

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) WEST BENGAL,
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST),
KOLKATA-700001

No. Library/LPS/2021-22/24

Date: 10.01.2022

Sub: Notice inviting quotation for empanelment of vendors for the supply of stationery articles for the year 2021-22 and 2022-23.

1. Sealed quotations are invited for procurement /supply of stationery items for one year w.e.f. 01/01/2022 the date of empanelment. The method of submission quotation, amount of earnest money/security deposit and general terms and conditions applicable to the contract have been mentioned in the Annexure-I. The stationery supplied shall be strictly as per parameter / technical specification of Annexure -III
2. SCHEDULE OF QUOTATION

Quotation no.	Library/LPS/2021-22/24
Last date & time of submission of quotation	01/02/2022 (12.00 hrs)
Amount of earnest money to be deposited as per Annexure-II	Rs 5000/-
Date & time of opening of quotation	01/02/2022 (15.00 hrs)
Venue	Chamber of Sr. AO/Record

The tender form will be available and can be downloaded from official website:
<http://cag.gov.in/ae/west-bengal/en>

3. The quotation complete in all respect shall be submitted to the Library Section of this office at the ground floor of Treasury building as per date & time indicated in the schedule of tender of para 2 above. The quotation received after the scheduled date & time will be rejected outright. Only one quotation will be accepted for each vendor /supplier.

(Signature & stamp of Sr. AO/Record)

वरिष्ठ लेखा अधिकारी/Sr. Accounts Officer
कार्यालय प्रधान महालेखाकार (ले एवं हक) प.ब.
Office of the Pr. A. G. (A&E), W.B.
ट्रेजरी बिल्डिंग्स, कोलकाता-१
Treasury Buildings, Kolkata-1

ANNEXURE-I

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) WEST BENGAL,
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST),
KOLKATA-700001

General terms & conditions

1) Preparation & submission of quotation

- a) The quotation should be submitted with the proof of earnest money deposit (in the form given in Annexure –II) along with the bid sheet.
- b) Both the bid sheet & the proof of earnest money deposit should be kept in sealed cover addressed to the undersigned. The sealed envelope containing the quotation paper should be superscripted with “QUOTATION FOR STATIONERY ARTICLES FOR THE YEAR 2021-22 and 2022-23 “and addressed to the Sr. Accounts Officer (Record), O/O the Pr, Accountant General (A&E), West Bengal , Treasury Buildings, 2, Govt. Place , Kolkata-700001
- c) The samples of items quoted in the bid are to be furnished by the bidder.
- d) Samples of approved items of the successful bidder will be retained by this office. Every sample must be authenticated by the authorised signatory of the organization concerned and the sample articles are to be kept in a sealed cover along with the quotation.
- e) Without sample of the articles, the quotation will be rejected forthwith.
- f) Overwriting without signature should be avoided. However, if any alteration is required each and every such correction, overwriting etc. shall be attested by the authorised signatory.
- g) Supplier should mention the name of Central / State Govt. offices where supplies of the articles have been made by them during the last three (3) years w.e.f March 2019. Supplier, black listed by any of the department of Central / State Govt / Govt. undertaking, need not submit quotation. An undertaking that the supplier was not blacklisted by any Govt. organization is to be given on plain paper with signature and seal.

2) Signing of tender:-

The bidder should sign and affix his/her firm's stamp on each page of the NIQ and its Annexures as the acceptance of the offer made by this office and this will be deemed as a contract and no separate formal contract will be executed. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THE NOTICE INVITING QUOTATION.

3) EARNEST MONEY:

- a) Earnest money of Rs. 5000/- in the form of Bank Draft, in favour of “PAO (Audit), Office of the Pr. Accountant General (A&E) W.B.” should be submitted along with the quotation.
- b) No request for transfer of any previous deposit of earnest money or security deposit will be entertained.
- c) Bidders are not permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulation made therein or backs out after submission of tender, the earnest money will be forfeited.
- d) The quotation without earnest money will be summarily rejected.

4) Bid:-

- a) Rate should be quoted for all items individually or in which they are dealing with and of best quality available in market strictly as per specification mentioned. Rate quoted for items other than specified will be outright rejected.
- b) The price quoted shall be firm and final.
- c) Rate should be inclusive of all taxes and delivery charges.
- d) Rates submitted should be valid for a period of twelve months from the date of empanelment.
- e) Bids submitted are non-transferable.

