

Office of the Pr. Accountant General (Audit-II), West Bengal
3rd MSO Building, CGO Complex, DF Block, 5th Floor, Sector-I,
Salt Lake City, Kolkata - 700 064

No. Record-I/NIQ for Rubber Stamps, Name plates, etc /20-21/134(1-14)

Date: 27.01.2021

Sub: Notice inviting quotation for Rubber Stamps, Name Plates, etc.

Sealed quotations are invited for awarding of Annual Contract for supplying of Rubber Stamps, Name Plates etc. in the O/o the Pr. Accountant General (Audit-II), W.B. for a period of one year. Interested parties/firms may submit their quotations in sealed cover addressed to the undersigned superscribed with the word "Quotation for supply of rubber stamps, name plates etc. and drop the same in the Tender Box placed in front of the chamber of Sr. Audit Officer (Record) of this office by **12:00 Noon on 10.02.2021**.

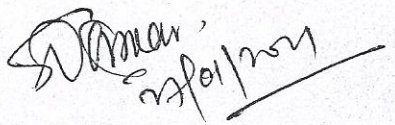
The quotation received after due date and time will not be entertained in any circumstances. The bid documents will be opened at **3.00 p.m. on 10.02.2021** by the Chairman of the Permanent Purchase Committee in presence of the bidders/their authorized representative. The Bid documents/quotations sent by 'Fax/ E-mail will not be accepted. Details of required items is at the **Annexure-I**.

2. The quotation and supply of articles will be governed by the following terms and conditions:

- (i) The contract is valid for one year and may be extended on the same terms & conditions and rates.
- (ii) The supply order will be placed as and when required. The successful bidder will have to meet all the requirements of this office on receipt of the supply order and in any case within a maximum period of 07 days from the date of supply order. However, the supply of urgent nature shall have to be made within 02 days.
- (iii) The rate quoted shall be firm and final. It should be written in ink or typed against each items and should in no case be over written. The rates should be quoted for all the items otherwise it will be rejected.
- (iv) Firms/companies are required to furnish the item wise rates only including all applicable taxes.
- (v) The delivery of items will have to be made at O/o the Pr. Accountant General (Audit-II), W.B., 5th floor, 3rd M.S.O. building, C.G.O. Complex, DF Block, Salt Lake, Sector-I, Kolkata-700064. No transportation charge will be provided for the same.
- (vi) This office reserves the right to accept/reject any quotation either in part or full.
- (vii) The successful bidder shall also submit a "**Mandate Form**" for availing NEFT/RTGS facility meant for credit clearing service provided by the banking authority for receiving e-payment.
- (viii) Payment will be released within 15 days (subject to availability of fund) from the date of submission of bills in triplicate.

Documents to be submitted: Copy of Tender duly stamped, copy of PAN card duly attested, copy of GSTIN duly attested, if any.

Encl: As stated above.


Sr. Audit Officer (Record)

Sl. No.	Details of the Item	Rate (in Rs.) inclusive of all applicable taxes.
1.	Polymer rubber stamp (below 5 lines)	
2.	Polymer rubber stamp (5 lines)	
3.	Polymer rubber stamp (6 lines)	
4.	Polymer rubber stamp (above 6 lines)	
5.	Round stamp	
6.	Presto Stamp	
7.	Self-Inking Stamp	
8.	Plastic Name Plate (per sq.inch)	
9.	Brass board (per sq.inch) (with fittings charges)	
10.	Glow Sign Office Name Board (per sq ft.) (with fittings charges)	

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 condition or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Signature of Authorised Representative
of the firm with date

Name:
Address:
Contact No:

Copy forwarded to –

27 JAN 2021

1. ✓ The Sr. Audit Officer (EDP), O/o the Pr. A.G. (Audit-II), W.B., C.G.O. Complex, 5th Floor, 3rd M.S.O. Building, DF Block, Salt Lake, Kolkata-700064 for uploading in the official website.
2. The Sr. Accounts Officer (Record), O/o the Accountant General (A & E), West Bengal, Treasury Building, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Building, Kolkata-700 001.
4. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Building, Kolkata – 700 001.
5. The Sr. Audit Officer (Admn.); O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-I, 1, Council House Street, Kolkata – 700 001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A, Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
7. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2nd M.S.O. Building, 6th floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kol-20.
8. The Sr. Audit Officer (Record/Admn.), Pr. Director of Central Audit, MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kol-700 016.
9. 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.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
11. 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.
12. 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.
13. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Regional Training Institute, C.G.O. Complex, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.

Sr. Audit Officer (Record)