

F.No.CL39(CL/M/BP)2021-2022

Dated : **2<sup>nd</sup> Nov., 2022**

### **Tender Notice**


Subject : **Invitation of Tender Document for procurement of Books for the use of Commercial Library of DGCI&S, Kolkata.**

For and on behalf of the President of India, the Director General, Directorate General of Commercial Intelligence & Statistics, 565-Anandapur, Sector-I, Plot No.22, Kolkata – 700 107 invites quotation for "**Procurement of Books for the use of Commercial Library of DGCI&S, Kolkata.**"

Organizations capable and interested, may please submit the quotation separately for **Technical Bid** and **Financial Bid** for this tender.

Tender Published Date	02.11.2022
Tender Document Download Start Date	03.11.2022
Tender Submission Start Date	03.11.2022
Tender Document Download End Date	17.11.2022
Tender Submission End Date	17.11.2022
Tender Opening Date	18.11.2022

This office reserves all rights to accept or cancel any quotation without showing any reason.

  
(Manish Kumar)  
Dy. Director &  
Head of Office



GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS  
565, ANANDAPUR, SECTOR-I, PLOT NO.22, WARD NO.108  
KOLKATA-700 107

**TENDER DOCUMENT**

**FOR**

**PROCUREMENT OF BOOKS  
FOR THE USE OF COMMERCIAL LIBRARY OF  
DGCI&S, KOLKATA**

### **SCOPE OF WORK:**

Procurement of Books for the use of Commercial Library, Directorate General of Commercial Intelligence and Statistics, 565, Anandapur, Sector-I, Plot No.22, Ward No.108, Kolkata-700 107. List of Books are enclosed under Annexure-III (in English), IV (in Hindi) and V (in Bengali)

### **GENERAL TERMS AND CONDITIONS:**

1. The Company/Firm/Agency shall not be allowed to transfer, assign, pledge or its rights and liabilities to any other agency without the prior written consent of this Director.
2. The bidder shall attach copy of PAN Card.
3. The bidder shall attach copy of GST Registration.
4. The rates mentioned in the financial bid shall be inclusive of all taxes and duties and any other taxes as applicable. Any variation in the above said taxes till the completion of service will also be in the bidder's account.
5. In case of any dispute in the service contract, the decision of the Head of Department, Directorate General of Commercial Intelligence and Statistics, shall be final and binding on you.
6. Payment terms as follows: (a) No advance payment will be done and (b) The payment shall be made after successful delivery of the books.
7. The technical bid and financial bid should be on different envelope.

### **ADDITIONAL CONDITIONS/REQUIREMENTS**

1. The Tender will be accepted by the Competent Authority in DGCI&S as per the rules/instructions issued by the Government of India from time to time in the matter.
2. The Directorate reserves the right to reject any or all Tenders/extend the date of opening of tender etc. without assigning any reasons thereof.
3. In addition to its right to determine the contract upon fault of the Successful Bidder, the Directorate reserves the right to cancel the contract without assigning any reasons and also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the Directorate's specification and complete satisfaction.
4. Furnishing fake information on all or any requisite documents may lead to rejection of the quotation/application.

## **LEGAL**

1. The successful Company/Firm/Agency shall maintain al statutory register under the Law. The agency shall produce the same on demand to the concerned authority of this Directorate or any other authority under the law.
2. The Tax Deduction at Source (TDS) shall be deducted as per the provision of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Directorate.
3. In case of breach of any terms and conditions attached to this contract, this Directorate reserves right to terminate the contract without assigning any reasons.

**(ANNEXURE-I)**

(TO BE TYPED ON BIDDER'S LETTERHEAD)

**SUBMISSION OF TECHNICAL BID**

(Attach Relevant Documents)

1. Name of the Bidding Agency :
2. Contact Address :
3. Contact No./Details :
  - a. Landline No. :
  - b. Fax No. :
  - c. Mobile No. :
  - d. E-mail ID. :
  - e. Website (if any):
4. PAN (Attached attested copy) :
5. G.S.T. Registration No. (Attach attested copy) :
6. Non-Bankruptcy undertaking (Attach attested copy) :
7. Non-Blacklisted certificate (Attach attested copy) :
8. Additional Information, if any

Name of the Authorized Signatory / Bidder \_\_\_\_\_

Signature of the Authorized Signatory / Bidder \_\_\_\_\_

Date \_\_\_\_\_

Seal of the Authorized Signatory / Bidder \_\_\_\_\_

**(ANNEXURE-II)**

(TO BE TYPED ON BIDDER'S LETTERHEAD)

**SUBMISSION OF FINANCIAL BID**

(Attach Relevant Documents)

PROCUREMENT OF BOOKS FOR THE USE OF COMMERCIAL LIBRARY,  
DGCI&S, 565, ANANDAPUR, KOLKATA-700107

Sl. No.	Name of Books	Price (in rupees)	GST as applicable (in rupees)	Total Price with GST	Discount (in rupees)	Payble amount	Discount (percentage)
1	2	3	4	5	6	7	8

- List of Books enclosed under Annexure-III (in English), IV (in Hindi) and V (in Bengali)

Tender Document, Submission of Technical Bid, Financial Bid Specification (Annexure-I, II) (Given format to be adopted/used by the bidder) must be duly signed and stamped on every page.

