

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

- own cost. If the replacement is not possible, the company will have to bear the cost difference in the event if the articles are procured from outside market.
- vii) In case of late delivery, a penalty @ 1.5% of the cost price of the articles will be imposed for every week beyond the schedule date as would be mentioned in work order.
- viii) The approved rate accepted by this office will be valid for one year from the date of final selection of the successful bidder.
- ix) Before supply of the materials, proof of all printed forms should be got approved by the Pension-EDP Section of this office. The vendor should submit the proof copy of forms mentioned in the work order within 07 days from the date of receipt of final approval of proof copy by the user sections as would be mentioned in work order.
- x) The paper quality of the materials delivered to this office should be strictly in accordance with the G.S.M. specification mentioned against each of the items of the forms in the bidding sheet as well as the paper samples furnished along with the tender notice.
- xi) Intending tenderer will have to deposit **Earnest Money of Rs.3000/- (Rupees Three Thousand) only** in the form of Bank Draft in favour of "P.A.O. (Audit), O/o the A.G. (A&E), West Bengal" In absence of the Earnest Money, the Tender will not be considered as valid tender under any circumstances and will be treated as cancelled. Vender with MSME Registration may submit the enrollment certificate instead of EMD.
- xii) The sealed envelope containing the tender paper & sample duly signed by the quotationer should reach this office latest by **2 o'clock on 16.2.2024**. No quotation will be entertained after specified time and date.
- xiii) The sealed envelope should be super-scribed "Tender for Printing & Supply of Pre-Printed Continuous Forms" and addressed to Shri Supriya Biswas, Sr. A.O. (Record), O/o the Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700001. Alternatively, the sealed quotation may be dropped in the Tender Box kept in front of Record-III Section of this office. **No online quotation in electronic format will be accepted.** The sealed quotations will be opened at 3 pm on the last date of submission of tender in the presence of the quotationers, if any.
- xiv) This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason.

The Tender Notice including the Bidding Sheet and Bit Security Declaration may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en>(Contact Us > Working with us > Tender Notices) or from **CPP Portal**.

MT GSKY 05/02/2024
Sr. Accounts Officer (Record)

BIDDING SHEET FOR THE PRE-PRINTED CONTINUOUS FORMS

Sl. No.	Name of Forms	Size	Paper quality	Rate per Thousand (in Rs.)
1	Intimation (Advance)	10"x12"[3part (1+2)] with carbon	(80+60+60) GSM	
2	P.P.O (Part-I & Part-II)	10"x24"	80 GSM	
3	G.P.O. (Advance)	10"x12"[2 part (1+1)] with carbon	(80+60) GSM	
4	C.V.P.O (Advance)	10"x12"[2 part (1+1)] with carbon	(80+60) GSM	
5	Admissibility Report	10"X12" (1 part)	80 GSM	
6	Revised Authority Form	10"x12" [3part (1+2)] with carbon	(80+60+60) GSM	
7	Intimation (Death)	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	
8	F.P.P.O (Part -I & Part-II)	10"x24"	80 GSM	
9	D.G.P.O (Death)	10"x24"[2 part (1+1)] with carbon	(80+60) GSM	
10	Intimation slip	10"x12" (1 part)	80 GSM	
11	G.P.O. (Direct)	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	
12	C.V.P.O (Direct)	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	

NOTES FOR GUIDANCE

- Forms mentioned at Sl. No. 2 and 8 with two parts (I & II) of (10"X24") size with perforation in the middle portion i.e. at the end of 12" having no carbon copy, should be treated as 1 (One) single copy of 24" form consisting of two parts (12" in each part) for the purpose of quoting rates.
- Copy of all forms should be pasted in both side of each packet containing forms so as to facilitate to view what type of forms and how much forms are kept inside each packet.

3. Serial No. in Chronological order should be made in all forms so that it is easily visible / countable how much quantity had been kept inside each packet of forms.
4. The actual requirement of forms may depend on requirement of forms by this office during the valid tender period.

ANNEXURE

I agree with the terms and conditions as stipulated in the tender / quotation notice.

Name of the Company / Organization:

Address with contact no.:

Full name & Address of Proprietor:

Telephone No:

I am quoting the rate of the Pre-Printed Continuous Forms in this Bidding Sheet, according to the specification and quality required by the office of the Accountant General (A&E), West Bengal. Any deviation from the specifications particularly quality of the paper and workmanship should be liable for immediate replacement at my own cost.

Signature of the Proprietor with seal

Top sheet**Pre-qualification items towards Notice Inviting Quotation for supply of Pre-Printed ContinuousForms**

Sl. No.	Copies of required Documents	Whether submitted or not (Tick)	
		Yes	No
01.	Work experience in Govt., Semi Govt. or Govt. Undertaking Offices etc.		
02.	GST No. of firm or proprietor.		
03.	An undertaking regarding completion of work within 15 days from the date of receipt of the work order.		
04.	MSME Certificate		
05.	Paper Sample of each category of 80 and 60 GSM papers		
06.	Details of Demand Draft		

Signature and stamp of the vendor

DECLARATION

I do hereby undertake that I will submit the proof copy of Forms mentioned in work order within 07 (seven) days from the date of receipt of the work order and thereafter I will supply the Forms within 15 (fifteen) days from the date of receipt of the final approval of proof copy of the Forms from the user sections of the O/o the Accountant General (A&E), West Bengal. I am also fully aware that in case of late delivery, I am liable to pay penalty as mentioned in Tender Notice.

Signature and stamp of the vendor