

Government of India

**Office of the Principal Accountant General (Audit-I), West Bengal
2, Govt. Place(West), Treasury Buildings(1st floor), Kolkata – 700001
(Indian Audit and Account Department)**

Dated: 20.02.2024

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed, experienced and financially sound firms/agencies for **printing of different types of Blank APAR Booklets** in this Office. The terms & conditions and specification of APAR Booklets are enclosed in Annexure A & B.

The bid filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed "**Quotation for printing of different types of Blank APAR Booklets**" should be sent (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 26th February, 2024**. Bids received after the stipulated date and time shall not be entertained.

The bid shall be opened at **12:30 PM on 26th February, 2024** by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. 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 competent authority.

Sr. Audit Officer (Record & Estate)

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

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

Annexure-A

Intending bidders should fulfill the following terms and conditions:

1. All entries in the quotation 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 pen through is permitted in the quotation. In such cases, the quotation will be summarily rejected. Incomplete quotations will be discarded.
2. The bidder must have valid registration of GST.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any quotation 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. Any enquiry after submission of the Quotations will not be entertained.
4. In case any firm is already printing "Blank APAR Booklets" or other printing works to any other Ministry/Department of State/Central Government or other reputed Organization will be preferred. Satisfactory service rendering certificate from existing running contract to be enclosed with the bid.
5. The committee reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidder.
6. The quoted rate will be inclusive of all taxes. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.
7. Specimen copy of each items may be collected from Record Section printing agency/firm has to compose the materials with one logo of IA&AD Department provided in jpeg version as per direction of Admn.CC Section of this office. Style and designing are to be done by the Press using its professional expertise in consultation with this office for better presentation and lay out.
8. One complete soft copy (in MS Word Format) of each category has to be shown to this office for clearance. After clearance, the printer will go ahead with the final printing.
9. The Agency shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this office to him/her shall be acknowledged immediately on receipt on the same day. The Agency shall strictly observe the instructions issued by the office implementing the Contract from time to time
10. The conditional bids shall not be considered and likely to be rejected in very first instance.

- 11.** Any firm who has been black listed by any Government Organization is not permitted to participate in the bidding process. Any agency engaging blacklisted agency is also liable to blacklisted.
- 12.** The Agency shall not assign, transfer, pledge or subcontract the performance or services to any other agency without the prior written consent of the office.
- 13.** This office has the absolute right to terminate the contract at any time with the approval of Principal. Accountant General (Audit-I), W.B without assigning any reason thereof.
- 14.** If printing of the Blank APAR Booklets is not up to the quality and specification, reprinting/ replacement will have to be made immediately without escalation of price and all expenditure towards reprinting/ replacement will be borne by the printer.
- 15.** Office of the Principal Accountant General (Audit-I), West Bengal, Kolkata shall make proportional adjustment in the contracted amount if the contracted numbers of printing "Blank APAR Booklets" changes.
- 16.** The articles should be delivered in this Office in Admn.CC Section, First Floor, Treasury Buildings, 2, Government Place (West), Kolkata – 700 001. Delivery charge should be inclusive in price.
- 17.** The articles should be delivered within 7 days of receipt of Work Order. If the articles are not supplied within the delivery period, 1% of the contract amount of the supply articles will be charged for delay per week.
- 18.** No advance payment will be made at any circumstances. Payment will be released within 30 days (subject to availability of Fund) from the date of submission of bills in triplicate in favour of "Office of the Principal Accountant General (Audit-I), West Bengal". The successful bidder shall submit a 'Mandate Form' for availing NEFT/RTGS facility meant for credit clearing services provided by the banking authority for receiving e-payment.

Annexure –B

Specifications for printing of “Blank APAR Booklets”:

| Categories of APAR Forms | | AAO/Supervisor/ Welfare Assistant/Hindi Officer/ AAO(A) | Asst. Supervisor/Sr. Ar./Ar./Sr. Tr./Jr. Tr. | DEO/SCD/ CT | Sr.PS/PS/Steno |
|--------------------------|-----------------------------|--|---|---|---|
| Sl. | Particulars | | | | |
| 1. | Page size | 8.5" X 11" (width x height) | 8.5" X 11" (width x height) | 8.5" X 11" (width x height) | 8.5" X 11" (width x height) |
| 2. | Total number of Inner Pages | 14 | 12 | 12 | 12 |
| 3. | Inner Page Quality | 80 GSM | 80 GSM | 80 GSM | 80 GSM |
| 4. | Cover Page quality | 120 GSM with lamination | 120 GSM with lamination | 120 GSM with lamination | 120 GSM with lamination |
| 5. | Cover Page Colour | Blue | Green | Yellow | Pink |
| 6. | Total number of copies | 950 copies | 1150 copies | 200 copies | 20 copies |
| 7. | Inner Page Printing | Offset Print, Black & White | Offset Print, Black & White | Offset Print, Black & White | Offset Print, Black & White |
| 8. | Cover Page Printing | Screen Print, Black & White | Screen Print, Black & White | Screen Print, Black & White | Screen Print, Black & White |
| 9. | Binding | Paperback, Staple binding before pasting cover page | Paperback, Staple binding before pasting cover page | Paperback, Staple binding before pasting cover page | Paperback, Staple binding before pasting cover page |

N.B.- The vendor should satisfy himself thoroughly before submitting his quotation and may inspect the Specimen copy of each items on any working day between 12:00 pm to 5:00 pm prior to bidding. Once the quotation is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

Annexure-C

To
Sr. Deputy 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: Quotation for printing of different types of Blank APAR Booklets

Sir/Madam,

With reference to your NIQ No. Pr.AG(A-I)/Rec/P&B/2021/27/498 dated 20.02.2024, I am to submit my quotation for the *printing of different types of blank APAR booklets* as follows :

| Sl. No. | Categories of APAR Forms | Quantity* | Rate# (₹) | Amount# (₹) |
|--------------|--|-------------|-----------|-------------|
| 1. | AAO/Supervisor/Welfare Assistant/Hindi Officer/ AAO(A) | 950 | | |
| 2. | Asst. Supervisor/Sr. Ar./Ar./Sr. Tr./Jr. Tr. | 1150 | | |
| 3. | DEO/SCD/ CT | 200 | | |
| 4. | Sr.PS/PS/Steno | 20 | | |
| Total | | 2320 | | |

*Number of copies may be increased or decreased and payment will be revised accordingly.

Rate & Amount inclusive of all applicable taxes/charges.

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. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of the contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature (of the authorized person)

Name :

Address :

Contact No.:

FAX/ E-mail :

Annexure-D

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE (To be kept with authorized person)

To
Sr. Deputy 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: Authorization for attending the office on **26th February' 2024** in the bid for **printing of different types of Blank APAR Booklets**

Sir,

The following person is authorized to attend the office for the tender mentioned above on behalf of _____ (Bidder).

| Name of the Representative | Specimen Signature |
|----------------------------|--------------------|
| | |

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.