

Office of the Pr. Accountant General (General & Social Sector Audit), W.B.,
Local Audit Department,
2, Govt. Place (West), Treasury Buildings, Kolkata-700001

No. LA/Rec./RC-SI/179/(Vol-I)/ 2871

Dated: 14.10.19

NOTICE INVITING QUOTATIONS

This office intends to enter into rate contract with reputed suppliers/authorized distributors for purchase of different Stationery/Conservancy items as detailed in "Annexure" for one year valid from the date of issue of acceptance letter in this regard. Sealed quotations are invited as per following terms & conditions:

1. **Rate:** Rate quoted should be valid for any number of articles to be purchased by this office during the period of currency of the contract and it should be quoted inclusive of all taxes, delivery and other charges in the Bidding sheet (Annexure) in a closed envelope along with a copy of Trade License, GST registration Certificate, PAN card. Sealed quotation should be super scribed with the No./date of this NIQ and should be addressed to:

The Sr. Deputy Accountant General (Admin)
O/o the Pr. Accountant General (G & SSA), W.B.,
Local Audit Department
2, Govt. Place (West), Treasury Buildings, Kolkata-700001.

2. **Validity:** The quoted rate should be valid for one year from the date of acceptance letter. The item(s) will be purchased on as and when required basis throughout the year at the rate accepted by this office.

3. **Warranty:** The item(s) should be covered by a free replacement condition if found defective at the time of actual use of the ordered item(s) by the user section along with warranty, if any.

4. **Delivery:** The items should be delivered to Record Section of this Office within the time period mentioned in the supply order.

5. **Bid Security:** The bidder should submit bid security of Rs.5000.00 along with bid by way of Demand draft/ FDR/ Banker's cheque/ Bank guarantee of commercial bank drawn in favour of PAO (AUDIT), AG (A&E), W.B.


Sr. Audit Officer (Admn.)
O/o. the Pr. Accountant General (G & SSA), W.B.
Local Audit Department

The sealed quotations may be submitted in the record section of this office latest by **30.10.2019 till 3 P.M.** The sealed quotations will be opened on the same day at 4 P.M. in the presence of quotationers or their representatives, if any.

This office reserves the right to accept/reject any or all quotations at its discretion without assigning any reasons thereof. The decision of this office in this regard will be final and binding.

Enclosure: Annexure.

Sd/-

Sr. Deputy Accountant General (Admn.)

No. LA./Rec./RC-SI/179/(Vol-I)/2871

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Copy forwarded to:

1. Notice Board of PAG (G&SSA), WB, LAD/ AG (E&RSA), Kolkata, Director General (Central) Audit, AG (A&E), W.B.
2. Sr. AO (EDP), G & SSA wing with a request to arrange uploading the NIQ on the office website.


14/10/19

Sr. Audit Officer/Record

Annexure

Sl No.	Name of the item with brand	Unit	Per Unit price (including all taxes)
1	Xerox paper (A4 size) (75 GSM) J K Copier	Ream	
	Xerox paper (A4 size) (75 GSM) Copy Power	Ream	
2	DO Letter Head A4 size as per our specimen	1000	
3	Letter Head A4 size as per our specimen	1000	
4	Note Sheet A4 size white paper side margin	100	
5	Transparent Sheet 175 micron A4 size	Pkt.	
6	Plastic file cover auto clip	Pc.	
7	Writing pad (small) 1/4 80 pages	Dozen	
8	Writing pad (Medium) 1/6 80 pages	Dozen	
9	Writing pad (Big) 1/8 80 pages	Dozen	
10	File Cover with printing as per our specimen	Pc	
11	File Board	Pc	
12	Four folder file with printing as per our specimen	Pc	
13	Signature pad as per our specimen	Pc	
14	Plastic Folder (Ordinary, Medium and Good Quality)	Pc	
15	Binding Register 4 No. 96 pages	Pc	
16	Binding Register 8 No. 192 pages	Pc	
17	Binding Register 16 No. 384 pages	Pc	
18	Binding Register 32 No. 768 pages	Pc	
19	Pay Bill Register 200 Folio	Pc	
20	Pay Bill Register 100 Folio	Pc	
21	Stock Register 200 Folio	Pc	
22	Bill transit register 200 Folio as per our specimen	Pc	
23	Bill Register 200 Folio as per our specimen	Pc	
24	Cash closing Register	Pc	
25	Pay Bill (Outer) GAR-13 Form	Pc	
26	Bill Transit Register	Pc	
27	Attendance Register	Pc	
28	Dak pad	Pc	
29	TAG (Pc.s)	Pkt. of 1000 Pcs	
30	Audit Pencil brown polo	Box of 10	
31	Lead pencil HB	Box of 10	
32	Eraser nataraj ordinary	Box of 20	
33	Refill Pointec gel (Blue, Black, Green and Red)	Pc	
	Refill Add gel (Blue, Black, Green and Red)	Pc	
34	Highlighter Pen (Faber Castell, Luxor)	Pc	


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