



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप_निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

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F. No. 14(1)/Adm.III/Library Books/19-20

Date: 19.08.2019

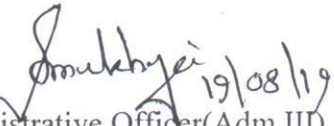
Subject: Invitation of Quotation for supply of Swamy's books to the Library of ICAR NINFET:

To

Sealed quotations are hereby invited on behalf of Director, ICAR-NINFET for award of contract for **supply of Swamy's Books** for library of ICAR NINFET as per details mentioned at Page No 3-4 of this tender document. The rates are to be quoted as in the Annexure-III with all other relevant documents in a sealed cover super scribing the envelope "Quotation for supply of Swamy's Books at Library of ICAR NINFET" so as to reach the undersigned by 2.00 P.M on 16.09.2019. The quotation may be dropped in the tender box kept in Adm III Section for the purpose. The quotations will be opened on the same day at 3.00 P.M. in the presence of tenderers who may wish to remain present at the time of opening of tender. The award of contract will be governed by the following terms and conditions:

1. The firms participating in the tender must possess valid GST Registration No (GSTIN) and must indicate their GSTIN, Income Tax clearance certificate, Trade licence in the relevant field and PAN number in the quotation along with documentary proof failing which the quotation will be liable to be rejected. The firm should have three years' experience in the line of supply of books in Govt/PSU/Semi Govt or Autonomous Bodies/Reputed Private Agencies.
2. Our quotation number and its due date for opening should be inscribed on the cover of your quotation. **Unsealed quotation will not be accepted. Quotation which does not indicate our quotation no and its due date for opening will be summarily rejected.** Rates/Price should be quoted clearly both in figure and in words. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected.
3. The items/service to be ordered should be done within 20 days for Indian Publication and 90 days for Foreign Publication from the date of issue of the order. Delay in delivery will attract penalty @0.5% of the order value per week. Your offer/quotation should be valid for at least 90 days.
4. Request for advance payment will not be entertained. Payment will be made within 30 days on presentation of pre-receipt bill along with challan by means of electronic

- payment only. Bank Account Number, Account Holders name, Branch Name and IFSC code of the Bank must be given in NEFT mandate form, failing of which your payment will not be released.
5. The Technical Committee constituted by Director, ICAR NINFET shall have the right to verify the particulars submitted by the bidders independently.
 6. Last date of submission of tender is 16.09.2019 upto 2.00 p.m. which should be dropped in the tender box kept in Adm III Section either by hand or by post. The Authority will not be liable for any kind of postal delay. Tender will be opened on the same date at 3.00 p.m.
 7. **For each book quoted, the bidders have to quote for both the MRP, discount rate (in percentage) and the Final price/ Net price for the book after discount and including Tax, packing forwarding, insurance, freight & all other charges/ levies. Final price offered by the bidders will be compared only.**
 8. **Discount rates, packing/ forwarding charges shall not be linked with the quantity of books ordered to any supplier.**
 9. **No Tax, packing forwarding, insurance, freight or any other charges/ levies will be paid extra.**
 10. **The bidders must quote in the Annexure-III enclosed. No change in format/ Name of books will be entertained.**
 11. The order/award of contract, if selected should be acknowledged within 7 days from this date.
 12. If a book is ordered from abroad, we should be informed accordingly before sourcing it. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of ICAR NINFET should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
 13. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR NINFET may deem fit.
 14. The order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within the prescribed period mentioned in Award of Contract.
 15. The firm should submit an undertaking that they are not blacklisted from any of the GoI agency/State Govt/PSU.
 16. All disputes arising out of this are subject to Kolkata Jurisdiction only.
 17. All the communications with respect to the tender shall be addressed to: **The Director, ICAR NINFET, 12 Regent Park, Kolkata 700040.**
 18. The Director, ICAR-NINFET reserves the right to reject any or all the quotations in whole or in part for administrative reasons.


Asstt. Administrative Officer(Adm III)

Detailed requirement of books of Swamy's publication:

