

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, KOLKATA-700 001

No. PAGAE-DADM0REC3(ADMM)/3/2020/REC-III/

Dated: 09.01.2024 / 02.02.2024

NOTICE INVITING QUOTATION FOR SUPPLY OF PRE-PRINTED CONTINUOUS FORMS

Sealed quotations are invited for the supply of Pre Printed Continuous Forms from the reputed vendors having experience in printing & supply of various types of forms in Govt. / Semi Govt./ Govt. Undertaking offices & other reputed organizations. The rate should be quoted in the bidding sheet enclosed hereto.

A) The intending firms should furnish the following in a Separate Sheet.

- i) An undertaking regarding the supply of Forms as per work order within 15 (fifteen) days from the date of receipt of the final approval of proof copy of the forms from this office.
- ii) Credentials in support of such job in Govt. / Semi Govt. / Govt. Undertaking offices & other reputed organizations.
- iii) GST No. of firm or proprietor.

B) Terms & Conditions to be complied with by the intending quotationer.

- i) Sample of papers in respect of the items with relevant brand names of the paper shall have to be furnished with the Tender papers. The paper samples with G.S.M. specification should also be duly authenticated by the intending quotationer.
- ii) Rate should be inclusive of GST, delivery charges and other taxes, if any, which should be quoted both in words & figures in the specified space in the bidding sheet. Rate once quoted should be treated as final. No additional charges on the ground of revision of any taxes etc. will be entertained subsequently. Points made in bidding sheet under the heading "Note for guidance" should be taken into consideration before quoting rates for different types of forms.
- iii) Delivery is to be made as per work order in complete shape to the Record-III Section of this office i.e. O/o the Accountant General (A&E), West Bengal at Treasury Buildings, 2, Govt. Place (West), Kolkata 700 001.
- iv) Specimen of the Forms may be seen at Pension (EDP) Section of this office on any working day between 3 pm & 5 pm.
- v) The rate should be quoted on the basis of per thousand mentioned in the bidding sheet. However, payment would be made on the basis of proportionate cost of the volume of forms procured against the work order issued.
- vi) If any defect is noticed, particularly in case of quality of the paper and workmanship, the selected vendor will be liable for immediate replacement of the defective articles at his

