

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) WEST BENGAL,
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST),
KOLKATA-700001

No. Library/LPS/2021-22/24

Date: 10.01.2022

Sub: Notice inviting quotation for empanelment of vendors for the supply of stationery articles for the year 2021-22 and 2022-23.

1. Sealed quotations are invited for procurement /supply of stationery items for one year w.e.f. 01/01/2022 the date of empanelment. The method of submission quotation, amount of earnest money/security deposit and general terms and conditions applicable to the contract have been mentioned in the Annexure-I. The stationery supplied shall be strictly as per parameter / technical specification of Annexure -III
2. SCHEDULE OF QUOTATION

Quotation no.	Library/LPS/2021-22/24
Last date & time of submission of quotation	01/02/2022 (12.00 hrs)
Amount of earnest money to be deposited as per Annexure-II	Rs 5000/-
Date & time of opening of quotation	01/02/2022 (15.00 hrs)
Venue	Chamber of Sr. AO/Record

The tender form will be available and can be downloaded from official website:
<http://cag.gov.in/ae/west-bengal/en>

3. The quotation complete in all respect shall be submitted to the Library Section of this office at the ground floor of Treasury building as per date & time indicated in the schedule of tender of para 2 above. The quotation received after the scheduled date & time will be rejected outright. Only one quotation will be accepted for each vendor /supplier.

(Signature & stamp of Sr. AO/Record)

वरिष्ठ लेखा अधिकारी/Sr. Accounts Officer
कार्यालय प्रधान महालेखाकार (ले एवं हक) प.ब.
Office of the Pr. A. G. (A&E), W.B.
ट्रेजरी बिल्डिंग्स, कोलकाता-१
Treasury Buildings, Kolkata-1

ANNEXURE-I

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) WEST BENGAL,
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST),
KOLKATA-700001

General terms & conditions

1) Preparation & submission of quotation

- a) The quotation should be submitted with the proof of earnest money deposit (in the form given in Annexure –II) along with the bid sheet.
- b) Both the bid sheet & the proof of earnest money deposit should be kept in sealed cover addressed to the undersigned. The sealed envelope containing the quotation paper should be superscripted with “QUOTATION FOR STATIONERY ARTICLES FOR THE YEAR 2021-22 and 2022-23 “and addressed to the Sr. Accounts Officer (Record), O/O the Pr, Accountant General (A&E), West Bengal , Treasury Buildings, 2, Govt. Place , Kolkata-700001
- c) The samples of items quoted in the bid are to be furnished by the bidder.
- d) Samples of approved items of the successful bidder will be retained by this office. Every sample must be authenticated by the authorised signatory of the organization concerned and the sample articles are to be kept in a sealed cover along with the quotation.
- e) Without sample of the articles, the quotation will be rejected forthwith.
- f) Overwriting without signature should be avoided. However, if any alteration is required each and every such correction, overwriting etc. shall be attested by the authorised signatory.
- g) Supplier should mention the name of Central / State Govt. offices where supplies of the articles have been made by them during the last three (3) years w.e.f March 2019. Supplier, black listed by any of the department of Central / State Govt / Govt. undertaking, need not submit quotation. An undertaking that the supplier was not blacklisted by any Govt. organization is to be given on plain paper with signature and seal.

2) Signing of tender:-

The bidder should sign and affix his/her firm's stamp on each page of the NIQ and its Annexures as the acceptance of the offer made by this office and this will be deemed as a contract and no separate formal contract will be executed. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THE NOTICE INVITING QUOTATION.

3) EARNEST MONEY:

- a) Earnest money of Rs. 5000/- in the form of Bank Draft, in favour of “PAO (Audit), Office of the Pr. Accountant General (A&E) W.B.” should be submitted along with the quotation.
- b) No request for transfer of any previous deposit of earnest money or security deposit will be entertained.
- c) Bidders are not permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulation made therein or backs out after submission of tender, the earnest money will be forfeited.
- d) The quotation without earnest money will be summarily rejected.

