



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. : Rec-III/ Binding & Re-  
binding/ 2022-23/ Out/58

दिनांक/Dated : 21/03/2023

Sealed quotations are invited from reputed binder for binding and re-binding of different registers of this office. The specimen of register may be seen at Record-III Section located at Ground Floor of Treasury Buildings on any working day between 3 P M and 5 P M. The intending bidders should furnish the following documents along with their quotation:

1. Credentials in support of such job in Govt., Semi Govt., and Govt. Undertaking Offices are required to be furnished along with the quotation.
2. Copy of PAN of firm or proprietor.
3. An undertaking is to be given by the intending bidders regarding binding and re-binding of different registers within 15(fifteen) days from the date of receipt of the work order. It is to be noted that the work order will be cancelled without any further correspondence if the registers are not bounded within the stipulated time limit.

The following terms and conditions are required to be complied by the intending quotationers.

1. The contractor is to work in the office premises located at Treasury Buildings Ground Floor, Kolkata-1
2. All binding materials like Cloth, Rexin, Marvel Paper, Board, Brown Paper, threads, Gum etc. shall have to be supplied by the contractor.
3. Samples of Binding materials should be furnished in sealed packet duly signed by the quotationer along with the quotation papers.
4. Rate should be inclusive of all taxes and charges of materials, labour etc.
5. Rate ( both in the word & figure) should be quoted against each item of work as mentioned in the bidding sheet)
6. Binding work should be done as and when required by this office.
7. Rate should remain valid for one year from the date of acceptance / selection of suitable vendor.

The sealed envelope containing quotation papers duly signed by the contractor along with samples should be superscribed with “**Quotation for binding and rebinding of Register etc. for the year 2023-24**” and addressed to “**The Sr. Accounts Officer (Record), O/o the Pr. Accountant General, (A&E) W.B., Treasury Buildings, Kolkata-1**” and must reach this office latest by **12 noon on 06.04.2023**. The quotation will be opened on the same day at 3.00 p.m in the presence of quotationers, if any. This office,

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

Treasury Buildings, 2, Government Place West, Kolkata - 700 001

Phone : (033) 2213 8000, Fax : (033) 2248-7849

e-mail : agaewestbengal@cag.gov.in Web Site : http://agwb.cag.gov.in

however, reserves the right to accept or reject any or all the quotations without assigning any reason thereof.



**Sr. Accounts Officer (Record)**

Sl. No.	Size of Registers In inch	No of pages/Registers	Mode of Binding	Rate of Binding per Register(including material) (Rs.)	Rate of Re-Binding per Register(including material)(Rs.)
1	16" x 12"	Up to 50 Pages	Cloth & Board		
2	16" x 12"	Up to 50 Pages	Rexin/ Canvas with Board		
3	16" x 12"	Up to 100 pages	Cloth & Board		
4	16" x 12"	Up to 100 Pages	Rexin/Canvas with Board		
5	16" x 12"	Up to 100 pages	Limbo		
6	16" x 12"	More than 100 Pages	Limbo		
7	16" x 12"	More than 100 Pages	Cloth & Board		
8	16" x 12"	More than 100 Pages	Rexin/ Canvas with Board		
9	16" x 12"	250 to 500 Pages	Limbo		
10	16.5" x 12"	50 Pages	Cloth & Board		
11	16.5" x 12"	50 Pages	Rexin/ Canvas with Board		
12	16.5" x 12"	100 Pages	Cloth & Board		
13	16.5" x 12"	100 Pages	Rexin/ Canvas with Board		
14	16.5" x 12"	More than 100 Pages	Rexin/ Canvas with Board		
15	16.5" x 12"	More than 100 Pages	Cloth & Board		
16	17" x 14"	50 Pages	Rexin/ Canvas with Board		
17	12" x 8.5"	Up to 50 Pages	Cloth & Board		

