



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
AUDIT-II, WEST BENGAL
CGO Complex, 5th Floor, DF Block, Sector – I, Salt Lake
Kolkata- 700 064

No. Record –I / Hindi File/ Vol. II/33

Date: - 20.07.2020

NOTICE INVITING QUOTATION

Subject: Printing of 12th edition of Hindi Magazine “NUTAN KSHITIJ” for the year 2020.

Sealed quotations are invited from eligible printers for designing, formatting, printing and delivery of 100 (approx.) copies of the “12th edition of Hindi Magazine namely ‘Nutan Kshitij’ for the year 2020” of this office with following specifications:

1.	Description of work	Designing, formatting printing and delivery of annual Hindi Magazine “Nutan Kshitij” of O/o the Pr. Accountant General (Audit-II), West Bengal, Kolkata.
2.	Quantity	100 piece (approx.), total pages (inside)/per book -70 approx.
3.	Paper quality	130 GSM matt art board (Paper – 4A)
4.	Binding	Centre tech with cover lamination
5.	Print	4 colour
6.	Cover	Hard, laminated with name of the magazine, office and logo printed on it.
7.	Sample	One set of sample of the text and cover paper in A-4 Size should be sent along with bid indicating the type of paper, grammage and seal of the printer on each sample.
8.	Payment	No advance will be given for the above mentioned work. After satisfactory supply of the printing items to the office, 100% of payment shall be made on submission of final bill in triplicate along with Delivery Challan. Submission of duly filled bank mandate form is mandatory for making e-payment.
9.	Office Condition	If a printer withdraws the offer during the period of bid validity or backs out after being considered or refuses to sign/accept the final contract, he/she will be debarred and will not be considered for future designing/printing need of this office.

10.	Last date of submission	Sealed offers complete in all respect should reach the undersigned latest by 3rd Aug, 2020 within 12.00 hours , Quotations will be opened on the same day at 15.00 hours.
11.	Address for communication	All sealed offers may be submitted by hand at the following address: O/o the Pr. Accountant General (Audit-II), West Bengal, CGO Complex, 5 th floor, DF Block, Salt Lake City, Kolkata- 700 064.
12.	Contact person	Shri Swapan Kr. Naskar, Sr. Audit Officer (Record & Hindi) Contract No. 2358-6892. Extn: 215

In this regard, it is requested to quote the lowest offer price after satisfying the following terms and conditions. The sealed envelope must bear inscription on the top of the cover "Printing of 12th edition of Hindi Magazine NUTAN KSHITIJ for the year 2020" and to be addressed to the Sr. Deputy Accountant General (Admn.), O/o the Pr. Accountant General (Audit-II), W.B., CGO Complex, 5th Floor, DF Block, Sector - I, Salt Lake, Kolkata - 700064.

Terms & Conditions: -

1. The rates are to be inclusive of all applicable charges. Lowest unit price should be entered in figures as well as in words and be covered with cello tape on it. In case of any discrepancy, the rate quoted in words shall be taken as correct for evaluation. The validity of rate must be for 60 days from the date of opening the bids.
2. Printing order as per requirement will be placed after accepting/ satisfying the rate as lowest with proper specification. No alteration is permitted once it is submitted.
3. Any loss or damage to the printing item while handling/ transporting till such time the item is delivered is the responsibility of vendor.
4. The rates once quoted shall be final and no escalation or deviation shall be accepted under any circumstances.
5. Earnest Money: An Earnest Money Deposit (EMD) at the rate of 5 (five) per cent of quoted rate in the form of Demand Draft on any scheduled Bank in Kolkata drawn in favour of '**Pay & Accounts Officer (Audit), W.B., Office of the Pr. Accountant General (A&E), West Bengal, payable at Kolkata**' must accompany the bid documents/quotations. The bid documents/quotations received without EMD at the said rate shall not be entertained or considered in any circumstances.
6. Printed items are to be delivered within the stipulated time of **10 days or as mentioned** in the work order of the O/o the Pr. Accountant General (Audit-II), W.B., CGO Complex, 5th Floor, DF Block, Sector - I, Salt Lake, Kolkata - 700064. Permit, if required, is to be intimated immediately on receipt of the supply order along with invoice to this office.

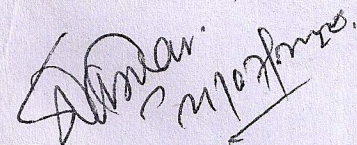
7. Arbitration: - All disputes arising out of this contract shall be referred to the competent authority i.e. The Pr. Accountant General (Audit-II), W.B., CGO Complex, 5th Floor, DF Block, Sector - I, Salt Lake, Kolkata - 700064, who will be the sole arbitrator and his/ her decision of award or cancellation will be final binding on all companies/ vendor/ agency.

The closed cover duly sealed may be dropped in the tender box kept in this office near chamber of Sr. Audit Officer (Record & Hindi) on or before **03.08.2020** up to **12.00 Hours**. The quotation will be opened on the same day at **15.00 Hours**. Quotation sent through Post or otherwise shall not be entertained.

The office reserve the right to accept/ reject any of all quotations at its discretion without assigning any reason thereof. The delivery will not be completed until and unless the ordered items are inspected and accepted by this office as provided in the order. Defect in the item, if any, will not be accepted under any circumstances.

For detailed information & clarification and inspection, the intending Quotationers will have to contact the undersigned on any working day within the stipulated date as mentioned above. In case of sudden closure of office beyond the control & understanding, the last date & time as indicated above, shall be extended up to the next working date & time without issuance of any separate notice.

* Hindi version will follow.



Sr. Audit Officer (Record & Hindi)
O/o the Pr. Accountant General (Audit-II), W.B.,
CGO Complex, DF Block, 5th Floor, Sector - I,
Salt Lake, Kolkata-700 064
Tel No. 033-23347856, Fax: 033- 2334 7854

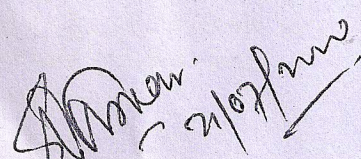
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Copy forwarded for display in their Notice Board:-

21 JUL 2020

1. The Sr. Audit Officer (EDP), O/o the Pr. A.G. (Audit-II), W.B., C.G.O. Complex, 5th Floor, 3rd M.S.O. Building, DF Block, Salt Lake, Kolkata-700064 for uploading in the official website.
2. The Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A & E), West Bengal, Treasury Building, Kolkata-700.001.
3. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Building, Kolkata-700 001.
4. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Building, Kolkata -- 700 001.
5. The Sr. Audit Officer (Admn.); O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-I, 1, Council House Street, Kolkata -- 700 001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A, Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
7. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2nd M.S.O. Building, 6th floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kol-20.
8. The Sr. Audit Officer (Record/Admn.), Pr. Director of Central Audit, MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kol-700 016.
9. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-II, Old Nizam Palace, 1st floor, Kol-700 020.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building, 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
13. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Regional Training Institute, C.G.O. Complex, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.


Sr. Audit Officer (Record & Hindi)
O/o the Pr. Accountant General (Audit-II), W.B.,
CGO Complex, DF Block, 5th Floor, Sector - I,
Salt Lake, Kolkata-700 064
Tel No. 033-23347856, Fax: 033- 2334 7854