



**Sangit Bhavana
VISVA-BHARATI**

Memo No.-Sgt./08/2017/259

Date: - 28.02.2017.

Notice Inviting Tender

LAST DATE OF SUBMISSION	17.03.2017
HOURS (I.S.T.)	5:00 PM.

Please quote your lowest rates for the following items menbelow so as to reach to Adhyaksha, Sangit Bhavana, Visva-Bharati, Santiniketan, 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.	Description / Specification	Quantity	Remarks
1.	Wooden Chair	23Nos.	
2.	Official Steel Table with three drawer 4'x2.5' with Bhutan Top	10No.	
3.	White Board 4' x 6'	7Nos.	
4.	Carpet (Sataranjee) 24'x16'	30Nos.	
5.	Molded Chair with seat and back cushion and arm	30Nos.	
6.	Water cooler with water purifier	1No.	
7.	Pedestal Fan	4Nos.	
8.	Sofa Set	2Nos.	

Sealed bidding documents (along with the EMD of 10%) duly filled in as per the instructions of the tender Document should be addressed to the Principal, Sangit-Bhavana, Visva-Bharati, Santiniketan-731235, W. Bengal and must reach latest by 5 P.M. on 17.03.2017.

Performance Security: Successful bidder will have to deposit performance security @10% of the total cost of items immediately after receipt of the purchase order, which will be refunded within one month of expiry of warranty period after satisfactory performance of the items within the warranty period. There will be no accrued interest of such deposit.

Terms and Conditions of Purchase

The offers addressed to **Principal/Adhyaksha**, Sangit Bhavana, Visva-Bharati, Santiniketan-731235, MUST be sealed and marked as "Enquiry No **Sgt.08/2017/259**, Dated - 03.03.2017, Due Date- 17.03.2017" on the face of the envelope".

1. 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
 - (ii) Period of Delivery
 - (iii) Place of Delivery
 - (iv) Central Sales Tax/VAT Sales Tax/Service Tax
 - (v) Excise Duty
 - (vi) Insurance
 - (vii) Packing and forwarding Charges and Freight (in INR)
 - (viii) Supplier/dealership certificate
 - (viii) Other incidental charges. The rates and terms should be noted on F.O.R. / F.O.B basis or delivery at V.B. University site.
2. 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 or more than that.
 - (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 supplies will be effected without any extra charge. 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, mentions '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 by 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.

- (vi) Excise Duty: As detailed under (iv) above. (V.B. can provide Excise Duty exemption certificate whenever 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 give an approximate charge thereof. It may be noted that the University will pay only the actual expenses on this accounts.
- (ix) Dealership/supplier certificate: copy of valid dealership or supplier certificate needed to be enclosed.
- (x) Other incidental charges: other charges, which are not fully accounted for by the replies given above, may be mentioned.
3. University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.
4. Suppliers having Rate Contract with Central or Provincial Government should quote along with a certified copy of the current Government Rate Contract.
5. The offers must be accompanied by the Items or related catalogues, (if necessary) leaflets, brochures and samples wherever possible. While every effort is made to return the samples to the suppliers, the HOD/P.I/Coordinator/Librarian/Indenter cannot accept any responsibility in this respect.
6. All quotations should be net, after showing discounts etc.
7. If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
8. 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.
9. 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 with the stipulated time, or meeting the compensation for loss, if any, on account of non execution of the supply order.
10. Liquidated Damage: Visva-Bharati deserves 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.
11. Bank commission where applicable will have to be borne by the supplier.
12. Quantity May vary at the time of placing final work/ supply order.
13. Wednesday and Thursday are the weekly holiday of Sangit-Bhavana, Visva-Bharati.
14. Price(s) should be quote as per the format enclosed herewith.
15. All disputes subject to "Bolpur, Birbhum, W.B, Jurisdiction" only.

M. Roy 3.3.17
Adhyaksha,
Sangit-Bhavana
Visva-Bharati, Santiniketan

Copy forwarded to the:

1. In-Charge, V.B. Computer Centre, with a request to upload this notice in the University Website.
2. Sub-Divisional Officer, Prashasanik Bhavan, Bolpur, Birbhum, with a request for displaying on the *Office- notice board* for publicity.
3. The Chief Manager of State Bank of India, Santiniketan.
4. The Station Manager, Bolpur Santiniketan, Eastern Railway.
5. The Post Master, Santiniketan Post Office.
6. Registrar's Office Notice Board, Visva-Bharati, Santiniketan, with a request for displaying on the *Office- notice board* for publicity.
7. Sangit-Bhavana Office Notice-Board.