



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 : 22.02.2021

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

Sealed quotations are invited from reputed/expert binder for binding and rebinding 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.

The sealed envelope containing quotation papers duly signed by the contractor along with samples should be superscribed with “**Tender for binding and re-binding of Register etc. for the year 2021**” 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 15.03.2021**. The tender documents will be opened on the last date of submission of quotations at 3.00 PM in the presence of quotationers, if any, in the chamber of the Sr. Accounts Officer (Record). 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)

सुप्रिय विश्वास / SUPRIYA BISWAS
वरिष्ठ लेखा अधिकारी/Sr. Accounts Officer
कार्यालय प्रधान महालेखाकार (ले एवं हक) प.बं.
Treasury Buildings, 2 Government Place (West), Kolkata, West Bengal, PIN 700001 (A&E), W.B.
Phone No (033) 2213-8000 :: FAX (033) 2248-7849
e-Mail: agaewestbengal@cag.gov.in :: Website: <http://agwb.cag.gov.in>



