



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

No. PAGAEWB/02/12/14/24-25/Out/04

Dated: 09.04.2024

**NOTICE INVITING QUOTATION FOR SUPPLY OF DIFFERENT TYPES OF FILE
COVERS.**

Sealed quotations are invited for the printing and supply of different types of file covers from vendors having experience in Printing & Supply of file covers in Govt., Semi govt., Govt., Undertaking Offices & reputed private firms. The rate should be quoted in the bidding sheet enclosed hereto. The vendors/firms intending to quote rates for the items should furnish the following Information/documents in the separate sheet:-

1. An undertaking regarding supply of above items within 15 (fifteen) days from the date of receipt of the work order is to be given by the intending bidder. It is to be noted that the work order will be cancelled without any further correspondence if the articles are not supplied within the stipulated time limit.

2. Credentials in support of carrying out such job in Govt., Semi Govt., and Govt. Undertaking Offices.

3. GST Registration

Terms & conditions:-

1. Quality of **file covers** etc. should be strictly maintained as per specimen furnished by this office i.e. file covers for general use should be **270 GSM**, file covers for pensioners should be **250 GSM** and coloured file cover for special purpose should be **600 GSM**. **Material** quality of all supplies should be strictly maintained as per paper samples submitted by selected vendor(s) and finally accepted by this office.

2. **Samples of file covers** in respect of the different items with **G.S.M specification** must have to be furnished with the tender paper. If the quality of samples does not tally with the sample of this office, the quotation will not be considered for selection.

3. Rate should be **inclusive of G.S.T. and delivery charges**. No other charges will be entertained thereafter. The rate should be quoted **both in words and in figures** in the specified space as earmarked in the bidding sheet. The rate shall remain valid for one year from the date of acceptance of the bid by this office.

4. Before printing, the final proof should be got approved by A.A.O/Record-III Section.

5. Delivery is to be made to the Record III Section of this office i.e. O/o the A.G. (A& E), W.B. at Treasury Buildings, 2, Govt. place (West), Kolkata-700001.

6. G.S.T. No. is to be mentioned in the bidding sheet.

7. Sample/Specimen of the file covers may be seen at Record-III Section of this office on any working day between 12 noon. to 5 p.m.

8. 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 same are procured from outside market at higher rate.

9. In case of late delivery, a penalty @ 1.5% of the cost price of the article will be imposed for every week beyond the specified date to be mentioned in the work order.

10. Intending tenderers will have to deposit Earnest Money for Rs 4000/- (Rs. Four Thousand Only) in form of Bank Draft in favour of “**P.A.O (Audit), O/o the Principal Accountant General. (A&E) W.B**”. In absence of the earnest money, the Tender will not be considered as valid tender under any circumstances and will be treated as cancelled. Vendor having MSME certificate shall be required to furnish such certificates along with the tender in place of EMD.

11. Intending vendor must have its Head Office/Registered Office within the jurisdiction of Kolkata and its adjacent areas.

The sealed envelope containing the quotation paper & sample duly signed by the quotationer along with the demand draft/MSME Certificate shall be required to be dropped in tender box kept in Record III Section of this office latest by **24.04.2024** up to **2 PM**. No quotation will be entertained after specified time and date. **No online quotation in electronic format will be accepted.**

The sealed envelope should be superscripted as “**Quotation for printing and supply of different types of file covers**” and addressed to **Shri Partha Das, Sr. Accounts Officer (Record), O/o the A.G. (A&E), W.B., Treasury Buildings, Kolkata –700001**”.

The sealed quotations will be opened on the last date of submission of quotations at 3 PM in the presence of the quotationers, if any.

This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason thereof.

The tender notice including the bidding sheet may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en> (Contact Us> Working with us>Tender Notices) or from CPPP.



Partha Das
09/04/2024
Sr. Accounts Officer (Record)

BIDDING SHEET FOR DIFFERENT TYPES OF FILE COVERS

Sl. No	Item	Size and GSM of the file cover	Rate to be quoted for per thousand/ per hundred	Rate (both in words and figures) (inclusive of G.S.T and all taxes)
1.	Grey File Cover for pensioners (Printed with Green/Yellow) (Standard Size with printing materials including Departmental Logo)	(50cm X 32cm) (As per sample) 250 GSM	Rate per thousand	
2.	Grey File Cover for pensioners (Printed with Blue/Pink) (Standard Size with printing materials including Departmental Logo)	(50cm X 32cm) (As per sample) 250 GSM	Rate per thousand	
3.	Grey File Cover for general use (S-97) (Standard Size with Printing materials including Departmental Logo)	(52.5cm X 34.5cm) (As per sample) 270 GSM	Rate per thousand	
4.	Red/Green/Yellow/Pink colored File Cover (Printed in Black) (Standard Size with Printing materials including Departmental Logo)	(52.5cm X 34.5cm) (As per sample) 600 GSM	Rate per hundred	

I have quoted the above rated file covers 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 & SEAL OF THE VENDOR

Top Sheet

Pre-qualification items towards Notice Inviting Quotation for supply of different types of file covers

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.	File cover sample of each category		
06.	Details of Demand Draft		



DECLARATION

I do hereby undertake that I will submit the proof copy of each type of File covers mentioned in work order within 07 (seven) days from the date of receipt of the work order and thereafter I will supply the File covers within 15 (fifteen) days from the date of the final approval of proof copy of the File covers from the Record-III Section 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

