



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

No: Record –III/Quotation Notice /APAR. Forms /23-24/ Out/129

Dated: 30.01.2024

Sealed Quotation are invited from reputed vendors having experience in printing of Forms /Magazine /Books /Annual reports for printing & supply of APAR forms in Booklet form subject to fulfillment of the following terms & conditions: -

Terms and condition to be complied with by the intending quotationer:

- 1) Sample of papers in respect of items both cover page and printing page with name of the Manufacturing Company with their postal address (es) relevant brand name of the paper shall have to be furnished with the tender papers.
- 2) The rates should be quoted in the bidding sheet enclosed hereto.
- 3) Rate should be inclusive of all taxes & delivery charges which should be quoted both in words and figures in the specified space in the bidding sheet.
- 4) Specimen of booklet may be seen at Record –III Section of this office on any working day between 3p.m & 5p.m.
- 5) 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 articles are procured from outside market.
- 6) Delivery is to be made within 10 days from the date of receipt of the work orders.
- 7) In case of late delivery, a penalty @ 1.5% of the Cost price of the articles will be imposed for every week.

The sealed envelope containing the quotation paper & sample duly signed by the Vendors should reach this office latest by **12 O'clock on 09.02.2024**. The sealed envelope should be super scribed “**Quotation for printing of APAR Forms**” and addressed to **Sri Supriya Biswas, Sr. Accounts Officer (Record), Office of the Accountant General (A&E) West Bengal, Treasury Buildings, 2 Govt. place (West), Kolkata- 700001.**

The sealed quotation may be dropped in the tender box kept in front of Record-III Section.

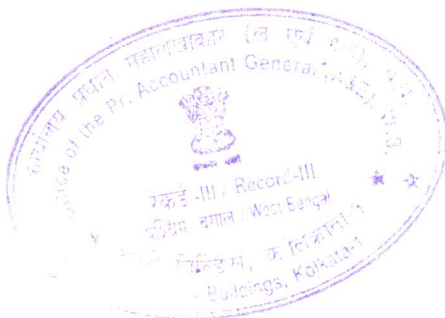


The Sealed Quotations will be opened on the same day (i.e. on 09.02.2024) at 3.P.M in presence of the quotationers, if any.

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



Sr. Accounts Officer (Record)





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Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001

No. Rec-III/Quotation/APAR forms/23-24/Out/129

Dated:30.01.2024

BIDDING SHEET FOR PRINTING AND SUPPLY OF APAR FORM

(Last date for Submission: Within 7 working days from the date of issue)

Category	Size/ Language	No. of pages and impression including Coverpages	Cover page	Quantity Required	Rate(in words and figures)
AAO/Supervisor.	11”X8.5” Bilingual	7 page/11 imps. (Maplitho paper in 80 G.S.M)	Cover page in colour cast paper (colour and quality as per specimen of this office)	400	
Asst. Supervisor/Sr. Acctt/ Acctt.	-do-	6 Page/9 imp (Maplitho paper in 80 G.S.M)	-do-	400	
Clerk/DEO/Record Keepers	-do-	6 Page/9 imp (Maplitho paper in 80 G.S.M)	-do-	200	
Sr. D. A.O/D.A.O- Grd-I/D.A.O-Grd- II/ D.A	-do-	7 page/11 imp. (Maplitho paper in 80 G.S.M)	-do-	500	

Note:-Quotation should be duly supported by the samples of maplitho paper in 80 GSM and cover page of the APAR form as per specification.

Date of Submission of the quotation:-

Name of the firm/concern:

GST Registration No:

Authorized signatory of the firm:

Name in Block Letter with seal:

