



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)/3/2020-
REC-III
दिनांक/Date : 21.09.2020

NOTICE INVITING QUOTATION FOR SUPPLY OF PRE-PRINTED FORMS

Sealed quotations are invited for the supply of Pre Printed Continuous Forms from the reputed vendors having experience in printing & supply of various types of forms in Govt. / Semi Govt./ Govt. Undertaking offices & other reputed organizations. The rate should be quoted in the bidding sheet enclosed hereto.

A) The firms intending to quote rates for the items should furnish the following in a Separate Sheet.

- i. An undertaking regarding the supply of Forms as per work order within 15 (fifteen) days from the date of receipt of the final approval of proof copy of the forms from this office.
- ii. Credentials in support of such job in Govt. / Semi Govt. / Govt. Undertaking offices & other reputed organizations.

B) Terms & Conditions to be complied with by the intending quotationer.

- i. *Sample of papers in respect of the items with names of the manufacturing company with their postal address (es) and relevant brand names of the paper shall have to be furnished with the Tender papers. The paper samples with G.S.M. specification should also be duly authenticated by the intending quotationer.*
- ii. Rate should be inclusive of GST, delivery charges and other taxes, if any, which should be quoted both in words & figures in the specified space in the bidding sheet. Rate once quoted should be treated as final. No additional charges on the ground of revision of any taxes etc. will be entertained subsequently. Points made in bidding sheet under the heading "Note for guidance" should be taken into consideration before quoting rates for different types of forms.
- iii. Delivery is to be made as per work order in complete shape to the Record-III Section of this office i.e. O/o the Pr. Accountant General (A&E), West Bengal at Treasury Buildings, 2, Govt. Place (West), Kolkata 700 001.
- iv. Specimen of the Forms may be seen at Pension (EDP) Section of this office on any working day between 3 pm & 5 pm.
- v. The Approximate volume of forms mentioned at column 5 of the bidding sheet has

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estimated to be procured during the valid tender period of one year and the procurement of total quantity of forms put to the instant tender may, in general be made in two to four installments by issuing separate work orders in that respect. However, if needed, work orders may also be issued to procure the entire annual volume of any particular kind of form at a time.

- vi) This office reserve the right of deciding which of the items of forms specified in the bidding sheet would be procured during the tender period and by merely putting any item of forms into bidding sheet, this office would not be under any obligation to procure the same from the approved vendor. However, this office commits itself to procure the entire volume put to tender in case it require procuring that particular kind of form during the tender period.
- vii) The rate should be quoted in consideration of the total annual volume of various kinds of forms mentioned in the bidding sheet. However, payment would be made on the basis of proportionate cost of the volume of forms procured against the work order issued.
- viii) If any defect is noticed, particularly in case of 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 articles are procured from outside market.
- ix) In case of late delivery, a penalty @ 1.5% of the cost price of the articles will be imposed for every week beyond the schedule date as would be mentioned in work order.
- x) The rate quoted by the firm will be valid for one year from the date of final selection of the successful bidder.
- xi) Before supply of the materials, proof of all printed forms should be got approved by the Pension-EDP Section of this office. The vendor should submit the proof copy of forms mentioned in the work order within 07 days from the date of receipt of final approval of proof copy by the user sections as would be mentioned in work order.
- xii) The paper quality of the materials delivered of this office should be strictly in accordance with the G.S.M. specification mentioned against each of the items of the forms in the bidding sheet as well as the paper samples furnished along with the tender notice.
- xiii) Intending tenderer will have to deposit Earnest Money of Rs.5000/- (Rupees Five Thousand) only in the form of Bank Draft in favour of "P.A.O. (Audit), O/o the Pr. A.G. (A&E), West Bengal" In absence of the Earnest Money, the Tender will not be considered as valid tender under any circumstances and will be treated as cancelled.
- xiv) For successful tenderer, the E.M.D. will be converted into security deposit.
- xv) The sealed envelope containing the tender paper & sample duly signed by the quotationer should reach this office latest by **2 o'clock on 27-10-2020**. No quotation will be entertained after specified time and date.
- xvi) The sealed envelope should be super-scribed "Tender for Printing & Supply of Pre-Printed Forms" and addressed to Shri Supriya Biswas, Sr. A.O. (Record), O/o the Pr. Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700001. Alternatively, the sealed quotation may be dropped in the Tender Box kept in front of Record-III Section of this office. The sealed quotations will be opened at 3 pm on the last date of submission of tender in the presence of the quotationers, if any.
- xvii) 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. www.agwb.cag.gov.in.

Sr. Accounts Officer (Record)



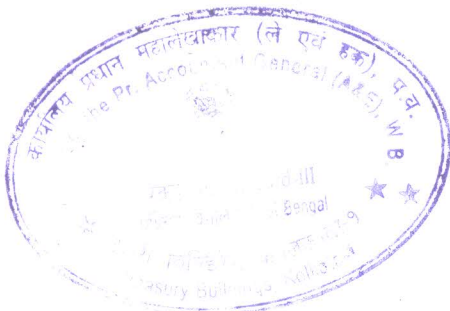
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, KOLKATA-700 001

BIDDING SHEET FOR THE PRE-PRINTED FORMS

Sl. No.	Name of Forms	Size	Paper quality	Approximate Quantity to be procured (in thousand)	Rate per Thousand in (Rs.)
1	Intimation (Advance)	10"x12"[3part(1+2)] with carbon	(80+60+60) GSM	18	
2	P.P.O (Part-I & Part-II)	10"x24"	80 GSM	40	
3	G.P.O. (Advance)	10"x12"[2 part (1+1)] with carbon	(80+60) GSM	20	
4	C.V.P.O (Advance)	10"x12"[2 part (1+1)] with carbon	(80+60) GSM	20	
5	Admissibility Report	10"X12"(1 part)	80 GSM	80	
6	Revised Authority Form	10"x12" [3part (1+2)] with carbon	(80+60+60) GSM	50	
7	Intimation (Death)	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	6	
8	F.P.P.O (Part -I & Part-II)	10"x24"	80 GSM	5	
9	D.G.P.O (Death)	10"x24"[2 part (1+1)] with carbon	(80+60) GSM	5	
10	Intimation slip	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	3	
11	G.P.O. (Direct)	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	5	
12	C.V.P.O (Direct)	10"x12"[3 part (1+2)] with carbon	(80+60+60) GSM	5	

NOTES FOR GUIDANCE

- Forms mentioned at Sl. No. 2 and 8 of Part 2 of (10"X24") size with perforation in the middle portion i.e. at the end of 12" having no carbon copy, should be treated as 1 (One) single copy of 24" form consisting of two parts (12" in each part) for the purpose of quoting rates.
- Copy of all forms should be pasted in both side of each packet containing forms so as to facilitate to view what type of forms and how much forms are kept inside each packet.



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3. Serial No. in Chronological order should be made in all forms so that it is easily visible / countable how much quantity had been kept inside each packet of forms.
4. The volume of forms mentioned at column 5 of the above table is approximate. As such, the actual requirement of forms may vary depending on requirement of forms by this office during the valid tender period.

ANNEXURE

I agree with the terms and conditions as stipulated in the tender / quotation notice.

Name of the Company / Organization:

Address with contact no.:

Full name & Address of Proprietor:

Telephone No:

I have quoted the rate of the Pre-Printed Forms in this Bidding Sheet, according to the specification and quality required by the office of the Pr. Accountant General (A&E), West Bengal. Any deviation from the specifications particularly quality of the paper and workmanship should be liable for immediate replacement at my own cost.

Signature of the Proprietor with seal

