


**Government of India**

**Office of the Principal Accountant General (Audit-I), West Bengal  
2, Govt. Place(West), Treasury Buildings(1<sup>st</sup> floor), Kolkata – 700 001  
(Indian Audit and Account Department)**

Dated :14.12.2020

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited from reputed, experienced and financially sound firms/agencies for annual rate contract for supplying various types of Rubber Stamp, Visiting Cards, Name Plates etc. in Office of the Principal Accountant General (Audit-I), West Bengal as per enclosed specification (Annexure A) and terms and conditions (Annexure B).
2. The bid filled in the specified format (Annexure C) along with required documents packed in a envelope super scribed "Quotation for annual rate contract for supplying various types of Rubber Stamp, Visiting Cards, Name Plates etc." should be submitted (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by 12.00 PM on 28<sup>th</sup> December'2020. Bids received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at 12:30 PM on 28<sup>th</sup> December'2020 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 competent authority.

  
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., 3<sup>rd</sup> MSO Building, CGO Complex (5<sup>th</sup> 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.







## Annexure A

### Specifications for supply of Stamps, Name Boards, Visiting Cards etc.:

Sl. No.	Items	Sample Description	Size & Quality
1	Self Inking Stamp for PrAG	अधिकारीकानाम Name of Officer प्रधानमहालेखाकार) लेखापरीक्षा-I), प.व. Principal Accountant General (Audit-I), W.B.	As per sample
2	Self Inking Stamp for SrDAG/DAG	अधिकारीकानाम / Name of Officer वरिष्ठउपमहालेखाकार (प्रशासन)/ Sr.Dy. Accountant General(Admn.) कार्यालय-प्रधानमहालेखाकार (लेखापरीक्षा-I), प.व. Office of the Pr. A.G. (Audit-I), W.B. ट्रेजरीबिल्डिंग, 2, गवर्मेण्टप्लेस (पश्चिम) Treasury Buildings, 2, Govt. Place (West) कोलकाता /Kolkata - 700001	As per sample
3	Self Inking Stamp for SrAOs	अधिकारीकानाम / Name of Officer वरिष्ठलेखापरीक्षाअधिकारी/ Sr. Audit Officer कार्यालय -प्रधानमहालेखाकार ) लेखापरीक्षा-I) प .वOffice of the Pr. AG( Audit.-I), W.B. 2, गवर्मेण्टप्लेस ) पश्चिम(, ट्रेजरीबिल्डिंग 2, Govt. Place (West), Treasury Buildings कोलकाता /Kolkata - 700001	As per sample
4	Self Inking Stamp for AAOs	अधिकारीकानाम / Name of Officer सहायकलेखापरीक्षाअधिकारी / Assistant Audit Officer कार्यालय -प्रधानमहालेखाकार ( लेखापरीक्षा-I) प. वOffice of the Pr. AG( Audit.-I), W.B. 2, गवर्मेण्टप्लेस ) पश्चिम(, ट्रेजरीबिल्डिंग 2, Govt. Place (West), Treasury Buildings कोलकाता/ Kolkata - 700001	As per sample
5	Sectional Rubber Stamp (Polymer)	कार्यालय - प्रधानमहालेखाकार) लेखापरीक्षा-I), प .व 2, गवर्मेण्टप्लेस) पश्चिम(, ट्रेजरीबिल्डिंग, Office of the Pr. A.G. (Audit - I), W.B. 2, Govt. Place (West), Treasury Buildings, कोलकाता/ Kolkata-700001	As per sample
6	Sectional Rubber Stamp with name (Polymer)	अधिकारीकानाम / Name of Officer वरिष्ठलेखापरीक्षाअधिकारी (प्रशासन-I)/Sr. Audit Officer (Admn.-I) कार्यालय-प्रधानमहालेखाकार (लेखापरीक्षा-I),प.व. Office of the Pr. A.G. (Audit-I), W.B. 2, गवर्मेण्टप्लेस (पश्चिम),ट्रेजरीबिल्डिंग, 2, Govt. Place (West) ,Treasury Buildings कोलकाता /Kolkata - 700001	As per sample
7	Scrolling Date Stamp	13 NOV 2020	As per sample

