

REQUEST FOR PROPOSAL (RFP)

Invitation of quotations for **“Supply of Service Book, Service Book Cover and Index card”** for use in the Office of the Principal Controller of Accounts at 10-A S K Bose Road Kolkata – 700001.

File No.561/AN-C/Misc. Dtd:04/07/2018.

1. **Instruction to Bidders:**

Quotations/bids in sealed cover is invited for **“Supply of Service Book, Service Book Cover and Index card”** for use in the Office of the Principal Controller of Accounts at 10 A S K Bose Road Kolkata – 700001 as per the quantity of requirement mentioned in enclosed “Schedule of Requirements “(SOR).

2. The address and contact number for sending bids /seeking clarification regarding this RFP are given below:

1. **Quotations/Bids to be addressed to:**

- i) Postal address: O/o The PC of A (Fys), 10A, S K Bose Road Kolkata-700001
- ii) Name & designation of the contact personnel: Shri C.C. Chatterjee, SAO
- iii) Tel No. of the contact Personnel: 03322485077- 5080, Extn. 328,332
- iv) E Mail ID: anvimainoffice.dad@hub.nic.in
- v) FAX No. 033-22480991

3. Tender reference No.561/AN-C/Misc dated:04/07/2018

4. This RFP is divided into 3 parts as follows:

- a) General Information
- b) Schedule of Requirements (SOR) – Enclosure II
- c) Standard Conditions of Contract (SCOC) – Enclosure III

This RFP is being issued with no financial commitment:

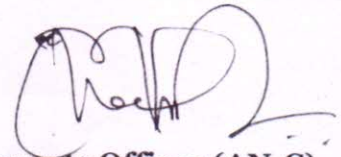
Part-I General Information

SUBMISSION/OPENING OF TENDERS:

1. Last date and time for receipt of tenders: **24.07.2018 at 1:00 PM**
2. Procedure of depositing the Bids: Sealed Bids should be either dropped in the Tender Box marked as **"Supply of Service Book, Service Book Cover and Index card"** for use in the Office of the Principal Controller of Accounts at 10 A S K Bose Road Kolkata - 700001, or sent by Registered Post Addressed to P C of A (Fys) at 10 A S K Bose Road Kolkata - 700001 so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/ non receipt of Bids documents. Bids send by fax or e-mail will not be considered. Sample of required items are available in AN-Central Section. Sample may be seen before quotes of rates.
3. Time and date for opening of tenders: **25.07.2018 at 15:00 hours.**
4. Location of Tender Box: 6th floor at AN-Central Section of P C of A (Fys), Main Office at 10-A, S K Bose Road, Kolkata - 700001
5. Place of opening of Tenders: AN-Central Section, O/o the P C of (Fys) at 10- A S K Bose Road, Kolkata - 700001
6. 2 bids system – N/A
7. Forwarding of Bids - Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like GSTIN, Bank address with SBI CMP account details, etc and complete postal, contact details and e-mail address of their Office.
8. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought prior to the date of opening of the Bids. Copy of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. Modification and withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by FAX but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than that the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of bid during this period will result in Bidder's forfeiture of bid security.
10. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices of substance of the bid will be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.

11. Rejection of Bids: Conditional tenders will be rejected.
12. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches within the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-listed for the given range of items as mentioned in this RFP.
13. Firm shall be required to accept the SCOC. A Contract will be signed between the Vendor (Supplier) and Office of the PC of A (Fys) Kolkata incorporating the SCOC at Enclosure III of this RFP, which will form an integral part of the contract.
14. The SOR (Enclosure II) and SCOC (Enclosure III) should be carefully considered while preparing the bids. Any other additional requirement to be quoted may be given in additional annexure.
15. Validity of Bids: The Bids should remain valid till for **90 days** from the last date of submission of the Bids.

Thanking you



Sr.Accounts Officer (AN-C)

Enclosure II of RFP

SCHEDULE OF REQUIREMENT (SOR):

Sl. No	Items	Qty.	Rate Rs.	Amount Rs.
1	Blank Service Book (100 pages)	1500 Nos		
2	Service Book Cover	2000 Nos		
3	Index Card	1500 Nos		
TOTAL AMOUNT IN RUPEES				

DATE:

SIGNATURE

SEAL