Catal. No.	Title of the Books	Year	Qty.
C-1	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part I — General Rules (<i>Twenty-fifth Edition</i>) with free MCQ	2019	3
C-4	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part II — T.A. Rules (<i>Twenty-fourth Edition</i>)	2019	5
C-6	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part III — Central Civil Services (Leave) Rules (<i>Forty-seventh Edition</i>) With free(MCQ)	2019	4
C-23	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part IV — Dearness Allowance, Dearness Relief and House Rent Allowance (<i>Twenty-third Edition</i>)	2018	3
C-2/A	Swamy's Compilation of CCS (Commutation of Pension) Rules	2019	2
C-7	Swamy's Compilation of Medical Attendance Rules (<i>Thirty-eight Edition</i>) with free MCQ	2019	3
C-7-A	List of Medicines (admissible and inadmissible) (<i>Twenty-fifth Edition</i>)	2017	1
C-8	Swamy's Compilation of CCS (CCA) Rules (<i>Fortieth Edition</i>) with free (MCQ)	2019	2
C-9	Swamy's Compilation of CCS (Conduct) Rules (<i>Forty-fourth Edition</i>) With free (MCQ)	2019	2
C-10	Swamy's Compilation of General Provident Fund Rules (<i>Thirty-sixth Edition</i>)	2018	3
C-11	Swamy's Compilation of Leave Travel Concession Rules (<i>Forty-seventh Edition</i>) With free (MCQ)	2018	5
C-12	Swamy's Compilation of Children's Educational Assistance (<i>Thirtieth Edition</i>)	2019	2
C-13	Swamy's Compilation of General Financial Rules, 2017 incorporating Compendium of Rules on Advances (<i>Thirtieth Edition</i>) With free MCQ	2019	3
C-14	Swamy's Compilation of Delegation of Financial Powers Rules (<i>Twenty-ninth Ed</i>)	2018	1
C-15	Swamy's Compilation of House Building Advance Rules (<i>Twenty-sixth Edition</i>)	2018	2
C-18-A	Swamy's Compilation of Overtime Allowance Rules (<i>Twenty-fourth Edition</i>)	2019	1
C-36	Swamy's Central Administrative Tribunal (Act, Rules and Orders) (<i>Thirteenth Ed.</i>)	2018	1
C-42	Swamy's Compilation on Advances to Central Government Staff (<i>Tenth Edition</i>)	2017	2
C-43	Swamy's Compilation of Central Government Account (Receipts and Payments) Rules (<i>Seventeenth Edition</i>)	2018	1
C-45	Swamy's Compilation on Reservations and Concessions for SCs and STs, OBC (Mandal Commission), etc. (including Brochure) (<i>Eleventh Edition</i>)	2015	1
SC-45	Supplement to C-45	...	1
C-62	Swamy's Compilation of New Pension Scheme (<i>Seventh Edition</i>)	2019	2

C-63	Swamy's Compilation of Allotment and Licence Fee of Government Residences (Fourth Edition)	2019	1
C-66	Swamy's Compilation of CCS (Revised Pay) Rules, 2016 (First Edition) (Bilingual)	2017	2
C-69	Swamy's Compilation on Right to Information (Act, Rules, Orders and Guides) (Sixth Edition) With free (MCQ)	2019	3
S - 2	Swamy's Manual on Disciplinary Proceedings. Complete with Rules and Orders (Thirteenth Edition)	2015	1
S - 1	Swamy's Complete Manual on Establishment and Administration (16th Edition)	2019	2
G - 2	Swamy's Pension Rules Made Easy (Thirty-ninth Edition)	2019	2
G - 3	Swamy's Leave Rules Made Easy (Forty-third Edition)	2019	1
G - 16	Swamy's Handbook for Central Government Staff (with Diary 2019 free as long as stocks last) (Forty-fifth Edition)	2019	5
G - 7	Swamy's Income Tax on Salaries (Fifty-first Edition)	2019 - 20	2
G - 16	Swamy's T.A. Rules Made Easy (Forty-fifth Edition)	2019	2
G - 4	Swamy's Pay Rules Made Easy (Thirty-sixth Edition)	2017	1

Swamy's
19/08/19

Tender Covering Letter
(In Firm's Letterhead)

Ref. No.
To
The Director,
NINFET 12, Regent Park,
Kolkata-700040
West Bengal India

Date :

Ref: Your Tender Notice Nodtd.
For(Item)

We the undersigned have examined the above mentioned tender enquiry, document, the receipt of which is hereby confirmed. We Now submit our offer to supply and deliver (description of goods/books) in conformity with your stipulated terms and conditions and neutral specification as in the attached Technical Bid, for the sum as shown in the schedule(s) of Price Bid, attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods / books as mentioned above, in accordance with the mutually agreed delivery schedule as may be specified in your Order/Contract.

We agree to keep our tender valid for acceptance for a period up to.....required in the Tender document, read with modification, if any, as may be specified in the Special Terms or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

We further confirm that, until a formal contract is executed with or Order is awarded on us, this tender read with your written letter of intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above- referred tender enquiry.

Date this.....day of
For and on behalf of

Signature of Authorized
person with Company Seal
and date.

