



भारतीय लेखा - परीक्षा तथा लेखा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Principal Accountant General (A & E), West Bengal

संख्या/No. :

File No.PAGAE-DADM0REC3(ADMM)/1/2020-REC-III

दिनांक/Dated :

16.08.2021

**NOTICE INVITING QUOTATION FOR SUPPLY OF STANDARD & NON- STANDARD
FORMS AND FILE COVERS**

Sealed quotations are invited for the supply of printed Forms and File Covers from prospective vendors having experience in printing & supply of various Forms in Govt., Semi govt., Govt., 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 information in a separate sheet:

1. An undertaking regarding supply of above items within 15 (fifteen) days from the date of receipt of the work order is to be given by the intending bidder. It is to be noted that the work order will be cancelled without any further correspondence if the articles are not supplied within the stipulated time limit.

2. Credentials in support of such job in Govt., Semi Govt., and Govt. Undertaking Offices are required to be furnished along with the quotation.

Terms & Conditions

1. Quality of paper samples etc. should be strictly maintained as per specimen furnished by this office which is **60 G.S.M.** and File Cover should be **8.5 kg/ Gross**. 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, name of the manufacturing Company with (their) postal Address (es), relevant brand names of the paper/other materials** must have to be furnished with the tender paper. If the quality of paper do not tally with the sample, the quotation will not be considered for selection.

3. Rate should be **inclusive of G.S.T. and delivery charges**. No other charges will be entertained thereafter. The rate should be quoted **both in words and in figures** in the specified space as earmarked in the bidding sheet.

4. Before printing, the final proof should be got approved by A.A.O/Record-III Section.

5. Delivery is to be made to the Record-III Section of this office i.e. O/o the Pr. A.G. (A& E), W.B. at Treasury Buildings, 2, Govt. place (West), Kolkata-700001.

6. G.S.T. No. is to be mentioned in the bidding sheet.

P.T.O.

ट्रेजरी बिल्डींग्स 2, गवर्नमेंट प्लेस वेस्ट, कोलकाता - 700 001

Treasury Buildings, 2, Government Place West, Kolkata - 700 001

Phone : (033) 2213 8000, Fax : (033) 2248-7849

e-mail : agaewestbengal@cag.gov.in Web Site : http://agwb.cag.gov.in

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7. Specimen of the form may be seen at Record-III Section of this office on any working day between 12 noon and 5 PM.

8. 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 if the same are procured from outside market at higher rate.

9. In case of late delivery, a penalty @ 1.5% of the cost price of the article will be imposed for every week beyond the specified date to be mentioned in the work order.

10. No Earnest Money Deposit (EMD) is required to be deposited with the Tender in terms of OM No. F.9/4/2020-PPD dated 12.11.2020 of GOI, Ministry of Finance, Department of Expenditure. However, the intending tenderers will have to submit a signed copy of 'Bid Security Declaration' instead of EMD wherein it is mentioned that if they withdraw or modify their bids during period of validity etc., they will be suspended for a substantial period of time to be decided by office authority, to become eligible to submit their bids for contracts with this office. Further, the successful bidder (s) will have to deposit Rs. 3000/- (Rupees Three Thousand Only) as 'Performance Security' in terms of OM No. F.9/4/2020-PPD dated 12.11.2020 of GOI, Ministry of Finance, Department of Expenditure for the entire period of contract in form of Bank Draft in favour of "P.A.O. (Audit), O/o the Principal Accountant General (A&E) W.B". If the successful bidder(s) fail to deposit Performance Security immediately, his/their Tender will be treated as cancelled.

The sealed envelope containing the quotation paper & sample duly signed by the quotationer should reach this office latest by up to 2 PM on 06.09.2021. No quotation will be entertained after specified time and date.

The sealed envelope should be superscripted as "Tender for printing and supply of Standard & Non- Standard Forms etc." and addressed to Shri Supriya Biswas, Sr. Accounts Officer (Record), O/o the Pr. A.G. (A&E), W.B., Treasury Buildings, Kolkata -700001".

The sealed quotations are to be dropped in the Tender Box kept in Record -III Section. The sealed quotations will be opened on the last date of submission of quotations at 3 PM in the presence of the quotationers, 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 and Bid Security Declaration may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en> (Contact Us > Working with us > Tender Notices).

23/09/21 16/9/2021

Sr. Accounts Officer (Record)



24	One Page two Impression (Eng)	7.5"x10"	
25	One Page two Impression (Eng)	22"x 10.5"	
26	One Page two Impression (Do)	22" x 8"	
27	One Page two Impression (Do)	12.5" x16.5"	
28	Two Pages four Impression (Do)	11.5"x16.5"	
29	Two Pages four Impression (Do)	12"x16.5"	
30	Two Pages four Impression (Do)	13"x17"	
31	Two Pages four Impression (Do)	11.5"x17"	
32	Two Pages four Impression (Do)	17"x17"	
33	Two Pages four Impression (Do)	17"x 13.5"	
34	Two Pages four Impression (Bilingual)	18"x 16.5"	
35	Two Pages four Impression (English)	18"x 16.5"	
36	Two Pages four Impression (Bilingual)	16" x 12"	
37	Two Pages four Impression (English)	16" x 12"	
38	One Page two Impression (Bilingual)	15" x 20"	
39	One Page two Impression (English)	15" x 20"	
40	Grey File Cover (Printed with Green & Yellow) (Standard Size with printing materials including Departmental Logo)	Standard Size	
41	Grey File Cover (Printed with Blue & Pink) (Standard Size with printing materials including Departmental Logo)	Standard Size	
42	Grey File Cover (Standard Size with Printing materials including Departmental Logo)	Standard Size	
43	P.P.O Book for Pensioner (Binded in colour (Specific)(ledger paper) a) 14 P – 27 Impression (Bilingual) b) 10 P – 19 Impression(Bilingual) c) 12P – 23 Impression (Bilingual)	6.5" x 8" (As per sample)	
44	One Page two Impression (Bilingual) (Ledger Paper)	12"X30"	

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

SIGNATURE & SEAL OF THE VENDOR



BID SECURITY DECLARATION

(In lieu of Bid Security)

[In terms of Govt. of India Ministry of Finance OM No. F.9/4/2020-PPD dated 12.11.2020, read with GFR provision under Rule 170(iii)]

01. I/We.....Son/Daughter/
Wife of Shri
Proprietor/Partner/Director, authorized signatory of the Company
/Agency/Firm, mentioned above, am competent to sign this declaration and
execute this tender document.
02. I/We have carefully read and understood all the terms and conditions of the
tender and undertake to abide to them;
03. I/We further declare that I/We will not withdraw or modify the bids during
the period of its validity, or if then contract is awarded to me, I will sign the
contract, and submit a performance security before the deadline defined in
the request for bids document. In case of any failure, I/ We will be
suspended for the period of time specified in the request for bids document
from being eligible to submit Bids for contracts with the entity that invited.

Signature of Authorized Person

Full Name:

Seal:

Date:

Place:



Top sheet

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

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 work order.		
04.	MSME Certificate or signed copy of 'Bid Security Declaration' instead of EMD		
05.	Sample of each item.		

Signature and stamp of the vendor

