


**भारत सरकार**  
**कार्यालय प्रधान महालेखाकार (सामान्य एवं सामाजिक क्षेत्र लेखापरीक्षा), पश्चिम बंगाल**  
**ट्रेजरी बिल्डिंग्स, 2-गवर्नमेंट प्लेस (पश्चिम), कोलकाता - 700001**  
**(भारतीय लेखा परीक्षा और लेखा विभाग)**

दिनांक: 15.10.2019

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited from reputed, experienced and financially sound firms/agencies for Printing of Hindi Patrika "Sonar Bangla" in Office of the Principal Accountant General (G&SSA), West Bengal, as per enclosed specification and terms and conditions.
2. The sealed quotation filled in the specified proforma and addressed to the Senior Audit Officer, Record Section (G & SS Audit), First Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 should be sent to Record section (G & SS Audit), First Floor, Treasury Buildings, Kolkata upto 3.30.00 PM on 24<sup>th</sup> October, 2019.
3. The bid shall be opened at 4.00 PM on 24<sup>th</sup> October, 2019 in Record Section (G & SS Audit), First Floor, Treasury Buildings, Kolkata 700 001 in the presence of such tenderers or their authorized representatives who may wish to be present.

  
22/10/19

वरिष्ठ लेखापरीक्षा अधिकारी (अभिलेख)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(E&RSA), W.B., 3<sup>rd</sup> MSO Building, CGO Complex (5<sup>th</sup> floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Pr. Dir. of Commercial Audit & Ex-officio member, Audit Board-I, 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

## A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS

1. The interested agencies are advised to submit sealed envelope addressed to the Senior Audit Officer, Record Section (G&SS Audit), First Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700001 and super scribed "**Quotation for printing of Hindi Patrika Sonar Bangla**". The quotation shall be submitted in the proforma (as per Annexure) on the Company's letter head only. Specifications for printing of Hindi Patrika **Sonar Bangla** are given below:

1.	Total number of Pages (approx.)	Total 60 pages including 8 colour pages
2.	Page size	8.5" X 11" (width x height)
3.	Total number of copies	100 copies
4.	Page quality	<b>For cover page:</b> 250 GSM art board <b>For other pages:</b> 100 GSM art board
5.	Printing	<b>Digital Print (4 colour) only</b>
6.	Binding	<b>Paperback</b> , Staple binding before pasting cover page
7.	Lamination	Glossy Lamination

2. Strict confidentiality of the material is to be ensured by the printing agency/firm.
3. Soft copy of the magazine in Hindi version in MS Word Format will be handed over to the press.
4. Some part of the materials in Hindi version will be handed over in manuscript; the press has to type the same.
5. The printing agency/firm has to compose the materials with the pictures provided in jpeg version as per direction of Hindi Cell of this office.
6. In respect of the Magazine, style and designing are to be done by the Press using its professional expertise in consultation with this office for better presentation and lay out.
7. One complete print (dummy) of the magazine has to be shown to this office for clearance. After clearance, the printer will go ahead with the final printing.
8. The magazine will be in paper-back and are to be printed in Digital mode.
9. The Firm has to submit soft copy of the printed magazine in one CD in searchable pdf format of size within 25 MB for official use.
10. If printing of the Hindi Patrika **Sonar Bangla** is not up to the quality and specification, reprinting/ replacement will have to be made immediately without escalation of price and all expenditure towards reprinting/ replacement will be borne by the printer.

## **B. Terms and Conditions**

1. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
2. The tendering Firm must furnish valid registration for GST. In absence of this documents, the tender will not be considered valid.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm. Any enquiry after submission of the quotations will not be entertained.
4. The articles should be delivered in this Office in Hindi Cell, First Floor, Treasury Buildings, 2, Government Place (West), Kolkata – 700 001. Delivery charge should be inclusive in price.
5. No overwriting or cutting is permitted in the quotation. In such cases, the tender shall be summarily rejected. Incomplete quotations will also be rejected.
6. If the articles are not supplied within the delivery period, 1% of the base price of the supply articles will be charged for delay per week.
7. The quoted rate will be inclusive of all taxes. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.
8. Payment will be released within 30 days (subject to availability of Fund) from the date of submission of bills in triplicate in favour of "Office of the Principal Accountant General (G&SSA), West Bengal". The successful bidder shall submit a 'Mandate Form' for availing NEFT/RTGS facility meant for credit clearing services provided by the banking authority for receiving e-payment.
9. All the pages of the tender document shall be signed by the authorized signatory of the firm with office seal as a token of acceptance of the same. The same should be enclosed with the bid, failing which the bid shall be rejected summarily.
10. Government taxes as applicable from time to time shall be payable by this office. The demand raised by the firm should have all Tax Registration numbers printed in the bill.

  
15/10/19  
**Senior Audit Officer (Record)**

## ANNEXURE-I

To

Sr. Deputy Accountant General (Admn.),  
O/o the Principal Accountant General (G&SSA), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001

Subject: Printing of Hindi Patrika “Sonar Bangla”

Sir/Madam,

With reference to your NIQ No. Pr. A.G. (A)/Rec. /Misc. Printing/11-6/319 dated 15<sup>th</sup> October, 2019, I am to submit my tender for deployment of Outsourced of Staff as follows:

Particulars	Unit Price (₹)	Quantity	Amount* (₹)
Printing of the Hindi Patrika <i>Sonar Bangla</i>		100 copies	

*\*The total amount quoted inclusive of all applicable taxes and delivery charges.*

I further affirm that I have read and fully understood the NIQ and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :