


Government of India

**Office of the Principal Accountant General (Audit-I), West Bengal
2, Govt. Place(West), Treasury Buildings(1st floor), Kolkata – 700 001
(Indian Audit and Account Department)**

Dated : 22.06.2022

NOTICE INVITING QUOTATION

1. Sealed quotations are invited from reputed, experienced and financially sound firms/agencies for annual rate contract for supplying various types of Rubber Stamp, Visiting Cards, Name Plates etc. in Office of the Principal Accountant General (Audit-I), West Bengal as per enclosed specification (Annexure A) and terms and conditions (Annexure B).
2. The bid filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed "**Quotation for annual rate contract for supplying various types of Rubber Stamp, Visiting Cards, Name Plates etc.**" should be submitted (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 6th July, 2022**. Bids received after the stipulated date and time shall not be entertained. The Bid should contain only one rate in respect of each item.
3. The bid shall be opened at 12:30 PM on 6th July,2022 by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bid declared as "Holiday", the bid shall be opened on the next working day at the same time or any other date and time as decided by the competent authority.


Sr. Audit Officer (Record & Estate)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

Annexure A

Specifications for supply of Stamps, Name Boards, Visiting Cards etc.:

Sl. No.	Items	Sample Description	Size & Quality
1	Self Inking Stamp for Pr.AG	अधिकारी का नाम Name of Officer प्रधान महालेखाकार (लेखापरीक्षा-I), प.व. Principal Accountant General (Audit-I), W.B.	As per sample
2	Self Inking Stamp for Sr.DAG/DAG	अधिकारी का नाम / Name of Officer वरिष्ठ उपमहालेखाकार (प्रशासन)/ Sr.Dy. Accountant General(Admn.) कार्यालय-प्रधान महालेखाकार (लेखापरीक्षा-I), प.व. Office of the Pr. A.G. (Audit-I), W.B. ट्रेजरी बिल्डिंग, 2, गवर्मेट प्लेस (पश्चिम) Treasury Buildings, 2, Govt. Place (West) कोलकाता /Kolkata - 700001	As per sample
3	Self Inking Stamp for Sr.AOs	अधिकारीकानाम / Name of Officer वरिष्ठलेखापरीक्षाअधिकारी/ Sr. Audit Officer कार्यालय -प्रधानमहालेखाकार (लेखापरीक्षा-I) प .वOffice of the Pr. AG(Audit.-I), W.B. 2, गवर्मेटप्लेस) पश्चिम(, ट्रेजरीबिल्डिंग 2, Govt. Place (West), Treasury Buildings कोलकाता /Kolkata - 700001	As per sample
4	Self Inking Stamp for AAOs	अधिकारीकानाम / Name of Officer सहायकलेखापरीक्षाअधिकारी / Assistant Audit Officer कार्यालय -प्रधानमहालेखाकार (लेखापरीक्षा-I) प. वOffice of the Pr. AG(Audit.-I), W.B. 2, गवर्मेटप्लेस) पश्चिम(, ट्रेजरीबिल्डिंग 2, Govt. Place (West), Treasury Buildings कोलकाता/ Kolkata - 700001	As per sample
5	Sectional Rubber Stamp (Polymer)	कार्यालय - प्रधानमहालेखाकार (लेखापरीक्षा-I), प .व 2, गवर्मेटप्लेस) पश्चिम(, ट्रेजरीबिल्डिंग, Office of the Pr. A.G. (Audit - I), W.B. 2, Govt. Place (West), Treasury Buildings, कोलकाता/ Kolkata-700001	As per sample
6	Sectional Rubber Stamp with name (Polymer)	अधिकारीकानाम / Name of Officer वरिष्ठलेखापरीक्षाअधिकारी (प्रशासन-I)/Sr. Audit Officer (Admn.-I) कार्यालय-प्रधानमहालेखाकार (लेखापरीक्षा-I),प.व. Office of the Pr. A.G. (Audit-I), W.B. 2, गवर्मेटप्लेस (पश्चिम),ट्रेजरीबिल्डिंग, 2, Govt. Place (West) ,Treasury Buildings कोलकाता /Kolkata - 700001	As per sample