Sl. No.	Items	Sample Description	Size & Quality
8	Scrolling Date Stamp with office name	कार्यालय - प्रधानमहालेखाकार) लेखापरीक्षा-1), प.व 2, गवर्मेटप्लेस) पश्चिम(, ट्रेजरीबिल्डिंग, <b>13 NOV 2020</b> Office of the Pr. A.G. (Audit - I), W.B. 2, Govt. Place (West), Treasury Buildings, कोलकाता/ Kolkata-700001	As per sample
9	Single Line Stamp (Polymer)	Paid and Cancelled	As per sample
10	Double Line Stamp (Polymer)	Received without Verification of Content	As per sample
11	Brass Name Board PrAG /Sr.DAG/DAG etc. (Golden base & Black letter)	नाम, आई.ए. एन्ड.ए.एस. उपमहागाणनिक (प्रशासनएवंग.ए.एम.जि. - I) अधिकारीकानाम, आई.ए. एन्ड.ए.एस. उपमहालेखाकार (प्रशासनतथाए.एम.जी-1) Name of Officer, IA&AS Deputy Accountant General (Administration & A.M.G.-I)	As per sample
12	Wooden Name Board PrAG /Sr.DAG/DAG etc. (Black base & White letter)	नाम, आई.ए. एन्ड.ए.एस. उपमहागाणनिक (प्रशासनएवंग.ए.एम.जि. - I) अधिकारीकानाम, आई.ए. एन्ड.ए.एस. उपमहालेखाकार (प्रशासनतथाए.एम.जी-1) Name of Officer, IA&AS Deputy Accountant General (Administration & A.M.G.-I)	As per sample
13	Wooden Name Board writing (without supply of board)	नाम, आई.ए. एन्ड.ए.एस. उपमहागाणनिक (प्रशासनएवंग.ए.एम.जि. - I) अधिकारीकानाम, आई.ए. एन्ड.ए.एस. उपमहालेखाकार (प्रशासनतथाए.एम.जी-1) Name of Officer, IA&AS Deputy Accountant General (Administration & A.M.G.-I)	As per sample
14	PVC Name Board for SrAO etc. (Golden base & Black letter)	नाम सिनियरअडिटाफिसर अधिकारीकानाम वरिष्ठलेखापरीक्षाअधिकारी Name of Officer Sr. Audit Officer	As per sample
15	PVC Name Board for Section (Golden base & Black letter)	रेकॉर्डविभाग अभिलेखअनुभाग Record Section	As per sample



Sl. No.	Items	Sample Description	Size & Quality
16	100 pcs. Visiting cards for PrAG / Sr.DAG/DAG etc. (Golden Embossed & handmade paper)	  <p>Name of Officer Principal Accountant General Indian Audit &amp; Accounts Department O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata - 700 001 Email ID : #####.wbl.sca@nic.gov.in Mob. No. Phone No. FAX No.</p>	As per sample
17	100 pcs. Visiting cards for Sr.AO / AAO etc.	  <p>Name of Officer Sr. Audit Officer Indian Audit &amp; Accounts Department O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata - 700 001 Email ID : #####.wbl.sca@nic.gov.in Mob. No. Phone No. FAX No.</p>	As per sample
18	Stamp Pad (Blue / violet)	Approx 5000 Impressions & size 110 mm x 69 mm	As per sample
19	Stamp Pad (Red)	Approx 5000 Impressions & size 110 mm x 69 mm	As per sample
20	Stamp Pad ink Blue	Fast Dry ink & 100 ml	As per sample
21	Stamp Pad ink Red	Fast Dry ink & 100 ml	As per sample
22	Refilling self-inking stamp	Good quality ink	As per sample
23	Brass Seals	Round Shape with Facsimile Signature	As per sample
24	Glow Sign Office Name Board (12ft x 8 ft) approx.	  <p>ভারত সরকার भारत सरकार GOVERNMENT OF INDIA कार्यालय - प्रधान महागणनिक (हिसाबपरीक्षण -I), पश्चिमवङ्ग कार्यालय - प्रधान महालेखाकार (लेखापरीक्षा-I), पश्चिम बंगाल O/o THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL TREASURY BUILDINGS, 2, GOVT. PLACE (WEST), KOLKATA-700 001 PHONE: 2213-3151/3152/3163, FAX: (033)2213-3174</p>	As per sample
25	Name Board Installation Stand	Wooden Name Board Installation Stand	As per sample

\*If any Changes in size & description, then the amount will be adjusted proportionately

