

# VISVA-BHARATI



Memo No. CL/ 2239 /2013-14(15/77H)

Date: March 12, 2014.

## ENQUIRY

LAST DATE OF SUBMISSION	March 21, 2014
HOURS (I.S.T.)	4.30pm

To  
M/S .....  
.....  
.....  
.....

Dear Sir,

You are requested to submit your signed quotation by mentioning VAT, PAN, and other necessary items along with rates and facilities for the **Air Conditioner** items to Dr. V.K.Thomas, University Librarian, Central Library, Visva-Bharati on or before the date and time noted above.

Sl.No.	Specification	Brand	Quantity	Remarks
1.	2.0 TR Split AC	Vesta /LG /Blue Star /Lloyd /Carrier / Voltas and other reputed brand having ISO certification	08	
2.	1.5 TR Split AC		04	
3	1.0 TR Split AC		01	
4	4.3 TR SLIMPACK STANDING AC		06	

**Please quote your individual unit rate for two star, three star and five star. Quotationers are also requested to submit unit rate including installation and commissioning.** All the items as mentioned will be of latest edition/version. Manufacturing Firms are also requested to submit their Proprietary Certificate. Please see terms & conditions as mentioned below, which are mandatory.

### **TERMS AND CONDITIONS:**

1. The offers addressed to Dr. V.K.Thomas, University Librarian, Central Library, Visva-Bharati Visva-Bharati, Santiniketan-731235, **MUST** be sealed and marked as “Enquiry No.CL/ 2239/2013-14/(15/77H) Dated March 12, 2014, Due Date **March 21, 2014** on the face of the envelope”.
2. Payments will be released only after successful installation and satisfactory services of all the items at the Central Library. There is no provision of advance payment.
3. Lowest Bidder will be considered on the basis of the total price of all the items, but not on the basis of the price of the individual items.

4. University will not pay any installation charges and visiting charges for the purpose. Quoted price will be inclusive all and up to successful installation.
5. Necessary documents are to be attached regarding the authorization/dealership, list of institute where you have supplied the items and installed the unit, etc.
6. Quantity may vary at the time of placing final order, subject to availability of fund.
7. 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 (Visva-Bharati has service tax exemption being an educational Institute)
  - (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.

**8. 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 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, mention '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 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.
- 9. University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.
- 10. Suppliers having Rate Contract with Central or Provincial Government should quote along with a certified copy of the current Government Rate Contract.
- 11. 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 and responsibility in this respect.
- 12. All quotations should be net, after showing discounts etc.
- 13. If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without and explanation.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. Bank commission where applicable will have to be borne by the supplier.
- 18. All disputes subject to "Bolpur, Birbhum, W.B, jurisdiction" only.
- 19. It may please be noted that, Wednesday and Sunday is the weekly holiday of the university. However, Library remains open as special services.

(Dr. V.K.Thomas)  
University Librarian  
Central Library, Visva-Bharati  
Santiniketan (Contact No. 03463-262783)

**Sub: FORMAT OF PRICE/QUOTATIONS**

This format is to be made in the respective vendors pad.

Sl. No.	Air Conditioner	Capacity	Star	Brand	Unit Price (in Rs. Including VAT and other Taxes)	Quantity	Total Cost in Rs.
1.	Split AC	2 TR	Two			08	
			Three			08	
			Five			08	
2.	Split AC	1.5 TR	Two			04	
			Three			04	
			Five			04	
3.	Split AC	1.0 TR	Two			01	
			Three			01	
			Five			01	
4.	SLIMPACK STANDING AC	4.3 TR	Two			06	
			Three			06	
			Five			06	

Signature of the authorized personnel with date & Seal