Sl. No.	Items	Sample Description	Size & Quality
7	Scrolling Date Stamp	14 APR 2022	As per sample
8	Scrolling Date Stamp with office name	कार्यालय - प्रधानमहालेखाकार) लेखापरीक्षा-1), प .व 2, गवर्मेटप्लेस) पश्चिम(, ट्रेजरीबिल्डिंग, 14 APR 2022 Office of the Pr. A.G. (Audit - I), W.B. 2, Govt. Place (West), Treasury Buildings, कोलकाता/ Kolkata-700001	As per sample
9	Single Line Stamp (Polymer)	Paid and Cancelled	As per sample
10	Extra Line Stamp (Polymer)	Received without Verification of Content	As per sample
11	Brass Name Board PrAG /Sr.DAG/DAG etc. (Golden base & Black letter)	नाम, आई.ए. एन्ड.ए.एस. उपमहागाणनिक (प्रशासन.एवम्.ए.एम.जि. - I) अधिकारीकानाम, आई.ए. एण्ड.ए.एस. उपमहालेखाकार (प्रशासनतथा.एम.जी-1) Name of Officer, IA&AS Deputy Accountant General (Administration & A.M.G.-I)	As per sample
12	Wooden Name Board PrAG /Sr.DAG/DAG etc. (Black base & White letter)	नाम, आई.ए. एन्ड.ए.एस. उपमहागाणनिक (प्रशासन.एवम्.ए.एम.जि. - I) अधिकारीकानाम, आई.ए. एण्ड.ए.एस. उपमहालेखाकार (प्रशासनतथा.एम.जी-1) Name of Officer, IA&AS Deputy Accountant General (Administration & A.M.G.-I)	As per sample
13	Wooden Name Board writing (without supply of board)	नाम, आई.ए. एन्ड.ए.एस. उपमहागाणनिक (प्रशासन.एवम्.ए.एम.जि. - I) अधिकारीकानाम, आई.ए. एण्ड.ए.एस. उपमहालेखाकार (प्रशासनतथा.एम.जी-1) Name of Officer, IA&AS Deputy Accountant General (Administration & A.M.G.-I)	As per sample
14	PVC Name Board for Sr.AO etc. (Golden base & Black letter)	नाम सिनियरअडिटरअफिसार अधिकारीकानाम वरिष्ठलेखापरीक्षाअधिकारी Name of Officer Sr. Audit Officer	As per sample
15	PVC Name Board for Section (Golden base & Black letter)	रेकॉर्ड विभाग अभिलेख अनुभाग Record Section	As per sample

Sl. No.	Items	Sample Description		Size & Quality
16	PVC Name Board for Section (Both side print)	রেকর্ড বিভাগ অমিলেখ অনুভাগ Record Section	রেকর্ড বিভাগ অমিলেখ অনুভাগ Record Section	As per sample
17	100 pcs. Visiting cards for PrAG / Sr.DAG/DAG etc. (Golden Embossed & handmade paper)	Name of Officer Principal Accountant General Indian Audit & Accounts Department O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata - 700 001 Email ID : #####.wbl.sca@nic.gov.in Mob. No. Phone No. FAX No.		As per sample
18	100 pcs. Visiting cards for Sr.AO / AAO etc.	Name of Officer Sr. Audit Officer Indian Audit & Accounts Department O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata - 700 001 Email ID : #####.wbl.sca@nic.gov.in Mob. No. Phone No. FAX No.		As per sample
19	Stamp Pad (Blue / violet)	<ul style="list-style-type: none"> Approx 5000 Impressions & size 110 mm x 69 mm 		As per sample
20	Stamp Pad (Red)	Approx 5000 Impressions & size 110 mm x 69 mm		As per sample
21	Stamp Pad ink Blue	Fast Dry ink & 100 ml		As per sample
22	Stamp Pad ink Red	Fast Dry ink & 100 ml		As per sample
23	Refilling self-inking stamp	Good quality ink		As per sample
24	Brass Seals	Round Shape with Facsimile Signature		As per sample
25	Name Board Installation Stand	Wooden Name Board Installation Stand		As per sample

* If any Changes in size & description, then the amount will be adjusted proportionately

Annexure B

General Instructions and Terms & Conditions:

1. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm.
4. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
5. The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
6. The articles should be delivered at the Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 or any other place as desired by the authority within the campus area. **The quoted rate will be inclusive of all taxes and delivery charges. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.**
7. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
8. The rates quoted shall be valid for contract period of 1 year. The successful bidder must submit the declaration (on ₹10.00 stamp paper) that the quoted rate shall be valid for a period of one year and it has not been blacklisted in the past and firm will supply items on the same quoted rates in quotations, even if market rate changes.
9. Before preparing Rubber Stamp, Visiting Cards, Name Plates etc., the final proof should be got approved by Concern Section of this office. Job should be completed within 5 days (including proof checking) from the date of assignments. However, urgent work must be completed within 24 hours of its assignment. If the articles are not supplied within the delivery period, 10% of the base price of the supply articles will be charged for delay per week and the charged amount will be deducted from bill amount.
10. The supplier must ensure standard quality/ brand of the materials to be supplied. In the event, the quality/brand for which rates has been quoted could not be supplied, replacement of defective material and/ or replenishment in case of short supply will be made good immediately, failing which, materials will be procured from other sources at the cost & risk of the awarded vendor.

