



भारतीय लेखा - परीक्षा तथा लेखा विभाग  
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल  
*Indian Audit And Accounts Department*  
*Principal Accountant General (A & E), West Bengal*

संख्या/No. :

File No.PAGAE-DADM0REC3(ADMM)/1/2020-REC-III

दिनांक/Dated :

16.08.2021

**NOTICE INVITING QUOTATION FOR SUPPLY OF STANDARD & NON- STANDARD  
FORMS AND FILE COVERS**

Sealed quotations are invited for the supply of printed Forms and File Covers from prospective vendors having experience in printing & supply of various Forms 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 credentials of the firm with supporting documents should also be submitted along with the bids. The Vendors/firms intending to quote rates for the items should furnish the following information in a separate sheet:

1. An undertaking regarding supply of above items within 15 (fifteen) days from the date of receipt of the work order 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 are required to be furnished along with the quotation.

**Terms & Conditions**

1. Quality of paper samples etc. should be strictly maintained as per specimen furnished by this office which is **60 G.S.M.** and File Cover should be **8.5 kg/ Gross**. Paper quality of all supplies should be strictly maintained as per finally approved paper samples submitted by selected vendor(s).

2. **Samples of papers** in respect of the different items with **G.S.M specification, name of the manufacturing Company with (their) postal Address (es), relevant brand names of the paper/other materials** must have to be furnished with the tender paper. If the quality of paper do not tally with the sample, 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.

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 Pr. 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.

P.T.O.

ट्रेजरी बिल्डींग्स 2, गवर्नमेंट प्लेस वेस्ट, कोलकाता - 700 001

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