

भारत सरकार
(भारतीय लेखा परीक्षा और लेखा विभाग)
कार्यालय प्रधान महालेखाकार(लेखापरीक्षा-I), पश्चिम बंगाल
ट्रेजरी बिल्डिंग्स, 2-गवर्नमेंट प्लेस (पश्चिम), कोलकाता -700001

दिनांक: 15.09.2022

NOTICE INVITING QUOTATION

1. Sealed quotations are again invited from reputed, experienced and financially sound firms/agencies for Printing of Hindi Patrika **"Sonar Bangla"** of Office of the Principal Accountant General (Audit-I), West Bengal as the previous NIQ No.Pr.AG(Audit-I)/Rec./Printing of Magazines/2022/53/186 dated 06.09.2022 has been cancelled due to administrative reason. The specification (Annexure A) and terms & conditions (Annexure B) are enclosed.
2. The bid, filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed **"Quotation for Printing of Hindi Magazine"** 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 19th September, 2022**. Bids received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at 12:30 PM on 19th September, 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 bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the competent authority.


वरिष्ठ लेखापरीक्षा अधिकारी (अभिलेख)

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 printing of Hindi Patrika **Sonar Bangla** are given below:

1.	Total number of Pages (approx.)	75 pages
2.	Page size	8.5" X 11" (width x height)
3.	Total number of copies	150 copies
4.	Page quality	For cover page: 250 GSM art board For other pages: 100 GSM art board
5.	Printing	Digital Print (4 colour) only
6.	Binding	Paperback , Staple binding before pasting cover page
7.	Lamination	Glossy Lamination

Annexure B

General Instructions and Terms & Conditions:

1. Strict confidentiality of the material is to be ensured by the printing agency/firm.
2. Soft copy of the magazine in Hindi version in MS Word Format will be handed over to the press.
3. Some part of the materials in Hindi version will be handed over in manuscript; the press has to type the same.
4. The printing agency/firm has to compose the materials with the pictures provided in jpeg version as per direction of Hindi Cell of this office.
5. In respect of the Magazine, style and designing are to be done by the Press using its professional expertise in consultation with this office for better presentation and lay out.
6. One complete print (dummy) of the magazine has to be shown to this office for clearance. After clearance, the printer will go ahead with the final printing.
7. The magazine will be in paper-back and are to be printed in Digital mode.
8. The Firm has to submit soft copy of the printed magazine in one CD in searchable pdf format of size within 25 MB for official use.
9. If printing of the Hindi Patrika *Sonar Bangla* is not up to the quality and specification, reprinting/ replacement will have to be made immediately without escalation of price and all expenditure towards reprinting/ replacement will be borne by the printer.
10. In case any firm has 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.
11. The tendering Firm must furnish valid registration for GST. In absence of this documents, the tender will not be considered valid.
12. 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. Any enquiry after submission of the quotations will not be entertained.
13. The articles should be delivered in this Office in Hindi Cell, First Floor, Treasury Buildings, 2, Government Place (West), Kolkata – 700 001. Delivery charge should be inclusive in price. If the articles are not supplied within the delivery period, 1% of the base price of the supply articles will be charged for delay per week.

14. The works of designing of the magazine have to be completed within 5 days from the date of handing over of CD/Manuscript. The delivery of the books should be made within 7 days after finalizing of design.
15. 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.
16. The conditional bids shall not be considered and likely to be rejected in very first instance.
17. The quoted rate will be inclusive of all taxes. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.
18. 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.
19. No advance payment is permissible under the provisions of GFR of Government of India. Payment will be made after the bills along with "Work Done Satisfactory Certificate" from Concern Section, which is expected to take two to three weeks' time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment.
20. 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.
21. 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

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

Subject: Printing of Hindi Magazine “Sonar Bangla”

Sir/Madam,

With reference to your NIQ No. Pr.AG(Audit-I)/Rec./Printing of Magazines/2022/53/201 dated 15.09.2022, I am to submit my tender for Printing of Hindi Magazine “Sonar Bangla” as follows:

Particulars	Unit Price (₹)	Quantity	Amount* (₹)
Printing of the Hindi Patrika <i>Sonar Bangla</i>		150 copies	

**The total amount quoted inclusive of all applicable taxes and delivery charges.*

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 fail to carry on the contract satisfactorily, I will be liable to the termination of contract.

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
Sr. 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: Authorization for attending the office on 12.30 PM on 19th September'2022 in the opening of the bid for Printing of Hindi Magazine

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.