

महालेखाकार का कार्यालय (ए एंड ई), केरल, तिरुवनंतपुरम

OFFICE OF THE ACCOUNTANT GENERAL(A&E), KERALA,
THIRUVANANTHAPURAM-695001

Telephone: 0471 - 2776216

email: stationery.ker.ae@cag.gov.in

No. Sty/5B/2025-26/ 84

Dated 07-07-2025

8

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from **well established contractors/individuals** for stitching of files, binding/rebinding of old/new registers, computer printouts and bundling of records and pasting of calico strips inside the middle part of file covers of this office. The binding materials (Straw board, calico, twine, gum etc.) and materials for packing will be supplied by this office and only labour charges can be claimed.

Sl.No	Item	Particulars
1	Brief description of work	(a) Binding and rebinding of old/new registers i. Registers up to 200 pages ii. Registers above 201 pages (b) Binding of Computer printouts. (c) Stitching of Files. (d) Bundling of Records (Vouchers/Schedules) etc. (e) Pasting of calico strip inside the middle part and two sides of the file covers (f) Stitching of stationery indent register (Size: W-17 cm x L-22 cm) with pasting of calico strip inside the middle portion of its cover. (g) Bundling, stitching and packing of Budget documents (Rate per bundle).

2.	Mode of submission of sealed quotations	The quotations should be sent to ' Senior Accounts Officer (General), Office of the Accountant General (A&E), Kerala, Thiruvananthapuram ' by Registered post/speed post or dropped in the box kept for this purpose in the General Section of this office.
3.	Last date of receipt/submission of sealed quotations	11.07.2025 at 5.00 PM
4.	Date of opening of quotations	14.07.2025 at 11.00AM

GENERAL TERMS AND CONDITIONS

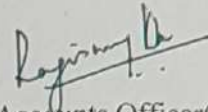
1. Rates for the above items of work may be quoted separately.
2. The successful bidder has to deposit a sum of Rs.1,000/- (Rupees One thousand only) at the Cash Section of this office and produce the receipt and execute an agreement in a bond paper worth Rs.200/- guaranteeing neat execution of the work as per the requirement/conditions of this office
3. The bidder will be responsible for any damage/loss of documents handed over to him/her.

INSTRUCTIONS TO TENDERERS

1. The sealed covers addressed to the '**Senior Accounts Officer(General), Office of the Accountant General (A&E), Kerala, Thiruvananthapuram- 695001**' should reach the office on or **before 5.00 PM on 11.07.2025**
2. If the cover containing quotations is intended to be handed over directly, the same may be dropped in the box kept for this purpose in the General Section of this office.
3. The cover containing quotations shall be marked "**Quotation for stitching of files, binding/rebinding of old/new registers, computer printouts etc**"

4. The quotations will be opened on 14.07.2025 at 11.00AM at the chamber of the Deputy Accountant General (Admn).

The Deputy Accountant General (Admn) reserves the full powers to reject any or all the quotations received without assigning any reason and his decision in this regard will be final.



Senior Accounts Officer(General)

To

✓1. Notice Board

✓2. Website