

NOTICE INVITING TENDER
DEPARTMENT OF ZOOLOGY
VISVA-BHARATI

Ref. No. DOZ/Lab/SM/2015

Dated: 16.10.2015

Last date of submission	05/11/2015
Hours (IST)	4.00 pm

1. Sealed tenders are invited from working Govt registered contractors only for the following works. Tenders are to be submitted to **Head of the Department, Department of Zoology, Visva-Bharati, Santiniketan, West Bengal, Pin-731235** by registered post/courier/direct to the Office of the Department of Zoology, Visva-Bharati. All tenders must be submitted within the stipulated time and date. Late tenders will not be entertained.

WORK DETAILS

Tender Ref No.	Description of work	Time for supply of the item	Price to be quoted for
Ref. No. DOZ/Lab/SM/2015 dtd. 16/10/2015	1. One 1.5 T split Air Conditioner, 3 star, with all copper piping. 2. Installation	One month from the date of placing the order	One unit

2. All eligible tenderers are requested to read the instructions of the NIT carefully before submission of the tender. No change of documents, corrections or any typological mistakes will be entertained once the tender is submitted to the Office. Incomplete tenders, tenders without requisite fee, tenders where alternate specification have been stated and rates tendered against them, tenders which are not signed by tenderers 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 tenderers, deviated quantity of an item at the time of execution, without assigning any reason.

4. Following payments to be enclosed by the tender along with the tender application form.

- (i) Each tender must be accompanied by a Demand Draft of Rs. 500/- as the cost of the tender (non-refundable).
- (ii) An EMD of Rs 1000/- has to be submitted as Demand Draft along with the tender document. After completion of the tender process, EMD of unsuccessful bidders will be returned. No interests will be paid to the tenderer towards the EMD deposited.
- (iii) All payments in the form of Demand Draft are to be made in favour of Accounts Officer, Visva-Bharati, and payable at State Bank of India, Santiniketan Branch.
- (iv) Separate Demand Draft has to be made for payments of the tender cost and the EMD.
- (v) Tenders without tender cost or EMD will be rejected.

5. Eligibility of the Tenderer:

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

- (i) The supplier must have the relevant valid documents regarding dealership/agent/distributorship of the item quoted. Copy of such documents must be attached with the bid.
- (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.

6. Submission of more than one bids 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.
7. 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.
8. Submitted tender forms with overwriting or erased will be rejected.
9. 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.
10. Tenderers 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. Tenderes must put his signature on every page of all the tender documents including the Notice Inviting Tender.
11. Conditional offers and offers qualified by vague and indefinite expression will not be considered.
12. The HOD, Department of Zoology, 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.
13. In case the items supplied by the tenderer are found not up to the specification shall be rejected.
14. The tenderer will be intimated to take back the rejected 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 taking legal actions.
15. The equipment shall be delivered and installed at site at the cost of the tenderer.
16. Warranty and service terms must be clearly mentioned.
17. Price should be quoted as per stated in the specifications.
18. The offers addressed to Head of the Department, Department of Zoology, Visva-Bharati, Santiniketan- 731 235, MUST be sealed and marked as “Enquiry No. _____ - Dated _____ Due Date _____” on the face of the envelope.
19. The offers must be accompanied by the related catalogues, leaflets, information brochures and samples wherever possible.
20. No work will be subletted to third party. If found payment of final bill will not be processed and the supplier’s name will removed from the enlistment without giving him further notice.
21. 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.
22. Bank Commission where applicable will have to be borne by the supplier.
23. All disputes subject to “Bolpur, Birbhum,W.B. Jurisdiction” only.

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