

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) WEST BENGAL,
TREASURY BUILDINGS, KOLKATA-700001**

NOTICE INVITING QUOTATION

No/Record-1/Appointment of Contractor/Vol-II/ 155

dated-20.01.2021

Subject: - Quotation for repairing of Office Furniture

Sealed quotations are invited from intending contractors for repairing, polishing and allied work of different items of furniture of this office for the one year from the date of approval of competent authority. The items of furniture as well as the nature of repairing thereof that generally required are shown in the annexed statement and bidding sheet. The rates may be quoted item-wise in the enclosed bidding sheet only. The accepted rates will remain valid for one year and which may be further extended, if considered necessary by the competent authority of this office. The estimated expenditure involvement of repairing and allied work per year is ₹ 1,50,000 (approx), which is subject to variation. The repairing work will have to be carried out in different wings of this office located at Treasury Buildings, G.I.Press Buildings, and Managers Bungalow.

The Pr. Accountant General (A&E), West Bengal reserves the right of rejecting all or any of the Quotation (s) without assigning any reason therefor.

The firm willing to participate in the NIQ may quote the rate in the bidding sheet in a sealed envelope superscripting "Quotation for repairing, polishing and allied work of office Furniture- 2021-22" addressed to the Sr. AO (Record) O/o the Pr. AG (A&E) WB, Treasury Buildings, Kolkata-700001. The quotation should either be dropped into the tender box of Record-1, placed at 1st floor of Treasury Buildings or may be submitted to the AAO of Record-1 Section at 1st floor of Treasury Buildings, 2 Govt. Place West, Kolkata upto 12 P.M. of 09.02.2021. The quotation will be opened on the same day at 1 P.m. in the chamber of Branch officer (Record) in presence of the quotationers, if any.

Terms and Condition

1. Quotation is to be submitted in the enclosed proforma only in closed sealed cover. Rates should be quoted item-wise as per statement enclosed. The rate should be inclusive of all taxes. It should also be inclusive of all materials needed for repairing work.



2. The Rates quoted must be final and cannot be withdrawn or varied during the contract period.

3. Quotation is to be submitted within the stipulated date and time.

4. The successful quotationer will have to attend office atleast thrice in a week to meet the urgent requirement. Work will be allotted batch wise and each batch of work will have to be completed & bill to be submitted within 3 weeks of placement of work order. Any delay in completing of work will attract penalty @ 1.5% of the value of work per week up to 4 weeks & thereafter the work order will be treated as cancelled.

5. The contract is liable to be terminated in case of failure on the part of contractor of any one of the aforesaid terms and conditions.

6. Earnest money of ₹ 3000 (Three thousand) only through Bank Draft on the Scheduled Bank in favour P.A.O (Audit), O/o the Pr. Accountant General (A&E), West Bengal, is to be attached with the quotation. The same will be converted into security deposit in case of successful tenderer & kept beyond 60 days from the end of this contract.

7. The Security Deposit will be forfeited in case of failure on the part of the contractor of any one of the aforesaid terms and conditions and earnest money deposited by the quotationer will be forfeited in case of non-appearance of the quotationer after acceptance of the rates.

8. A copy of Trade license and PAN are also required to be produced.

9. Statutory Income Tax will be deducted wherever applicable at source from the bill.

10. This office reserves the right to accept or reject any quotation (s) without assigning any reasons therefor.


(S. Biswas)

Sr. Accounts Officer (Record)