5) Samples:-

- a) The bidder should furnish a certificate on a separate paper certifying that the sample is in accordance with the specification given in the bid sheet of tender and he/she will be responsible for rejection/ cancellation of tender if the sample is found otherwise.
- b) In no case, brand of any item which is accepted by the office can be altered / replaced by any other brand.
- c) Sample should be supplied free of charge. The sample would be returned to the selected bidders/vendors after completion of empanelment tenure. In respect of those vendors whose bids are rejected, the samples would be returned in due course.
- d) Quotations without samples are liable to be cancelled.

6) Opening of tender:-

The bidder himself or his one authorised representative may be present at the time of opening of the bids.

7) Right of acceptance:-

The o/o the Pr. Accountant General (A&E) West Bengal reserves the right to reject any tender, without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the office in this regard is final.

8) Security Deposit:-

The earnest money deposited by the successful bidder will be converted into security deposit and will be retained till the completion of contract period.

9) Subletting of work:-

The order as placed to the contractor is binding on him/ her for supply of articles. Part supply will not be accepted in any circumstances and the contractor shall not be permitted to appoint any sub-contractor for supply of any article for whole work order which will be issued to him/ her.

10) Supply of material:-

The supply of each stationery article is to be made within 10 days from the date of placing supply order. Delivery of articles is to be made to the Library Section of the O/O the Pr. Accountant General (A&E) West Bengal Ground floor, Treasury Building, 2 Govt. Place (West) Kolkata-700001. In case of late delivery up to five weeks from the date of placement of order, a penalty in form of deduction @1.5% of the cost of articles will be imposed for every week. In case of delay

in supply for more than five weeks from the date of placement of order, the empanelment of the supplier will be cancelled forthwith.

11) Penalty:-

- a. In the event of discovery of any damaged, defective or sub-standard material supply due to the fault of the contractor, he/ she shall be bound to replace the items within 3 days without any extra cost and charge.
- b. In the case of breach of any terms and condition mentioned above, the competent authority will have the right to cancel the work order and the supply of the rest items shall be managed at the risk and cost of the contractor.
- c. The office reserves the right to take action against the defaulting supplier or against the contractor/ supplier for any kind of misbehaviour or for any breach of contract whatsoever including cancellation of order, cancellation of agreement and ban on any future business with the supplier and blacklisting the contractor.

12) Terms of payment:-

- a) No payment shall be made in advance.
- b) The contractor/ supplier shall submit the bill (in triplicate) after supply of materials.



Sr. Accounts Officer/Record
O/O the Pr. Accountant General (A&E). W.B.
Treasury Buildings .Kolkata-700001

ANNEXURE-II

DETAIL OF BANK DRAFT AND UNDERTAKING

Sub: Notice inviting quotation no. : Library/LPS/2021-22/ dt. 10 .01.2022

1. Name of Bidder :-----
2. Address with contact no.: -----
3. Nature of concern : -----
(i.e. sole proprietor or partnership firm or a co-operative firm)
4. Bank draft no. ----- dated----- drawn on -----
-----branch for an amount of Rs. 5000/- (Rupees five
Thousand only) as Earnest Money.
5. PAN no. of the Bidder/Firm -----
6. GSTN -----

Dt.

(Dated signature of Bidder
With stamp of the firm)

Undertaking

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters for supplying of stationery articles.
2. I/We further undertake that the information given in the quotation are true and correct in all respect and we hold the responsibility for the same.
3. I/we also undertake that the samples duly supplied with quotation are in accordance with the specification given in the Annexure -III, Bid Sheet of the NIQ and I/We shall be responsible for rejection /cancellation of the contract if the supplies are not at par with the sample furnished with the quotation.

Dt.

