



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

2 री मंजिल, प्रतिष्ठा भवन, न्यु मरीन लाईन्स,
101 महर्षि कर्वे मार्ग, मुंबई - 400 020
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No.: Record-I/PAG(A&E)/F-206/2022-23/49

Date:- 21-02-2022

TENDER

Sub:-Quotation for Annual Contract of **Binding Works** for the F Y 2022-23.

Quotations are invited for contract in respect of Binding work for the period from **01.04.2022 to 31.03.2023**. All binding materials and labour required for executing the work will have to be procured by the contractor himself, at his cost.

Interested binding contractors are requested to send the duly filled in quotation in **Annexure-I** for the following items of work indicating the charges for each of the following types of binding work:-

Sr. No.	Item of work	Size
1	Red cloth cardboard Register	A-4
2	Red cloth cardboard Register	Legal
3	Red cloth cardboard Register	A-3
4	Register (PBR)	A-2
5	Service Books	Legal
6	Fair Copy pads with cloth all over	Legal
7	Monthly Arrears Report (Cardboard binding)	Legal
8	Library Books (Small)	Small
9	Library Books (Big)	Big

The sealed cover containing the tenders, complete in all respect and superscribed "**Quotations for Binding Work**" with the Name and address of the Bidder, should be dropped in **Tender Box** kept in **Room No.202, Record-I Section, O/o the Pr. Accountant General (A&E)-I, 'Pratishtha Bhavan', 101, M.K. Road, New Marine Lines, Mumbai-400020** by **03:00 p.m. on or before 07-03-2022**. No Bid shall be accepted after the aforesaid date and time In the event of the specified date for submission of bids being declared a holiday, the bids will be received up to the appointed time on the next working day.

This office reserves the right to reject any, or all the quotations without any reasons. This office also reserves the right to terminate the contract before 31-03-2023 by giving an advance notice of two weeks to the Contractor.

Sr. Accounts Officer/R-I

(Letter Head)

ANNEXURE-I

(i)	Full Name of the Firm	
(ii)	Firm's Address	
(iii)	Telephone /Mobile No. (O)	
(iv)	PAN/TIN No.	

**QUOTATION FOR BINDING FOR THE PERIOD
01-04-2022 TO 31-03-2023**

Sr. No.	Item of work	Size	Rates per Register
1	Red cloth cardboard Register	A-4	
2	Red cloth cardboard Register	Legal	
3	Red cloth cardboard Register	A-3	
4	Bill Register	A-2	
5	Service Books	Legal	
6	Fair Copy pads with cloth all over	Legal	
7	Monthly Arrears Report (Cardboard binding)	Legal	
8	Library Books (Small)	Small	
9	Library Books (Big)	Big	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I hereby undertake to provide the services as per the directions given in the Tender Notice.

Signature of the Authorised Signatory

Date:-
Place:-

Designation:
(Office seal of the Bidder)