”	3 Packet	
9.	Markin Cloth	3 mtr	
10.	Dendrite	1 ltr	
11.	Labour Charges		

* The above rate also include prevailing GST rate.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein.

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Annexure-C

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

To,
The Deputy Accountant General (Admn.),
O/o the Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: Authorization for attending the office on **31st January 2022** in NIQ for **Repair of Sofa in the Departmental Guest House**

Sir,

Following person is authorized to attend the office for the NIQ mentioned above on behalf of _____ (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.