



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/Procurement & Supply of books /2022 dated 02.05.2022
DATE OF ISSUE OF TENDER DOCUMENT : 02.05.2022
LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 12.05.2022 at 02.00 pm
TIME AND DATE OF OPENING OF THE TENDERS: 12.05.2022 at 04.00pm
PLACE OF OPENING OF THE TENDERS: O/o the DGA(C), Kolkata, 8, Kiran Sankar 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 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 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. **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 Sankar Roy Road, G.I. Press Bldg. (East Wing), Kolkata: 700-001.**

- Quotations may be dropped by hand in Record-I section on 1st floor/by post to this office by 12.05.2022 at 02.00 pm and will be opened on 12.05.2022 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 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)**


Sr. Audit Officer
(Record)

ANNEXURE-A

List of Official Books Required by different sections for financial year 2022-23

Sl. No.	Name of Books	Quantity	MRP(in ₹) (for unit quantity)	Discount Percentage Offered (in amount)
1	Taxmann Income Tax Act (Latest Edition)	15		
2	Taxmann Direct Tax Law and Practice (Latest Edition, Normal)	5		
3	Taxmann Direct Tax Ready Reckoner (Latest Edition)	15		
4	Swamy's Hand Book	43		
5	PWD Accounts by S.R. Jairath	1		
6	Central Public Works Account Code (A Nabhi Publication)	1		
7	Taxation of Trust & NGOs by Manoj Fogla	2		
8	Transfer Pricing- A compendium (Vol. 2) by The Chamber of Tax Consultants	1		
9	Transfer Pricing Demystified by Pallani Dinodia & Pradip Dinodia	1		
10	Taxation of Capital Gains by S.Krishna (Taxman Publication)	1		
11	Taxman's Faceless Assessment Appeals & Penalty Ready Recover with Real Time Case Studies by Mayank Mohanka (Taxman Publication)	5		
12	Basic Concepts of International Taxation by D.C. Agarwal (Taxman Publication)	1		
13	Swamy's Compilation of Central Civil Services, Revised Pay Rules	6		
14	Swamy's CCS (Pension) Rules	2		
15	Swamy's Master Manual for DDO's and Head of Office Part I & II	2		
16	Swamy's compilation of CCS CCA Rules	3		
17	Swamy's compilation of delegation of Financial powers rules	2		
18	Swamy's Manual on e-office procedure	2		
19	Swamy's compilation of New Pension scheme for central Government Staff	3		
20	Swamy's CCS LTC Rules	3		
21	Swamy's compilation of medical attendance rules	2		
22	Swamy's compilation of FRSR part I - General rules 2021	9		
23	Swamy's compilation of FRSR part II - Travelling allowance	9		
24	Swamy's compilation of FRSR part III - Central Civil Services (Leave) Rules	11		
25	Swamy's compilation of FRSR part IV - DA, DR and HRA	5		
26	Swamy's compilation of House Building Advance Rules	1		
27	Nabhi's compendium of Orders under Central Government Health Scheme (CGHS)	2		
28	Swamy's General Financial Rules incorporating Compendium of Advances	23		
29	Swamy's Right to Information	5		
30	Swamy's Advances to central government servants	3		
31	Swamy's CCS (Conduct) Rules	8		
32	Swamy's Receipts and payment Rules	3		

33	Swamy's General Provident Fund Rules	3		
34	Swamy's Children's Educational Assistance	2		
35	Swamy's Complete Manual on Establishment & Administration (Vol-I & II)	4		
36	Centax Ex- Cus CD & ELT (Monthly)	1		
37	Customs Tariff (R.K. Jain) Vol-I Budget Copy & 7 Act Copies	2		
38	Customs Tariff (R.K. Jain) Vol-II Budget Copy & 7 Act Copies	2		
39	Customs Manual (R.K. Jain)	2		
40	Foreign Trade Policy Vol-I (R.K. Jain) with Handbook of Procedures	2		
41	Foreign Trade Policy Vol-II (R.K. Jain) standard input output norms	2		
42	Duty Drawback (R.K. Jain)	2		
43	BIG's Easy Reference Customs Tariff with IGST Import Policy FTA by Arun Goyal	2		
44	Customs Explanatory Notes (WTO)	1		
45	Swamy's CCS Revised Pay Rules, 2016	1		
46	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		
47	Swamys Pay & Allowances of 7th CPC	1		
48	Swamy's Pension Compilation	3		
49	Swamy's CGHS Rules	1		
50	Swamy's Manual on Disciplinary Proceedings Latest Edition	2		
51	Swamy's Compilation on reservations and Concessions Latest Edition	2		
52	GB Singh's Commentary on the CCS (CCA) Rules, 1965 Latest Edition	2		
53	Swamy's Compilation on Seniority and Promotion in Central Government Service Latest Edition	2		
54	GB Singh's Law of Seniority, Promotion and Ad-hoc Appointments Latest Edition	2		
55	Swamy's Central Administrative Tribunal (Act, Rules & Order)	1		
56	Swamys Compilation of Central Treasury Rules	1		
57	Swamy's Compilation on Civil Accounts Manual latest edition	2		
58	GST Law Manual (CENTAX) by R.K. Jain (Volume 1 & 2)	2		
59	Nabhis compilation of CCS (Classification, Control & Appeal) Rules	1		
60	CCS (Recognition of Service Association) Rules	1		
61	Swamys Staff Car Rules	1		
62	Swamy's General Condition of Service Book	2		
	Total	249		

Annexure-B

Tender Format

To
The Director General of Audit(central)
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

Signature-----

Name of Tenderer-----

M/s-----

Dated: