

कार्यालयमहालेखाकार (लेखाओहक) पश्चिमबङ्ग
ट्रेजरीबिल्डिंग, 2सराकारीस्थानपश्चिम, कोलकाता-700001

कार्यालयमहालेखाकार (लेखाएवंहक) पश्चिमबंगाल
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Supreme Audit Institution of Indian
लोकहितार्थसत्यहिष्ठा
Dedicated To Truth in Public Interest

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

PAGAEWB/02/12/14/24-25/REC-III/OUT-165

Dated:-27.02.2025

NOTICE INVITING QUOTATION FOR SUPPLY OF STANDARD & NON- STANDARD FORMS

Sealed quotations for the supply of printed Forms are invited 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 are **60 G.S.M for regular forms and ledger papers for items mentioned in Sl. No.(9, 10 and 25) of the bidding sheets.** 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 under dated signature of the intending vendor** must have to be furnished with the quotation. If the quality of paper samples furnished by the bidder does not tally with the specimen 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.
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. Specimen of the form may be seen at Record-III Section of this office on any working day between 12 noon and 5 PM.

8. If any defect is noticed particularly in case of subject matter of printing, 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 bidders will have to deposit Earnest Money for Rs.3000/- (Rupees Three 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 quotation will not be considered as valid under any circumstances and will be treated as cancelled. Vendors having MSME certificate shall be required to furnish such certificate along with the quotation in place of deposition of EMD.

The sealed envelope containing the bidding sheet & paper sample duly signed by the quotationer along with demand draft/MSME Certificate required to be dropped in the quotation box kept in the Record-III section latest by up to **2PM on 11.03.2025**. No quotation will be entertained after specified time and date.

The sealed envelope should be superscripted as “**Quotation for printing and supply of Standard & Non- Standard Forms etc.**” and addressed to **Shri Partha Das, Sr. Accounts Officer (Record), O/o the A.G (A&E), W.B., Treasury Buildings, Kolkata –700001**”.

The sealed quotations will be opened on the last date of submission of quotations at 3 PM 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).

Ans
27/02/25
Sr. Accounts Officer (Record)



BIDDING SHEET FOR STANDARD & NON-STANDARD FORMS ETC

Sl. No.	Item	Size	Rate per- 1000 Forms (including GST and other charges) (both in words and figures)
1.	One Page One Impression (Eng)	8.5"X13.5"	
2.	One Page One Impression (Bilingual)	8.5"X13.5"	
3.	One Page Two Impression (Eng)	8.5"X13.5"	
4.	One page Two Impression (Bilingual)	8.5"X13.5"	
5.	Two Pages Three Impression(Eng)	8.5"X13.5"	
6.	Two Pages Three Impression (Bilingual)	8.5"X13.5"	
7.	Two Pages Four Impression (Eng)	8.5"X13.5"	
8.	Two Pages Four Impression (Bilingual)	8.5"X13.5"	
9.	Four Pages Seven Impression (Bilingual) (Ledger Paper) with Two stapling after arranging the page serially	8.5"X13.5"	
10.	Four Pages Eight Impression(Bilingual) (Ledger Paper) with Two stapling after arranging the page serially	8.5"X13.5"	
11.	One Page Two Impression (Bilingual)	9"x6.5"	
12.	One page Two Impression (Bilingual)	6"x11"	
13.	One Page Two Impression (Eng)	22"x 10.5"	
14.	One Page Two Impression (Bilingual)	22"x 10.5"	
15.	One Page Two Impression (Eng)	12.5" x16.5"	
16.	One Page Two Impression (Bilingual)	12.5" x16.5"	
17.	Two Pages Four Impression (Eng)	12.5"x16.5"	
18.	Two Pages Four Impression (Bilingual)	12.5"x16.5"	



19.	Two Pages Four Impression (Bilingual)	18"x 16.5"	
20.	Two Pages Four Impression (English)	18"x 16.5"	
21.	Two Pages Four Impression (Bilingual)	16" x 12"	
22.	Two Pages Four Impression (English)	16" x 12"	
23.	One Page Two Impression (Bilingual)	15" x 20"	
24.	One Page Two Impression (English)	15" x 20"	
25.	One Page Two Impression (Bilingual) (Ledger Paper)	12"x30"	

I have quoted the rate of the above mentioned items according to the specification and quality required by the office of the Accountant General (A&E), West Bengal. Any deviation from the above specification particularly quality of the paper and workmanship should be liable for immediate replacement at my own cost.

DATED:-

SIGNATURE & SEAL OF THE VENDOR

UNDERTAKING

I do hereby undertake that I will submit the proof copy of each type of forms mentioned in work order within 07 (seven) days from the date of receipt of the work order and thereafter I will supply the forms within 15 (fifteen) days from the date of final approval of proof copy of the forms 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.

DATED:-

SIGNATURE & SEAL OF THE VENDOR



Top sheet

Pre-qualification items towards Notice Inviting Quotation for supply of Standard & Non-standard forms

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 work order.		
04.	MSME Certificate or EMD		
05.	Sample of each item.		

Signature and stamp of the vendor

Dated:-