Signature and stamp of the vendor

18	12" x 8.5"	Up to 50 Pages	Rexin/ Canvas with Board		
19	12" x 8.5"	Up to 100 Pages	Cloth & Board		
20	12" x 8.5"	Up to 100 Pages	Rexin/ Canvas with Board		
21	12" x 8.5"	Up to 100 Pages	Limbo		
22	12" x 8.5"	More than 100 Pages	Limbo		
23	12" x 8.5"	More than 100 and up to 250 Pages	Cloth & Board		
24	12" x 8.5"	250 to 500 Pages	Cloth & Board		
25	12" x 8.5"	More than 100 Pages	Rexin/ Canvas with Board		
26	12" x 12"	Up to 50 Pages	Cloth & Board		
27	12" x 12"	Up to 50 Pages	Rexin/ Canvas with Board		
28	12" x 12"	Up to 100 Pages	Cloth & Board		
29	12" x 12"	Up to 100 Pages	Rexin/ Canvas with Board		
30	12" x 12"	More than 100 Pages	Cloth & Board		
31	12" x 12"	More than 100 Pages	Rexin/ Canvas with Board		
32	12" x 12"	More than 100 Pages	Limbo		
33	12" x 6"	Up to 50 Pages	Cloth & Board		
34	12" x 6"	Up to 50 Pages	Rexin/ Canvas with Board		
35	12" x 6"	Up to 100 Pages	Cloth & Board		

Signature and stamp of the vendor

36	12" x 6"	Up to 100 Pages	Rexin/ Canvas with Board		
37	12" x 6"	More than 100 Pages	Cloth & Board		
38	12" x 6"	More than 100 Pages	Rexin/ Canvas with Board		
39	12" x 6"	More than 100 Pages	Limbo		
40	16" x 18"	Up to 100 Pages	Cloth & Board		
41	16" x 18"	Up to 100 Pages	Rexin/ Canvas with Board		
42	16" x 18"	Up to 100 Pages	Leather		
43	16" x 18"	More than 100 Pages	Cloth & Board		
44	16" x 18"	More than 100 Pages	Rexin/ Canvas with Board		
45	16" x 18"	More than 100 Pages	Limbo		
46	Computer Back sheet of CGF	250 Pages	Cloth & Board		
47	Computer Back sheet of PCC	50 sets(one set- 5 pages)	Cloth & Board (Guard file type)		
48	Computer Back sheet of PCC	50 sets(one set- 5 pages)	Cloth & Board (Guard file type) Spring dala		
49	Lapse Deposit 13" x 8.5"	250 Pages	Full cloth with thick paper (then five registers to be binded with tag and guard file cover)		
50	Book ordinary	150 Pages	Cloth & Board		

Signature and stamp of the vendor

51	Book ordinary	100 Pages	Cloth & Board		
52	Computerized A.P. Repr. For pen group	100 Pages as per sample	Rexin/Canvas		
53	9" x 7.5"	50 Pages	Cloth & Board		
54	9" x 7.5"	50 Pages	Rexin/Canvas with Board		
55	9" x 7.5"	50 Pages	Limbo		
56	9" x 7.5"	100 Pages	Cloth & Board		
57	9" x 7.5"	100 Pages	Rexin/Canvas with Board		
58	9" x 7.5"	More than 100 Pages	Rexin/Canvas with Board		
59	9" x 7.5"	More than 100 Pages	Cloth & Board		
60	Service Book	More than 100 Pages	Cloth & Board		
61	Service Book	More than 100 Pages	Full Rexine with name writing (golden)		
62	Service Book	More than 100 Pages	Full Rexine		
63	Service Book	Standard	Cloth and thick paper		
64	Books (standard)	More than 100 Pages	Cloth & Board		
65	Books (standard)	More than 100 Pages	Rexin/Canvas		
66	Stitching with paperback (Ordinary binding of Register)	Standard	Paper back		
67	12" x 8.5"	Up to 100 Pages	Spiral Binding		
68	12" x 8.5"	More than 100 Pages	Spiral Binding		

Signature and stamp of the vendor

69	12" x 10" P.P.O	More than 100 Pages	Cloth & Board		
70	12" x 12" P.P.O	More than 100 Pages	Cloth & Board		
71	12" x 8.5" P.P.O	More than 100 Pages	Cloth & Board		
72	13.5" x 8.5"	100 Pages	Cloth & Board		
73	13.5" x 8.5"	More than 100 Pages	Cloth & Board		
74	12" x 7"	100 Pages	Cloth & Board		
75	12" x 7"	More than 100 Pages	Cloth & Board		
76	Service Book	More than 100 Pages	Full Cloth		
77	12" x 8.5"	250 to 400 pages	Limbo		
78	16.5x12	More than 400 pages	Cloth & Board		
79	Books ordinary	More than 400 pages	Cloth & Board		

I agree to work in the office premises located at Treasury Buildings Ground Floor,  
Kolkata-700 001.

Full Name :

Address :

Telephone No:

Signature and stamp of the vendor