

भारतीय लेखापरीक्षाएवं लेखा विभाग  
महानिदेशकलेखापरीक्षाकार्यालय (केंद्रीय), कोलकाता  
गवर्नमेंटऑफइण्डियाप्रेसबिल्डिंग,  
8किरणशंकररॉयरोड, कोलकाता-700001



Indian Audit and Accounts Department  
Office of The Director General of Audit(Central), Kolkata  
Govt. of India Press Building(East Wing),  
8, Kiran Shankar Roy Road, Kolkata -700 001

### PERVIEW OF TENDER

**TENDERREFERENCE NO:** Record-1/Procurement & Supply of books /2023 , dated 23.06.2023

**DATE OF ISSUE OF TENDER DOCUMENT:** 23.06.2023

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT:** 03.07.2023 at 02.00 pm

**TIME AND DATE OF OPENING OF THE TENDERS:** 03.07.2023 at 4 pm

**PLACE OF OPENING OF THE TENDERS:** O/o the DGA(C), Kolkata, 8, Kiran Shankar Roy Road, G.I. Press Bldg. (East Wing), Kolkata: 700-001

### **Notice Inviting Tender for "Supply of Books"**

With reference to this office tender reference no. as above for Supply of Books for this office sealed quotations are invited from reputed Book Vendors within Kolkata. **The books are to be supplied in Kolkata Office as per the Annexure mentioned below.** 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.

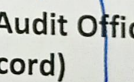
1. Rate quoted should be valid for any number of quantities to be purchased by this office and it should be quoted inclusive of all tax, delivery and other charges. Percentage of Discount/Value of Discount to be offered must be mentioned specifically.
2. The Quotation should be **submitted along with a copy of 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 an notice of 15 days and without assigning any reason to the bidder.
8. **All the latest edition of the books should be supplied.**
9. 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 DGA(Central), Kolkata, 8, Kiran Shankar Roy Road, G.I. Press Bldg. (East Wing), Kolkata: 700-001.**

137

10. Quotations may be dropped by hand in Record-I section on 1<sup>st</sup> floor/by post to this office by 03.07.2023 at 02.00 pm and will be opened 03.07.2023 at 4.00 pm. in presence of the bidders or their authorised representatives.
11. Incomplete quotations and quotations with no accompanied trade license will be rejected outright.
12. Carrying Charges and Freight Charges, if any, should be borne by the supplier.
- 13. Nomenclature of the Books and respective quantities mentioned against are not final and subject to change while placing the final work order.**
14. 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 of sudden closure of office beyond the control and understanding of this office, the last date & time as indicated above, shall be extended upto 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)**

  
Sr. Audit Officer  
(Record)

**ANNEXURE-A**

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

SI No.	Title of Book	No. Of copies Required	MRP of Each Book (In ₹)	Discount Percentage, if any	Final Price (In ₹)
1	Swamy's Handbook 2023	40			
2	CCS (Pension) Compilation 2021	14			
3	CCS Commutation of Pension Rules	1			
4	Compilation of NPS	1			
5	Swamy's FRSR Part III (2022)- Central Civil Services (Leave) Rules	20			
6	Swamy's Compilation of GPF Rules	11			
7	Swamy's CCS(CCA) Rules (2023)	12			
8	Swamy's Compilation of Conduct Rules	15			
9	Swamy's FRSR Part I (2023)	13			
10	Swamy's Compilation On Departmental Canteens	2			
11	Swamy's Complete Manual on Establishment and Administration (Latest Edition)	3			
12	Swamy's Manual on Disciplinary Proceedings (Latest Edition)	3			
13	Handbook on Confidential Reports- Nabhi Publication	1			
14	Compendium of Supreme Court/High Court Judgements on CIC orders under RTI Act-Nabhi Publication	1			
15	Commentary on Prevention of Corruption Act, 1988-Asian Law House	1			
16	Handbook of Vigilance Procedure and Practice-Nabhi Publication	1			
17	Legal Drafting and Conveyancing- Nabhi Publication	1			
18	Universal's The Right to Information Act, 2005 along with allied Rules and Regulations-latest edition	1			
19	Swamy's Compilation on Reservations and Concessions-latest edition	1			
20	G.B. Singh's Commentary on the CCS (CCA) Rules, 1965-latest edition	1			
21	Swamy's Compilation on Seniority and Promotion in Central Government Service-Latest Edition	1			
22	Swamy's FRSR PartII (2023)- Travelling allowance	33			
23	Swamy's FRSR Part IV (2022) - DA, DR and HRA	12			

137

24	Swamy's GFR (New edition) 2017	9		
25	Swamy's Delegation of Financial rules (2022)	10		
26	Swamy's Medical Attendance Rules (2021)	10		
27	Swamy's Central Treasury Rules (2021) Vol-I	10		
28	Swamy's GAR 1990 (2022)	10		
29	Nabhi's CPWA (2021)	10		
30	PWD Accounts by S.R.Jairath	10		
31	GST Law Manual (CENTAX) by R.K Jain (Latest Edition)	4		
32	Taxmann's GST tariff with ready reckoner (Latest Edition)	2		
33	Taxmann's GST Audit & Annual Returns (Latest Edition)	1		
34	Bharat's GST Case Laws Digest	1		
35	Renewal of annual subscription of Taxmann Online Module on GST (from August 2023)	10		
36	Customs Tariff (R.K.Jain) Vol-I (Latest Edition)	2		
37	Customs Tariff (R.K.Jain) Vol-II (Latest Edition)			
38	Customs Manual (R.K.Jain) Latest Edition	1		
39	Foreign Trade Policy Vol-I (R.K. Jain) With Hand Book of Procedures (Latest Edition)	2		
40	Foreign Trade Policy Vol-II (R.K. Jain) Standard Input Output Norms (Latest Edition)	2		
41	Duty Drawback (R.K.Jain) Latest Edition	1		
42	BIG's Easy Reference Customs Tariff with IGST Import Policy FTA by ArunGoyal Latest Edition	2		
43	Commercial's SEZ/EOU/EHTPS & STBS Law & Practice	1		
44	Universal/Lexes Nexes SEZ Act and Rules	2		
45	Income Tax Act by Taxman (Latest Edition)	15		
46	Direct Tax Law and Practice by V.K. Singhanaia (Latest Edition, Normal)	11		
47	Direct Tax Ready Reckoner (Latest Edition)	15		
48	Transfer Pricing - A Compendium (2 Vol.) by The Chamber of Tax Consultants	1		
49	Transfer Pricing Demystified by Pallani Dinodia & Pradip Dinodia	1		
50	Taxation of Capital Gains by S. Krishna (Taxman Publication)	1		
51	Basic Concepts of International Taxation by D.C Agarwal (Taxman Publication)	1		

137

52	Swamy's CCS LTC Rules	2			
53	Swamy's Group Insurance Schemes	3			
54	Swamy's Income Tax on Salaries	3			
55	Nabhi's Compendium of Orders under Central Government Health Scheme (CGHS)	4			
56	Swamy's Receipts and Payments Rules	1			
57	Post Office Guide	1			
58	CCS Revised Pay Rules, 2016	1			
59	Compendium of Orders on Pay and Allowances (1st to 7th Pay Commission Reports)-Ready reckoner Author S.K.Gupta & Anita Malhotra (Eds) for Bahri Bros.	2			
60	GST Ready Reckoner Author: V S Datey	1			
TOTAL		352			

Annexure-B

Tender Format

To  
The Director General of Audit(central)  
Govt. of India Press Building (East Wing),  
8, KiranShankar 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

Signature-----

Name of Tenderer-----

M/s-----

Dated: