

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

No. PAGAE-DADM0REC3(ADMM)/3/2020-REC-III

Date: 18.11.2021

NOTICE INVITING QUOTATION FOR SUPPLY OF PRE-PRINTED CONTINUOUS FORMS

Sealed quotations are invited for the supply of Pre Printed Continuous Forms from the reputed vendors having experience in printing & supply of various types of forms in Govt. / Semi Govt./ Govt. Undertaking offices & other reputed organizations. The rate should be quoted in the bidding sheet enclosed hereto.

A) The intending firms should furnish the following in a Separate Sheet.

- i) An undertaking regarding the supply of Forms as per work order within 15 (fifteen) days from the date of receipt of the final approval of proof copy of the forms from this office.
- ii) Credentials in support of such job in Govt. / Semi Govt. / Govt. Undertaking offices & other reputed organizations.
- iii) GST No. of firm or proprietor.

B) Terms & Conditions to be complied with by the intending quotationer.

- i) Sample of papers in respect of the items with relevant brand names of the paper shall have to be furnished with the Tender papers. The paper samples with G.S.M. specification should also be duly authenticated by the intending quotationer.
- ii) Rate should be inclusive of GST, delivery charges and other taxes, if any, which should be quoted both in words & figures in the specified space in the bidding sheet. Rate once quoted should be treated as final. No additional charges on the ground of revision of any taxes etc. will be entertained subsequently. Points made in bidding sheet under the heading "Note for guidance" should be taken into consideration before quoting rates for different types of forms.
- iii) Delivery is to be made as per work order in complete shape to the Record-III Section of this office i.e. O/o the Pr. Accountant General (A&E), West Bengal at Treasury Buildings, 2, Govt. Place (West), Kolkata 700 001.
- iv) Specimen of the Forms may be seen at Pension (EDP) Section of this office on any working day between 3 pm & 5 pm.
- v) The Approximate volume of forms mentioned at column 5 of the bidding sheet has been estimated to be procured during the valid tender period of one year and the procurement of total quantity of forms put to the instant tender may, in general be made in two to four installments by issuing separate work orders in that respect. However, if needed, work orders may also be issued to procure the entire annual volume of any particular kind of form at a time.
- vi) This office reserve the right of deciding which of the items of forms specified in the bidding sheet would be procured during the tender period and by merely putting any item of forms into bidding sheet, this office would not be under any obligation to procure the same from the approved vendor. However, this office commits itself to procure the entire volume put to tender in case it require procuring that particular kind of form during the tender period.

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