

OFFICE OF THE  
PR. ACCOUNTANT GENERAL (AUDIT-II); WEST BENGAL  
3rd MSO Building, CGO Complex (5<sup>th</sup> floor), DF Block, Salt Lake  
Kolkata-700 064.

No. Record/33A/Reg. Binding/2022-23/14

Dated- 02.05.2022

**NOTICE INVITING QUOTATIONS FOR BINDING OF SERVICE BOOKS**

Fresh sealed quotations are invited by the Sr. Audit Officer/Record, O/o the Pr. Accountant General (Audit-II), West Bengal from the competent, bonafide and reputed agencies/firms for the work as detailed below :-

Name of the work	Nos. of Service Books to be bounded	No. of pages in each Service Book	Rate Quoted per Service Book binding
Binding of Service Books of officials of O/o the Pr. A.G. (Audit-II), W.B.	175 Nos.	Since page no varies, interested bidders may inspect physically to ascertain the volume of work to be done on or before the last date of submission of quotation.	

Last date of submission of Quotation papers: 12.05.2022 up-to 12 Noon

Date of opening of Quotation papers: 12.05.2022 at 03.00 PM

Terms and conditions:-

1. The above binding work will be done inside the office premises. No document will be carried out outside the premises of this office.
2. Single unit rate must be quoted by every Quotationer.
3. Quotation should be placed in sealed cover. The envelope is to be superscribed with the name of the work quotationed for and Quotation Notice No. Quotation should be dropped in the box placed in front of the chamber of Sr. Audit Officer/Record of this office. No quotation will be entertained if sent by post / courier.
4. All corrections in the Quotation should be signed with date by the Quotationer. The Quotationers or their authorised representatives must sign each page of the Quotation paper.

5. The quotations will be opened in presence of the Quotationers or their authorized representatives who may be present at the time of opening.
6. The office reserves the right to reject any or all quotations without assigning any reason.
7. No advance will be given for the above-mentioned work. After satisfactory completion of the work, the agency may submit bills/in-voice in triplicate claiming payment of the work done.
8. Work order will be issued to the Quotationer whose offer is accepted and he should take up the work within 7 days of issue of the work order failing which the work order may be treated as cancelled.
9. For detailed information & clarification, intending Quotationers will have to contact the undersigned (Phone No. 2358-6886/92, Extn.110) on any working day within the stipulated date as mentioned above.
10. In case of sudden closure of office beyond the control & understanding, the last date & time, as indicated above, shall be extended up-to the next working date & time without issuance of any separate notice.

*Zaid Khan*  
02/05/22  
Sr. Audit Officer/Record