



INDIAN AUDIT & ACCOUNTS DEPARTMENT

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

8, Kiran Sankar Roy Road, Kolkata-700 001



PREVIEW OF TENDER

TENDER REFERENCE No : Record-I/C/Purchase/Steel Almirah/2016-17 dated 07.09.2016

DATE OF ISSUE OF TENDER DOCUMENT : 09.09.2016

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 19.09.2016 at 04.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 20.09.2016 at 03.00 pm.

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

NOTICE INVITING TENDER

Office of the Principal Director of Audit (Central), Kolkata invites sealed quotations for supply of 15(fifteen) no. of Steel Almirahs as per the specification given below:-

ITEM/MODEL	Qty.	Make	Technical Specification
Steel Almirah	15	Any Reputed Company	Stated in Annexure-II

Steel Almirahs are required to be supplied in the premises of **Office of the Principal Director of Audit, Central, Govt. Of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001** and as per the detailed terms and conditions(Annexure-I) and technical specifications in Annexure-II.

Bidders should furnish the duly filled tender certificate (Annexure-III), failing which tender will subject to be cancelled.

Sealed quotations, super scribed as "**QUOTATIONS FOR SUPPLY OF STEEL ALMIRAHS**", and addressed to the **Director (Administration),Office of the Principal Director of Audit(Central), Kolkata-700001**, are invited from prospective bidders and the same must reach latest by 4.00 pm on 19.09.2016 by hand/by post in Record-I section/in the tender box located on 1stfloor of this office.

The Bids shall be opened by the purchase committee in the chamber of Director (Administration),O/o the Principal Director of Audit, Central, Govt. Of India Press Building,8,Kiran Shankar Ray Road, Kolkata-700001 on 20.09.2016 at 3:00 pm and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

[Handwritten Signature]
09/9/16

Senior Audit Officer/Record

ANNEXURE-I

TERMS & CONDITIONS:-

1. The Bidder should be registered with the Income Tax, Service Tax Department. Supporting documents viz. Copies of VAT Registration, Income tax Registration (PAN) and service tax registration (additional) shall be required to be submitted with the bid.
2. Bid price should be inclusive of all taxes, levies, delivery charges etc. No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
3. Each paper of bidding document should be signed and stamped by the bidder or by his authorised signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as **"QUOTATIONS FOR SUPPLY OF STEEL ALMIRAHs"**
4. Conditional Quotations will not be accepted and bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
5. L1 bidder must show the sample almirah or its prototype or its catalogue conforming the specification specified in Annexure-II as and when it will be declared by the office.
6. The period of validity of the quoted rate should be for a minimum period of 60 days from the date of closing of quotation.
7. Goods if found defective at the time of actual use , must be replaced at once .Hence, all the goods must be covered under a free replacement condition till their actual use.
8. The competent authority of O/o the Principal Director of Audit, Central, Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
9. **Location of Supply:** All the items will have to be supplied in the premises of the Office of the Principal Director of Audit, Central, Govt. Of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 and its Resident Audit Offices as per the terms and conditions given herein.
10. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon. In this regard an ECS mandate form will be issued by this office. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

M. Chakrabarti
09/11/16

Senior Audit Officer/Record

Annexure-II

REQUIRED TECHNICAL SPECIFICATION OF THE ALMIRAHs

General Specifications	Remarks
Material	Steel and made from combination of CRCA 0.8mm & 0.6mm thickness.
Shelving	a) A minimum of 4 shelves is required b) Height Wise Adjustable Shelf Mounting Required
Doors	a) Almirahs of 2 doors is required b) Steel Hinged Door
Handle & Locking Type	a) Aesthetically appealing, ergonomic, flush handle required. Preferably made from Zinc alloy. b) 3way 90 degree Removable key type cam lock required. c) 2way Cam lock with Knob type handle
Dimensions	Not less than 1950(H)x900(W)x500(D) (HEIGHT WITHOUT LEVELER)
Others	a) The almirah must be resistant to corrosion and pest b) Preference will be given to the supplier who are Green Guard Certified .

Mohammed Ali
09/01/16

Senior Audit Officer/Record

Annexure-III
Tender Format

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

Sir,

With reference to your tender Notice No. _____

dated _____ I am to submit my tender for Supply of 15 no. of Steel Almirahs in your Office premises.

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. Xerox copy of PAN card
5. Copy of VAT Registration Certificate.

Signature-----

Name of Tenderer-----

M/s-----