

কার্যালয় মহালেখাকার (লেখা ও হক) পশ্চিমবঙ্গ
ট্রেজারি বিল্ডিং, ২য় সরকারি স্থান পশ্চিম, কোলকাতা-
700001

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ট্রেজারি বিল্ডিং, ২ সরকারি স্থান পশ্চিম, কোলকাতা-
700001



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

Supreme Audit Institution of India
লোকহিতার্থ সত্যনিষ্ঠা
Dedicated To Truth in Public Interest

No. PAGAE-DADM0REC3(ADMM)/3/2020-REC-III/5

Dated: 21.04.2025

NOTICE INVITING QUOTATION FOR SUPPLY OF PRE-PRINTED CONTINUOUS FORMS

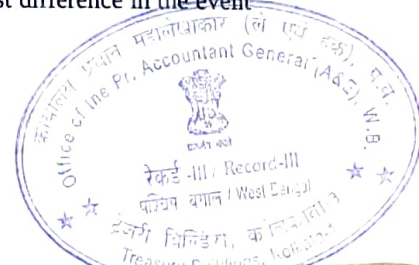
Sealed quotations are invited for the supply of Pre Printed Continuous Forms from the reputed vendors having experience in printing & supply of various types of forms in Govt. / Semi Govt./ Govt. Undertaking offices & other reputed organizations. The rate should be quoted in the bidding sheet enclosed hereto.

A) The intending firms should furnish the following in a Separate Sheet.

- An undertaking regarding the supply of Forms as per work order within 15 (fifteen) days from the date of receipt of the final approval of proof copy of the forms from this office.
- Credentials in support of such job in Govt. / Semi Govt. / Govt. Undertaking offices & other reputed organizations.
- GST Registration Certificate of firm or proprietor.

B) Terms & Conditions to be complied with by the intending quotationer.

- Sample of papers in respect of the items with relevant brand names of the paper shall have to be furnished with the Tender papers. The paper samples with G.S.M. specification should also be duly authenticated by the intending quotationer.
- Rate should be inclusive of GST, delivery charges and other taxes, if any, which should be quoted both in words & figures in the specified space in the bidding sheet. Rate once quoted should be treated as final. No additional charges on the ground of revision of any taxes etc. will be entertained subsequently. Points made in bidding sheet under the heading "Note for guidance" should be taken into consideration before quoting rates for different types of forms.
- Delivery is to be made as per work order in complete shape to the Record-III Section of this office i.e. O/o the Accountant General (A&E), West Bengal at Treasury Buildings, 2, Govt. Place (West), Kolkata 700 001.
- Specimen of the Forms may be seen at the concerned Section of this office on any working day between 3 pm & 5 pm.
- The rate should be quoted on the basis of per thousand mentioned in the bidding sheet. However, payment would be made on the basis of proportionate cost of the volume of forms procured against the work order issued.
- If any defect is noticed, particularly in case of 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 possible, the company will have to bear the cost difference in the event the articles are procured from outside market.



- vii) In case of late delivery, a penalty @ 1.5% of the cost price of the articles will be imposed for every week beyond the scheduled date as would be mentioned in work order.
- viii) The approved rate accepted by this office will be **valid for one year from the date of final selection** of the successful bidder.
- ix) Before supply of the materials, proof of all printed forms should be got approved by the concerned Section of this office. The vendor should submit the proof copy of forms mentioned in the work order within 07 days from the date of receipt of final approval of proof copy by the user sections as would be mentioned in work order.
- x) The paper quality of the materials delivered to this office should be strictly in accordance with the G.S.M. specification mentioned against each of the items of the forms in the bidding sheet as well as the paper samples furnished along with the quotation.
- xi) Intending bidder will have to deposit Earnest Money of Rs. 3,000/- (Rupees Three Thousand Only) in the form of Bank Draft in favour of **"P.A.O. (Audit), O/o the 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. **Vendor having MSME Certificate** shall be required to furnish such certificate along with the quotation **in place of deposition of EMD**.
- xii) The sealed envelope containing the bidding sheet & paper sample duly signed by the proprietor along with demand draft/MSME Certificate is required to be dropped in the quotation box kept in the Record-III section latest by **2 p.m. on 28.04.2025**. No quotation will be entertained after specified time and date. **No online quotation in electronic format will be accepted.**
- xiii) The sealed envelope should be super-scribed **"Quotation for Printing & Supply of Pre-Printed Continuous Forms"** and addressed to **Sr. Accounts Officer (Record), O/o the A.G (A&E), W.B, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700001.**
- xiv) The sealed quotations will be opened on 28.04.2025 at 3 pm at Sr. A.O's Chamber in the presence of the quotationers, if any.
- xv) This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason thereof.

