

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

Rec-III/ Shifting of Vouchers/2024-25/ 81

Dated: 02.08.2024

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

Sealed Quotations are invited from the reputed vendor having experience in shifting of office records for the work of shifting of approximately 6000 no. of bundles of Treasury vouchers/schedules (each weighing approximately 5 to 10 kg) from the 1st floor and ground floor of Treasury Buildings and various Fund sections/corridors in the ground floor and 1st floor of G.I Press Building of this office to 1, Council House Street, Kolkata-700001.

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

- i) **Valid GST Registration**
 - ii) **Valid PAN Registration**
 - iii) **Credential in support of carrying out such shifting work in Central Govt./State Govt./ PSUs etc.**
 - iv) **Duly signed Undertaking in Annexure-A enclosed with the NIQ**
 - v) **Bank draft for Rs. 2000/- as EMD.**
- B) Terms & Conditions

- i) The work will sequentially include the following:-
 - a. Rearrangement of records in the godowns of 1, Council House Street.
 - b. Loading of the Treasury vouchers/schedules bundles in big size plastic sacks from the 1st Floor/Ground Floor of Treasury Building and G.I Press Building.
 - c. Shifting of these records by vehicle to 1, Council House Street.
 - d. Unloading of the plastic sacks containing records at 1, Council House Street, Kolkata-700001.
 - e. Unpacking the bundles from plastic sacks and
 - f. Arranging the bundles of records in the available storage space in the godowns of 1, Council House Street as per instructions of this office.
- ii) The entire work is to be completed within five working days from the date of work order issued, without any fail.
- iii) The vendor is required to inspect the lot of vouchers/ schedules to be shifted before quoting his rates. No complaint with regard to the volume of records to be shifted will be



- entertained after quoting rates. Plastics/gunny bags, ropes etc required for shifting purpose are to be arranged by the vendor himself.
- iv) The vendor will have to arrange a vehicle for carrying the records to 1, Council House Street.
- v) All requisite permissions from the police and other authorities are required to be obtained by the vendor himself.
- vi) Payment will be made after satisfactory completion of the said work within the stipulated time.
- vii) The vendor has to quote a lump sum rate including all taxes and charges for the said work. No additional claim for any kind of taxes and/or charges will be entertained.
- viii) **A Bank Draft for Rs. 2,000/-** (Rupees Two thousand only) as Earnest Money Deposit (EMD) drawn in favour of **“PAO (Audit), O/o the Accountant General (A&E), West Bengal, Kolkata – 700 001”**, from any Nationalized Bank at Kolkata is to be enclosed with the Bidding Sheet. The Bank Draft as **Earnest Money Deposit** should be submitted in a separate sealed cover. **Quotation submitted without E.M.D. will be treated as cancelled.**
- ix) The sealed envelope super-scribed **“Quotation for shifting of records from Treasury Buildings to 1, Council House Street”** and addressed to the **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, Credentials and Annexure-A may be dropped in the tender box kept in Record-III section latest by **3 p.m on 09/08/2024** .No quotation will be entertained after specified time and date.
- x) 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.
- xi) This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason.
- xii) 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).

[Handwritten Signature]
02/8/24

Sr. Accounts Officer (Record)



