

OFFICE OF THE
Pr.ACCOUNTANT GENERAL (Audit-II) WEST BENGAL
3rd MSO Building, (5th floor) Salt Lake
Kolkata-700 064.

No.Rec/33A/Reg.Binding/2021/ 83

Dated-23.11.2021

24 NOV 2021

**NOTICE INVITING QUOTATIONS FOR BINDING OF OFFICIAL
REGISTERS FOR THE YEAR-2022-23.**

Sealed Quotations are invited from the Bidders / Vendors for supply of Bound Registers (Govt. forms will be supplied by this office), in Office of the Pr. Accountant General (Audit-II) W.B, details of which are given below:-

Sl No	Name of Register	Forms which is to be Bounded	Quantity	No of Pages	Type of Binding	Rates/pc
1	Attendance Register	Govt. Forms SY-302	50 pcs	25 Folios	Cloth	
2	Inward Register	Govt. Forms SY-318	60 pcs	60 Folios	Cloth	
3	Outward Register	Govt. Forms SY-318A	60 pcs	60 Folios	Cloth	
4	Calendar of Returns	Govt. Forms SY-264	20 pcs	12 Folio	Cloth	
5	Pay Bill Register	Govt. Forms TR-22A	15 pcs	Pages-25 (4), 70 (11) Total =15pcs	Cloth	
6	Third party & Non Govt. Register,	With paper (Blank & Numbering)	6pcs	100 Folio	Cloth	
7	PDP Control Register (14x9), with paper, Blank	With paper, Blank	30pcs	50 Folio	Cloth	
8	Expenditure Register 16x12, (with paper, Rule & Numbering)	With paper, Rule & Numbering	12pcs	200 pages	Cloth	

Duly filled in quotations should be dropped latest by 01.12.2021(F/N) in the box placed in front of the chamber of Sr.A.O/Record., Office of the Pr. Accountant General (Audit-II) W.B. 3rd MSO Building, CGO Complex (5th floor) Salt Lake, Kolkata-700 064 and Quotations will be opened on 01.12.2021 at 3.00 P.M. in this office.

*A.O./ADP for website.
M.P.C.
24/11/21.*

24/11/2021
Sr. Audit Officer (Record)

No.Rec/33A/Reg.Binding/2021/

Dated-23.11.2021

General Conditions:

Contact Period:-

5. The validity of the contract would be for a period of one year from the actual date of awarding the work. However, the office reserves the right to terminate the contract any time during the contract period.
6. The contract may be extended in the same terms and conditions for further period of one year on mutual consent of either side subject to the approval of Competent Authority.

Rates and Taxes:-

3. Offered Rates would be inclusive of all taxes.

Payment:-

5. Payment will be released within 30 days from the date of completion of work and submission of invoice (in triplicate) in favour of Sr.A.O/record,Office of the Pr. Accountant General (Audit-II), W. B.
6. The successful Bidder / Vendor shall submit a **Mandate Form** (As provided by this office) for e-payment.

23/11/2021
Sr. Audit Officer (Record)

Copy forwarded to -

24 NOV 2021

1. The Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A& E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Buildings, Kolkata – 700 001.
4. The Sr. Audit Officer (Record); O/o the Pr. Director of Commercial Audit and Ex-Officio Member, Audit Board-I, 1, Council House Street, Kolkata – 700 001.
5. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
6. The Sr. Audit Officer (Record/Admn.),O/o the Pr. Director Central of Audit, 2nd M.S.O. Building, 6th floor, Nizam Palace, Kol-700 020.
7. The Sr. Audit Officer (Record/Admn.), Pr. Director Central of Audit, MAB-IV, 4th floor, 27,Mirza Ghalib Street, Kol-700 016.
8. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-II, Old Nizam Palace, 1st floor, kol-700 020.
9. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building 5th floor, 14 Strand Road, Kol-700 001.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record/Admn.), Directo. Regional Training Institute, C.G.O. Complax, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
13. Sr. Audit Officer (EDP), O/o the Pr. Accountant General (Audit-II) W.B. Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.

~~AAO/EDP~~
24/11/21

R. S. Khan
23/11/2021
Sr. Audit Officer (Record)