



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. : Rec-III/ Binding & Re-  
binding/ 2022-23/ Out/58

दिनांक/Dated : 21/03/2023

Sealed quotations are invited from reputed binder for binding and re-binding of different registers of this office. The specimen of register may be seen at Record-III Section located at Ground Floor of Treasury Buildings on any working day between 3 P M and 5 P M. The intending bidders should furnish the following documents along with their quotation:

1. Credentials in support of such job in Govt., Semi Govt., and Govt. Undertaking Offices are required to be furnished along with the quotation.
2. Copy of PAN of firm or proprietor.
3. An undertaking is to be given by the intending bidders regarding binding and re-binding of different registers within 15(fifteen) days from the date of receipt of the work order. It is to be noted that the work order will be cancelled without any further correspondence if the registers are not bounded within the stipulated time limit.

The following terms and conditions are required to be complied by the intending quotationers.

1. The contractor is to work in the office premises located at Treasury Buildings Ground Floor, Kolkata-1
2. All binding materials like Cloth, Rexin, Marvel Paper, Board, Brown Paper, threads, Gum etc. shall have to be supplied by the contractor.
3. Samples of Binding materials should be furnished in sealed packet duly signed by the quotationer along with the quotation papers.
4. Rate should be inclusive of all taxes and charges of materials, labour etc.
5. Rate ( both in the word & figure) should be quoted against each item of work as mentioned in the bidding sheet)
6. Binding work should be done as and when required by this office.
7. Rate should remain valid for one year from the date of acceptance / selection of suitable vendor.

The sealed envelope containing quotation papers duly signed by the contractor along with samples should be superscribed with “**Quotation for binding and rebinding of Register etc. for the year 2023-24**” and addressed to “**The Sr. Accounts Officer (Record), O/o the Pr. Accountant General, (A&E) W.B., Treasury Buildings, Kolkata-1**” and must reach this office latest by **12 noon on 06.04.2023**. The quotation will be opened on the same day at 3.00 p.m in the presence of quotationers, if any. This office,

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

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

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however, reserves the right to accept or reject any or all the quotations without assigning any reason thereof.



**Sr. Accounts Officer (Record)**

