

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL**  
**TREASURY BUILDINGS, KOLKATA-700 001**

Rec-III/ Shifting of Vouchers/2024-25/ 16

Dated: 17.05.2024

**NOTICE INVITING QUOTATION FOR SHIFTING OF VOUCHER BUNDLES**  
**FROM THIS OFFICE TO 1, COUNCIL HOUSE STREET**

Sealed Quotations are invited from the reputed vendor having experience in shifting of office records for the work of shifting of approximately 6000 no. of bundles of Treasury vouchers/schedules (each weighing approximately 5 to 10 kg) from the 1<sup>st</sup> floor and ground floor of Treasury Buildings and various Fund sections/corridors in the ground floor and 1<sup>st</sup> floor of G.I Press Building of this office to 1, Council House Street, Kolkata-700001.

A) The intending firms should furnish the following with the bidding sheet

- i) Valid GST Registration
- ii) Valid PAN Registration
- iii) Credential in support of carrying out such shifting work in Central Govt./State Govt./ PSUs etc.
- iv) Duly signed Undertaking in Annexure-A enclosed with the NIQ
- v) Bank draft for Rs. 2000/- as EMD.

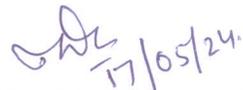
B) Terms & Conditions

- i) The work will sequentially include the following:-
  - a. Rearrangement of records in the godowns of 1, Council House Street.
  - b. Loading of the Treasury vouchers/schedules bundles in big size plastic sacks from the 1<sup>st</sup> Floor/Ground Floor of Treasury Building and G.I Press Building.
  - c. Shifting of these records by vehicle to 1, Council House Street.
  - d. Unloading of the plastic sacks containing records at 1, Council House Street, Kolkata-700001.
  - e. Unpacking the bundles from plastic sacks and
  - f. Arranging the bundles of records in the available storage space in the godowns of 1, Council House Street as per instructions of this office.
- ii) The entire work is to be completed within five working days from the date of work order issued, without any fail.
- iii) The vendor is required to inspect the lot of vouchers/ schedules to be shifted before quoting his rates. No complaint with regard to the volume of records to be shifted will be



- entertained after quoting rates. Plastics/gunny bags, ropes etc required for shifting purpose are to be arranged by the vendor himself.
- iv) The vendor will have to arrange a vehicle for carrying the records to 1, Council House Street.
- v) All requisite permissions from the police and other authorities are required to be obtained by the vendor himself.
- vi) Payment will be made after satisfactory completion of the said work within the stipulated time.
- vii) The vendor has to quote a lump sum rate including all taxes and charges for the said work. No additional claim for any kind of taxes and/or charges will be entertained.
- viii) **A Bank Draft for Rs. 2,000/-** (Rupees Two thousand only) as Earnest Money Deposit (EMD) drawn in favour of **“PAO (Audit), O/o the Accountant General (A&E), West Bengal, Kolkata – 700 001”**, from any Nationalized Bank at Kolkata is to be enclosed with the Bidding Sheet. The Bank Draft as **Earnest Money Deposit** should be submitted in a separate sealed cover. **Quotation submitted without E.M.D. will be treated as cancelled.**
- ix) The sealed envelope super-scribed **“Quotation for shifting of records from Treasury Buildings to 1, Council House Street”** and addressed to the **Sr. Accounts Officer (Record), O/o the Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700001** containing duly signed Quotation Sheet, PAN, GST, Credentials and Annexure-A may be dropped in the tender box kept in Record-III section latest by **3 p.m on 24/05/2024**. No quotation will be entertained after specified time and date.
- x) The sealed quotations will be opened at 3 pm in the chamber of Sr. Accounts Officer (Record) on the last date of submission of tender in the presence of the quotationers, if any.
- xi) This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason.
- xii) The NIQ including the Quotation Sheet may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en>(Contact Us > Working with us > Tender Notices).



  
17/05/24  
Sr. Accounts Officer (Record)

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL  
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA – 01

Quotation for shifting of Treasury vouchers/schedules from this office to 1, Council House Street

Sl.No.	Description of Work	Lump sum rate in Rs. (inclusive of all taxes and charges) both in Words and Figures
01.	Rearrangement of Records in 1, Council House Street, Shifting of Vouchers/ Schedules bundles from this office to 1,Council House Street in large size plastic packets/gunny bags by engaging labourers and vehicle and rearrangement of the shifted bundles in the go down after unpacking.	

Full Name:

Address: .....

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Mobile No.....

Name of the Company / Organization.....

GST NO.....

PAN NO.....

Email-ID.....

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

Signature and Stamp of the Contractor / Quotationer (with seal)



**ANNEXURE-A**  
**UNDERTAKING**

1. I undertake to and agree to carry out the shifting work as per terms and conditions mentioned in the instant Notice invited Quotation and as per direction of the office.

2. I, hereby, undertake to carry out the entire work within 5(five) working 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 carry the shifting work with outmost care and responsibility under my personal obligation to ensure that none of the records so shifted will be misplaced or mishandled during the process of transmission from this office to 1, Council House Street. I undertake to take full responsibility for the security and safety of the records so shifted.

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

