

NOTICE INVITING TENDER
DEPARTMENT OF ZOOLOGY
VISVA-BHARATI

Ref. No. DOZ/Class(i)/2015

Dated: 19/10/2015

Last date of submission	09/11/2015
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	Price to be quoted for
Ref. No. DOZ/class(i)/2015 Dated: 19/10/2015	Supplying and laying line to line and level vitrified tiles (10mm thickness) of approved make (size not less than 600mm X 600mm) on the floor of classroom set in 20mm thick cement coarse sand mortar 1:4 and jointed with white cement slurry mixed with pigment to match the shade to tiles.	Per square feet

2. All eligible bidders 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 bidders 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 bidders, 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. 4000/- 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 bidder 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 Bidder:

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

- (i) The contractors Registered with the state Govt. and contractor with sufficient experience of doing similar works in the past. A valid registration number must be submitted along with the tender.
 - (ii) The bidder 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 bidder under different names is strictly prohibited. In case it is discovered that this condition is violated, all the tenders submitted by such bidder/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 bidder 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. Bidders 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 bidder giving 15 days notice.
 13. In case the items supplied by the bidder are found not up to the specification shall be rejected.
 14. The bidder will be intimated to take back the 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. All the items shall be delivered and installed at site at the cost of the bidder.
 16. Price should be quoted for square feet (inclusive of all taxes); however, the actual system requirements may be much more.
 17. 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.
 18. The offers must be accompanied by the related catalogues, leaflets, information brochures and samples wherever possible. While effort is made to return the samples to the suppliers, the HOD cannot accept any responsibility in this respect.

19. No work will be subletted to third party. If found payment of final bill will not be processed and the contractor's name will removed from the enlistment without giving him further notice.
20. 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.
21. Bank Commission where applicable will have to be borne by the supplier.
22. All disputes subject to "Bolpur, Birbhum, W.B. Jurisdiction" only.

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