

कार्यालय प्रधान महालेखाकार (लेखा एंव हक) पश्चिमबंग
ट्रेजरी बिल्डिंग, 2nd अवकाश स्थान पश्चिम, कोलकाता-
700001

कार्यालय प्रधान महालेखाकार (लेखा एंव हक) पश्चिम
बंगाल

ट्रेजरी बिल्डिंग, 2nd सरकारी स्थान पश्चिम, कोलकाता-
700001



Office of the Principal
Accountant General (Accounts
and Entitlement) West Bengal
Treasury Building, 2nd
Government Place West, Kolkata-
700001.

Supreme Audit Institution of India

लोकहितार्थसत्यनिष्ठा

Dedicated To Truth in Public Interest

PAGAE-DADM0REC3(ADMM)/1/2020-REC-III/26-27/OUT-18

Dated:-29.05.2026

NOTICE INVITING QUOTATION FOR PRINTING & SUPPLY OF STANDARD & NON- STANDARD FORMS

Sealed quotations for the printing and supply of printed Forms are invited from vendors having experience in printing & supply of various Forms in Govt., Semi Govt., Govt., Public Sector Undertaking Offices & reputed private firms. The quoted rate will be valid for one year from the date of final selection of the successful bidder. The rate should be quoted in the Bidding Sheet enclosed hereto. The credentials of the firm with supporting documents should also be submitted along with the bids. The Vendors/firms intending to quote rates for the items should furnish the following documents:

1. An undertaking regarding supply of above items within 15 (fifteen) days from the date of receipt of the work order.
2. Credentials in support of experience in supplying printed forms etc. in Govt., Semi Govt., and Govt. Undertaking Offices.
3. G.S.T. Registration certificate, Copy of PAN card, Certificate of Enlistment/Trade License, MSME Certificate, Income Tax Returns for the last three years. The firm shall have an office in Kolkata and surroundings and that address shall be mentioned in any of the aforesaid documents.

Terms & Conditions:-

1. Quality of paper should be strictly maintained as per specimen furnished by this office which are 60 G.S.M for regular forms and ledger papers for items mentioned in Sl. No. (7, 8 and 15) of the bidding sheet. Paper quality of all supplies should be strictly maintained as per finally approved paper samples submitted by selected vendor(s).
2. Samples of papers in respect of the different items with G.S.M specification under dated signature of the intending vendor must be furnished with the quotation. If the quality of paper samples furnished by the bidder does not tally with the specimen of this office, the quotation will not be considered for selection.
3. Rate should be inclusive of all charges, eg. G.S.T., delivery charges etc. The rate per 1000 numbers should be quoted both in words and in figures in the specified space as earmarked in the bidding sheet. The rate shall remain



- valid for one year from the date of acceptance of the bid by this office.
4. Before printing, the final proof should be got approved by A.A.O/FMS & Record-III.
 5. Delivery is to be made to the 'FMS & Record-III Section, O/o the Pr. A.G. (A& E), West Bengal, Treasury Buildings, 2, Govt. place (West), Kolkata-700001'.
 6. Annual turn over of the firm shall be at least 10 lakh. The firm is required to be engaged in such work for at least last three years. Necessary documents in support of the same shall be furnished with the bid.
 7. Sample/Specimen of the forms may be seen at FMS & Record-III Section of this office on any working day between 12 Noon to 5 PM.
 8. If any defect is noticed particularly in case of subject matter of printing, quality of the paper and workmanship, the selected vendor will be liable for immediate replacement of the defective articles at his own cost. If the replacement is not done within stipulated time, the items may be procured from other source at risk and cost of the approved vendor.
 9. In case of delayed delivery, a penalty @ 5% of the order value shall be imposed for every week of delay. If there is a delay in case of urgency, the buyer may procure the same from other vendors at the risk and cost of the approved vendor.
 10. Intending bidders will have to deposit Earnest Money of Rs.3000/- (Rupees Three Thousand Only) in form of Bank Draft in favour of "P.A.O (Audit), O/o the Principal Accountant General (A&E), W.B". In absence of the earnest money, the quotation will not be considered as valid under any circumstances and will be treated as cancelled. Vendors having MSME certificate is exempted from EMD.
 11. The order will be given for different types of forms with printing in monolingual, bilingual or trilingual in English, Hindi and/or Bengali script.
 12. Performance Guarantee of Rs 3000/- may be deposited by all successful vendors.