- 11.** Neither any advance nor any extra amount will be paid to the agency by this office.
- 12.** No minor shall be engaged at work.
- 13.** Payment will be released within 30 days (subject to availability of Fund) from the date of submission of bills in triplicate along with “work done satisfactory” certificate from Concern Section. The successful bidder shall also submit a ‘Mandate Form’ for availing NEFT/RTGS facility meant for credit clearing services provided by the banking authority for receiving e-payment.
- 14.** Any firm who has been blacklisted by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
- 15.** Violation of any of the condition of the NIQ should be treated as breach of contract and the contract will be cancelled straight away. The agency is also liable to blacklisted as per discretion of the competent authority.
- 16.** The Agency may inspect the samples on any working day between 11 am to 2:00 pm prior to bidding and shall be deemed (whether or not such inspection has in fact taken place) to have had notice of all samples as per specifications. Any enquiry after submission of the quotations will not be entertained.
- 17.** All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
- 18.** Any additions / modifications of the NIQ will be uploaded in the office website <https://cag.gov.in/ag1/west-bengal/en/tenders>. Interested bidders may look the website for further updates, if any.

Annexure C

To
Deputy Accountant General (Admn.),
O/o the Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: Quotation for supplying various types of Rubber Stamp, Visiting Cards, Name Plates etc.

Sir/Madam,

With reference to your NIQ No. Pr.AG(Audit-I)/Rec./NB-VC-Stamp/2021/41/96 dated 22.06.2022,
I am to submit my quotation for supply of **Rubber Stamp, Visiting Cards, Name Plates etc.**

Sl. No.	Items	Unit	Rate* (₹) per unit including GST
1	Self-Inking Stamp for PrAG	per pc.	
2	Self-Inking Stamp for SrDAG/DAG	per pc.	
3	Self-Inking Stamp for SrAOs	per pc.	
4	Self-Inking Stamp for AAOs	per pc.	
5	Sectional Rubber Stamp (Polymer)	per pc.	
6	Sectional Rubber Stamp with name (Polymer)	per pc.	
7	Scrolling Date Stamp	per pc.	
8	Scrolling Date Stamp with office name	per pc.	
9	Single Line Stamp (Polymer)	per pc.	
10	Rate per line from 2 nd line onwards for Polymer Stamp	per pc.	
11	Brass Name Board PrAG /Sr.DAG/DAG etc. (Golden base & Black letter)	per sq. inch	
12	Wooden Name Board PrAG /Sr.DAG/DAG etc.(Black base & White letter)	per sq. inch	
13	Wooden Name Board writing (without supply of board)	per sq. inch	
14	PVC Name Board for SrAO etc. (Golden base & Black letter)	per sq. inch	
15	PVC Name Board for Section (Golden base & Black letter)	per sq. inch	
16	PVC Name Board (both side print)	per sq. inch	
17	100 pcs. Visiting cards for PrAG / Sr.DAG/DAG etc.(Golden Embossed)	per box	
18	100 pcs. Visiting cards for Sr.AO / AAO etc.	per box	
19	Blue / violet Stamp Pad (100 mm × 69 mm approx.)	per pc.	
20	Red Stamp Pad (100 mm × 69 mm approx.)	per pc.	
21	Stamp Pad ink Blue (60 ml)	per pc.	
22	Stamp Pad ink Red (60 ml)	per pc.	
23	Refilling self-inking stamp	per pc.	
24	Brass Seals	per pc.	
25	Name Board Installation Stand	per pc.	

**If any Changes in size & description, then the amount will be adjusted proportionately*

I further affirm that I have read and fully understood the NIQ and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature with seal(of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

Annexure-D

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

To
Deputy Accountant General (Admn.),
O/o The Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Authorization for attending the office on **6th July, 2022** in the bid for annual rate
Subject: contract for supplying various types of Rubber Stamp, Visiting Cards, Name
Plates etc.

Sir,

Following person is authorized to attend the office for the tender mentioned above on
behalf of _____ (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.