


GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL
TREASURY BUILDINGS (1ST FLOOR), 2, GOVT. PLACE (WEST), KOLKATA- 700 001
(INDIAN AUDIT & ACCOUNTS DEPARTMENT)

Dated: 15.01.2026

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed, experienced and technologically sound agency for digitization of office records in O/o the Principal Accountant General (Audit-I), West Bengal, Treasury Buildings (1st Floor), Kolkata 700 001.

1. The terms & conditions and details are enclosed in Annexure A.
2. The bid filled in the specified format (Annexure B) along with required documents packed in an envelope super-scribed "Digitization of office records in O/o the Pr. AG(Audit-I), WB, Treasury Buildings, Kolkata - 700 001" should be sent to the Sr. Deputy Accountant General (Admn), Office of the Pr. AG (Audit-I), WB, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700 001 should reach on or before 12 PM on **30.01.2026**. Bids received after the stipulated time should not be entertained.
3. Bids shall be opened at **12:30 PM on 30.01.2026** by **Purchase Committee** of this office in which Participatory vendors may attend. If, due to any exigency, the due date for opening of bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the office.
4. Last Date and Time of Receipt of Quotations : **30.01.2026 up to 12 PM**
5. Date and Time of Opening of Quotations : **30.01.2026 at 12:30 PM**


Sr. Audit Officer (Record & Estate)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. Accounts Officer (Rec.), O/o the Pr. A.G. (A&E), W.B., Treasury Buildings, 2, Govt Place (West), Kolkata - 700 001
2. Sr. Audit Officer (Rec.), O/o the DGA, Central, Kolkata, 8, K.S. Roy Road, Kolkata - 700 001
3. Sr. Audit Officer (Rec.), O/o the A.G.(Audit-II), W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700 064
4. Sr. Audit Officer (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700 001
5. Sr. Audit Officer (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700 001
6. Notice board
7. Forwarded to EDP section for uploading in the departmental website


Asstt. Audit Officer (Estate)

Annexure-A

Intending bidders should fulfil the following terms and conditions:

1. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm.
4. The Competent Authority reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidder.
5. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
6. The quoted rate will be inclusive of all taxes & charges. TDS (Tax Deducted at Source) and other deductions (if any) as per Government Order will be deducted from the bills.
7. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
8. The Agency may inspect the said premises on any working day between 11 am to 2 pm prior to bidding and shall be deemed (whether or not such inspection have in fact taken place) to have acquainted with site condition. Any enquiry after submission of the quotations will not be entertained.
9. No minor shall be engaged at work.
10. No advance payment is permissible under the provisions of GFR of Government of India. The firm should submit bills in triplicate. Normally payment procedure is expected to take two to three week time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment.
11. Successful bidder shall have to furnish Mandate Form regarding banking detail, duly endorsed by the respective Bank. Payment will be made through CHEQUE only after one month after the completion of the repair work.
12. Any firm that has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
13. All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
14. Any additions/modifications of the NIQ will be uploaded in the office website <https://agwb.cag.gov.in/> Interested bidders may look the website for further updates, if any.

Annexure-B

To,

Sr. Dy. Accountant General (Admn),

O/o the Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: Digitization of office records in O/o the Pr. AG(Audit-I), WB, Treasury Buildings, Kolkata
– 700 001

With reference to tender notice No. Pr.AG(Audit-I)/Rec./Retention & Digitization/2025/69/295 dated 15.01.2026, I am to submit my quotation as follows:

LOCATION OF WORK : Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001

Sl No.	Particular of Items	Price (Per Page)
01.	Scanning of Service Books (Approx 1500 Nos)	
02.	Scanning of other records	
	Total (Approx 1,50,000 pages)	

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein.

Yours faithfully,

Date:

Signature with seal (of the authorized person)