

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)/ 287/

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 (Admin.)
O/o. the Pr. Accountant General (G & SSA), W.B.
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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

Dated: 14/10/19

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.

CD
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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35	Marker Pen (Permanent) (Faber Castell, Luxor)	Pc	
36	OHP Pen (CD marker)	Pc	
37	Erase-Ex-Pen (Faber Castell)	Pc	
38	Scale Plastic 12 inch	Dozen	
39	Punching machine single (Kangaro)	Pc	
40	Punching machine Double	Pc	
41	Stapler Machine Big 24/6 (HP - 45)	Pc	
42	Stapler Machine Small 10 No.	Pc	
43	Stapler Pin No. 10 Kores	Bag of 20 pkts.	
44	Stapler Pin No. 24/6 Kores	Bag of 20 pkts.	
45	Scissor Big	Pc	
46	Scissor Small	Pc	
47	Knife	Pc	
48	Fevicol adhesive tube (22.5 gm, 50 gm, 100 gm)	Pc	
49	James Clip / NOVEX 26 mm (Box of 10)	Box	
50	Slip pad 20 pages with cover	Dozen	
51	Page Marker tri-color (Desmat)	Pc	
52	Post it Pad – 1"x3"	Pc	
53	Post it Pad – 3"x5"	Pc	
54	Envelop 11x5 plain	1000	
55	Envelop 11x5 window self glued	1000	
56	Envelop - cloth 10"x14" Brown	1000	
57	Envelop – cloth 16"x12" White & Brown	1000	
58	Envelop printed 14x10 with lamination and self glued	1000	
59	Battery (Pencil) / Everyday	10 pc	
60	Calculator 12 digit Citizen CT-500	Pc	
	Calculator 12 digit Citizen CT-555N	Pc	
	Calculator 12 digit Casio MJ-120D	Pc	
	Calculator 12 digit Casio MJ-12d	Pc	
61	Cello Tape 1" (50 Meter per roll)	Pc	
	Cello Tape 2" (50 Meter per roll)	Pc	
62	Cello Tape (brown) 3"(50 Meter per roll)	Pc	
63	Spiral Binding roll (6, 8, 10, 20, 38) mm	Kg	
64	Duster Yellow	Dozen	
65	Duster 2x2	Dozen	
66	Acid (Bottle) 500ml	Bottle	
67	Bleaching Powder per Kg	Kg	
68	Broom (Jharu)	Pc	
69	Feather duster (Jharu)	Pc	


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70	Dry Mop 18 inch	Pc	
71	Naphthalene (Packet) 1 Kg B.C.	Kg	
72	Odonil 75 gm	Pc	
73	Colin 500 ml	Pc	
74	Liquid Soap hand wash 5 lit jar	5 lit jar	
75	Phyto fresh	5 lit jar	
76	Phenyl 5 Lit Jar	5 lit jar	
77	Harpic toilet cleaner 500 ml	Pc	
78	Plastic Mug 1 Litter	Pc	
79	Plastic Gumla	Pc	
80	Water bottle pearl pet (1 Ltr.)	Pc	
81	Stamp pad small favour cassal	Pc	
82	Stamp pad big favour cassal	Pc	
83	Stamp Ink 60ml gripex	Pc	
84	Towel Hand (Cotton) Bombay Dyeing	Pc	
	Towel Hand (Cotton) Raymond	Pc	
85	Towel Big (Cotton) Bombay Dyeing	Pc	
	Towel Big (Cotton) Raymond	Pc	
86	White Board Marker	Pc	
87	Pen uniball Pen	Pc	
88	Pen add gel	Pc	
89	Pen cello pointec gel	Pc	
90	Pen (Use & Throw) (Pkt. 20 Pcs) PCs	(Pkt. 20 Pcs)	
91	Gum Tube (Fevi Gum)	Pc	
92	Glue Stick (Fevi Stick) 8 Gm	Pc	
93	Sharpner (Nataraj) (Box 20 Pcs)	Pc	
94	Paper weight	Pc	
95	Short Hand Book	Pc	
96	Peon Book	Pc	
97	Toilet Brush	Pc	
98	Tube light (40 W)	Pc	
99	Mop (Dry wet)	Pc	
100	Dustbin (Small & Medium)	Pc	
101	Borosil Glass (Good quality) (6 Pcs)	(Box 6 pcs)	
102	Cup & Sauces (LaOpela/ Good quality)	Pc	
103	Coaster	Pc	

[Signature]
14/7/19

Sr. Audit Officer (Record & EDP)