Name of the Authorized Signatory / Bidder \_\_\_\_\_

Signature of the Authorized Signatory / Bidder \_\_\_\_\_

Date \_\_\_\_\_

Seal of the Authorized Signatory / Bidder \_\_\_\_\_

	Title of Book	Author	Publisher
1	Dewey Decimal Classification (DDC) and Relative Index, 2021 edn., 4 vols. set (Commercial Library has the 2003 edition only)	Melvil Dewey	Online Computer Library Centre (OCLC), Inc, Dublin, USA.
2	Project estimates of small, medium & large scale industries, latest edition	Ramash Bhojwin	Small Industry Research Institute (S.I.R.I.)
3	Small, medium & large scale industries, (2 vols) latest edition	--- Do ---	--- Do ---
4	Hand Book of Food Industries, Latest edition	Bhatia & Arora	S.I.R.I. Board
5	Market Survey on Indian Industries, latest edition	S. C. Bhatia	S. I. R. I.
6	Industrial Machinery Hand Book	-----	S. I. R. I. Board
7	3200 selected projects for you, latest edition	-----	--- Do ---
8	LET US C, Part-I & II, latest edition	Yaswant P Kanetkar	B P B Publications
9	Introduction to Real Analysis, latest edition	Bartle & Dr. R. Sherbert	Wiley
10	Data Structures & Algorithms made easy, latest edition	Narasimha Karumanchi	Careermonk Publication
11	Medical Attendance Rules, 2021	Muthuswamy, Brinda, Sanjeev	Swamy Publishers (P) Ltd.
12	CCS (CCA) Rules, 2021	----- do -----	----- do -----
13	Leave Travel Concession Rules, 2021	----- do -----	----- do -----
14	General Financial Rules, 2017 incorporating Compendium of Rules on Advances, 2021	----- do -----	----- do -----
15	Delegation of Financial Power Rules, 2021	----- do -----	----- do -----
16	House Building Advance Rules, 2022	----- do -----	----- do -----
17	Advances to Central Government Staff, 2021	----- do -----	----- do -----
18	Seniority and Promotion in Central Government Service, 2020	----- do -----	----- do -----
19	New Pension Scheme, 2021	----- do -----	----- do -----
20	CCS (Payment of Gratuity under National Pension System) Rules, 2022	----- do -----	----- do -----
21	CCS (Revised Pay) Rules, 2016 (Bilingual), 2020	----- do -----	----- do -----
22	Government Accounting Rules, 1990-2022	----- do -----	----- do -----
23	Master Manual for DDOs and Heads of Offices- Part-II- Establishment, 2021	----- do -----	----- do -----
24	Manual on e-Office Procedure (Bilingual), 2021	----- do -----	----- do -----
25	Handbook of Central Government Staff, 2022	----- do -----	----- do -----
26	Fundamental Rules and Supplementary Rules, Part-I, General Rules, 2021	----- do -----	----- do -----
27	CCS (Pension) Rules, 2021	----- do -----	----- do -----

JOURNAL

1	Applied Economics, Quarterly Issue	----- do -----	IUP publications, Hyderabad-500 082, Telangana.
2	International Relations, Quarterly issue	----- do -----	----- do -----



