

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, KOLKATA-700 001

No. PAGAE-DADM0REC3(ADMM)/4/2020-REC-III / 136

Date: 16.02.2024

20.02.2024

NOTICE INVITING QUOTATION FOR SHIFTING OF VOUCHER
BUNDLES FROM THIS OFFICE TO 1, COUNCIL HOUSE STREET

I. Sealed Quotations are invited from the reputed vendor having experience in shifting of vouchers/ monthly accounts for the work of shifting of approximately 2000 no. voucher/monthly Accounts bundles (each bundle weighing approximately 2 to 10 kg) from the corridor in front of the PAO (Cash) in the ground floor of Managers Bungalow as well as in the different Works sections in the 1st floor of G.I Press Building and 20 no. of plastic bags containing debit vouchers of Fund Group of this office to 1, Council House Street by engaging labours and hired vehicle.

A) The intending firms should furnish the following with the bidding sheet

- i. Regular GST Registration
- ii. PAN Registration
- iii. Trade License

B) Terms & Conditions

- i. The work includes loading and unloading of the vouchers/ monthly accounts bundles after filling in big size plastic sacks and shifting the vouchers/ monthly accounts by hired vehicle. These bundles are required to be re-arranged in the available storage space. The entire work is to be completed within two days.
- ii. The vender is required to inspect the lot of vouchers/ monthly accounts to be shifted before quoting his rates. No complaint as regard to the volume of vouchers/ monthly accounts to be shifted will be entertained after quoting rates. Plastics/gunny bags for shifting purpose are to be arranged by the vendor himself.
- iii. The vendor will have to arrange a vehicle for carrying the vouchers/ monthly accounts to 1, Council House Street.
- iv. Payment will be made after satisfactory completion of the said work.
- v. The vendor has to quote a lump sum rate including of all taxes and charges for the said work.
- vi. The sealed envelope super-scribed "Quotation for shifting of voucher bundles from this office to 1, Council House Street" and addressed to Sr. Accounts Officer (Record), O/o the Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700001 containing duly signed Quotation Sheet, PAN, GST and Trade license may be dropped in the tender box kept in Record-III section latest by 2

- o'clock on 29/02/2024.**No quotation will be entertained after specified time and date.
- vii. The sealed quotations will be opened at 3 pm in the chamber of Sr. Accounts Officer (Record) on the last date of submission of tender in the presence of the quotationers, if any.
- viii. This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason.
- ix. The NIQ including the Quotation Sheet may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en>(Contact Us > Working with us > Tender Notices).

ADM
20/02/2024
Sr. Accounts Officer (Record)

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA – 01

No. PAGAE-DADM0REC3(ADMM)/4/2020-REC-III

Date: 16.02.2024

Quotation for shifting of voucher bundles from this office to 1, Council House Street

Sl.No.	Description of Work	Lump sum rate in Rs. (inclusive of all taxes and charges) both in Words and Figures
01.	Shifting of Voucher bundles from this office to Council House Street in large size plastic packets/gunny bags by engaging labourers and hired vehicle and rearrangement of the shifted vouchers in the go down after unpacking	

I agree to abide by the terms and conditions as stipulated in the quotation notice.

Signature of the Vendor (with seal)

Full Name:

Address:

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Telephone
No.....

Name of the Company /
Organization.....

GST
NO.....

PAN
NO.....

Email-
ID.....