

Prof. Pijush K. Ghosh

Department of Physics
Siksha-Bhavana
Visva-Bharati

TENDER ENQUIRY

Reference Number	PHY/DST-PT/2016-01 dated February 05, 2016
Last date of submission of Tender	February 19, Friday, 2016; Hours(I.S.T.): 5pm
Date of opening of Tender	Within one month from the last date of submission

Sealed quotations are invited from bona fide interested suppliers for quoting the lowest rate for purchase of the following items so as to reach to Prof. Pijush K. Ghosh, Department of Physics, Siksha Bhavana, Visva-Bharati, Santiniketan-731235, W.B. on or before the date and time noted above.

Sl. No.	Item	Dimensions (in mm)	Specifications	Quantity
1	Single glass-door Book-case/Storwel	1981H x 916W x 486D	Steel body, single glass door, 4 or more adjustable racks; preferred color: grey	1
2	Lower Filing Cabinet with provision for seating on top	502H x 900W x 455D	Steel body with 1 drawer & cushion; Preferred color: Bond white body, highlandpine facia and black cushion	1
3	Executive desk with side unit (Left hand side)	Overall: 2100W x 1600D x 765H Desk: 1800W x 795D x 765H Side Unit: 1600W x 500D x 650H	(i) All-wood desk; (ii) Space for CPU, UPS etc. & an additional utility tray (iii) In-built wire management with pre-fitted switches for clutter free desk Preferred color: maple	1
4	Chair	790 W x 790 D x 990-1160 H (adjustable total height); Adjustable Seat Height: 435-535	GREENGUARD compliant material with 100% VOC free powder coating; TILT LIMITER, inbuilt seat depth adjustment, adjustable armrest etc.	1

Quotations should be based on products from nationally reputed companies with appropriate ISO/ISI/GREENGUARD certification. If the tenderer is an authorized dealer/ distributor/reseller, a certificate in this regard should be submitted.

Please see terms & conditions as mentioned in the following pages, which are essential, the failure in compliance with which may lead to rejection of the quotation.

E-mail: pijushkanti.ghosh@visva-bharati.ac.in; **TeleFax(O):** +91 3463 261016

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TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

- 1.(a) **Rate** : The rate quoted must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges. All the charges like Excise Duty, Sales Tax, Freight, Insurance, Handling charges etc. as applicable must be shown separately. The stores are required to be dispatched by passenger train F.O.R. Bolpur or by Road Transport or delivered at this University under the Suppliers' own arrangement, free of additional charges. The risk of damage or loss in transit if any will be that of the suppliers. Manufacturer's price list, Technical leaflet, samples, catalog whenever applicable, should invariably be submitted.
- (i) **Excise Duty**: It may please be noted that the University is exempted from the payment of excise Duty for scientific instruments/equipments for which necessary certificate shall be provided by the University, on request.
- (ii) **Sales Tax / VAT**: Extra as applicable.
- (iii) **Way Bill** : This is issued against Consignment Note in and a copy of Invoice. University does not issue any C or D Form.
- (iv) **EMD** : Earnest Money Deposit be paid by Demand Draft in favor of "Visva-Bharti, Santiniketan" payable at any Nationalized Bank at "Santiniketan". The EMO will be refunded after successful completion and execution of the work/supply. The University reserves the right to withhold or confiscate the EMO in the event of failure to supply the items in part or full, once the Purchase Order is accepted.
- 2.(a) **Consignee** : All stores are to be consigned in the name of Purchase Officer, Visva-Bharati, Santiniketan (West Bengal, Pin: 731235).
- (b) **Disposal of Dispatch Documents** : The Railway Receipt/PWB/Consignment note along with the relevant bill and three priced challan each in triplicate, should be dispatched to Prof. Pijush K. Ghosh, Department of Physics, Visva-Bharati immediately on completion of dispatch. If these documents do not reach Prof. Pijush K. Ghosh, Department of Physics, Visva-Bharati in time all wharfage/demurrage incurred, if any, will be recoverable from the suppliers.
3. **Delivery Period** : The stores are required to be delivered/dispatched within the delivery period mentioned in the order. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilization advance is payable against the Purchase Order. University does not bind itself to accept any ordered material after expiry of delivery period if the same has not been extended on the written request of the supplier before the delivery after expiry of the delivery date.
4. **Quality & Specification of Stores** : The stores offered should be of the best quality available, unless otherwise specified, conforming strictly to the National/International specification. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.
5. **Liquidated of Damages** : If a firm accepts an order and fails to execute the same, in full or part, as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and then failed to execute the order according to stipulation agreed upon.

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6. **Submission of Quotation** : All quotations must be forwarded in sealed cover addressed to the sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry No. and the last date of submission must clearly be subscribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice.
7. **Opening of the Quotation** : Every quotation will be opened at the concerned Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will not be opened in Public or in presence of representative of bidders.
8. **Period of Validity** : A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.
9. **Income Tax Clearance** : Current Income Tax and Sales Tax clearance certificates or returns must be submitted to Prof. Pijush K. Ghosh, Department of Physics, Visva-Bharati, as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN and Photocopy of the PAN card is must.
10. **Payment** : Payment will be made after successful supply by a crossed a/c payee cheque on the S.B.I., Santiniketan, normally within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments will however be made electronically by transfer, for which the supplier must provide their bank account number, bank address/branch details/branch code and IFSC code. Payment is made only on receipt of supply of all ordered materials. No short supply is acceptable unless specifically approved and agreed upon by the competent authority of the university in writing in advance.
11. **Rejection of Offer** : The University reserves the right to ignore or reject any offer including the lowest without assigning any reason. The University does not bind itself to accept the lowest offer.
12. **Dispute** : In case of dispute, the matter shall be settled mutually, failing which the decision of the Vice-Chancellor, Visva-Bharati shall be final and binding on the bidders.

February 05, 2016
Santiniketan

(Pijush K. Ghosh)

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