The NIQ 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).


 Sr. Accounts Officer (Record)



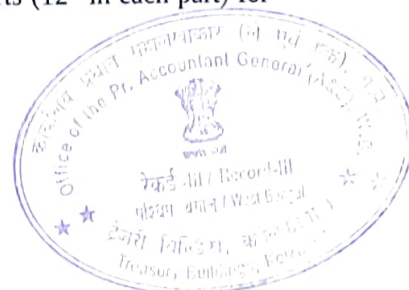
OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, KOLKATA-700 001

BIDDING SHEET FOR THE PRE-PRINTED CONTINUOUS FORMS

Sl. No.	Name of Forms	Size	Paper quality	Rate per Thousand (including GST and other charges) (both in words and figures)
1	Intimation (Advance)	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	
2	P.P.O (Part-I & Part-II)	10"x24"	80 GSM	
3	G.P.O. (Advance)	10"x12" [2 part (1+1)] with carbon	(80+60) GSM	
4	C.V.P.O (Advance)	10"x12" [2 part (1+1)] with carbon	(80+60) GSM	
5	Admissibility Report	10"X12" (1 part)	80 GSM	
6	Revised Authority Form	10"x12" [3 part (1+2)] with carbon	(80+60+60) GSM	
7	Intimation (Death)	10"x12" [3 part (1+2)] with carbon	(80+60+60) GSM	
8	F.P.P.O (Part -I & Part-II)	10"x24"	80 GSM	
9	D.G.P.O (Death)	10"x24" [2 part (1+1)] with carbon	(80+60) GSM	
10	Intimation slip	10"x12" (1 part)	80 GSM	
11	G.P.O. (Direct)	10"x12" [3 part (1+2)] with carbon	(80+60+60) GSM	
12	C.V.P.O (Direct)	10"x12" [3 part (1+2)] with carbon	(80+60+60) GSM	

NOTES FOR GUIDANCE

- Forms mentioned at Sl. No. 2 and 8 with two parts (I & II) of (10"X24") size with perforation in the middle portion i.e. at the end of 12" having no carbon copy, should be treated as 1 (One) single copy of 24" form consisting of two parts (12" in each part) for the purpose of quoting rates.



2. Mentioning of type of forms and quantity of forms kept inside each packet should be pasted on both sides of each packet.
3. Serial No. in chronological order should be made in all forms so that it is easily visible/countable how much quantity had been kept inside each packet of forms.
4. The actual requirement of forms may be assessed by this office during the valid tender period.

ANNEXURE

I agree with the terms and conditions as stipulated in the notice inviting Quotation.

Name of the Company / Organization:

Address with contact no.:

Full name & Address of Proprietor:

Telephone No:

I am quoting the rate of the Pre-Printed Continuous Forms in this Bidding Sheet, according to the specification and quality required by the office of the Accountant General (A&E), West Bengal. Any deviation from the specifications particularly quality of the paper and workmanship should be liable for immediate replacement at my own cost.

Signature of the Proprietor with seal



UNDERTAKING

I do hereby undertake that I will submit the proof copy of Forms mentioned in work order within 07 (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 final approval of proof copy of the Forms from the concerned sections of the O/o the Accountant General (A&E), West Bengal. I am also fully aware that in case of late delivery, I am liable to pay penalty as mentioned in NIQ. I confirm the Quotation's terms and conditions, including any corrigenda or addenda and also ensure completeness of the submitted documents.

Signature and stamp of the proprietor



Top sheet**Pre-qualification items towards Notice Inviting Quotation for supply of Pre-Printed Continuous 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.	GST No. of firm or proprietor.		
03.	An undertaking regarding completion of work within 15 days from the date of receipt of the final approval of proof copy of the forms.		
04.	MSME Certificate or EMD.		
05.	Sample of each item.		

Signature and stamp of the proprietor

