

**Office of the Pr. Accountant General (Audit – I), W.B.,
Local Audit Department,
2, Govt. Place (West), Treasury Buildings, Kolkata-700001**

No. LA/Rec./RC-SI/179/(Vol-I)/1793

Dated: 23.01.23

NOTICE INVITING QUOTATION

This office intends to procure Four Folded File Covers with printing specification from reputed suppliers/authorized distributors as detailed in “Annexure”. Sealed quotations are invited as per the following terms & conditions:

1. **Rate:** Rate quoted should be inclusive of all taxes, delivery and other charges.
2. **Documents required:** The Bidding Sheet should be submitted in a closed envelope along with a copy of Trade License, GST registration Certificate, PAN card. Sealed quotation should be super scribed with the No./date of this NIQ and should be addressed to:

**The Deputy Accountant General (AMG – III)
O/o the Pr. Accountant General (Audit - I), W.B.,
Local Audit Department.
2, Govt. Place (West), Treasury Buildings, Kolkata-700 001.**

3. **Delivery:** The items should be delivered to Record Section of this Office within the time period that will be mentioned in the supply order.

The sealed quotations may be submitted in the Record section of this office latest by **30.01.2023 till 3 P.M.** The sealed quotations will be opened on the same day at **4 P.M.** in presence of the vendors or their representatives, if any.

This office reserves the right to accept/reject any or all quotations at its discretion without assigning any reasons thereof. The decision of this office in this regard will be final and binding.

Enclosure: Annexure.

Sd/-

Deputy Accountant General (AMG – III)


Copy forwarded to the following with the request to display the NIQ in Notice Board:

- I. Sr. Audit Officer (Record & Estate), O/o the Pr. AG (Audit-I), WB with a request to put it in their notice board.
- II. Sr. Audit Officer (EDP), O/o the Pr. AG (Audit-I), WB with a request to upload in Central Public Procurement Portal and official website.
- III. Sr. Accounts Officer (Record), O/o the Pr. AG (A&E), WB with a request to put it in their notice board,
- IV. Sr. Audit Officer (Record), O/o the Director General of Audit (Central), Kolkata, WB with a request to put it in their notice board,
- V. Sr. Audit Officer (Record), O/o the Pr. AG (Audit-II), WB with a request to put it in their notice board, and
- VI. Notice Board of LAD, WB/Hindi seat.



Sr. Audit Officer/Record

ANNEXURE

Specification of the File Cover	Four Folded Cover File
Number required	4600 nos.
Size	10" X 14"
Colour	Yellow, Blue & Pink
Printing specification	<div style="text-align: center;">  <p>आई ए एण्ड ए डी I A & A D</p> <p><small>GOVERNMENT OF WEST BENGAL সংসদীয় কার্যালয় Dedicated to Public Interest</small></p> <p>कार्यालय-प्रधान महालेखाकार (लेखा परीक्षा - I) स्थानीय लेखापरीक्षा विभाग पश्चिम बंगाल, कोलकाता</p> <p>OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (Audit - I) LOCAL AUDIT DEPARTMENT WEST BENGAL, KOLKATA</p> <p>YEAR _____ QTR NO. _____</p> <p>FAP No. _____</p> <p>_____ GRAM PANCHAYAT</p> <p>_____ PANCHAYAT SAMITY</p> <p>VILLAGE _____</p> <p>POST OFFICE _____</p> <p>DISTRICT _____</p> <p>PHONE No. _____</p> <p>DATE OF AUDIT _____</p> <p>DATE OF SUBMISSION _____</p> <p>EDITING OFFICER _____</p> </div>


Sr. Audit Officer (Record & EDP)