

# VISVA-BHARATI



Memo No. CL/143 /2018-19/(15/)

Date: 26 May 2018.

## ENQUIRY

|                         |              |
|-------------------------|--------------|
| LAST DATE OF SUBMISSION | 18 June 2018 |
| HOURS (I.S.T.)          | 3.30pm       |

To

M/S .....  
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Dear Sir,

Vendors / suppliers are invited to submit signed quotation by mentioning GST No. and other necessary documents along with rates and facilities for the following items to Prof. Nirmalya Banerjee, Prof.-in-Charge, University Library, Visva-Bharati on or before the date and time as noted above.

| Name of the Furniture                             | Specification   |
|---|---|
| Double faced open Stack re-painting and Repairing | Double faced open Steel Library Book Rack (including Main and Extension Unit) repainting with primer and synthetic enamel paints. Supplying and painting two coat primer and two coat paints as per our colour choice. Necessary repairing works is to be done including supplying of Book stopper and connector. All books shifting to other racks (temporarily is to be bring by the vendor) and after re-painting re-shifting of the books in the rack as it is. Size of the rack – 2250x900x580 mm with seven adjustable shelve in both the sides.<br>Approximate number of Main Unit – 83 and Extension Unit - 215 |

### Terms and Conditions of Purchase

1. The offers addressed to Prof. Nirmalya Banerjee, Prof.-in-Charge, University Library, Visva-Bharati, Santiniketan-731235, must be sealed and marked as “Memo No.CL/143 /2018-19/(15), Dated 26 May 2018, Due Date **18 June 2018**” on the face of the envelope”.
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 offer
  - (ii) Period of Delivery
  - (iii) Place of Delivery
  - (iv) GSTN as applicable
  - (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.

**ii) 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 **120 days or more than that.**
  - (ii) Time required for the job: State the period during which the vendors will complete the ordered work in full with all wide satisfaction.
  - (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.
3. University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.
  4. 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/Librarian/Indenter cannot accept any responsibility in this respect.
  5. All quotations should be net, after showing discounts, GST, Installation Charges, etc.
  6. If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
  7. 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.
  8. 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.
  10. 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.
  11. Bank commission where applicable will have to be borne by the supplier.
  12. Quantity (83 Main & 215 Extension unit) may vary at the time of placing final work order. **Separate price for Main Unit (83) and Extension Unit (215) should be quoted** with required time to complete the work. On availability of fund actual number of the rack will be decided and the same may vary at the time of placing work order.
  13. University will not pay any opening and re-fittings charges and visiting charges for the purpose. Quoted price will be inclusive all and up to successful deliver/fittings/installation.
  14. Necessary documents are to be attached regarding the authorization/dealership, list of institutes including work order for similar type of work, details about the firm, last two years Income Tax Return, etc.
  15. If require, vendor may visit the Central Library for proper understanding about the physical scope of the work.
  16. Work will be completed within 60 days after the receiving of the Work Order.

17. Price(s) should be included and excluded all i.e. net and should be quote as per the format enclosed herewith.
18. University / Library authority will not take any responsibilities relating to the transportation, Loading, Unloading of the related items in any means. In addition, with this, Suppliers are responsible to deliver the ordered items with their own cost and fix in the Central Library and Sectional Libraries as per the Guidelines provided by the Library Authority.
19. Bill will be recommended for final payment soon after the work will be completed at the Central Library and Sectional Libraries, Visva-Bharati. Partly Bill may be raised on the basis of the satisfactory completion of the 50% of the work.
20. All disputes subject to “Bolpur, Birbhum, W.B, jurisdiction” only.
21. Wednesdays and Thursday are the weekly holidays of Visva-Bharati, However Library is open on Wednesdays and Thursday and vendor may work from 10.00am to 5.00pm.
22. Worker will be allowed to do work on working days from 7.30am to 7.30pm and weekly off-days 10.30am to 4.30pm. on any holiday the workers will not be allowed to do work.
23. **Earnest Money Deposit (EMD):** An amount of Rs. 15,000/- (fifteen thousand) only is to be deposited as **Earnest Money** along with the quotation through Cheque / DD in favour of ‘Accounts Officer’, Visva-Bharati Payable at SBI, Santiniketan Branch.
24. **Performance Bank Guarantee:** On receipts Work Order but before to start work, Lowest Bidder is accountable to pay 10% of the quoted price as Performance Bank Guarantee which will be released after one-year from the completion of the work subject to satisfactory performance and services.
25. **Warranty period:** All the quotationers are liable to note the warranty period of the works they will perform, which will help the authority about the quality of the works and assurance.
26. For any clarification please contact with Dr. N. C. Saha, Deputy Librarian, with the mobile number 9434546031.

Prof.-in-Charge, University Library,  
Central Library, Visva-Bharati, Santiniketan-731235  
Contact No. 9434546031/9932619010