



**Office of the Accountant General (A&E) West Bengal Treasury
Buildings, 2, Govt. Place (West), Kolkata – 700 001**

No. PAGAEWB/02/12/14/23-24/REC-III/OUT-50

Dated: 09.11.2023

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

Sealed quotations are invited for empanelment of prospective vendors and rates for the supply of printed Forms and File Covers as per requirement of this office during the period of one year from the date of final selection.

The bidders should have experience in similar work of printing & supply of various Forms in any Central/ State Government/ Autonomous Bodies/ Govt. Undertaking Offices etc. 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 prescribed 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 Central/ State Government/ Autonomous Bodies/ Govt. Undertaking Offices etc 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** under the seal and signature of the vendor must have to be furnished along with the tender paper. If the quality of paper does 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. The quoted rates should remain valid during the entire one year period from the date of acceptance of this office.
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 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.



I/440739/2023

7. Sample/specimen of the form/file cover 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 4,000/- (Rs. Four Thousand Only) in 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 Tender will not be considered as valid tender under any circumstances and will be treated as cancelled. Vendor having MSME certificate shall be required to furnish such certificate along with the tender in place of EMD.

11. Intending vendor must have its Head Office /Registered Office within the jurisdiction of Kolkata and its adjacent areas.

The sealed envelope containing the quotation paper & sample duly signed by the quotationer along with demand draft/MSME Certificate shall be required to be dropped in tender box kept in the Record-III section of this office latest by **28.11.2023** up to **2 PM**. No quotation will be entertained after specified time and date. **No online quotation in electronic format will be accepted.**

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

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) or from CPPP.

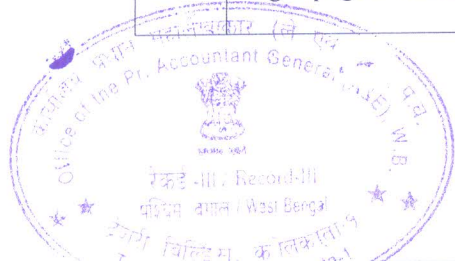

Sr. Accounts Officer (Record)



440739/2023

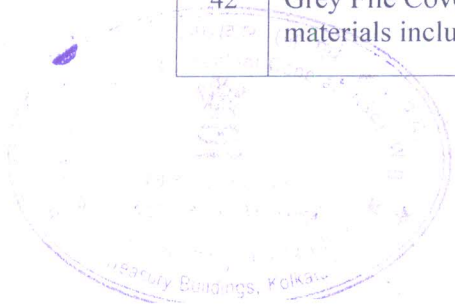
BIDDING SHEET FOR STANDARD & NON-STANDARD FORMS & FILE COVERS

Sl.No.	Item	Size	Rate per- 1000 Forms (both in words and figures)
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	A-4	



I/440739/2023

	One stepping after arranging the page serially		
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"x8"	
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"x12"	
37	Two Pages four Impression(English)	16"x12"	
38	One Page two Impression (Bilingual)	15"x20"	
39	One Page two Impression (English)	15"x20"	
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	



440739/2023

		sample)	
43	P.P.O Book for Pensioner(Binded in colour (Specific) (ledger paper) a) 14P-27Impression (Bilingual) b) 10 P -19 Impression(Bilingual) c) 12P-23Impression(Bilingual)	6.5"x8" (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 as required by the office of the 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&SEALOF THE VENDOR



440739/2023

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./ 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.	Details of EMD		
05.	MSME Certificate instead of EMD		
06.	Sample of each item.		

Signature and stamp of the vendor