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. E-mail Address:

5. Website address if any:

6. i) GST Registration No:

ii) Trade License No:

iii) PAN No:

7. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

iv) Account Holder Name:

8. Name of authorized representative(s):

9. Whether proprietary or partnership Firm or Company:

10. List of documents furnished along with the tender paper:

a) GST Registration:

b) Trade License:

c) PAN Card:

d) Income Tax clearance certificate:

e) Undertaking that the Firm is not blacklisted:

f) Undertaking regarding non offering of more discount to other Govt Organization:

11. Documentary Evidence of three years' experience:

Name of the Firm/Contractor:

Signature and Seal of the Contractor:

Date:

Quotation for supply of Swamy's books (in the letterhead of firm)

NAME OF THE BIDDER/FIRM	
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Sl. No.	Name of book as per details mentioned at Page No. 3-4 of this tender document	MRP (Rs.)	Discount offered (in %)	Final price/ Net price offered for each book by the bidder after discount, including Tax, packing forwarding, insurance, freight & all other charges/ levies. (Rs.)
1	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part I — General Rules (Twenty-fifth Edition) with free MCQ			
2	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part II — T.A. Rules (Twenty-fourth Edition)			
3	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part III — Central Civil Services (Leave) Rules (Forty-seventh Edition) With free(MCQ)			
4	Swamy's Compilation of Fundamental Rules and Supplementary Rules —Part IV — Dearness Allowance, Dearness Relief and House Rent Allowance (Twenty-third Edition)			
5	Swamy's Compilation of CCS (Commutation of Pension) Rules			
6	Swamy's Compilation of Medical Attendance Rules (Thirty-eight Edition) with free MCQ			
7	List of Medicines (admissible and inadmissible) (Twenty-fifth Edition)			
8	Swamy's Compilation of CCS (CCA) Rules (Fortieth Edition) with free (MCQ)			
9	Swamy's Compilation of CCS (Conduct) Rules (Forty-fourth Edition) With free (MCQ)			
10	Swamy's Compilation of General Provident Fund Rules (Thirty-sixth Edition)			
11	Swamy's Compilation of Leave Travel Concession Rules (Forty-seventh Edition) With free (MCQ)			
12	Swamy's Compilation of Children's Educational Assistance (Thirtieth Edition)			
13	Swamy's Compilation of General Financial Rules, 2017 incorporating Compendium of Rules on Advances (Thirtieth Edition) With free MCQ			

14	Swamy's Compilation of Delegation of Financial Powers Rules (<i>Twenty-ninth Ed</i>)			
15	Swamy's Compilation of House Building Advance Rules (<i>Twenty-sixth Edition</i>)			
16	Swamy's Compilation of Overtime Allowance Rules (<i>Twenty-fourth Edition</i>)			
17	Swamy's Central Administrative Tribunal (Act, Rules and Orders) (<i>Thirteenth Ed.</i>)			
18	Swamy's Compilation on Advances to Central Government Staff (<i>Tenth Edition</i>)			
19	Swamy's Compilation of Central Government Account (Receipts and Payments) Rules (<i>Seventeenth Edition</i>)			
20	Swamy's Compilation on Reservations and Concessions for SCs and STs, OBC (Mandal Commission), etc. (including Brochure) (<i>Eleventh Edition</i>)			
21	Supplement to C-45			
22	Swamy's Compilation of New Pension Scheme (<i>Seventh Edition</i>)			
23	Swamy's Compilation of Allotment and Licence Fee of Government Residences (<i>Fourth Edition</i>)			
24	Swamy's Compilation of CCS (Revised Pay) Rules, 2016 (<i>First Edition</i>) (<i>Bilingual</i>)			
25	Swamy's Compilation on Right to Information (Act, Rules, Orders and Guides) (<i>Sixth Edition</i>) With free (MCQ)			
26	Swamy's Manual on Disciplinary Proceedings. Complete with Rules and Orders (<i>Thirteenth Edition</i>)			
27	Swamy's Complete Manual on Establishment and Administration (<i>16th Edition</i>)			
28	Swamy's Pension Rules Made Easy (<i>Thirty-ninth Edition</i>)			
29	Swamy's Leave Rules Made Easy (<i>Forty-third Edition</i>)			
30	Swamy's Handbook for Central Government Staff (with Diary 2019 free as long as stocks last) (<i>Forty-fifth Edition</i>)			

31	Swamy's Income Tax on Salaries (Fifty-first Edition)			
32	Swamy's T.A. Rules Made Easy (Forty-fifth Edition)			
33	Swamy's Pay Rules Made Easy (Thirty-sixth Edition)			

I/We hereby declare that I/We will abide by the terms and conditions laid down in the said tender document and quote the rates as above accordingly.

Name of the Firm/Contractor:

Signature and Seal of the Contractor:

Date: