



INDIAN AUDIT & ACCOUNTS DEPARTMENT
Office of The Director General of Audit (Central), Kolkata
8, Kiran Shankar Roy Road, Kolkata-700 001



PREVIEW OF TENDER

TENDER REFERENCE: No : Record-I/C/Purchase of Bags/2015-16 dated 01.02.2016
DATE OF ISSUE OF TENDER DOCUMENT : 01.02.2016.
LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 10.02.2016 at 02.00 pm.
TIME AND DATE OF OPENING OF THE TENDERS: 10.02.2016 at 04.00 pm.
PLACE OF OPENING OF THE TENDERS: O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

NOTICE INVITING TENDER

Office of the Director General of Audit (Central), Kolkata invites sealed quotations for supply of Bags as per the specification given below:-

ITEM	Qty.	Make	Price range	Specification
Portfolio Bag for Gents	90	Reputed company	₹ 1,200 - ₹ 1,500	As stated in Annexure-II

Bags will have to be supplied in the premises of Office of the Director General of Audit (Central), Govt. Of India Press Building, 8, Kiran Shankar Ray Road,Kolkata-700001,as per details terms and conditions(**Annexure-I**) and specifications in **Annexure-II**.

Bidders should furnish the duly filled tender certificate (**Annexure-III**), failing which tender will subject to be cancelled.

Sealed quotations, super scribed as “**QUOTATIONS FOR SUPPLY OF BAGS**”, are invited and addressed to the **Deputy Director (Administration),Office of the Director General of Audit(Central), Kolkata-700001**,must reach latest by **2.00 pm** on **10.02.2016** by hand/by post in **Record-I section/in the tender box located on 1st floor to this office**. The Bids shall be opened by the purchase committee in chamber of **Deputy Director (Administration), the Director General of Audit (Central), Govt. Of India Press Building,8,Kiran Shankar Ray Road, Kolkata-700001** on **10.02.2016** at **3:30 pm** and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

Senior Audit Officer/Record

ANNEXURE-I

TERMS & CONDITIONS:-

1. Bidders should be Original Manufacturers (OM) or Authorized Dealer/Distributor OEM/any other dealer/proprietorship firm who may fulfil other terms & conditions mentioned below.
2. The Bidder should be registered with the Income Tax Department. Supporting documents viz. Copies of VAT Registration, Income tax Registration (PAN) shall be required to be submitted with the bid.
3. Tenderer should quote rate for procurement of 100 no. of Bags.
4. Bid price should be **inclusive of all taxes, levies, delivery charges etc.** No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
5. Each paper of bidding document should be signed and stamped by the bidder or by his authorised signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as "QUOTATIONS FOR SUPPLY OF BAGS".
6. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
7. L1 bidder must show the sample bag conforming the specification specified in Annexure-II as and when it will be declared by the office.
8. The period of validity of the quoted rate should be for a minimum period of **60 days** from the date of closing of quotation.
9. The competent authority of O/o the Director General of Audit (Central), Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
10. **Location of Supply:** All the items will have to be supplied in the premises of the Office of the Director General of Audit (Central),Govt. Of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001, within 7 working days of supply order .
11. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon. In this regard an E-payment mandate form will be issued by this office. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

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ANNEXURE-II

SPECIFICATION OF PORTFOLIO BAG:-

- (i) Dimension of Bag: 33 cm X 42 cm X 10 cm approx.(Height X Width X Depth) having light in weight.
- (ii) Type: Portfolio bag
- (iii) Water resistant
- (iv) Material: Nylon doobby/Nylon Oxford.
- (v) Closure: Zip closure
- (vi) Capacity: 15 litres (approx)
- (vii) Compartment: Multiple compartments and pockets including front zippered pocket.
- (viii) Handle/Strap: Two comfortable reinforced handles and a single detachable strap with padded haul loop.
- (ix) Bag may have a no. of pockets/slots to carry the visiting card, Identity card, laptop charger etc. along with 2 pen slots within its compartment.
- (x) Enough space to carry a 16-inch Laptop having a padded sleeve.
- (xi) Inner flat mesh pocket by which articles can be entangled.
- (xii) Weight: 800 gm. to 825 gm.
- (xiii) Warranty: 5 years against manufacturing defects.
- (xiv) Colour: Black, Grey etc.

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Annexure-III

Tender Certificate

To
The Dy. Director (Admn.)
O/o the D.G.A (C), Kolkata
Govt. Of India Press Building (East Wing),
8, Kiran Sankar Roy Road
Kolkata-700001

Madam,

With reference to your tender Notice No. _____
dated _____ I am to submit my tender for supply of 90 no. of Portfolio
Bags.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions and laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions (Annexure-I) or failed to fulfil any technical specifications (Annexure-II) to carry on the contract satisfactorily, I will be liable to be terminated from contract/supply

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copy of PAN Card
5. Copy of VAT Registration certificate.

Signature _____

Name of Tenderer _____

M/s _____

Dated