## हिन्दी पुस्तक सूची :

क्र.सं.	पुस्तक का नाम	लेखक/सम्पादक का नाम	प्रकाशक का नाम
1	भारतीय सतंत्रता आंदोलन का इतिहास (खंड 1-4)	ताराचंद	सूचना और प्रसारण मंत्रालय, भारत सरकार
2	भारतीय शहीदों का परिचय	प्रकाशन विभाग, भारत सरकार	वही
3	भारत के राष्ट्रीय उद्यान	राजेंद्र सिंह बिस्ट	वही
4	ग्लोबल वार्मिंग	अनुराग शर्मा	वही
5	ग्रामीण जीवन और विज्ञान	जयप्रकाश भारती	वही
6	पर्यावरण संरक्षण (युनाइटेड और समाधान )	पी. एस. गोपीनाथन नायर	वही
7	उपभोक्ता संरक्षण अधिनियम और उपभोक्ता अधिकार	संतोष खन्ना	वही
8	हिन्दी विकास और संभावनाएँ	कैलाश चन्द्र भाटिया	वही
9	अनुवाद और तत्काल भाषांतरण	विमलेश कांति वर्मा	वही
10	भारतीय डाक टिकटों का इतिहास	गोपीचन्द्र श्रीनागर	वही
11	उपनी हिन्दी सुधार	विजय अग्रवाल	वही
12	राजभाषा हिन्दी	संकलन: प्रकाशन विभाग	वही
13	जनसाधन: संशोधन और विकास	देवेन्द्र इस्सर	इंद्रप्रस्थ प्रकाशन
14	योगासन और स्वास्थ्य	डॉ. सी.ए. गर्ग	वही
15	बढ़ता प्रदूषण घटते जीव	वही	वही
16	101 साइन्स प्रोजेक्ट्स	डॉ. अमित गर्ग	वही
17	प्रयोजनमूलक मानक हिन्दी	डॉ. रुक्सिनी तिवारी, शांति कुमार स्याल	वही
18	विष्णु लेखन के सिद्धांत	डॉ. पूरनचंद टंडन, प्रकाशचन्द्र भट्ट	वही
19	प्रारम्भिक भारत का परिचय	रामशरण शर्मा	ओरिएंट ब्लैकस्वान
20	मध्यकालीन भारत: प्रशासन, समाज एवं संस्कृति	नीरज श्रीवास्तव	वही
21	आधुनिक भारत का इतिहास	विपिन चन्द्र	वही
22	सामकालीन विश्व का इतिहास, 1890-2008	अर्जुन देव, इन्दिरा अर्जुन देव	वही
23	भारतीय शासन और राजनीति	महेंद्र प्रसाद सिंह	वही
24	प्रशासन एवं लोकनीति	मनोज सिन्हा	वही
25	भारतीय प्रशासन	श्रीराम माहेश्वरी	वही
26	गांधी के बाद भारत	रामचंद्र गुह	-----
27	आजादी के बाद भारत	बिपान चन्द्र	-----
28	होम इन दी वर्ल्ड, ए मेमोइर	अमर्त्य सेन	-----
29	गवर्नमेन्ट ऑफिसियल्स टु मास्टर नोटिंग एंड डाफिटिंग	एम. के. अगरवाल	-----

## List of Books in Bengali

Sl. No.	Name of Bengali Book	Author
1	Dasti Upanyas	Suchitra Bhattacharya
2	OitihasiK-Kahini-Samagra	Saradindu Bandopadhyay
3	Adhiraj Series	Sayantani Putatundu
4	Rahasya Romancho 101	Satyajit Ray
5	Adventure Samagra 1 to 4	Himadri Kishore Dasgupta
6	Gajopoti Nibash Rahasya	Sekhar Mukhopadhyay
7	Jon Haoyard Pener Diary	Sekhar Mukhopadhyay
8	Anya Konokhane	Sekhar Mukhopadhyay
9	Jaal	Mohammad Nazim Uddin
10	Pendulum	Mohammad Nazim Uddin
11	Palta Hawa	Smaranjit Chakraborty
12	Prothom Aloo (both part- I & II),	Sunil Gangopadhyay
13	Madhukari	Buddhadeb Guha
14	Sasandiri	Buddhadeb Guha
15	Putul Nacher Itikotha	Manik Bandopadhyay
16	Narach	Debaroti Mukhopadhyay
17	Somnath Sundori	Himadrikishore Dasgupta
18	Palta Haowa	Smaranjit Chakraborty
19	Jhinge	Smaranjit Chakraborty
20	Jhhora Paatar Dingulo	Smaranjit Chakraborty
21	Sei Somoy	Sunil Gangopadhyay
22	Prothom Aloo	Sunil Gangopadhyay
23	Feluda Samagraha	Satyajit Ray
24	Shonku Samagraph	Satyajit Ray
25	101 Stories	Satyajit Ray
26	Ekei Bole Shooting	Satyajit Ray
27	Bishoy Choloohitro	Satyajit Ray

## DECLARATION

I, ..... Son/Daughter/Wife of  
..... , Proprietor/Director/Authorized signatory of the  
Company/Firm/Agency, mentioned above, is competent to sign this  
declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of  
the tender and undertake to abide by them.

The information/documents furnished along with the above  
application are true and authentic to the best of my knowledge and  
belief. I/we am/are well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my tender at  
any stage besides liabilities towards prosecution under appropriate law.

Name of the Authorized Signatory / Bidder \_\_\_\_\_

Signature of the Authorized Signatory / Bidder \_\_\_\_\_

Date \_\_\_\_\_

Seal of the Authorized Signatory / Bidder \_\_\_\_\_

