



## INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700 001



**TENDER REFERENCE No:** Record-I/Installation/Vertical blinds/2020-21 dated 03.09.2020.

**DATE OF ISSUE OF TENDER DOCUMENT:** 03.09.2020

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT:** 15.09.2020 at 01.00 pm.

**TIME AND DATE OF OPENING OF THE TENDERS:** 15.09.2020 at 02.00 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

**Name of Work:** Installation of Vertical blinds at the O/o the Director General of Audit, Central,  
Kolkata.

### GENERAL TERMS AND CONDITIONS

1. Sealed quotations are hereby invited from the vendors/agencies/organizations and/or from those preferably who have an experience in Government or Semi.-Government offices/departments, etc. for the work of: Installation of vertical blinds.
2. GST/Sales tax or any other tax or duties on material and on installation in respect of this contract will be payable by the Contractor and nothing extra will be paid by O/o the Director General of Audit, Central, Kolkata for increase in such taxes or duties even if imposed or levied either before or after the quotations are opened.
3. Quotations, which do not fulfil all or any of the conditions or are incomplete in any respect, are liable to be summarily rejected.
4. The vendor/agency should confirm any ambiguity and discrepancy related to the work before submitting the quotation in writing.
5. Canvassing/Recommendation in connection with the quotation are prohibited and the quotations submitted by the vendor/agency that resort to canvassing are liable for rejection.
6. Quotation submitted shall remain valid for 90 days from the date of receiving for the purpose of acceptance and award of work, validity beyond 90 days from the date of receiving shall be by mutual consent.
7. The bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and shall write in both figures and words. If any difference is found between the rates quoted by the bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed.
  - 9.1 When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder, shall be taken as correct.
  - 9.2 When the bidder has not worked out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be taken as correct.

9.3 When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.

8. Before making quotation, the bidder shall inspect the site to fully acquaint himself about the condition with regard to accessibility of site, nature and extent of ground, working condition of site and locality required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the O/o the Director General of Audit, Central, Kolkata in any circumstances.

**Payment Terms:**

9. The payment to the firm shall be made after successful installation of vertical blinds at the required places as directed.
10. Director General of Audit, Central, Kolkata reserves the right to accept or reject any quotation in full or in part without assigning any reason.

**Corrupt or Fraudulent Practices:**

11. Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the work.
12. Director General of Audit, Central, Kolkata will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the work/job in question.
13. Director General of Audit, Central, Kolkata will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm/vendor/agency has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the work.
14. As per extant rules under TDS may be deducted as per Income Tax Act /GST Act from each amount of bill submitted by the vendor/agency/firm.

**Scope of work:**

Approximate area of work	3,000 sq. ft. (approx):may be increased /decreased at the time of work
<b>Item/specification</b>	<b>Works</b>
Type of Fabrics	Blackout
Composition of Fabrics	100 % Polyester
Width	100 MM
Thickness ( average )	0.30 mm
Coating	Acrylic coating resistant to Cracking & Fraying
Cleaning	Conditionally cleanable with damp cloth
Tearing Strength	Very High
Hanging Properties	Excellent
<b>Tilt Rods</b>	
Tilt rod support: with or without magnet	