

Notice Inviting Tender/Quotations

FROM

The Head

Dept. of Physics

Visva-Bharati, Santiniketan

Pin-731235

Enquiry No.: PH-3/2016 -17/Quot/M.Sc. Elec. Lab

Date: 16.08.2016

ENQUIRY

LAST DATE OF SUBMISSION	30.08.2016
HOURS(I.S.T.)	17.00 hrs

Dear Sir,

Please quote your lowest rates for the following items so as to reach to The Head, Department of Physics, Visva-Bharati, Siksha-Bhavana 731235 W. B. 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/Specifications	Quantity
1	Oscilloscope 20 MHz	Two Units
2	Function Generator 1 MHz	Two Units

Operation of the instruments: 220 VAC compatible.

Terms and Conditions of Purchase

1. The offers addressed to The Head, Department of Physics, Siksha-Bhavana, Institute/Faculty Visva-Bharati, Santiniketan-731235, **MUST be sealed and marked as "Enquiry No. PH-3/2016-17/Quot/M.Sc. Elec. Lab Dated 13.08.2016, Due Date 30.08.2016"** on the face of the envelope.
2. Apart from other applications in respect of the quality, standard, terms etc., the offer should specially the points noted below, in the following order:

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

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 quotation 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 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 Sale Tax:-* State the present rates livable. In case the same is not applicable, mention '*Not Applicable*' and if the prices are inclusive of this sales tax, please write '*Included in Prices*'. ***The S.T./VAT/I.T Pan No. or Registration Number (as the case may be) should invariably by the quoted in the offer, a photo copy of the latest clearance certificate of the above be enclosed with 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 prices*', otherwise please give an approximate charge thereof. If may 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 Rates Contract with Central or Provincial Government should quote along with a certificate 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.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.
13. All disputes subject to "Bolpur, Birbhum, W.B. jurisdiction" only.

The Head, Dept. of Physics

Visva-Bharati