



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/Supply of books /2016 dated 16.06.2016

DATE OF ISSUE OF TENDER DOCUMENT : 16.06.2016

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 27.06.2016 upto 2.00 pm

TIME AND DATE OF OPENING OF THE TENDERS: 28.06.2016 at 03.00 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

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 Deputy Director (Admn.), O/o the D.G.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 1st floor/by post to this office by 27.06.2016 upto 2.00 pm and will be opened on 28.06.2016 at 3.00 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**)

Sd/-
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	Total Expenses (including all taxes and discount) (in ₹)
1	Swamy's Handbook for Central government Staff	51			
2	Swamy General Financial Rules	19			
3	Swamy FRSR- Part 1	7			
4	Swamy FRSR- Part II(TA RULES)	7			
5	Swamy FRSR- Part III(Leave Rules)	6			
6	Swamy FRSR- Part IV(DA Rules)	3			
7	Swamy Compilation of Central Treasury Rules (Vol-I)	1			
8	Swamy Compilation of Leave Travel Concession Rules	4			
9	Governement Accounting Rules,1990	2			
10	Swamy's Book on Pension Compilation	3			
11	Swamy's Revised Pay Rules	4			
12	Nabhi's Compendium of Orders on Central Govt Health Scheme	2			
13	Swamy's Compilation of Medical Attendance Rules	3			
14	Swamy's Income Tax on Salaries(2016-17)	2			
15	Swamy's Compilation on CCS CCA Rules	2			
16	Swamy's Manual on Disciplinary Proceedings	2			
17	Swamy's Compilation on Reservation and Concession for SC,ST and OBC rules	2			
18	Swamy's Children Education Allowance	2			
19	Swamy's Compilation of House Building Advance Rules	2			
20	Swamy's Compilation of CCS (Conduct) Rules	2			
21	Swamy's Compilation of Central Government Account(Receipts and Payment) Rules (Sixteenth Edition)	10			
22	CPWD Manual(Latest)	2			
23	Swamy's Establishment and Administration	2			
24	Swamy's Manual on Office procedure	2			

25	B.R.Ghaiye's Law and Procedure of Departmental Enquiry(In Two Volume) by J.K.Verma	1			
26	Swamy's Central Administrative Tribunal	1			
27	Departmental Inquiry(Principals & Practices)	1			
28	Facets of Vigilance Prevention to Prosecution	1			
29	Law of Suspension, Penalties and Departmental Enquiry	1			
30	Swamy's Compilation on Seniority and Promotion	2			
31	Right to information Law and Practice(Justice Rajesh Tandon),2016	1			
32	Right to Information-A practical handbook for Information seekers/officers & Appellate Authorities as per CIC Decisions(V.K.Puri),2016	1			
33	Oxford English to Hindi Dictionary	6			
34	Willy MS Access 2016 Bible by Michael Alexander and Richard Kurleika	1			
35	Microsoft Press Ms Excel 2016 by Curtis Fyre	1			
36	Willy ORACLE 12C by Chris Ruel and Michael Wessler	1			
37	Willy HHTML 1.0 Language and Design Sourcebook-The next generation HTML by Ian S Graham	1			
38	Central Excise Tariff of India	14			
39	Central Excise Law Manual (R K Jain)	24			
40	Contemporary Auditing	1			
41	Service Tax Manual	20			
42	Service Tax notification and Circulars by RK Jain	2			
43	Central Excise Notification , Circulars by RK Jain	2			
44	Customs Tariff 2015-16(R.K.Jain), 1 budget copy and 7 Act copies	6			
45	Abs Customs Tariff 2015-16(A Goyal)	2			
46	Customs Law Manual 2015-16(R.K.Jain)	4			
47	Customs Bare Act 2015	2			

48	Duty Drawback(R K Jain)	2			
49	Central Foreign Trade Policy (Vol - I)(R K Jain)	4			
50	Central Foreign Trade Policy (Vol - II) (R K Jain)	4			
51	Central Foreign Trade Policy (Vol - III) (R K Jain)	4			
52	Duty Drawback(Nabhi Publications)	2			
53	SEZ/ EOU/STP by S M Bhatnagar	2			
54	SEZ/EOU/STP by Goyal & Others	2			
55	SEZ Act & Rules	2			
56	Customs Law and Procedure by BN Gururaj	2			
57	Bharat Laws Guide to Depreciation (2016)	1			
58	Taxmans' Direct Tax Ready Reckoner (V.K. Singhania)	25			
59	Taxmanm's Direct Taxes Law & Practice (Singhania) AY-2016-17	32			
60	Bharat's Income Tax Rules,2015	2			
61	Bharat's Income Tax Act 2015	40			
62	A treatise on Taxation of Real Estate cases by Shyamal Dutta (Lexis Nexis)	2			
63	Tax controversies under Income Tax Act(3 rd Edition)	1			
64	Transfer pricing digest by Arijit Chakravorty & Mononeet Dalar	1			
65	Taxman's guide to Transfer Pricing	1			
66	Law of Transfer Pricing by D.P.Mittal	1			
66	TOTAL	366			

Annexure-B

Tender Format

To
The Director General of Audit,
Govt. of India Press Building (East Wing),
8, Kiran Sankar Roy Road,
Kolkata-700 001.

Madam,

With reference to your tender Notice No. _____
dated _____ I am to submit my tender for **Supply of Books** to your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

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 Service Tax Registration No.

Signature-----

Name of Tenderer-----

M/s-----

Dated: