

FORMAT FOR NOTICE INVITING TENDER/QUOTATION EQUIREY

Ref Purchase /01.2015.....

Date 5.1.2015

ENQUIRY

Last date of submission	20.1.2015
Hours (I.S.T)	4 P.M.

To,
Please quote your lowest rates for the following items so as to reach to Head,A.I.H.C&A. Visva-Bharati on or before the date and time noted above,. Please see terms & conditions as mentioned below, which are essential, specially item.

1. The failure & compliance of which may lead to rejection of the quotation.

Sl.No	Description/Specifications,	Quantity
1	Split A.C of 1.5 Ton capacity with rotary compressor, rated power supplier odu/230V/50 Hz/1 ph/400v/50Hz/3ph, Dimension Hitachi Wireless WxHxD(in mm) 1130x280x555, Normal cooling capacity(K CAL/Hr) in (KW); 4500,(5.2,Min.room a flow(mb). m/h); 700,EER(W W.;3.300 min BEE star reeting 4/5 any brand of Carrier, Hitachi/ Cooling/Blue Star/ Sumsung/ Voltas or equivalent.	6 Nos.

1. The offers addressed to,.Head,A.I.H.C&A,Visva-Bharati, Santiniketan 731205,MUST be sealed and marked as Enquiry No.Dated 5.1.2015.....Due Date ...20.1.2015.....on the face of the envelop.

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 | v)Excise duty | viii)Other incidental charges |
| ii) Period of delivery | vi)Insurance | The rates and terms should be |
| iii) Central Sales Tax/VAT | vii)Packing and | noted on F.O.R/F.O.B. basis |
| Service Tax | forwarding | or delivery at V.B.site. |
| | Charges and freight | |

3. Below are the details of the above points:

i)Validity of the offer:- Here please mention the time (From 8.30 a.m.to 4 p.m..)up to which your quotations shall be current . The quotation shall have no right to revise them within the period given here on the plea of fluctuations in the market rate.

ii) Time of delivery; State the period during which the supply will be affected 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) Central Sales Tax: - State the present rates liveable. In case the same is not applicable, mention "Not Applicable" and if the prices are inclusive of this sales tax, please write 'Included in the Prices' [The S.T./VAT/I.T. Pan No. or Registration Number (as the case may be) should invariably be quoted in the offer, a photo copy of the latest clearance certificate of the above be enclosed with the offer, failing which the offer will not be considered.

V) Provincial Sales Tax:- As detailed under (iv) above.

vi) Excise Duty:- As detailed under (iv) above.(VB) can provide Excise Duty exemption certificate wherever applicable).

vii) Insurance:- If the rates are inclusive of insurance, please write 'Included in the prices' otherwise "Not Included". In case local suppliers where insurance is not necessary, they may mention 'Does not arise'.

viii) Packing and forwarding charges:- If these charges are accounted for in the price quoted by you, please mention 'Included in the prices', otherwise please give an approximate charges on these accounts.

ix) 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. Supplies 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 related catalogues, leaflets, brochures and samples wherever possible. While every effort is made to return the samples to the suppliers, the Secretary cannot accept any responsibility in this respect.
7. All quotations should be met, after showing discounts etc and inclusive of all applicable taxes and installation charges and FOB at department.
8. If the terms of the quotation 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 enquires about offers will not be attended to.
10. Once the offer is accepted by the HOD and the order is placed on the basis, the suppliers will have to deliver for loss, if any, on account of non execution of the supply order.
11. EMD of Rs. 5000/- in the form of any Bank Demand Draft drawn in favour of A/C Officer Visva Bharati payable at SBI Santiniketan.
12. A performance security amounting Rs.20000/-will have to be submitted in the form of Bank gurranty/D/D of any bank drawn in favour of A/C Officer Visva - Bharati payable at SBI

Santiniketan. This will be kept with the University till the Warranty period expires. No accrued interest will be paid against this amount.

13. 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.
14. Bank commission where applicable will have to borne by the supplier.
15. .All disputes subject to Bolpur, Birbhum, B.W, Jurisdiction only.
16. Lowest evaluated bid will be accepted.

S. Khettry 5.1.15.
Dr. Sarita Khettry Head of the Department

प्र.प्र.इ.सं. एवं पुरातन्य विभाग
विश्वभारती
V & C H.I. I. H.C. & A.
Department of
Visva-Bharati
मिनिस्ट्रियल ऑफिस
दिस