



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. :

दिनांक/Dated :

PAGAEWB/02/12/14/22-23/REC-III/OUT-24

16.09.2022

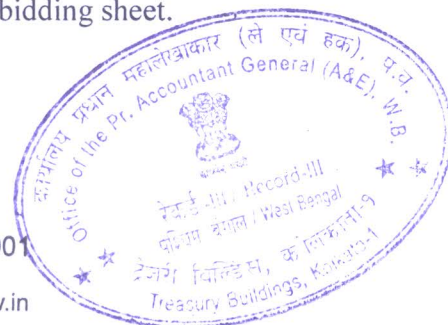
**NOTICE INVITING QUOTATION FOR SUPPLY OF STANDARD & NON- STANDARD  
FORMS AND FILE COVERS**

Sealed quotations for the supply of printed Forms and File Covers are invited 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.

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 subject matter of printing, 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. Intending tenderers will have to deposit Earnest Money for Rs 4000/- (Rs. Four Thousand Only) in form of Bank Draft in favour of **“P.A.O (Audit), O/o the Principal Accountant General. (A&E) W.B”**. In absence of the earnest money, the Tender will not be considered as valid tender under any circumstances and 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 19.10.2022**. 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.

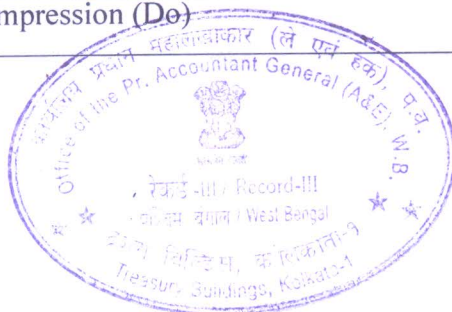
The Tender Notice including the Bidding Sheet may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en> (Contact Us > Working with us > Tender Notices).

  
**Sr. Accounts Officer (Record)**



**BIDDING SHEET FOR STANDARD & NON-STANDARAND FORMS ETC**

Sl. No.	Item	Size	Rate per- 1000 Forms
1	One Page One Impression (Eng)	A-4	
2.	One Page Double Impression (Eng)	A-4	
3	Two Pages Three Impression(Eng)	A-4	
4.	Two Pages Four Impression (Eng)	A-4	
5	Three pages five Impression( Eng)	A-4	
6	Three pages six Impression ( Eng) with one stepling after arranging the page serially	A-4	
7	Four Pages seven Impression (Eng) with one stepling after arranging the page serially	A-4	
8	Four Pages eight Impression (Eng)	A-4	
9	Four Pages eight Impression(Bilingual)(Ledger Paper) with two stepling after arranging the page serially	A-4	
10	Five Pages nine Impression(Eng) with one stepling after arranging the page serially	A-4	
11	Five Pages ten Impression ( Eng) with one stepling after arranging the page serially	A-4	
12	Six Pages eleven Impression (Eng) with one stepling after arranging the page serially	A-4	
13	Six Pages twelve Impression( Eng) with one stepling after arranging the page serially	A-4	
14	Seven pages thirteen Impression (Eng) with one stepling after arranging the page serially	A-4	
15	Seven pages fourteen Impression (Eng) with one stepling after arranging the page serially	A-4	
16	Eight pages fifteen impression( Bilingual ) with one stepling after arranging the page serially	A-4	
17	Eight pages sixteen impression( Bilingual ) with one stepling after arranging the page serially	A-4	
18	One Page One Impression ( Bilingual)	A-4	
19	One page two Impression (Do)	A-4	
20	Two Pages three Impression (Do)	A-4	
21	Two Pages Four Impression (Do)	A-4	
22	One Page two Impression (Bilingual)	9"x6.5"	
23	One page two Impression (Do)	6"x11"	



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 (As per sample)	
41	Grey File Cover (Printed with Blue & Pink) (Standard Size with printing materials including Departmental Logo)	Standard Size (As per sample)	
42	Grey File Cover (Standard Size with Printing materials including Departmental Logo)	Standard Size (As per sample)	
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**



**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 instead of EMD		
05.	Sample of each item.		

Signature and stamp of the vendor

