



**Office of the Principal Accountant General (A&E) West Bengal
Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001**

NIQ No. Rec-III/ Binding & Re-binding/ 2024-25/ Out /10

Dated: 22/04/2024.

Sealed quotations are invited from reputed binder for binding and re-binding of different kinds of registers of this office. The specimen of the register(s) is/are available at Record-III Section located at Ground Floor of Treasury Buildings for inspection on any working day between 3 P M and 5 P M.

The intending bidders should furnish the following documents along with their quotation:

1. Credentials in support of having undertaken such job in Govt., / Semi Govt./ Govt. Undertaking Offices/ reputed Private Companies.
2. Copy of valid PAN of firm or proprietor.
3. Copy of valid GST Registration
4. An undertaking in Annexure A is to be given by the intending bidders regarding binding and re-binding of different registers along with the quotation. It is to be noted that the work order will be cancelled without any further correspondence if the registers are not bounded within the stipulated time limit.

The following terms and conditions are required to be complied with by the intending quotationers: -

1. The contractor is to work in the office premises located at Treasury Buildings Ground Floor, Kolkata-1. Forms for preparation of new blank registers may be taken out of this office for the purpose of trimming etc. with prior approval of Branch Officer/ Record. However, all rebinding work as well as binding work of official documents will be required to be carried out invariably within the office premises.

2. All binding materials like Cloth, Rexin, Marvel Paper, Board, Brown Paper, threads, Gum etc. shall have to be arranged by the contractor.

3. Duly signed samples of Binding materials (board, cloth, rexin etc.) should be furnished in sealed packet duly signed by the quotationer along with the quotation papers.

4. Rate is to be quoted only is the enclosed bidding sheet and not is any other paper. If quoted in any other paper other than the enclosed bidding sheet the said quotation is liable to be rejected.



5. Rate should be inclusive of all taxes and charges of materials, labour, carrying cost etc.

6. Rate (both in the word & figure) should be quoted against each item of work as mentioned in the bidding sheet). The quoted rates accepted by this office shall remain valid for a period of one year from the date final acceptance of this office.

7. Binding work should be done as per requirement of this office at the accepted rate during the validity period of the same.

8. Quotations received in incomplete shape, without prescribed documents, without Annexure-A (undertaking), not in the prescribed bidding sheet, submitted after the due date/time, without authenticated samples are liable to be rejected without any further reference.

The sealed envelope containing quotation papers duly signed by the contractor along with samples should be superscribed with “**Quotation for binding and rebinding of Register etc. for the year 2024-25**” and addressed to “**The Sr. Accounts Officer (Record), O/o the Accountant General, (A&E) W.B., Treasury Buildings, Kolkata-1**” and the same is to be dropped in the tender box kept in Record-III section latest by **12 noon on 06.05.2024**. The quotation will be opened on the same day at 3.00 p.m in the presence of quotationers, if any. This office, however, reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

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22/04/24

Sr. Accounts Officer (Record)



ANNEXURE-A

UNDERTAKING

1. I undertake to and agree to work in the office premises of the O/o the A. G (A& E) W. B. located at Treasury Buildings, 2 govt. Place (West), Kolkata-700001.

2. I, hereby, undertake to carry out the binding and re-binding of different registers within 15(fifteen) days from the date of receipt of the work order. If the work is not completed within the stipulated time limit, the work order may be cancelled by your office without any further correspondence from your end.

3. I undertake to keep valid the quoted rates for binding & Re-binding for a period of one year from the date of acceptance of the said rates and agree to undertake Binding & Re-binding work at the said rates.

I have read & understood the above undertaking and put my signature & stamp as token of acceptance of the same.

Signature and stamp of the vendor



BIDDING SHEET OF RATES OF BINDING AND REBINING OF REGISTERS ETC.
AGAINST TENDER NOTICE NO. REC-III/BINDING/24-25/OUT/10 **DATED : 22/04/2024**

Sl. No.	Size of Registers In inch	No of pages/Registers	Mode of Binding	Rate of Binding per Register (including material and all taxes charges) (Rs.)	Rate of Re-Binding per Register (including material and all taxes) (Rs.)
1	16" x 12"	Up to 50 Pages	Cloth & Board		
2	16" x 12"	Up to 50 Pages	Rexin/ Canvas with Board		
3	16" x 12"	Up to 100 pages	Cloth & Board		
4	16" x 12"	Up to 100 Pages	Rexin/Canvas with Board		
5	16" x 12"	Up to 100 pages	Limbo		
6	16" x 12"	More than 100 Pages	Limbo		
7	16" x 12"	More than 100 Pages	Cloth & Board		
8	16" x 12"	More than 100 Pages	Rexin/ Canvas with Board		
9	16" x 12"	250 to 500 Pages	Limbo		
10	16.5" x 12"	50 Pages	Cloth & Board		
11	16.5" x 12"	50 Pages	Rexin/ Canvas with Board		
12	16.5" x 12"	100 Pages	Cloth & Board		
13	16.5" x 12"	100 Pages	Rexin/ Canvas with Board		
14	16.5" x 12"	More than 100 Pages	Rexin/ Canvas with Board		
15	16.5" x 12"	More than 100 Pages	Cloth & Board		
16	17" x 14"	50 Pages	Rexin/ Canvas with Board		
17	12" x 8.5"	Up to 50 Pages	Cloth & Board		



