

Department of Biotechnology
VISVA-BHARATI

Ref No. VB-BT/contingency grant/2017-2018/Consumables/01, dated 16-01-2018

LAST DATE OF SUBMISSION	06-02-2018
HOURS (I.S.T)	F.N.

Dear Sir,

Please quote your lowest rates for the following items so as to reach to the **Head, Department of Biotechnology, Siksha Bhavana, Visva-Bharati, Santiniketan- 731235** on or before the date and time noted above. *Please see terms & conditions as mentioned below, which are essential,* the failure in compliance of which may lead to rejection of the quotation.

Plastic-wares, glass-wares and Lab supplies:

Sl. No	Items	Qty
1.	13mm PES Syringe filter, 0.22µm, 75nos/pack	
2.	Battery HPLA04 note book battery 14.8V, 41 Wh, 2580 mAH	
3.	Black Quartz Cuvette fro fluorescence 1ml	1 pair
4.	Tissue paper rolls	30 pcks
5.	A4 paper	5 pcks
6.	Envelopes with backing A4 sized	20 pc
7.	Cellotape different sizes	
8.	Scissors medium	1 pc
9.	Scissors small	1 pc
10.	Aluminium foil	5 rolls
11.	Cling film	2 roll
12.	Notebook, bound, 100 pages, big sized	5 pc
13.	Forceps, blunt end	2 pair
14.	Blotting paper sheets	40 pc
15.	Tray, small	2 pc
16.	HP LaserJet cartridge 12A	1 pc
17.	Microtip 1-10 ul	10 boxes
18.	Microtip 10-100 ul	10 boxes
19.	Microtip 100-1000 ul	10 boxes
20.	Microcentrifuge tubes 0.5 ml	10 boxes
21.	Microcentrifuge tubes 1.5 ml	10 boxes
22.	Microcentrifuge tubes 2 ml	10 boxes
23.	Retort stand PP coating 30x20 side	4 pc
24.	Burette clamp single	4 pc
25.	Parafilm M, 4 X 125	2pc

26.	Cello tape 1 inch	10 pc
27.	Cello tape 2 inch	10 pc
28.	Cello tape dispenser	2 pc
29.	Rubber band (large pack)	2pk
30.	Detergent soap	5 pc
31.	Dettol Liquid hand wash pouch (185ml)	10 pk
32.	Lizol	4 bottle
33.	Laserjet hp printer cartridge 12A, black (Q2612AF)	2pk
34.	Muriatic acid	2 bottle
35.	Sodium hypochloride 4%, 5lit	1
36.	Stapler pin (24/6)	5 pk
37.	Stapler pin (No. 10)	5 pk
38.	Sprayer bottle 500ml	2pc
39.	Tissue roll 125 meters	30pc
40.	Tissue roll 60 meters	30pc
41.	Clean wrap (clean film) 30cm X 30cm	4pc
42.	Cover glass for microscopy, 18mm square	1pk
43.	Gems clip	1 pk
44.	Gloves, non-slip grip, flocklined, 7-7.5	10pc
45.	Glue stick (large)	2 pc
46.	Polythene channel file	10pc
47.	practical glass Slide for microscope, flat, 1.35mm thickness	1pk
48.	Scissor paper cutting (Large)	1 pc
49.	Tray plastic (large)	2pc
50.	Tray plastic (small)	2pc
51.	White Ink Correction Pen	1 pc
52.	4 folder file (polycoated)	5 pc
53.	A4 size envelope with cloth backing	5 pc
54.	A4 size paper	10 rim
55.	Aluminium Foil	5 rolles
56.	Teflon tape	1 pc
57.	Forceps steel 5"	5 pc
58.	Forceps steel 6" blunt	5 pc
59.	Forceps watchmaker No.3	2 pc
60.	Permanent Glass marker, Narrow tip	2 pc

Terms and Conditions of Purchase

The offers addressed to Head, Department of Biotechnology, Siksha Bhavana, Visva Bharati, Santiniketan- 731235, MUST be sealed and marked as Ref No. VB-BT/contingency grant/2017-2018/Consumables/01, dated 16-01-2018, Due Date 06-02-2018.

1. Each quotation must follow the norms bellow:

- 1. Hard copy of the quotation within envelope alone with soft copy with both Microsoft word and PDF format in a CD.**
- 2. Each group of Items should be in different page and quote all the items in each group according to the serial number given in the tender. Each group should be quoted separately.**
- 3. GST must be mentioned and included with the quoted Price for each individual product.**
- 4. Vendors should be careful so that the specified product perfectly matches with their quoted Cat. No.**

Kindly note that the total order value may vary according to the requirement. Vendors will be directed to supply this material in different times within the next one year from the date of advertisement in the same rate in different quantities.

Incomplete or inappropriate quotation will not be entertained.

2. 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 the offer
- ii) Period of Delivery
- iii) Place of Delivery
- iv) GST (and other applicable tax, if any)
- v) Insurance
- vi) Packing and forwarding Charges and Freight
- vii) Other incidental charges. The rates and terms should be noted on F.O.R. / F.O.B. basis or delivery at V.B. site

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 correct. 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 one year.
- 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) GST:* - State the present rates for individual item. In case the same is not applicable, mention “*Not Applicable*” and if the prices are inclusive please write “*Included in the Prices*”. *GST /I.T Pan No. or Registration Number (as the case may be should invariably be quoted in the offer, a photocopy of the latest clearance certificate of the above be enclosed with the offer, failing which the offer will not be considered.*
- v) Insurance:-* If the rates are inclusive of insurance please write “ *Included in the prices* ” otherwise state “*Not included*”. In case local supplier where insurance is not necessary, they may mention “*Does not arise*”.
- vi) 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 this accounts.
- vii) 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 Rate Contract with Central or Provincial Government should quote along with a certified copy of the current Government Rate Contract.

6. The offers must be accompanied by the related catalogues, leaflets, brochures and samples wherever possible. While 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 quotations 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 supplier 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 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.
12. Bank Commission where applicable will have to be borne by the supplier.
13. All disputes subject to "Bolpur, Birbhum,W.B. Jurisdiction" only.

**Head
Dept. of Biotechnology,
Visva-Bharati**