

Re-NIQ No.Rec/6-3-Stationery/6-2-Conservancy/2019-20/35(1-14)

Dated: 31.05.2019

Notice Inviting Quotation

Sealed quotations are invited by the Office of the Pr. Accountant General (Economic & Revenue Sector Audit) West Bengal, 3rd MSO Building, CGO Complex (5th floor), Salt Lake, Sector-I, DF Block, Kolkata-700 064 from competent, bonafide and reputed agencies / firms for the supply as detailed below:

Name of the work	Last date of Submission of Quotation Paper	Date of Opening
Supply of Stationery, Conservancy articles and Calculators	17.06.2019 up to 3-00 PM	17.06.2019 at 3.30 PM

Terms and Conditions:

1. All the quotations, super-scribed with **"Quotation for supply of Stationery, Conservancy Articles and Calculators."** and addressed to the undersigned, should be filled in only in the format supplied by this office and dropped in the box placed in the chamber of Sr. Audit Officer (Record) of this office. Quotations filled in any other format/ Xerox copy/ company letter head will be rejected. No quotation will be entertained if sent by post/ courier.
2. **EMD:** An amount of Rs.5000.00 as Bid security (Earnest Money Deposit) in the form of Bank Draft on any nationalized bank drawn in favour of **"Pay & Accounts Officer (Audit), WB; O/o the Pr. Accountant General (A&E), WB."** Payable at Kolkata. Once the bidding process is over, the EMD of the vendors will be refunded to the unsuccessful bidders without any interest on a written claim. Bids without EMD will be rejected outright.
3. The Pr. Accountant General (E & RSA), West Bengal reserves the right to cancel any or all the tenders without assigning any reason.
4. The tendering firm **must furnish valid PAN No, GST No / Registration No & Trade License.** In absence of these documents, the tender will not be considered valid.
5. The quoted rates will remain firm throughout the period of the contract (from July 2019 to June 2020)
6. Supply in staggered manner for a period of 12 months is to be made as and when order is placed with delivery schedule in writing. The contract period may be **extended for a further period of 6 months** on same items and terms & conditions with mutual consent.

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7. The personnel of the company will comply with all the security regulation in CPWD Premises.

8. **Rate:** should be quoted per unit inclusive of taxes, delivery and other charges.

9. **Delivery of Goods:** As per schedule maintained in the order. The Supplier must ensure standard quality/ brand of the materials to be supplied. In the event, the brand for which rates have been quoted could not be supplied; the supplier shall be blacklisted from making all subsequent supplies.

10. **Replacement** of defective material and/ or replenishment in case of short supply will be made good immediately failing which materials will be procured from other sources at the cost & risk of the awarded vendor and be deducted from the security deposit.

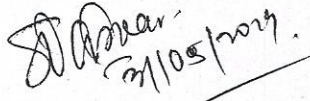
11. **Payment:** Payment shall be made subject to delivery, inspection & acceptance of the supplied items, submission of the delivery-challan and invoice in triplicate. Successful vendors will have to fill up a mandate form, supplied by this office, containing bank details as entire payment will be made by RTGS mode. In case of non-execution of order after being selected the EMD money of the firm will be forfeited.

12. In case the successful bidder(s) found in breach of any condition(s) of the tender at any stage, the legal action as per rules/ laws shall be, initiated against the agency concerned. In that case security money deposited shall be forfeited after giving proper opportunity to make good the deficiency.

13. All the firms participating in the tender must clearly mention its full postal address and contact number(s).

14. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached with the tender.

Encl: - Statements of Annexure-A, B, and C herewith.


Sr. Audit Officer (Record)

Annexure-A

Stationery Articles

Sl. No	Name of articles	Per Unit	Specification	Rate (Rs.)
1	Pencil Battery	10 pcs	AA	
2	Pencil Battery	10 pcs	AAA	
3	Candle Wax (big)	6 pcs	5No, Best quality	
4	Pencil Carban	Box	Sapphire	
5	Pencil Eraser	20 pcs	Non-dust	
6	Correction pen	10 pcs	white fluied	
7	Envelope 9" x 4" (printed)	1000 pcs	as per sample	
8	Envelope 11" x 5" (printed)	1000 pcs	as per sample	
9	Envelope 9" x 4" (printed) Window	1000 pcs	as per sample	
10	Envelope 11" x 5" (printed) Window	1000 pcs	as per sample	
11	Envelope 16" x 12" (Cloth)	100 pcs	as per sample	
12	Envelope 14" x 10" (Cloth)	100 pcs	as per sample	
13	Envelope 9" x 4" (White Blank)	1000 pcs	Super Quality	
14	Envelope 11" x 5" (White Blank)	1000 pcs	Super Quality	
15	F/C Paper (white) 13.5 x 8.5	Ream	local	
16	Foolscap Xerox paper	Ream	70 GSM, Stnd Co	
17	A-4 Xerox paper	Ream	70 GSM, Stnd Co	
18	A-4 Xerox paper	Ream	75 GSM, Stnd Co	
19	A-4 Xerox paper colour	Ream	75 GSM, Stnd Co.	
20	A-3 Xerox paper	Ream	70 GSM, Stnd Co	
21	Executive Bond Paper	Ream	Standard Co.	
22	Gum Tube	10 pcs	Round 20 ml.	
23	Gum Pot	10 pcs	150 ml.	
24	Fevi Gum bottle	pc	200 ml.	
25	Stamp Pad	Doz.	Self ink (small)	
26	Stamp Pad	Pc	self ink (Big)	
27	Gems Clip	10 pcs	Good quality	
28	Coated Gems Clip	pkt	Good quality	
29	Jute Twine (Rope)	Kg	Good Quality	
30	Match Box	10 pcs	Good quality	
31	Paper Weight	Doz.	(Round) Heavy Glass	
32	Wooden Pencil	Box	Platinum Extra dark	
33	Audit Pencil	Box	Brown	
34	Pencil Sharpener	20 pcs	Long point sharpner	
35	Punching Machine	10 pcs	One whole, 4.5 mm	
36	Stapler Machine	10 pcs	No. 10	
37	Stapler Machine	Pc	No. 24/6 HS-45P	
38	Stapler Pin	20 pcs	No.10, Steel	
39	Stapler Pin	20 pcs	No.24/6, Steel	
40	Ordinary Refil	100 pcs	Pointec	
41	Plastic Scale 12"	Doz.	Supper Quality	
42	Writing Pad (100-120 Pages)	Doz	Best Quality Paper	
43	Writing Pad 20/30 pages (ordinary)	Doz	-do-	
44	Writing Pad 80 Pages (ordinary)	Doz	-do-	
45	Marking Cloth	Mtr	-do-	
46	Fevistic	30 pcs	Glue Stick 15gm	
47	A-4 Clip Plastic Folder	100 pcs	Good Quality	
48	L.M. Plastic Folder	100 pcs	-do-	
49	Sartin Plastic Folder	100 pcs	-do-	
50	DAK pad (Sponge)	Pc	Good Quality	
51	Signature Pad (Middle Whole)	Pc	Good Quality	

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52	Two folder File Cover (Printed)	1000 pcs	as per sample	
53	File Band	1000 pcs	as per sample	
54	Transparent Sheet (A-4) 175 Micron	Box	Good Quality	
55	100 x 75 Page Mark	Pkt	Self Stick	
56	75 x 75 Page Mark	Pkt	Self Stick	
57	25 x 75 page mark (3colour)	Pkt	3 colour Florescent	
58	Pouch Lamination Paper	Box (100pcs)	125 GSM 225x210	
59	1" Inch Cello Tape (60 mtrs.) white	Doz	Good Quality	
60	Brown Cello Tape 2 inch (60 mtrs)	Doz	-do-	
61	-do- 1.5 inch (60 mtrs)	Doz	-do-	
62	-do- 1" inch (60 mtrs)	Doz	-do-	
63	Knife (Medium)	10 pcs	Stainless Steel	
64	Scissors (15 cmtrs. Long)	10 pcs	Stainless Steel	
65	Photo Inkjet Paper A-4	Box	185/190 GSM	
66	Highlighter Pen	10 pcs	Gloliter	
67	Permanent Marker Pen	10 pcs	Bullet-Tip	
68	Pilot Pen (four color)	10 pcs	0.5 Hi-Tech	
69	CD Marker pen	5 pcs	Fine-Tip	
70	White Board Marker Pen	10 pcs	Bullet-Tip, erasable	
71	White Board Duster (Plastic)	Pc	Best Quality	
72	Uni-eye ball Pen (four color)	Pc	UB-150	
73	Cello pointech gel	pc	Pointech	
74	Use & Throw pen (four color)	20 pcs	Ball Pen, Gd quality	
75	Red and Blue ball Pen	10 pcs	Good Quality	
76	Arch File	Pc	AJS-1450	
77	Hot-Lamination Paper for (I.Card)	Box	Good Quality	
78	English Twine Ball	4 balls	local	
79	1 Qr. (4 No.) Reg. Binding Blank	pc	-do-	
80	1 Qr Binding (4 no.) Reg. Ruled	pc	-do-	
81	2 Qr Binding (8 No.)Reg. Blank	pc	-do-	
82	2 Qr Binding (8 No)Reg. Ruled	pc	-do-	
83	Note Sheet Block (Ordinary) with blue margin (33.5x21 cms)	100 sheets	Good Quality	
84	Note Sheet Block (Azure laid) with blue margin (33.5x21cms)	100 sheets	Good Quality	
85	Plastic Jacket (for file)	100 pcs	As per sample	
86	Plastic Bag (80/ 100 kgs Capacity of papers)	100 pcs	Local	
87	Plastic Channel File Cover (A-4)	Doz	-do-	
88	Sealing Wax (Gala)	16 Sticks	Black Fat	
89	Plastic Packing Paper	Mtr	Local	
90	File Cover minimum 500 pages.	pc	Ring Bind	
91	Tag (Cotton) Small	1000 pcs	Good Quality	
92	Tag (Cotton) Medium	1000 pcs	Good Quality	
93	1 inch cello tape cutting machine	pc	Local	
94	Date Stamp (Rubber)	pc	Good Quality	
95	Stamp Pad Ink (Violet)	10 pcs	Good Quality	
96	Brown Paper for Packing	Ream	Good Quality	
97	Uni-eye Ball Vision needle	pc	Micro UB	
98	Thread Ball	Pc	Good Quality	
99	Steaching Ball	pc	Good Quality	
100	Binder Clips 1.5 inch	Doz	Good Quality	
101	Binder Clips 1 inch	Doz	Good Quality	


