



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



**PREVIEW OF TENDER**

**TENDER REFERENCE NO :** Record-I/Supply of books /2017 dated 08.05.2017  
**DATE OF ISSUE OF TENDER DOCUMENT :** 08.05.2017  
**LAST DATE FOR RECEIPT OF TENDER DOCUMENT :** 15.05.2017 at 02.00 pm  
**TIME AND DATE OF OPENING OF THE TENDERS:** 15.05.2017 at 04.00pm  
**PLACE OF OPENING OF THE TENDERS:** O/o the P.D.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

**Sub: Tender for "Supply of Books"**

With reference to our tender notice for Supply of Books for this office sealed quotations are invited from reputed Book Vendors within Kolkata. Intended bidders are requested to quote their rates in respect of the books to be supplied to this office subject to the fulfilment of the terms and conditions mentioned below.

1. Rate quoted should be valid for any number of quantity to be purchased by this office and it should be quoted inclusive of all tax, delivery and other charges .Percentage of Discount/Value of Discount to be offered must be mentioned specifically .
2. The Quotation should be submitted along with a copy of VAT/ trade license.
3. The rates quoted by the bidder once accepted should be final for delivery of books.
4. MRP must be maintained while quoting the bid price. Discount ,if any is allowed, must be on the MRP.
5. Conditional Quotations will not be accepted and once bidding document is permitted bidders will not be permitted to withdraw their offer.
6. Books if found defective at the time of actual use , must be replaced at once .Hence, all the books must be covered under a free replacement condition till their actual use.
7. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
8. The firms willing to supply the book may quote rate in their respected company pad in a sealed envelope superscripting "**Tender for supply of Books**" addressed to **The Director (Admn.), O/o the P.D.A(Central), Kolkata, 8, Kiran Sankar Roy Road, G.I. Press Bldg. (East Wing), Kolkata: 700-001.**
9. Quotations may be dropped by hand in Record-I section/ in the tender box located on 1<sup>st</sup> floor/by post to this office by 15.05.2017 upto 2.00 pm and will be opened on 15.05.2017 at 4.00 pm. in presence of the bidders or their authorised representatives.
10. Incomplete quotations will be rejected outright.
11. For detailed information and clarification the intending quotationers may contact the undersigned (Phone no.2213-5381) on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicate above, shall be extended up to the next working date & time without issuance of any separate notice.

**Enclosure:**

- (I)List of the Books along-with the quantity of the same (**ANNEXURE-A**)
- (II) Tender Format (**Annexure-B**)

  
8/5/17  
**Sr. Audit Officer**  
**(Record)**

**ANNEXURE-A****List of the Books to be supplied along-with the quantity**

Sl No.	Title of the Book	No. of Copies reqd. (APPROX.)	MRP of Each Book (in ₹)	Discount Percentage, if any
1	Swamy's Handbook for Central government Staff 2018	49		
2	Swamy General Financial Rules,2017	34		
3	Swamy FRSR- Part 1	22		
4	Swamy FRSR- Part II(TA RULES)	9		
5	Swamy FRSR- Part III(Leave Rules)	10		
6	Swamy FRSR- Part IV(DA Rules)	4		
7	Swamy FRSR- Part V (HRA & CCA Rules)	6		
8	Swamys General Provident Fund Rules	2		
9	Swamy Compilation of Leave Travel Concession Rules	5		
10	Government Accounting Rules,1990	10		
11	Swamy's Book on Pension Compilation	2		
12	Swamy's Revised Pay Rules 2016	1		
13	Nabhi's Compendium of Orders on Central Govt Health Scheme	4		
14	Swamy's Compilation of Medical Attendance Rules	6		
15	Swamy's Income Tax on Salaries(2016-17)	2		
16	Swamy's Compilation on CCS CCA Rules	6		
17	Swamy's Compilation of CCS (Conduct ) Rules	7		
18	Swamy's Compilation of Central Government Account(Receipts and Payment) Rules (Sixteenth Edition)	11		
19	Swamy's Complete manual on Establishment and Administration (latest edition)	3		
20	Swamys Group Insurance schemes	2		
21	Swamys Staff Car Rules	3		
22	Swamys Contributory Provident Fund Rules	2		
23	Swamy's List of Medicine(admissible & inadmissible)	2		
24	Nabhis Supplement to CGHS	2		
25	Swamys New Pension Scheme	2		
26	Swamys Overtime Allowance	2		
27	The West Bengal state Tax on Professions,Trades, callings & Employment Act (Tax-N-Law)	2		
28	Swamys Master Manual for DDOs & head of Offices, Part I	1		
29	Swamys Master Manual for DDOs & head of Offices, Part II	1		
30.	Swamys Pension Rules made easy	3		
31	Modern Accountancy (Vol II)	5		
32.	Cost Accounting	10		
33	Central Excise Tariff of India(2017-18)	4		
34	Central Excise Law Manual (R K Jain)(2017-18)	8		
35	Service Tax Manual by S S Gupta(2017-18)	6		