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18	12" x 8.5"	Up to 50 Pages	Rexin/ Canvas with Board		
19	12" x 8.5"	Up to 100 Pages	Cloth & Board		
20	12" x 8.5"	Up to 100 Pages	Rexin/ Canvas with Board		
21	12" x 8.5"	Up to 100 Pages	Limbo		
22	12" x 8.5"	More than 100 Pages	Limbo		
23	12" x 8.5"	More than 100 and up to 250 Pages	Cloth & Board		
24	12" x 8.5"	250 to 500 Pages	Cloth & Board		
25	12" x 8.5"	More than 100 Pages	Rexin/ Canvas with Board		
26	12" x 12"	Up to 50 Pages	Cloth & Board		
27	12" x 12"	Up to 50 Pages	Rexin/ Canvas with Board		
28	12" x 12"	Up to 100 Pages	Cloth & Board		
29	12" x 12"	Up to 100 Pages	Rexin/ Canvas with Board		
30	12" x 12"	More than 100 Pages	Cloth & Board		
31	12" x 12"	More than 100 Pages	Rexin/ Canvas with Board		
32	12" x 12"	More than 100 Pages	Limbo		
33	12" x 6"	Up to 50 Pages	Cloth & Board		
34	12" x 6"	Up to 50 Pages	Rexin/ Canvas with Board		
35	12" x 6"	Up to 100 Pages	Cloth & Board		



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36	12" x 6"	Up to 100 Pages	Rexin/ Canvas with Board		
37	12" x 6"	More than 100 Pages	Cloth & Board		
38	12" x 6"	More than 100 Pages	Rexin/ Canvas with Board		
39	12" x 6"	More than 100 Pages	Limbo		
40	16" x 18"	Up to 100 Pages	Cloth & Board		
41	16" x 18"	Up to 100 Pages	Rexin/ Canvas with Board		
42	16" x 18"	Up to 100 Pages	Leather		
43	16" x 18"	More than 100 Pages	Cloth & Board		
44	16" x 18"	More than 100 Pages	Rexin/ Canvas with Board		
45	16" x 18"	More than 100 Pages	Limbo		
46	Computer Back sheet of CGF	250 Pages	Cloth & Board		
47	Computer Back sheet of PCC	50 sets(one set- 5 pages)	Cloth & Board (Guard file type)		
48	Computer Back sheet of PCC	50 sets(one set- 5 pages)	Cloth & Board (Guard file type) Spring dala		
49	Lapse Deposit 13" x 8.5"	250 Pages	Full cloth with thick paper (then five registers to be binded with tag and guard file cover)		
50	Book ordinary	150 Pages	Cloth & Board		



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51	Book ordinary	100 Pages	Cloth & Board		
52	Computerized A.P. Repr. For pen group	100 Pages as per sample	Rexin/ Canvas		
53	9" x 7.5"	50 Pages	Cloth & Board		
54	9" x 7.5"	50 Pages	Rexin/ Canvas with Board		
55	9" x 7.5"	50 Pages	Limbo		
56	9" x 7.5"	100 Pages	Cloth & Board		
57	9" x 7.5"	100 Pages	Rexin/ Canvas with Board		
58	9" x 7.5"	More than 100 Pages	Rexin/ Canvas with Board		
59	9" x 7.5"	More than 100 Pages	Cloth & Board		
60	Service Book	More than 100 Pages	Cloth & Board		
61	Service Book	More than 100 Pages	Full Rexine with name writing (golden)		
62	Service Book	More than 100 Pages	Full Rexine		
63	Service Book	Standard	Cloth and thick paper		
64	Books (standard)	More than 100 Pages	Cloth & Board		
65	Books (standard)	More than 100 Pages	Rexin/ Canvas		
66	Stitching with paperback (Ordinary binding of Register)	Standard	Paper back		
67	12" x 8.5"	Up to 100 Pages	Spiral Binding		
68	12" x 8.5"	More than 100 Pages	Spiral Binding		



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69	12" x 10" P.P.O	More than 100 Pages	Cloth & Board		
70	12" x 12" P.P.O	More than 100 Pages	Cloth & Board		
71	12" x 8.5" P.P.O	More than 100 Pages	Cloth & Board		
72	13.5" x 8.5"	100 Pages	Cloth & Board		
73	13.5" x 8.5"	More than 100 Pages	Cloth & Board		
74	12" x 7"	100 Pages	Cloth & Board		
75	12" x 7"	More than 100 Pages	Cloth & Board		
76	Service Book	More than 100 Pages	Full Cloth		
77	12" x 8.5"	250 to 400 pages	Limbo		
78	16.5x12	More than 400 pages	Cloth & Board		
79	Books ordinary	More than 400 pages	Cloth & Board		
80	13.5"x8.5"	100 pages	Limbo		
81	13.5"x8.5"	More than 100 pages	Limbo		

Full Name :

Address :

GST No. :

PAN No. :

Telephone No:

Enclosed :- Undertaking in the prescribed format duly accepted and signed and sealed by me.

Signature and stamp of the vendor