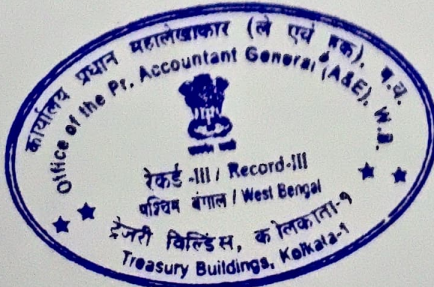
The sealed envelope containing the quotation paper and sample duly signed by the bidder along with demand draft and other documents is required to be dropped in the quotation box kept in the FMS & Record-III section latest by 2 PM on 10.06.2026. No quotation will be entertained after specified time and date. No online quotation in electronic format will be accepted.

The sealed envelope should be superscripted as "Quotation for printing and supply of Standard & Non- Standard Forms etc." and addressed to Shri Partha Saha, Sr. Accounts Officer (FMS & Record), O/o the Pr. A.G (A&E), West Bengal, Treasury Buildings, Kolkata -700001".

The sealed quotations will be opened on the last date of submission of quotations at 3 PM in the presence of the bidders, if any.

This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason thereof.

The Tender Notice including the Bidding Sheet may be downloaded from this office website [https://cag.gov.in/ae/west-bengal/en_\(Contact Us > Working with us > Tender Notices\)](https://cag.gov.in/ae/west-bengal/en_(Contact Us > Working with us > Tender Notices)) or from CPPP.



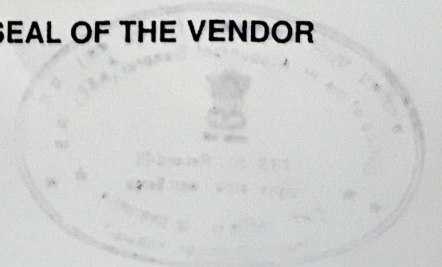
Sr. Accounts Officer (FMS & Record)

BIDDING SHEET FOR STANDARD & NON-STANDARD FORMS

Sl. No.	Item	Size	Rate per 1000 Forms (inclusive of all) (both in words and figures)
1	One Page One Impression	8.5"X13.5"	
2	One Page Two Impression	8.5"X13.5"	
3	Two Pages three Impression	8.5"X13.5"	
4	Two Pages Four Impression	8.5"X13.5"	
5	Three Pages Five Impression	8.5"X13.5"	
6	Three Pages Six Impression	8.5"X13.5"	
7	Four Pages Seven Impression (Ledger Paper) with Two stapling after arranging the page serially	8.5"X13.5"	
8	Four Pages Eight Impression (Ledger Paper) with Two stapling after arranging the page serially	8.5"X13.5"	
9	One Page Two Impression	9"x6.5"	
10	One page Two Impression	6"x11"	
11	One Page Two Impression	22"x10.5"	
12	One Page Two Impression	12.5"x16.5"	
13	Two Pages Four Impression	12.5"x16.5"	
14	One Page Two Impression	15"x20"	
15	One Page Two Impression (Ledger Paper)	12"x30"	



SIGNATURE & SEAL OF THE VENDOR



UNDERTAKING

I have quoted the rate of the above mentioned items according to the specification and quality required by the office of the Principal Accountant General (A&E), West Bengal. Any deviation from the above specifications particularly quality of the paper and workmanship should be liable for immediate replacement at my own cost.

I do hereby undertake that I will submit the proof copy of each type of forms mentioned in work order within 7 (seven) days from the date of receipt of the work order and thereafter I will supply the forms within 15 (fifteen) days from the date of receipt of the work order.

I am fully aware that in case of delayed delivery, I am liable to pay penalty or the difference of price as mentioned in Quotation Notice.

I confirm that I understood all the terms and conditions of the bid document/quotation and I am aware that in case of submission of incomplete quotation, it will be liable to cancellation without any notice.

SIGNATURE & STAMP OF THE VENDOR

Top sheet

Pre-qualification items towards Notice Inviting Quotation for supply of Standard & Non-standard forms

Sl. No.	Copies of required Documents	Whether submitted or not (Tick)	
		Yes	No
01.	Work experience in Govt., Semi Govt. or Govt. undertaking offices etc.		
02.	An undertaking regarding supply of materials within 15 days from the date of receipt of the work order		
03.	G.S.T. Registration certificate		
04.	MSME Certificate or EMD		
05.	Copy of PAN card		
06.	Certificate of Enlistment/Trade License		
07.	Income Tax Returns for the last three years		
08.	Sample of each item.		



SIGNATURE & STAMP OF THE VENDOR

