

OFFICE OF THE ACCOUNTANT GENERAL
AUDIT-II, WEST BENGAL
CGO Complex, 5th Floor, DF Block, Sector – I, Salt Lake
Kolkata- 700 064

No. Record –I / Hindi File/ Vol. III/43

Date: - 25.07.2022

NOTICE INVITING QUOTATION

Subject: Printing of 14th edition of Hindi Magazine “NUTAN KSHITIJ” for the year 2022.

Sealed quotations are invited from eligible printers for designing, formatting, printing and delivery of 60 (approx.) copies of the “14th edition of Hindi Magazine namely Nutan Kshitij for the year 2022” of this office with following specifications:

1.	Description of work	Designing, formatting printing and delivery of annual Hindi Magazine “Nutan Kshitij” of O/o the Accountant General (Audit-II), West Bengal, Kolkata.
2.	Quantity	60 pieces (approx.), total pages (inside)/per book -70 approx.
3.	Paper quality	130 GSM matt art board (Paper – 4A)
4.	Binding	Section Thread Sewing Hard Binding
5.	Print	4 colour
6.	Cover	Hard, laminated with name of the magazine, office and logo printed on it.
7.	Sample	One set of sample of the text and cover paper in A-4 size should be sent along with bid indicating the type of paper, grammage and seal of the printer on each sample.
8.	Payment	No advance will be given for the above mentioned work. After satisfactory supply of the printing items to the office, 100% of payment shall be made on submission of final bill in triplicate along with Delivery Challan. Submission of duly filled bank mandate form is mandatory for making e-payment.
9.	Office Condition	If a printer withdraws the offer during the period of bid validity or backs out after being considered or refuses to sign/accept the final contract, he/she will be debarred and will not be considered for future designing/printing needs of this office.

10.	Last date of submission	Sealed offers complete in all respects should reach the undersigned latest by 8th Aug, 2022 within 12.00 hours , Quotations will be opened on the same day at 15.00 hours .
11.	Address for communication	All sealed offers may be submitted by hand at the following address: O/o the Accountant General (Audit-II), West Bengal, CGO Complex, 5 th floor, DF Block, Sector – I, Salt Lake, Kolkata- 700 064.
12.	Contact person	Shri Tufan Adhikari, Sr. Audit Officer (Record & Hindi) Contract No. 2358-6892. Extn: 110

In this regard, it is requested to quote the lowest offer price after satisfying the following terms and conditions. The sealed envelope must bear inscription on the top of the cover "Printing of 14th edition of Hindi Magazine NUTAN KSHITIJ for the year 2022" and to be addressed to the Sr. Deputy Accountant General (Admn.), O/o the Accountant General (Audit-II), W.B., CGO Complex, 5th Floor, DF Block, Sector – I, Salt Lake, Kolkata – 700064.

Terms & Conditions: -

1. The rates are to be inclusive of all applicable charges. Lowest unit price should be entered in figures as well as in words and be covered with cello tape on it. In case of any discrepancy, the rate quoted in words shall be taken as correct for evaluation. The validity of rate must be for 60 days from the date of opening the bids.
2. Printing order as per requirement will be placed after accepting/ satisfying the rate as lowest with proper specification. No alteration is permitted once it is submitted.
3. Any loss or damage to the printing item while handling/ transporting till such time the item is delivered is the responsibility of the vendor.
4. The rates once quoted shall be final and no escalation or deviation shall be accepted under any circumstances.
5. Printed items are to be delivered within the stipulated time of **10 days or as mentioned** in the work order of the O/o the Pr. Accountant General (Audit-II), W.B., CGO Complex, 5th Floor, DF Block, Sector – I, Salt Lake, Kolkata – 700064. Permit, if required, is to be intimated immediately on receipt of the supply order along with invoice to this office.
6. Office registration certificates: The bidder must be West Bengal based, having HQ in Kolkata. Documentary evidence must be submitted.
7. Arbitration: - All disputes arising out of this contract shall be referred to the competent authority i.e. Accountant General (Audit-II), W.B., CGO Complex, 5th Floor, DF Block, Sector – I, Salt

Lake, Kolkata - 700064, who will be the sole arbitrator and his/ her decision of award or cancellation will be final and binding.

The closed cover, duly sealed may be dropped in the tender box kept in this office near chamber of Sr. Audit Officer (Record & Hindi) on or before **08.08.2022** up to **12.00 Hours**. The quotation will be opened on the same day at **15.00 Hours**. Quotation sent through Post or otherwise shall not be entertained.

The office reserves the right to accept/ reject any/all of the quotations at its discretion without assigning any reason thereof. The delivery will not be completed until and unless the ordered items are inspected and accepted by this office as provided in the order. Defect in the item, if any, will not be accepted under any circumstances.

For detailed information & clarification the intending Quotationers will have to contact the undersigned on any working day within the stipulated date as mentioned above. In case of sudden closure of office beyond the control & understanding, the last date & time as indicated above, shall be extended up to the next working date & time without issuance of any separate notice.

Hindi version will follow.

Abhishek
25/07/22

Sr. Audit Officer (Record & Hindi)
O/o the Accountant General (Audit-II), W.B.,
CGO Complex, DF Block, 5th Floor, Sector - I,
Salt Lake, Kolkata-700 064
Tel No. 033-23347856, Fax: 033- 2334 7854

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25 JUL 2022

Copy forwarded to -

1. The Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A& E), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata-700 001.
2. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, No. 2, Government Place (West), Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Buildings, 8, Kiron Shankar Roy Road, Kolkata - 700 001.
4. The Sr. Audit Officer (Record); O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata - 700 001.
5. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, Ordnance Factories, 10/A Shaheed Khudiram Bose Road, Kol-700001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit (Coal), Old Nizam Palace, 1st Floor, 234/4, AJC Bose Road, Kol-700 020.
7. The Sr. Audit Officer (Record); O/o the Director General of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
8. The Sr. Audit Officer (Record); O/o the Director General of Audit, Railway Production Units and Metro Railway, NKG Building 5th floor, 14 Strand Road, Kol-700 001.
9. The Sr. Audit Officer (Record); O/o the Director General of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
10. The Sr. Audit Officer (Record/Admn.), Regional Training Institute, C.G.O. Complax, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
- ✓ 11. Sr. Audit Officer (EDP), O/o the Accountant General (Audit-II), W.B. Salt Lake, Kolkata-700064.
12. Copy for display in the Notice Board of this office.

Zabih Khan
25/07/22
Sr. Audit Officer (Record)