

द्रुतगति डाक  
SPEED POST



भाकृअनुप-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान  
संस्थान

ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND  
ALLIED FIBRE TECHNOLOGY

भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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F. No. 15(2)/Adm III/Library Books/17-18

Date: 12/02/2018

Subject: Invitation of Quotation for supply of Swamy's Handbooks to Library of ICAR NIRJAFT:

To

1. M/s Swamy Publishers(P) Ltd  
236, Ramakrishna Mutt Road, — 1976  
Raja Annamalai Puram,  
Chennai, Tamil Nadu 600028
2. M/s Forms Centre  
Deb Griha, P-18, CIT Road — 1977  
Housing Scheme VIIM, P.O- Kankurgachi  
Kolkata-700054
3. M/s Law Point  
Stephen House — 1978  
6C R.N. Mukherjee Road  
Opp-Birla Building  
Kolkata-700001
4. M/s S.C.Sarkar & Sons (P) Ltd — 1979  
1-C Bankim Chatterjee Street  
Kolkata-700073
5. M/s R. Cambray & Co(P) Ltd — 1975  
NO-14, Ganesh Chandra Avenue  
Kolkata-700013

Sealed quotations are hereby invited on behalf of Director, ICAR-NIRJAFT for award of contract for supply of books of library of ICAR NIRJAFT. The rates are to be quoted as in the Annexure-II with all other relevant documents in a sealed cover super scribing the envelope "Quotation for supply of Swamy's handbooks at Library of ICAR NIRJAFT" so as to reach the undersigned by 2.00 P.M on 28/02/2018. 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:

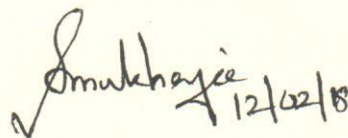
1. The firms participating in the tender must possess valid GST Registration No (GSTIN) and must indicate their GSTIN, Income Tax clearance certificate, Trade licence in the relevant field and PAN number in the quotation along with documentary proof failing which the quotation will be liable to be rejected. 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.

OFFICE COPY

प्रेषित / Despatched  
दिनांक / Date [1] 13/02/18  
हस्ताक्षर / Sig. 2701-2 प्राध्यापक

Signature 12/02/18

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/ delivered within 15 days 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. Last date of submission of tender is 28/02/2018 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.
6. Latest edition of the book should be supplied. As per our policy the actual price of publication to be charged without any handling/postage charges
7. All books carry a discount (if applicable) as per the agreed terms.
8. The order/award of contract, if selected should be acknowledged within 7 days from this date.
9. 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 NIRJAFT should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
10. The Supplier shall supply all the ordered books within the period (15 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order.
11. 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 NIRJAFT may deem fit.
12. The order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
13. The firm should submit an undertaking that they are not blacklisted from any of the GoI agency/State Govt/PSU. It should also be certified that they are not offering more discount to any of the GoI body/State Govt Office.
14. All disputes arising out of this are subject to Kolkata Jurisdiction only.
15. The Director, ICAR-NIRJAFT reserves the right to reject any or all the quotations in whole or in part for administrative reasons.

  
12/02/18

Asstt. Administrative Officer(Adm III)

## List of Swamy's Hand Books

Sl No	Code No	Title of the Books	Edition	Qty
		Swamy's Compilation of Fundamental Rules and Supplementary Rules-(Part I to IV)		
1	C-1	Part I-General Rules(Twenty fourth edition)	2017	5
2	C-4	Part II- TA Rules (Twenty third edition)	2018	3
3	C-6	Part-III-Central Civil Service(Leave) Rules (Forty fifth edition) (with free Leave Rules Made Objective MCQ)	2017	2
4	C-23	Part IV-Dearness Allowance, Dearness Relief and House Rent Allowance (Twenty second edition)	2017	3
5	C-2	Swamy's Pension Compilation incorporating CCS(Pension) Rules(Twenty second edition)	2017	2
6	C-7	Swamy's Compilation of Medical Attendance Rules(37 Edition)	2017	3
7	C-11	Swamy's Compilation of Leave Travel Concession Rules (46 Edition)(With free LTC Rules Made Objective MCQ)	2017	4
8	C-12	Swamy's Compilation of Children's Education Assistance (28 Edition)	2017	3
9	C-13	Swamy's Compilation of General Financial Rules, 2017 (29 Edition)	2017	4
10	C-14	Swamy's Compilation of Delegation of Financial Powers Rules (28 Edition)	2017	3
11	C-15	Swamy's Compilation House Building Advance Rules (25 Edition)	2015	3
12	C-62	Swamy's Compilation of New Pension Scheme (6 <sup>th</sup> Edition)	2017	3
13	C-67	Swamy's Revision of Pre 2016 Pensions (with Swamys Ready Reckoner)(First Edition)	2017	2
14	S-3	Swamy's Manual on Office Procedure (with Notes and Instructions) (13 Edition)	2016	5
15	S-7	Swamy's Master Manual for DDOs and Head of Offices-Part I-Finance & Accounts (13 Edition)	2017	3
16	S-8	Swamy's Master Manual for DDOs and Head of Offices-Part I-Establishment (25 Edition)	2017	3
17	G-16	Swamy's Handbook for Central Government Staff (with Diary 2018 free as long as stocks last)(44 Edition)	2018	6

*Smukhaya*  
12/02/18

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

NAME OF THE BIDDER/FIRM	
ADDRESS	
TELEPHONE/MOBILE NUMBERS	

Sl No	ISBN No	Title/Sub Title	Authors Name	Edition, if any	Year of Publication	Pubs Name	Original Price	Discount	Net amount after discount
1									
2									
3									
								Tax, if any	
								Grand Total	

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:

*Smukhrajee*  
12/02/18

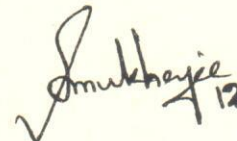
TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

- 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:

  
12/02/18