

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

No. LA/Rec./RC-SI/179/(Vol-I)/ 50

Dated: 12.04.21

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**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 alongwith a copy of Trade License, GST registration Certificate, PAN card. Sealed quotation should be superscribed with the No./date of this NIQ and should be addressed to:

**The Deputy Accountant General (AMG – III)  
O/o the Pr. Accountant General (Audit - I), 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.

The sealed quotations may be submitted in the record section of this office latest by **27.04.2021 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. Item wise lowest rate in respect of individual bidders would be selected. Accordingly the vendor will be intimated.

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/-

**Deputy Accountant General (AMG – III)**

No. LA./Rec./RC-SI/179/(Vol-I)/50

Dated: 13/04/2021

**Copy forwarded to:**

- I. Sr. Audit Officer (Record & Estate), O/o the Pr. AG (Audit-I), WB with a request to put it in their notice board,
- II. Sr. Accounts Officer (Record), O/o the Pr. AG (A&E), WB with a request to put it in their notice board,
- III. Sr. Audit Officer (EDP), O/o the Pr. AG (Audit-I), WB with a request to arrange necessary uploading the NIQ on Central Public Procurement Portal and the office website.
- IV. Sr. Audit Officer (Record), O/o the Director General of Audit (Central), Kolkata, WB with a request to put it in their notice board,
- V. Sr. Audit Officer (Record), O/o the Pr. AG (Audit-II), WB with a request to put it in their notice board, and
- VI. Notice Board of LAD, WB. /Hindi' seat

13/4/21

**Sr. Audit Officer (Record and EDP)**

Annexure

Sl No.	Name of the item with brand	Unit	Per Unit price (including all taxes)
1	Xerox paper (A4 size) (75 GSM)JK Copier	Ream	
	Xerox paper (A4 size) (75 GSM)Copy Power	Ream	
2	DO Letter Head A4 size (90 GSM)as per our specimen	1000	
3	Letter Head A4 size (90 GSM) as per our specimen	1000	
4	Note Sheet A4 size white paper side margin	100	
5	Plastic file cover auto clip	Pc.	
6	Writing pad (small) 1/4 80 pages	Dozen	
7	Writing pad (Medium) 1/6 80 pages	Dozen	
8	Writing pad (Big) 1/8 80 pages	Dozen	
9	File Cover with printing as per our specimen	Pc	
10	File Board	Pc	
11	Four folder file with printing as per our specimen	Pc	
12	Signature pad as per our specimen	Pc	
13	Plastic Folder (Ordinary, Medium and Good Quality)	Pc	
14	Binding Register 4 No. 96 pages	Pc	
15	Binding Register 8 No. 192 pages	Pc	
16	Binding Register 16 No. 384 pages	Pc	
17	Binding Register 32 No. 768 pages	Pc	
18	Pay Bill Register 200 Folio	Pc	
19	Pay Bill Register 100 Folio	Pc	
20	Stock Register 200 Folio	Pc	
21	Bill transit register 200 Folio as per our specimen	Pc	
22	Bill Register 200 Folio as per our specimen	Pc	
23	Cash closing Register	Pc	
24	Pay Bill (Outer) GAR-13 Form	Pc	
25	Bill Transit Register 100 Folio as per our specimen	Pc	
26	Attendance Register	Pc	
27	Dak pad	Pc	
28	TAG (Pc.s)	Pkt. of 1000 Pcs	
29	Lead pencil HB	Box of 10	
30	Eraser Nataraj ordinary	Box of 20	
31	Refill Pointec gel (Blue, Black, Green and Red)	Pc	
32	Refill Add gel (Blue, Black, Green and Red)	Pc	
33	Highlighter Pen (Faber Castell, Luxor)	Pc	
34	Marker Pen (Permanent) (Faber Castell, Luxor)	Pc	
35	OHP Pen (CD marker)	Pc	
36	Erase-Ex-Pen (Faber Castell)	Pc	

37	Scale Plastic 12 inch	Dozen	
38	Punching machine single (Kangaro)	Pc	
39	Punching machine Double	Pc	
40	Stapler Machine Big 24/6 (HP - 45)	Pc	
41	Stapler Machine Small 10 No.	Pc	
42	Stapler Pin No. 10 Kores	Bag of 20 pkts.	
43	Stapler Pin No. 24/6 Kores	Bag of 20 pkts.	
44	Scissor Big	Pc	
45	Scissor Small	Pc	
46	Knife (Good quality)	Pc	
47	Fevicol adhesive tube (22.5 gm, 50 gm, 100 gm)	Pc	
48	James Clip / NOVEX 26 mm (Box of 10)	Box	
49	Slip pad 20 pages with cover	Dozen	
50	Page Marker tri-color (Desmat)	Pc	
51	Post it Pad – 1"x3"	Pc	
52	Post it Pad – 3"x5"	Pc	
53	Envelop 11x5 plain	1000	
54	Envelop 11x5 window self glued	1000	
55	Envelop - cloth 10"x14" Brown	1000	
56	Envelop – cloth 16"x12" White & Brown	1000	
57	Envelop printed 14x10 with lamination and self glued	1000	
58	Battery (Pencil) / Everyday	10 pc	
59	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	
60	Cello Tape 1" (50 Meter per roll)	Pc	
	Cello Tape 2" (50 Meter per roll)	Pc	
61	Cello Tape (brown) 3"(50 Meter per roll)	Pc	
62	Duster Yellow	Dozen	
63	Duster 2' x2'	Dozen	
64	Acid (Bottle) 500ml	Bottle	
65	Bleaching Powder per Kg	Kg	
66	Broom (Jharu)	Pc	
67	Feather duster (Jharu)	Pc	
68	Dry Mop 18 inch	Pc	
69	Naphthalene (Packet) 1 Kg B.C.	Kg	
70	Odonil 75 gm	Pc	
71	Colin 500 ml	Pc	
72	Liquid Soap hand wash 5 lit jar	5 lit jar	

73	Phyto fresh	5 lit jar	
74	Phenyl 5 Lit Jar	5 lit jar	
75	Harpic toilet cleaner 500 ml	Pc	
76	Plastic Mug 1 Litter	Pc	
77	Plastic Gumla	Pc	
78	Water bottle pearl pet (1 Ltr.)	Pc	
79	Stamp pad small favourcassal	Pc	
80	Stamp pad big favourcassal	Pc	
81	Stamp Ink 60ml gripex	Pc	
82	Towel Hand (Cotton) Bombay Dyeing	Pc	
	Towel Hand (Cotton) Raymond	Pc	
83	Towel Big (Cotton) Bombay Dyeing	Pc	
	Towel Big (Cotton) Raymond	Pc	
84	White Board Marker	Pc	
85	Pen uniball Pen	Pc	
86	Pen add gel	Pc	
87	Pen cello Pointec gel	Pc	
88	Pen (Use & Throw) (Pkt. 20 Pcs) PCs	(Pkt. 20 Pcs)	
89	Gum Tube (Fevi Gum)	Pc	
90	Glue Stick (Fevi Stick) 8 Gm	Pc	
91	Sharpner (Nataraj) (Box 20 Pcs)	Pc	
92	Paper weight	Pc	
93	Short Hand Book	Pc	
94	Peon Book	Pc	
95	Toilet Brush	Pc	
96	LED Tube light 4 Feet (20 W & 22 W)	Pc	
97	Tube light (40 W)	Pc	
98	Mop (Dry wet)	Pc	
99	Plastic Dustbin (Small & Medium)	Pc	
100	Plastic Pedal Dustbin (Medium)	Pc	
101	Borosil Glass (Good quality) (6 Pcs)	(Box 6 pcs)	
102	Cup & Sauces (LaOpela/ Good quality)	Pc	
103	Coaster	Pc	

  
**Sr. Audit Officer (Record & EDP)**