(Dated signature of bidder
With stamp of the firm)

SHEET OF STATIONERY ARTICLES TO BE SUPPLIED FOR THE YEAR -2021-22 & 2022-23

Sl. No	Name of items with specification	Approx quantity to be consumed	Sample should be submitted with Brand name	Unit	Rate (in figures)	Rate (in Words)
1	Synthetic gum (20ml)	400 pcs				
2	Alpin Pin(100 gms box)	400 pcs				
3	Hard Bound register (plain & ruled) (100 pages)	500 pcs				
4	Hard Bound register (plain & ruled) (200 pages)	400 pcs				
5	Hard Bound register (plain & ruled) (300 pages)	150 pcs				
6	Hard Bound register (plain & ruled) (400 pages)	50 pcs				
7	Hard Bound register (plain & ruled) (50 pages)	200 pcs				
8	Hard Bound register (plain & ruled) (500 pages)	30 pcs				
9	Hard Bound register (plain & ruled) (600 pages)	20 pcs				
10	Brown packing/kraft paper (114X73 cm)	60 ream				
11	Checking pencil (Brown)	100 pcs				
12	Clip board	100 pcs				
13	Computer paper -80GSM-plain 10X12X1 part	1,00,000 pcs				
14	Computer paper -80GSM-plain 10X12X2 part	90,000 pcs				
15	Computer paper -80GSM-plain 12X15X1 part	72,000 pcs				
16	Computer paper -80GSM-plain 12X15X3part	as and when required				
17	D.O.Letter head (A-size) 85 GSM	5,000 pcs				
18	English twine (white) 100 gm ball	400 pcs				

ANNEXURE-III

Sl. No	Name of items with specification	Approx quantity to be consumed	Sample should be submitted with Brand name	Unit	Rate (in figures)	Rate (in Words)
19	Eraser	600 pcs				
20	Eraz-ex correction Fluid (best quality brand)	500 pcs				
21	Gluestick (15 gm) (best quality brand)	100 pcs				
22	File board with flap 3.5 "	1500 pcs				
23	Flap-3.5"(File binder)	10,000 pcs				
24	Plastic coated gems clip	500 pkt				
25	Guard file	500 pcs				
26	Highlighter (best quality brand)	100 pcs				
27	Jute-twine	900 kg				
28	Lead pencil (HB) soft (best quality brand)	600 pcs				
29	Legal paper 70 GSM (per ream)	10 ream				
30	Mark in cloth for packing (white)	100 mtr				
31	Note- sheet (per pad of 100 pages)	20,000 pcs				
32	Office letter head /P-SAI letter head (A-4 Size)75 GSM	25,000 pcs				
33	Office paste (gum) (200 ml) (best quality brand)	400 pcs				
34	ordinary ball point pen for trainees (best quality brand)	600 pcs				
35	Ordinary desk knife	150 pcs				
36	Paper weight	300 pcs				

ANNEXURE-III

No	Name of items with specification	Approx quantity to be consumed	Sample should be submitted with Brand name	Unit	Rate (in figures)	Rate (in Words)
37	Pencil carbon paper HFC (210X330) (per box)	5000 pcs				
38	Permanent marker	300 pcs				
39	Permament marker ink	100 bottle				
40	Pin cushin	100 pcs				
41	Plastic scale(12")	150 pcs				
42	Poker with wooden handle	150 pcs				
43	Printed slip (training)(22X18 cm) (40 pages)pad	600 pcs	Sample should be submitted and printing matter will be supplied from Library section			
44	Punching machine (single hole)	150 pcs				
45	Removable page marker tri-colour (25X75)	300 pcs				
46	Rubber band (Synthetic)	25 kg				
47	Scissor gem (medium)	150 pcs				
48	Sealing wax(500 gm)	10 kg				
49	Sharpner	600 pcs				
50	Shorthand note book	20 pcs				
51	Slip- pad (plain)-1/8th (21.5X13.5 cm)(80 pages , perforated)	700 pcs				
52	Slip pad (printed) (best quality brand)	as and when required	Sample should be submitted and printing matter will be supplied from Library section			
53	Sponge	50 pcs				
54	Stamp pad (Large) (best quality brand)	20 pcs				

ANNEXURE-III

Sl. No	Name of items with specification	Approx quantity to be consumed	Sample should be submitted with Brand name	Unit	Rate (in figures)	Rate (in Words)
55	Stamp pad (medium)110X70 mm (best quality brand)	200 pcs				
56	Stamp pad (Red) medium (best quality brand)	10 pcs				
57	Stamp pad ink (Red) kores 50 ml (best quality brand)	10 pcs				
58	Stamp pad ink (violet) kores 50 ml	400 pcs				
59	Stapler machine (Big) (best quality brand)	130 pcs				
60	Stapler machine (Small) (best quality brand)	150 pcs				
61	Stapler pin (24/6) (best quality brand)	600 box				
62	Stapler pin (No. 10) (best quality brand)	1000 box				
63	Tag cotton (good quality) 9"	500 bundle				
64	Thread ball (red & white) 50 gms a ball	25 kg				
65	White board duster (best quality brand)	as and when required				
66	White board marker (best quality brand)	as and when required				
67	Write on removable Page marker	as and when required				
68	Writing- paper -plain FC white per ream (500 pages)	50 ream				
69	Xerox paper (A-3) 75 GSM (per ream)	10 ream				
70	Xerox paper (A-4)75 GSM (per ream)	1600 ream				
71	Envelope of different types					
i)	Printed envelope-kraft (230X100 mm) window system with self glued flap (per 1000)	Paper Quality of Window:- Glassine paper of 35 GSM, Cellophane paper of 80 GSM and PVC or BOPP of 15 micron thickness (24000 pcs)	Sample should be submitted and printing matter will be supplied from Library section			

ANNEXURE-III

Sl. No	Name of items with specification	Approx quantity to be consumed	Sample should be submitted with Brand name	Unit	Rate (in figures)	Rate (in Words)
ii)	Printed envelope-kraft (230X100 mm) with self glued flap (per 1000)	10000 pcs	Sample should be submitted and printing matter will be supplied from Library section			
iii)	Printed envelope-kraft (280X130 mm) window system with self glued flap (per 1000)	Paper Quality of Window:- Glassine paper of 35 GSM, Cellophane paper of 80 GSM fand PVC or BOPP of 15 micron thickness (72,000 pcs)	Sample should be submitted and printing matter will be supplied from Library section			
iv)	Printed envelope-kraft (280X130 mm) with self glued flap (per 1000)	10,000 pcs	Sample should be submitted and printing matter will be supplied from Library section			
Note to be followed under (i) to (iv) of SI No. 71 :-						
1.The window material shall stick without any wrinkles to the inner side of the plain front of the envelope, gloss value must be <150, haze value must be <75%						
2. Envelope must be flexible enough to bend into U shape.						
v)	Printed envelope-kraft (165X245 mm) window system with self glued flap (per 1000)	Glassine paper of 35 GSM, Cellophane paper of 80 GSM fand PVC or BOPP of 15 micron thickness	Sample should be submitted and printing matter will be supplied from Library section			
vi)	Printed envelope-kraft (165X245 mm) with self glued flap (per 1000)	paper quality of Envelope:- 60-140 gsm	Sample should be submitted and printing matter will be supplied from Library section			
vii)	Printed envelope-kraft (165X290 mm) window system with self glued flap (per 1000)	Glassine paper of 35 GSM, Cellophane paper of 80 GSM fand PVC or BOPP of 15 micron thickness	Sample should be submitted and printing matter will be supplied from Library section			
viii)	Printed envelope-kraft (165X290 mm) with self glued flap (per 1000)	paper quality of Envelope:- 60-140 gsm	Sample should be submitted and printing matter will be supplied from Library section			
ix)	Printed envelope-kraft (400X280 mm) window system with complete lamination inside (per 1000)	Paper Quality of Window:- Glassine paper of 35 GSM, Cellophane paper of 80 GSM fand PVC or BOPP of 15 micron thickness (40,000 pcs)	Sample should be submitted and printing matter will be supplied from Library section			
x)	Printed envelope kraft (400 x 300mm) with inside cloth lining (per 1000)	2000 pcs	Sample should be submitted and printing matter will be supplied from Library section			
xi)	Printed envelope-kraft (400X300 mm) (per 1000)	paper quality of Envelope:- 70-140 gsm	Sample should be submitted and printing matter will be supplied from Library section			
xii)	Printed envelope-kraft (260X380 mm) window system with complete lamination inside (per 1000)	Paper Quality of Window:- Glassine paper of 35 GSM, Cellophane paper of 80 GSM fand PVC or BOPP of 15 micron thickness	Sample should be submitted and printing matter will be supplied from Library section			
xiii)	Printed envelope-kraft (260X380 mm) (per 1000)	paper quality of Envelope:- 70-140 gsm	Sample should be submitted and printing matter will be supplied from Library section			
Note to be followed under (v) to (xiii) of SI No. 71						
1. As far as possible WHITE coloured envelopes shall be used						
2. Envelope must be flexible enough to bend into U shape.						
3.The window material shall stick without any wrinkles to the inner side of the plain front of the envelope, gloss value must be <150, haze value must be <75%						

Best quality of brand may be produced where applicable