



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



संख्या/No. PAGAE-DADM0REC3(ADMM)/9/2020-REC-III

दिनांक/Date: 16.02.2022

**NOTICE INVITING TENDER FOR BINDING AND RE-BINDING OF OFFICE REGISTERS**

Sealed quotations are invited from reputed/expert 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 PM and 5 PM. The intending bidders should furnish the following documents alongwith 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 will have to work throughout the contracted period in the office premises located at Treasury Buildings, Ground Floor, Kolkata-01.
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 work order to be issued by this office.

**P.T.O.**

-: 2 :-

The sealed envelope containing quotation papers duly signed by the contractor along with samples should be super scribed with “**Tender for binding and re-binding of Register etc. for the year 2022**” and to be addressed to “**The Sr. Accounts Officer (Record), O/o the Pr. Accountant General, (A&E) West Bengal, Treasury Buildings, Kolkata-01**” and must reach this office latest by **12 noon on 09.03.2022**. The tender documents will be opened in the chamber of the Sr. Accounts Officer (Record) on the last date of submission of quotations at 3.00 PM in the presence of 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.

The tender notice is also available in the official website of this office i.e. <https://cag.gov.in/ae/west-bengal/en> (Contact Us > Working with us > Tender Notices).



**Sr. Accounts Officer (Record)**

ट्रेजरी बि लीडिंग्स, २ गवर्नमेंट प्लेस वेस्ट, कोलकाता ७०० ००१  
Treasury Buildings, 2 Government Place(West), Kolkata, West Bengal, PIN 700001  
Phone No (033) 2213-8000 :: FAX (033) 2248-7849  
e-Mail: [agaewestbengal@cag.gov.in](mailto:agaewestbengal@cag.gov.in) :: Website: <http://agwb.cag.gov.in>

**भारतीय लेखा तथा लेखापरीक्षा विभाग**  
**प्रधान महालेखाकार (लेखा एवं हकदारी), पश्चिम बंगाल**

संख्या: पीएजीई-डीएडीएमओआरईसी(एडीएमएम)-9-2020-अभिलेख-III

दिनांक: 16.02.2022

**इस कार्यालय के रजिस्ट्रों के बाइंडिंग तथा पुनः बाइंडिंग हेतु निविदा आमंत्रण सूचना**

इस कार्यालय के विभिन्न रजिस्ट्रों के बाइंडिंग तथा पुनः बाइंडिंग हेतु निपुण/प्रख्यात बाइंडर से मोहरबंद कोटेशन आमंत्रित किए जाते हैं। रजिस्ट्रों का नमूना ट्रेजरी बिल्डिंग्स के ग्राउंड फ्लोर में स्थित अभिलेख-III अनुभाग को किसी भी कार्यदिवस में शाम 3.00 बजे से 5.00 बजे के बीच देखा जा सकता है।

निविदाकार को कोटेशन के साथ निम्नलिखित दस्तावेज़ प्रस्तुत करने होंगे :

1. निविदाकार को सरकारी, अर्ध-सरकारी या सरकारी उपक्रम संबंधी कार्यालयों में किए गए कार्यों की पुष्टि हेतु आवश्यक दस्तावेज़ कोटेशन के साथ प्रस्तुत करने होंगे।
2. फ़र्म या स्वत्वधारी के पैन कार्ड की प्रतिलिपि।
3. निविदाकारों को रजिस्ट्रों के बाइंडिंग तथा पुनः बाइंडिंग के कार्य को कार्य-आदेश की प्राप्ति की तिथि से 15 दिनों के अंदर पूरा करने हेतु शपथपत्र जमा करना होगा। इस बात को ध्यान में रखा जाए कि यदि रजिस्ट्रों के बाइंडिंग तथा पुनः बाइंडिंग दी गई समयसीमा के भीतर पूरा नहीं होती है तो बिना पत्राचार किए कार्य आदेश रद्द कर दिया जाएगा।

निविदाकारों को निम्नलिखित नियम व शर्तों का पालन करना होगा :

