

**Department of Botany  
VISVA-BHARATI**

Ref. No. P.O./Bot./SERB/BD/4/2016-17

Date: 08.09.2016

**ENQUIRY/ NOTICE INVITING TENDER/QUOTATION**

LAST DATE OF SUBMISSION	27.09.2016
HOURS (I.S.T.)	5.30 p.m.

Dear Sir,

Please quote your rates for the following items so as to reach to Dr. Bomba Dam, Department of Botany, Siksha Bhavana, Visva-Bharati, Santiniketan – 731 235 on or before the date and time noted above. *Please see terms & conditions as mentioned below, which are essential; specially **item 1** the failure in compliance of which may lead to rejection of the quotation.*

**PLASTICWARES/CONSUMABLES/LIQUID HANDLING SYSTEMS**

Sl. No.	Name of PLASSTICWARES	Pack Size	Quantity
1	2.0 ml Screw cap MicroTube (Compatible with FASTPREP Machine, MP BIO)	Any	500 PC
2	2.0 ml microcentrifuge tube	500 pc	3
3	1.5 ml microcentrifuge tube	500 pc	5
4	Micro tip 1000 µl	500 Pcs/Pack	5
5	Micro tip 200 µl	1000 Pcs/Pack	5
6	Micro tip 10 µl	1000 Pcs/Pack	5
7	Petri Dish Non Vented Radiation Sterile (90 x14 mm) separately packed	450 pc	3
8	Petri Dish Radiation Sterile (60 x 14 mm)	250 pc	2
9	Micropipette Set of Three EPPENDORF/GILSON (100-1000 µl, 20-200 µl, 2-20 µl)	-	1
10	Micropipette Stand (Min. 5 Position)	-	1
11	Micropipette 100-1000 µl	-	1
12	Micropipette 10-100 µl	-	1
13	SERUM BOTTLE (120 ml)	-	50 Pc
14	Rubber stopper and Aluminium seal for 120 ml Serum Bottle	-	100 Pc
15	Reagent Bottle Schott Duran/Borosil (With Screw cap), 1 Litre	-	5 Pc
16	Reagent Bottle Schott Duran/Borosil (With Screw cap), 500 ml	10 Pc/ pack	1
17	Reagent Bottle Schott Duran/Borosil (With Screw cap), 250 ml	10 Pc/ pack	1
18	Reagent Bottle Schott Duran/Borosil (With Screw cap), 100 ml	10 Pc/ pack	1
19	Reagent Bottle Schott Duran/Borosil (With Screw cap), 50 ml	10 Pc/ pack	1
20	Rubber stopper for Reagent Bottle Schott Duran/Borosil	-	10 Pc
21	Membrane Cap for Reagent Bottle Schott Duran/Borosil	-	10 Pc
22	Safety Face Sheild (UV Protected) for visualizing DNA gel under transilluminator, Large Size	-	1

Terms and Conditions of Purchase

1. The offers addressed to **Dr. Bomba Dam, P.I, Department Botany, Siksha Bhavana, Visva-Bharati, Santiniketan – 731 235, MUST be sealed and marked as “Ref. No. Enquiry No. P.O./Bot./SERB/BD/4/2016-17, Due Date 27/09/2016”** on the face of the envelope **along with soft copy in a CD**. Kindly note that the total order value may vary according to the requirement. Vendors may be directed to supply the material in different times within this financial year (2016-2017). **Please provide a final rate for each item after discount and including the valid VAT/Tax (if applicable).**

2 Apart from other applications in respect of the quality, standard, terms etc., the offer should specially clarify the points noted below, in the following order:

i	Validity of offer	v	Excise Duty	viii	Other incidental charges. The rates and terms should be noted on F.O.R./F.O.B. basis or delivery at V.B. site
ii	Period of delivery	vi	Insurance		
iii	Place of delivery	vii	Packing and forwarding Charges and Freight including installation		
iv	Central Sales Tax/VAT Sales Tax/Service Tax				

3. Below are the details of the above points:

- (i) *Validity of the offer*: - Here please mention the time (From \_\_\_\_\_ To \_\_\_\_\_) up to which your quotations shall be current. The quotationer shall have no right to revise them within the period given here on the plea of fluctuations in the marker rate. Normally the validity of the offer should be for a specified period of 90 days.
- (ii) *Time of Delivery*: - State the period during which the suppliers will be affected by you in full.
- (iii) *Place of Delivery*: - Mention clearly the place of destination, and mode of transit by which the suppliers will be affected without any extra charges. The University will prefer F.O.R. Santiniketan prices in case of outstation suppliers, and delivery at our site in case of local suppliers.
- (iv) *Central Sales Tax*: - State the present rates leviable. In case the same is not applicable, mention 'Not Applicable' and if the prices are inclusive of this sales tax, please write 'Included in the Prices'. *The S.T./VAT/I.T PAN No. or Registration Number (as the case may be) should invariably be quoted in the offer, a photocopy of the latest clearance certificate of the above be enclosed with the offer, failing which the offer will not be considered.*
- (v) *Provincial Sales Tax*: - As detailed under (iv) above.
- (vi) *Excise Duty*: - As detailed under (iv) above. (V.B. can provide Excise Duty exemption certificate wherever applicable).
- (vii) *Insurance*: - If the rates are inclusive of insurance, please write 'Included in prices' otherwise state "Not Included". In case local suppliers where insurance is not necessary, they may mention 'Does not arise'.
- (viii) *Packing and forwarding charges*: - If these charges are accounted of in the prices quoted by you, please mention 'Included in the prices', otherwise please give an approximate charge thereof. It may be noted that the University will pay only the actual expenses on these accounts.
- (ix) *Other incidental charges*: - Other charges which are not fully accounted by the replies given above may be mentioned.

4. University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.

5. Suppliers having Rate Contract with Central of Provincial Government should quote along with a certificate copy of the current Government Rate Contract.

6. The offers must be accompanied by the related catalogues, leaflets, brochures and samples wherever possible. While every effort in made to return the samples to the suppliers, the HOD cannot accept any responsibility in the respect.

7. All quotations should be net, after showing discounts etc.

8. If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.

9. The supplier will be informed of the decision in due course in case of decision in their favour and any interim enquiries about offers will not be attended to.

10. Once the offer is accepted by the HOD and the order is placed on the basis, the suppliers will have to deliver the goods accordingly within the stipulated time, or meeting the compensation for loss, if any, on account of non execution of the supply order.

11. Liquidated Damage: Visva-Bharati reserves the right to impose liquidated damage as and when required; the rate of penalty will be at par with the same of the Govt. of India's instruction.

12. Bank commission where applicable will have to be borne by the supplier.

13. All disputes subject to "Bolpur, Birbhum, W.B. jurisdiction" only.

*Bombu Damm*

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