

आचार्य  
डॉ० मनमोहन सिंह  
ACHARYA (CHANCELLOR)  
DR. MANMOHAN SINGH  
उपाचार्य  
सुशान्त दत्तगुप्त  
UPACHARYA (VICE-CHANCELLOR)  
SUSHANTA DATTA GUPTA

विश्वभारती  
VISVA-BHARATI  
(Established by the Parliament of India under  
Visva-Bharati Act XXIX of 1951  
Vide Notification No. : 40-5/50 G.3 Dt. 14 May, 1951)

संस्थापक  
रवीन्द्रनाथ ठाकुर  
FOUNDED BY  
RABINDRANATH TAGORE

शांतिनिकेतन - 731235  
SANTINIKETAN - 731235  
जि.वीरभूम, पश्चिम बंगाल, भारत  
DIST. BIRBHUM, WEST BENGAL, INDIA  
फोन Tel: +91-3463-262 751 to 262 756 (6 lines)  
फैक्स Fax: +91-3463-262 672 / 261 156 / 261 409  
ई-मेल E-mail: visva-bharati@visva-bharati.ac.in  
Website: www.visva-bharati.ac.in

सं./Ref. No. SNP/XII Plan/Purchase/2013-14



दिनांक/Date. 03.02.2014

## FORMAT FOR NOTICE INVITING TENDER / QUOTATION

### ENQUIRY

LAST DATE OF SUBMISSION	14.02.2014
HOURS (I.S.T.)	15.30 Hours

Dear Sir(s),

Please quote your lowest rates for the following items so as to reach to the indentor, department of Santiniketan Press, Visva-Bharati, on 14.02.2014 or before the date and time noted above, Please see terms & conditions as mentioned below, which are essential, the failure in compliance of which may lead to rejection of the quotation.

Sl. No.	Description / Specifications	Quantity
1.	S/w Part. Adobe Indesign Latest ver. (Education Pack)	01
2.	CorelDraw Latest ver. (Education Pack)	01
3.	Photoshop Latest ver. (Education Pack)	01
4.	Antivirus Quick Heal Full Latest Ver. ( 5 users 3 Yrs.)	05
5.	Language Software (Geetanjali/Perfect Type)	04
6.	Quark Express (Educational Pack)	01
7.	H/w Part : UPS 600	08
8.	Microsoft Office (Educational Pack)	01
9.	1.5 ton split Air-Conditioner with installation charge	Rate Per Machine
10.	RISO CZ 180 model colour drum	01

#### Terms & Conditions of Purchase :

1. The offers addressed to the Manager, Visva-Bharati, Santiniketan-731235, MUST be sealed and marked as "Enquiry No.....Dated.....Due Date..... on the face of the envelope.

**The quotation are to be submitted at SANTINIKETAN PRESS, VISVA-BHARATI, SANTINIKETAN-731235**

sd/-  
Manager  
Santiniketan Press

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*
- 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*
- 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*

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 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 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/IT. Pan no. or Registration No. (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 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 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 have Rate Contract with Central or Provincial Government should quote along with a certified 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 is made to return the samples to the suppliers, the HOD/P.L./ 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 HOD/P.L./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.
13. All disputes subject to "Bolpur, Birbhum, W.B. jurisdiction" only.



(Abhijit Sengupta)  
Manager  
Santiniketan Press, VB

**Head of the Department/Principal Investigator/Coordinator/Indenter**