

कार्यालय महालेखाकार (लेखा और हक) पश्चिम बंगाल
ट्रेजरी बिल्डिंग, 2nd सरकारी स्थान पश्चिम, कोलकाता-700001
कार्यालय महालेखाकार (लेखा एवं हक) पश्चिम बंगाल
ट्रेजरी बिल्डिंग, 2nd सरकारी स्थान पश्चिम, कोलकाता-700001



Supreme Audit Institution of India
लोकहितार्थसत्यनिष्ठ
Dedicated To Truth in Public Interest

Office of the Accountant General
(Accounts and Entitlement) West
Bengal
Treasury Building, 2nd Government
Place West, Kolkata-700001.

No. PAGAEWB/02/12/14/2025-26/REC-III/OUT-36
Dated:04.07.2025

NOTICE INVITING QUOTATION FOR SUPPLY OF DIFFERENT TYPES OF FILE COVERS.

Sealed quotations are invited for the printing and supply of different types of file covers from vendors having experience in Printing & Supply of file covers in Govt., Semi govt., Govt., Undertaking Offices & reputed private firms. The quoted rate will be valid for one year from the date of final selection of the successful bidder. The rate should be quoted in the bidding sheet enclosed hereto. The vendors/firms intending to quote rates for the items should furnish the following information in the separate sheet:-

1. An undertaking regarding supply of above items within 15 (fifteen) days from the date of receipt of the final approval of proof copy is to be given by the intending bidder. It is to be noted that the work order will be cancelled without any further correspondence if the articles are not supplied within the stipulated time limit.

2. Credentials in support of such job in Govt., Semi Govt., and Govt. Undertaking Offices.

3. GST Registration Certificate.

Terms & conditions:-

1) Quality of **file covers** should be strictly maintained as per specimen furnished by this office i.e. file covers for general use should be **270 GSM**, file covers for pensioners should be **250 GSM** and file cover for special purpose should be **600 GSM**. Material quality of all supplies should be strictly maintained as per samples submitted by selected vendor(s) and finally accepted by this office.

2) **Samples of file covers** in respect of the different items with **G.S.M specification** must have to be furnished with the quotation paper. If the quality of paper does not tally with the sample of this office, the quotation will not be considered for selection.

3) Rate should be **inclusive of G.S.T. and delivery charges**. No other charges will be entertained thereafter. The rate should be quoted **both in words and in figures** in the specified space as earmarked in the bidding sheet. **The rate shall remain valid for one year from the date of acceptance of the bid by this office.**

4) Before printing, the final proof should be got approved by A.A.O/Record-III Section.



5) Delivery is to be made to the Record III Section of this office i.e. O/o the A.G. (A&E), W.B. at Treasury Buildings, 2, Govt. place (West), Kolkata-700001.

6) G.S.T. No. is to be mentioned in the bidding sheet.

7) Sample/Specimen of the file covers may be seen at Record-III Section of this office on any working day between 12 noon. to 5 p.m.

8) If any defect is noticed particularly in case of quality of the paper and workmanship, the selected vendor will be liable for immediate replacement of the defective articles at his own cost. If the replacement is not possible, the company will have to bear the cost difference in the event if the same are procured from outside market at higher rate.

9) In case of late delivery, a penalty @ 1.5% of the cost price of the article will be imposed for every week beyond the specified date to be mentioned in the work order.

10) Intending tenderers will have to deposit Earnest Money for Rs 4,000/- (Rupees Four Thousand Only) in form of Bank Draft in favour of "**P.A.O (Audit), O/o the Accountant General. (A&E) W.B.**". In absence of the earnest money, the Tender will not be considered as valid tender under any circumstances and will be treated as cancelled. Vendor having **MSME certificate shall be required to furnish such certificates** along with the quotation in place of deposition of EMD.

11) Intending vendor must have its Head Office/Registered Office within the jurisdiction of Kolkata and its adjacent areas.

The sealed envelope containing the quotation paper & sample duly signed by the quotationer along with the demand draft/MSME Certificate shall be required to be dropped in the quotation box kept in Record-III Section of this office latest by **2 p.m. on 15.07.2025**. No quotation will be entertained after specified time and date. **No online quotation in electronic format will be accepted.**

The sealed envelope should be superscripted as "**Quotation for printing and supply of different types of file covers**" and addressed to **Shri Supriya Biswas, Sr. Accounts Officer (Record), O/o the A.G. (A&E), W.B., Treasury Buildings, Kolkata – 700001.**

The sealed quotations will be opened on 15.07.2025 at 3 p.m at Sr. A.O's chamber in the presence of the quotationers, if any.

This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason thereof.

The tender notice including the bidding sheet may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en> (Contact Us> Working with us>Tender Notices) or from CPPP.



Sr. Accounts Officer (Record)

BIDDING SHEET FOR DIFFERENT TYPES OF FILE COVERS

Sl.No	Item	Size and GSM of the file cover	Rate to be quoted for per thousand/ per hundred	Rate (both in words and figures) (inclusive of G.S.T and other charges)
01.	Grey File Cover for pensioners (Printed with Green/Yellow) (Standard Size with printing materials including Departmental Logo)	(50cm X 32cm) (As per sample) 250 GSM	Rate per thousand	
02.	Grey File Cover for pensioners (Printed with Blue/Pink) (Standard Size with printing materials including Departmental Logo)	(50cm X 32cm) (As per sample) 250 GSM	Rate per thousand	
03.	Grey File Cover for general use (S-97) (Standard Size with Printing materials including Departmental Logo)	(52.5cm X 34.5cm) (As per sample) 270 GSM	Rate per thousand	
04.	Red/Green/Yellow/Pink coloured Special File Cover (Printed in Black) (Standard Size with Printing materials including Departmental Logo)	(52.5cm X 34.5cm) (As per sample) 600 GSM	Rate per hundred	

I have quoted the above rated file covers in this Bidding Sheet according to the specification and quality required by the office of the Accountant General (A&E), West Bengal. Any deviation from the specifications particularly quality of the paper and workmanship should be liable for immediate replacement at my own cost.

SIGNATURE & SEAL OF THE PROPRIETOR



Top Sheet

Pre-qualification items towards Notice Inviting Quotation for supply of
different types of file covers

Sl No.	Copies of required documents	Whether submitted or not (Tick)	
		Yes	No
01.	Work experience in Govt., Semi Govt. or Govt. undertaking offices etc.		
02.	GST No. of firm or proprietor		
03.	An undertaking regarding completion of work within 15 days from the date of receipt of the final approval of proof copy.		
04.	MSME Certificate or EMD		
05.	File cover sample of each category		

Dated:-

Signature and stamp of the proprietor



DECLARATION

I do hereby undertake that I will submit the proof copy of each type of File covers mentioned in work order within 07 (seven) days from the date of receipt of the work order and thereafter I will supply the File covers within 15 (fifteen) days from the date of the final approval of proof copy of the File covers from the Record-III Section of the O/o the Accountant General (A&E), West Bengal. I am also fully aware that in case of late delivery, I am liable to pay penalty as mentioned in Quotation Notice. I confirm the Quotation's terms and conditions, including any corrigenda or addenda and also ensure completeness of the submitted documents.

Signature and stamp of the Proprietor

