

NOTICE INVITING TENDER
CENTRE FOR WOMEN'S STUDIES
VISVA-BHARATI
ENQUIRY

Ref. No. – 1/2016

Date - 21/07/2016

Last date of submission.-	05 /08/2016
Hours(I.S.T)	Office Closing hour

1. Sealed tenders are invited from OEM authorised vendors only for the following items. Tenders are to be submitted to Chairperson, Centre for Women's Studies, Visva-Bharati, Santiniketan, Pin-731235 by registered post/courier/direct to the office of Centre for Women's Studies, Visva-Bharati, Santiniketan. All tenders must be submitted within the stipulated time and date. Late tenders will not be entertained.

Description	Quantity	Time for Completion of the Work	Price to be quoted for
I) Intel Core i3(6 th Gen) Processor, 4GB RAM, 1TB HDD, 23.8" FHD Display, Wifi, Bluetooth, Card Reader, warranty 1Year, Legal windows OS 8.1 or 10, Antivirus.	02 Nos.	The quotation should remain valid for at least three months	Price should be quoted separately for each item. Items would be purchased based on model-price combination.
II) Intel Core i3(6 th Gen) Processor, RAM 4GB, 1 TB HDD, inbuilt Graphics, 18.6" HD LED Display, Wifi Card Reader, warranty 1Year, Legal windows OS 8.1 or 10, Antivirus	01 No.		
III) Intel Core i3(6 th Gen) Processor, RAM 4GB, 1 TB HDD, inbuilt Graphics, 18.6" HD LED Display, Wifi Card Reader, warranty 1Year, Linux/Ubuntu.	01 No.		
IV) UPS 600VA, 2Yrs Battery warranty, 25 minutes or higher runtime backup.	04 Nos.		

2. All eligible tenderers are requested to read the instructions of the NIT carefully before submission of the quotations. No change of documents, corrections or any typological

mistakes will be entertained once the tender is submitted to the Office. Incomplete, tenders without requisite fee quotations where alternate specification have been stated and rates quoted against them, tenders which are not signed by at appropriate places in schedule of work shall be rejected without assigning any reason.

3. The institute reserves its right to accept lowest or any tenders, reject any or all tenders, enter into negotiation with any or with a group of tenderer, deviated quantity of an item at the time of execution, without assigning any reason.

4. Eligibility of the Tenderer:

Those who fulfill the following criteria are eligible to participate in the tendering process.

I) The tenderer should have trade license from the Govt. authority.

II) The tenderer must have cleared relevant tax payments up to date. One copy relating to latest tax Clearance Certificate and one copy of PAN Number must be enclosed along with the tender documents.

5. Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered that this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled.

6. The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable.

7. Submitted tender forms with over writing or erased will be rejected.

8. Request from tenderer in respect of additions, alterations, modifications, corrections etc. of either terms & conditions or rate after opening of the bid will not be considered. However, negotiation may be made before finalization.

9. Tenderer shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof. For this tenderer must put his signature on every page of all the tender documents including the Notice Inviting Tender.

10. Conditional offers and offers qualified by vague and indefinite expression will not be considered.

11. The Chairperson, Centre for Women's Studies, Visva-Bharati reserves all right to place the order to alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

12. In case the items supplied by the tenderer are found not up to the specification shall be rejected.

13. The tenderer will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to talking legal actions.
14. The equipment shall be delivered and installed at site at the cost of the tenderer.
15. The offers addressed to **Chairperson, Centre for Women's Studies, Visva-Bharati, Santiniketan- 731235**, MUST be sealed and marked as "Enquiry No. 1/2016, Quotation for Computers etc. Dated 21/07/2016 Due Date 05/08/2016" on the face of the envelope.
16. The offers must be accompanied by the related catalogues, leaflets, information brochures and samples wherever possible. While effort is made to return the samples to the suppliers, the Chairperson cannot accept any responsibility in this respect.
17. No work will be subletted to third party. If found, payment of final bill will not processed and the contractor's name will removed from the enlistment without giving him further notice.
18. 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.
19. Bank Commission where applicable will have to be borne by the supplier.
20. All disputes subject to "Bolpur, Birbhum, W.B. Jurisdiction" only.

Sd/
Chairperson
Centre for Women's Studies
Visva-Bharati