4. ठेकेदार को निविदा की अवधि में इस कार्यालय के परिसर में स्थित ट्रेजरी बिल्डिंग्स, ग्राउंड फ्लोर, कोलकाता-01 में कार्य करना होगा।
5. बाइंडिंग करने संबन्धित सभी वस्तुएँ जैसे कपड़ा, रेक्सिन, मारवेल पेपर, बोर्ड, ब्राउन पेपर, धागें, गोंद आदि ठेकेदार द्वारा ही वहन किए जाएंगे।
6. निविदाकार को विधिवत रूप से हस्ताक्षरित कोटेशन पेपर सहित बाइंडिंग वस्तुओं के नमूने सीलबंद पैकेट में प्रस्तुत करने होंगे।
7. मज़दूरी, सामग्री आदि के मूल्य सभी करों सहित होने चाहिए।
8. उल्लिखित निविदाशीट में कार्य के प्रत्येक मद के सामने दर (शब्दों एवं अंकों में) लिखी होनी चाहिए।
9. बाइंडिंग कार्य इस कार्यालय के अपेक्षित निदेशानुसार किए जाएंगे।
10. इस कार्यालय द्वारा जारी कार्य आदेश की तिथि से एक वर्ष तक दर वैध होंगे।

मोहरबंद लिफाफा में निहित कोटेशन पेपर पर निविदाकार के विधिवत हस्ताक्षर होंगे तथा मोहरबंद लिफाफे पर "वर्ष 2022 के लिए रजिस्ट्रों के बाइंडिंग तथा पुनः बाइंडिंग हेतु निविदा" लिखा होना चाहिए एवं "वरिष्ठ लेखा अधिकारी (अभिलेख), कार्यालय प्रधान महालेखाकार(लेखा एवं हक), पश्चिम बंगाल, ट्रेजरी बिल्डिंग्स, कोलकाता-01" के पते पर भेज दें जो इस कार्यालय को दिनांक 09.03.2022 को दोपहर 12 बजे तक पहुँच जाने चाहिए। निविदा दस्तावेज़ कोटेशन प्राप्त करने की अंतिम तिथि को शाम 3.00 बजे निविदाकारों की उपस्थिति में, यदि हो तो अन्यथा, वरिष्ठ लेखा अधिकारी (अभिलेख) के चेम्बर में खोले जाएंगे। यद्यपि कि यह कार्यालय किसी भी निविदा को बिना किसी कारण स्वीकार या अस्वीकार करने का अधिकार रखता है।

निविदा सूचना इस कार्यालय की आधिकारिक वेबसाइट पर उपलब्ध है जोकि <https://cag.gov.in/ae/west-bengal/en> (Contact Us > Working with us > Tender Notices) है।



*(Handwritten Signature)*

**वरिष्ठ लेखा अधिकारी (अभिलेख)**

**BIDDING SHEET FOR BINDING AND RE-BINDING OF OFFICE REGISTERS ETC.**

Sl. No.	Size of Registers (in inch)	No of pages in the Registers	Mode of Binding	Rate per Register including material (in Rs.)	
				Binding work	Re-binding work
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		
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		

Signature and stamp of the vendor



**File No.PAGAE-DADM0REC3(ADMM)/9/2020-REC-III**

Sl. No.	Size of Registers (in inch)	No of pages in the Registers	Mode of Binding	Rate per Register including material (in Rs.)	
				Binding work	Re-binding work
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		
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		
51	Book ordinary	100 Pages	Cloth & Board		
52	Computerized A.P. Reqr. 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		



Signature and stamp of the vendor

**File No.PAGAE-DADM0REC3(ADMM)/9/2020-REC-III**

Sl. No.	Size of Registers (in inch)	No of pages in the Registers	Mode of Binding	Rate per Register including material (in Rs.)	
				Binding work	Re-binding work
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		
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		

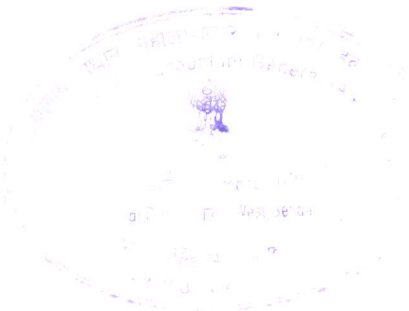
I agree to work in the office premises located at Treasury Buildings Ground Floor, Kolkata-700 001.

Full Name :

Address :

Telephone No:

Signature and stamp of the vendor



**Check list of documents submitted alongwith bidding sheet**

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.	PAN of firm or proprietor		
03.	An undertaking regarding completion of work within 15 days from the date of receipt of the work order.		



Signature and stamp of the vendor

**DECLARATION**

I do hereby undertake that I will carry out the binding & re-binding work of different registers within 15 (fifteen) days from the date of receipt of work order. I am also fully aware that the work order will be cancelled without any further correspondence if I fail to bind the registers within the stipulated time limit.



Signature and stamp of the vendor