



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 & Sanitary/18-19 dated: 07.05.2018

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 NIT 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 of 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 GST registration Certificate and dealership/ distributorship/ reseller Certificate from manufactures 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.
- (vii) **Rate must be strictly quoted in terms of unit as specified in Col. III of Annexure-I to reduce the ambiguity of rate. For example unit specified in terms of pcs. should be rated in terms of pcs. only, but not in terms of boxes/any other units. In that cases rate quoted by the bidders for that particular item/s would be treated as cancelled.**
- (viii) **The quality of quoted articles should conform to specification of items mentioned in Annexure-I.**
- (ix) **Col. No. 5, 6, 7, 8 & 9 of Annexure-I i.e MRP, Discounted price, GST (on discounted price),total tax and Quoted rate (quoted rate with discounted price) must be filled by the bidders. The bidders, in no case left the space blank in respect of the articles intended to quote.**
- (x) **If separate orders are issued by the Govt. of India (GOI) with regard to GST etc., those orders will follow as per direction of the GOI.**

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

The Dy. 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 NIT. 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**. The period of contract may be further exceeded for two to three months.

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 **25.05.2018 till 3 P.M.** The sealed quotations will be opened on **28.05.2018** 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 (169 items)



Senior Audit Officer (Record)

ANEXURE-I

SL. NO.	ITEMS	UNIT	MAKE/ QUALITY	MRP (₹)	Discount ed Price (₹)	Rate of Tax i.e GST etc. in %	Total Tax (₹)	Rate Quoted including Tax (₹) Col.(6+7)
1	2	3	4	5	6	7	8	9
1	11 Watt PL Lamp (2 pin)	pcs.	Philips					
2	18 Watt PL Lamp(Philips) 2 Pin	pcs.	Philips					
3	18 Watt PL Lamp(Philips) 4 Pin	pcs.	Philips					
4	2 Way Ball Pen (Blue & Red)	pcs.	Morison					
5	2 Way Ball Pen (Blue & Red)	pcs.	Catch					
6	36 Watt PL Lamp(Philips)	pcs.	Philips					
7	A3 Paper (67 GSM)	rim	J.K.MAX					
8	A4 Paper(per rim) (67 GSM)	rim(500 pages)	J.K.MAX					
9	Add Gel pen(Blue/Black/Green/Red)	pcs	ACHIEVER					
10	Add Gel Refill(Blue/Black/Green/Red)	pcs	ACHIEVER					
11	Audit Pencil (Polo) Brown colour	box (10 pcs.)	Polo					
12	Basin Brush	pcs.	Scotch Brite					
13	Battery= AA (1.5 Volt)-Alkaline battery	pcs.	Duracell					
14	Battery= AA R6 (1.5 Volt)Pencil battery	pcs.	Eveready					
15	Battery= AAA (1.5 Volt)	pcs.	Eveready					
16	Bleaching Powder	kg	Bengal Chemical					
17	Board File	pcs	Good Quality					
18	Bond Paper	pkt (500 pcs)	Good Quality					
19	Broom Stick	kg	Good Quality					
20	Brown Paper	sheet	Good Quality					
21	Brown tape (3 inch)(Platinum make)	pc.	Platinum					
22	Basket (medium size)	pcs.	Cello (With cover)					