



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



Record-I/C/NIQ/Stationery/15-16 dated:25.02.2015

NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY & SANITARY ITEMS

This office intends to enter into rate contract exclusively with reputed **Co operative societies** under the aegis of Govt. of India/ Govt. of West Bengal for one year valid from the date of issue of this office NIQ for purchase of different Stationery/ Conservancy items as detailed in Annexure-I. In this regard, sealed quotations are invited as per following terms & conditions:

1. Rate:

- (i) 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 all taxes, delivery and other charges in the Bidding sheet (Annexure- I) in a closed envelope.
- (ii) The quotation should be submitted along with a copy of VAT registration Certificate and dealership/ distributorship/ reseller Certificate from manufacture for brand quoted.
- (iii) The rates quoted by the bidder, once accepted should be final for delivery of goods.
- (iv) The bid price of each item should commensurate with the prevailing market rate for such items.
- (v) Conditional quotation will not be accepted.
- (vi) Bidders shall not be permitted to withdraw their offer after submission of bidding document.

Estimated yearly consumption of Stationery & sanitary items are mentioned in **Annexure-II**

Sealed quotation should be super scribed with the number and date of this NIQ and should be addressed to:-

The Deputy Director (Admn.)
OFFICE OF THE DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA
8, KIRAN SHANKAR ROY ROAD, GOVT. OF INDIA PRESS BUILDING,
KOLKATA-700 001

2. Validity: The quoted Rate should be valid for one year from the last date of submission of notification of NIQ. The items(s) will be purchased on as and when required basis throughout the year at the rate accepted by this office **and the rate as accepted should not increase during the period of the rate contract.**

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 item(s) should be delivered to the Record-I section of this office within the time period mentioned in the supply order.

The sealed quotations may be dropped in the Record-I section on the 1st floor of this office situated at 8, K.S.Roy Road, G.I Press bldg. (East Wing) latest by **16.03.2015 till 3 P.M.** The sealed quotations will be opened on 17.03.2015 at 3 P.M. in the presence of bidders or their representatives, if any.

This office reserves the right to accept/ reject any or all quotations at its direction without assigning any reason thereof. The decision of this office in this regard will be final and binding.

Enclosure: Annexure-I (118 items)

Annexure-II (93 items)

**Sd/-
(P. Satish Kumar)
Senior Audit Officer (Record)**