



Ref. No. P & S /L-1/Quotation/03/ 2016-2017

Date: - 23.09.2016.

**ENQUIRY/ NOTICE INVITING TENDERS (NIT)/QUOTATIONS**

<b>LAST DATE OF SUBMISSION</b>	<b>04.10.2016.</b>
<b>HOURS (I.S.T.)</b>	<b>1.30 p.m.</b>

Quotations of rates are invited for supplying the following items so as to reach the Section Officer (Purchase & Stores Section) on or before the date and time noted above. Please see the terms and conditions as mentioned below, which are essential, failure in compliance of which may lead to rejection of the quotation.

Quotations should be sent through courier service or through registered post. However samples of items may also be received by hand. Other details/ information may be available from the Section Officer, Purchase & Stores Section, Central Office, Visva-Bharati, Santiniketan.

SL No.	Item	Specification	Quantity
1.	Colour Sharee	-do-	116 Nos.
2.	Blouse	-do-	116 Nos.

**Terms & Conditions of Purchase:**

1. The offers addressed to the Section Officer (Purchase & Stores), Visva-Bharati, Santiniketan – 731235, **MUST** be sealed and marked with "Enquiry/ NIT No ..... Dated ..... Due date ..... on the face of the envelope.
2. Credentials are required regarding at least 5 years' experience in dealing with the required items. Authorised dealership/ Distributorship certificate (where applicable) should be submitted along with the quotation.
3. Apart from other information 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/ Service Tax
  - (v) Excise Duty
  - (vi) Insurance
  - (vii) Packing and forwarding Charges and Freight
  - (viii) other incidental charges.The rates and terms should on the basis of delivery at Visva-Bharati .
4. University reserves the right to accept/ cancel any of the tender or part thereof without assigning any reason.
5. Suppliers claiming to have Rate Contract with Central or State Government should enclose a certificated 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 will be made to return the samples to the quotationers, the University does not accept any responsibility in this respect.
7. Quotations should be on all inclusive/ net basis, i.e. including all charges and deducting all discount.

8. If the terms of any tender/quotation are vague, incomplete. Contradictory and confusing tenders/ quotations will be rejected without any explanation.
9. The quotationers will be informed of acceptance/ rejection of their quotations in due course. Any interim enquires about offers will not be attended to.
10. Once the offer is accepted and order is placed on the basis of the quoted rates, the suppliers will have to deliver the goods accordingly within the stipulated time, failing which compensation as may be decided by the University on account of non execution of the supply order, shall have to be paid.
11. Liquidated Damages: Visva-Bharati reserves the right to impose liquidated damage for delay in supply at a rate of to be decided by the University.
12. Bank commission where applicable will have to be borne by the supplier.
13. All disputes will be subject to "Bolpur, Birbhum, W.B. jurisdiction" only.

**Specification of cloth for uniform**

1. Colour sharee- A standard bi-colour/ cross checks simple design to be used as Uniform should be available in future (within Rs. 800/-) – tana and poren 100/100.
2. Blouse (Cotton):- (colour matching with the share at items No. 13) – 116 pieces (within Rs. 120/-) only. (Good quality)

Copy to:-

**In-Charge, V.B. Computer Centre, with a request to upload this notice in the University Website.**

Copy forwarded with a request for displaying on the notice board for publicity to:-

1. Chief Manager, State Bank of India, Santiniketan Branch, Santiniketan, Birbhum.
2. Station Master, Bolpur, Railway Station, Bolpur, Birbhum.
3. Sub-Divisional Officer, Prasasonik Bhavan, Bolpur, Birbhum.
4. Post-Master, Santiniketan Post Office, Santiniketan, Birbhum.
5. Registrar's Office Notice Board, Visva-Bharati, Santiniketan.

  
23/9/16  
Section Officer,  
Purchase & Stores Section,  
Visva-Bharati, Santiniketan