

Government of India

**Office of the Principal Accountant General (Audit-I), West Bengal
2, Govt. Place (West), Treasury Buildings (1st floor), Kolkata – 700001
(Indian Audit and Accounts Department)**

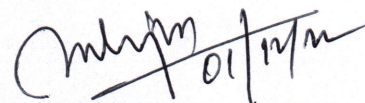
Dated: 01.12.2022

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed, experienced and financially sound vendor for supply & installation of Zebra vertical blinds (curtain) in Pr. AG's chamber of this office as per enclosed (Annexure A & B) details and terms & conditions.

2. The bid, filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed "**Quotation for supply & installation of vertical blinds**" should be submitted (by hand only) to Sr. Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata-700 001 by **12.00 PM on 16th December,2022**. Bids received after the stipulated date and time shall not be entertained.

3. The bid shall be opened at **12:30 PM on 16th December,2022** by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the office.



Sr. Audit Officer (Record & Estate)

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

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (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. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (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

I. Details of requirement of vertical blinds at Pr. AG's chamber:

Sl. No.	Size of the curtain (Height x Width)	Quantity	Area in Sq. ft.	Type of Curtain
1.	9.5 ft x 7ft	01	66.5	As per sample
2.	9.5ft x 3ft	02	57.0	
		Total	123.5	

Annexure B

General Instructions and Terms & Conditions:

1. All entries in the tender 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 Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof. The decision of the office in this regard shall be final and binding on the firm. Any enquiry after submission of the quotations will not be entertained.
4. The Firm must have valid registration for GST. Vendor should provide GST No. in their quotation.
5. The quoted rate will be inclusive of delivery, installation and all taxes. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.
6. 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.
7. The successful bidder shall also submit a 'Mandate Form' for availing NEFT/RTGS facility meant for credit clearing services provided by the banking authority for receiving e-payment.
8. No advance payment is permissible under the provisions of GFR of Government of India. Payment will be made after the bills along with "Work Done Satisfactory" certificate from Concerned Section/Officer submitted to Record Section, which is expected to take two to three weeks' 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.
9. In case of failure to supply the articles within 7 days from the issue of work order, 1% of base value will be deducted per day from bill amount. In case of abnormal delay, the contract may be cancelled and may be blacklisted.
10. Any firm who has been blacklisted by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
11. 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 C

To
Sr. 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 supply & installation of Vertical blinds

Sir/Madam,

With reference to your NIQ No. Pr.AG(Audit-I)/Rec./Misc. Pur/2022/43/328 dated 01.12.2022, I am to submit my quotation for supply & installation of Vertical Blinds:

Sl. No.	Total Size of the curtain	Rate (₹) / Sq. ft. including all (delivery, installation & GST)	Total (₹) including all (delivery, installation & GST)
1.	123.50 Sq. ft		

I further affirm that I have read and fully understood the NIQ and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

Annexure-D

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

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

Sub:	Authorization for attending the office on 16th December' 2022 in bid opening for supply & installation of vertical blinds
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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.