

**FORMAT FOR NOTICE INVITING TENDER/QUOTATION**

Ref.No.: Ref. No. : CH-19/2017-18 Dated:15.07.2017

**ENQUIRY**

<b>LAST DATE OF SUBMISSION</b>	After 20 days from the date of publication of tender.
<b>HOURS (I.S.T.)</b>	<b>4.00 P.M.</b>
<b>OPENING DATE</b>	After 21 days from the date of publication of tender.

Dear Sir,

Please quote your lowest rates for the following equipments as to reach to Head, Department of Chemistry, Siksha Bhavana, Visva-Bharati, Santiniketan- 731235 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.

Sl no	Products with Specifications	Quantity
1	<b>Analytical Balance (4 digit):</b>  Max capacity: 220g Readability: 0.0001g Repeatability: 0.0001g Linearity: 0.0002g Pan size: 120mm Stabilization time: 3-4 sec. Calibration: Automatic external Tare range: Full Working Temperature: 10 to 40 degree C Power supply: Ac Adaptor 220V,50-60 Hz	Unite price/ set

2	<b>Analytical Balance (2 digit):</b>  Max capacity: 600g Readability: 0.01g Repeatability: 0.01g Linearity: 0.02g Pan size: 140mm Stabilization time: 3-4 sec. Calibration: Automatic external Tare range: Full Working Temperature: 10 to 40 degree C Power supply: Ac Adaptor 220V,50-60 Hz	Unite price/ set
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### Terms and Conditions of Purchase

1. The offers addressed to Head, Department of Chemistry, Siksha Bhavana, Visva-Bharati, Santiniketan- 731235, MUST be sealed and marked as

“Enquiry No.Ref. No. : CH-19/2017-18,Dated-15.07.2017

On the face of the envelop.

N.B. The quotation through e-mail is not acceptable.

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

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

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 supplies will be effected by you in full.
- (iii) Place of Delivery :- Mention clearly the place of destination, and mode of transit by which the

The supplies will be effected 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 photo copy 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 the 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 for in the prices quoted by you, please mention ‘Included in the prices’, otherwise please given 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 for 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 or Provincial Government should quote along with a certified copy of the current Government Rate Contract.
6. The Offer must be accompanied by the related catalogues, leaflets brochures and samples wherever possible. While every effort is made to return the samples to the suppliers, the HOD/P.I./Coordinator/Indenter cannot accept any responsibility in this 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 suppliers 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/P.I./Coordinator/Indenter 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.

All disputes subject to “Bolpur Birbhum, W.B. Jurisdiction” only.



**Head  
Department of Chemistry  
Visva-Bharati**