## 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 decision of the office in this regard shall be final and binding on the firm.
4. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
5. The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
6. The articles should be delivered at the Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 or any other place as desired by the authority within the campus area. **The quoted rate will be inclusive of all taxes and delivery charges and uninstalation-installation charges (in case of Name boards& Stands). Income Tax and other statutory levies as applicable from time to time 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 rates quoted shall be valid for contract period of 1 year. The successful bidder has to submit the declaration (on ₹10.00 stamp paper) that the quoted rate shall be valid for a period of one year and it has not been black listed in the past and firm will supply items on the same quoted rates in quotations, even if market rate changes.
9. Before preparing Rubber Stamp, Visiting Cards, Name Plates etc., the final proof should be got approved by Concern Section of this office. Job should be completed within 5 days (including proof checking) from the date of assignments. However, urgent work must be completed within 24 hours of its assignment. If the articles are not supplied within the delivery period, 10% of the base price of the supply articles will be charged for delay per week and the charged amount will be deducted from bill amount.
10. The supplier must ensure standard quality/ brand of the materials to be supplied. In the event, the quality/brand for which rates has been quoted could not be supplied, replacement of defective material and/ or replenishment in case of short supply will be made good immediately, failing which, materials will be procured from other sources at the cost & risk of the awarded vendor.

11. Neither any advance nor any extra amount will be paid to the agency by this office.
12. No minor shall be engaged at work.
13. Payment will be released within 30 days (subject to availability of Fund) from the date of submission of bills in triplicate along with "work done satisfactory" certificate from Concern Section. 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.
14. Any firm who 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.
15. Violation of any of the condition of the NIQ should be treated as breach of contract and the contract will be cancelled straight away. The agency is also liable to blacklisted as per discretion of the competent authority.
16. The Agency may inspect the samples on any working day between 11 am to 2:00 pm prior to bidding and shall be deemed (whether or not such inspection have in fact taken place) to have had notice of all samples as per specifications. Any enquiry after submission of the quotations will not be entertained.
17. 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.
18. Any additions / modifications of the NIQ will be uploaded in the office website <https://cag.gov.in/ag1/west-bengal/en/tenders>. Interested bidders may look the website for further updates, if any.



## Annexure C

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

**Subject: Quotation for supplying various types of Rubber Stamp, Visiting Cards, Name Plates etc.**

Sir/Madam,

With reference to your NIQ Pr.AG(Audit-I)/Rec/Stamp etc./2020/11-7/177 dated 14.12.2020, I am to submit my quotation for supply of Rubber Stamp, Visiting Cards, Name Plates etc.

Sl. No.	Items	Rate* (₹) per unit including GST
1	Self-Inking Stamp for PrAG	
2	Self-Inking Stamp for SrDAG/DAG	
3	Self-Inking Stamp for SrAOs	
4	Self-Inking Stamp for AAOs	
5	Sectional Rubber Stamp (Polymer)	
6	Sectional Rubber Stamp with name (Polymer)	
7	Scrolling Date Stamp	
8	Scrolling Date Stamp with office name	
9	Single Line Stamp (Polymer)	
10	Double Line Stamp (Polymer)	
11	Brass Name Board PrAG /Sr.DAG/DAG etc. (Golden base & Black letter)	
12	Wooden Name Board PrAG /Sr.DAG/DAG etc.(Black base & White letter)	
13	Wooden Name Board writing (without supply of board)	
14	PVC Name Board for SrAO etc. (Golden base & Black letter)	
15	PVC Name Board for Section (Golden base & Black letter)	
16	100 pcs. Visiting cards for PrAG / Sr.DAG/DAG etc.(Golden Embossed)	
17	100 pcs. Visiting cards for Sr.AO / AAO etc.	
18	Stamp Pad (Blue / violet)	
19	Stamp Pad (Red)	
20	Stamp Pad ink Blue	
21	Stamp Pad ink Red	
22	Refilling self-inking stamp	
23	Brass Seals	
24	Glow Sign Office Name Board (12ft x 8 ft) approx.	
25	Name Board Installation Stand	

*\*If any Changes in size & description, then the amount will be adjusted proportionately*

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 with seal(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, 1<sup>st</sup> Floor,  
Kolkata – 700 001

**Subject:** Authorization for attending the office on 28<sup>th</sup> December'2020 in the bid for annual rate contract for supplying various types of Rubber Stamp, Visiting Cards, Name Plates etc.

Sir,

Following person is authorized to attend the office for the tender 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.*