 Sr. Audit Officer (Record)

Conservancy Articles

Annexure-B

Sl. No.	Name of articles	Per Unit	Specification	Rate (Rs.)
1	Room Freshner	Pc	Premium	
2	Acid (Muratic)	5 Ltrs Jar	Local	
3	Bleaching Powder	Kg	-do-	
4	Phool Jharu	Doz.	-do-	
5	Napthaline	Kg	ISI	
6	Odonil	Pkt	Nature Air Freshner	
7	Duster 2x2	Doz.	Best Quality	
8	Computer Duster	Doz.	-do-	
9	Thick Duster	Doz.	-do-	
10	Soap	Pc	Lux	
11	Broom Stick Jharu (minimum 800Gr.)	Pc	local	
12	Harpic	500 ml.	Toilet Cleaner	
13	Easy of Bang	400 ml.	-do-	
14	Phyto Fresh (5 ltrs)	5 Ltrs Jar	Best Quality	
15	Phenoil	500 ml	Black	
16	Vim Powder	Kg	Dish wash	
17	Wheel	800 gm	detergent Powder	
18	Plastic Toilet Hand Brush	Doz.	Bag Product	
19	Palstic Toilet Rubber Pump Brush	Doz.	-do-	
20	R2	5 Ltr Jar	Sealed Air	
21	R6	5 Ltr Jar	Sealed Air	
22	Drymop 18"	Set	Best Quality	
23	-do- Refill	Pc	-do-	
24	Scotch Bite (Normal)	Pc	local	
25	Scotch Bite with Handle	pc	local	
26	Wet mop flat (small)	set	Local	
27	-do- Refill	pc	Local	
28	Colino cleaner (200 ml.)	500 ml.	Glass Cleaner	
29	Water Mug (1 ltr.)	pc	Good quality	
30	Paddle Basket (Waste paper)	pc	Good quality	
31	Steel Buket (Balti) 10 ltrs capacity	pc	Good quality	
32	Tube light	Pc	(Energy T-5-28W/065)	
33	Tube light	Pc	(40watt)	
34	Garbage Bag 24" x 20"	Pkt	Best Quality	
35	Garbage Bag 28" x 33"	Pkt	Best Quality	
36	Garbage Bag 36" x 42"	Pkt	Best Quality	
37	Mosquito liquid & Machine	set	Standard Co.	
38	Hand-wash liquid	185ml	Standard Co	
39	Hand wash Clean care	5 Ltr Jar	Local	

Calculator

Annexure-C

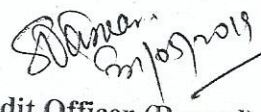
Sl. No.	Name of articles	Per Unit	Brand	Rate (Rs.)
1	Calculator	pc	12 Digit	
2	Calculator Button Cells (Battery)	pkt	Good Quality	

[Signature]
Sr. Audit Officer (Record)

31 MAY 2019

Copy forwarded to -

1. The Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (G & SSA), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Buildings, Kolkata - 700 001.
4. The Sr. Audit Officer (Record); O/o the Pr. Director of Commercial Audit and Ex-Officio Member, Audit Board-I, 1, Council House Street, Kolkata - 700 001.
5. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A Shaheed Khudiram Bose Road, Ordnance Factories, Kolkata-700 001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Central of Audit, 2nd M.S.O. Building, 6th floor, Nizam Palace, Kolkata-700 020.
7. The Sr. Audit Officer (Record/Admn.), Pr. Director Central of Audit, MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kolkata-700 016.
8. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex-Officio Member, Audit Board-II, Old Nizam Palace, 1st floor, Kolkata-700 020.
9. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building 5th floor, 14 Strand Road, Kolkata-700 001.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record/ Admn.), Director. Regional Training Institute, C.G.O. Complax, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
- ✓ 13. The Sr. Audit Officer (EDP), O/o the Accountant General (E & RSA) W.B. Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.


Sr. Audit Officer (Record)