

# VISVA-BHARATI



Memo No. CL/ 890 /2017-18(15/77I)

Date: 27 February 2018.

## ENQUIRY

LAST DATE OF SUBMISSION	11 March 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 items 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.

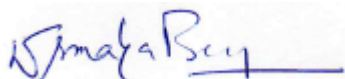
Name of the Furniture	Specification	Brand
PVC Flooring	Providing & fixing PVC flooring (wander floor), 2 mm thick as per our matching with our existing colour for passage, bottom of the book stack and common areas in the main stack. Tentative area 4130 Sq.Ft. in the ground floor only.	ISO certified product (ISO 9001, 14001) will only be used.

### 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/ 890/2017-18/(15/77I), Dated 27 February 2018, Due Date **11 March 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.
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 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 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 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.
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 State 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 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.
  7. All quotations should be net, after showing discounts, VAT, Installation Charges, etc.
  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 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 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.
  11. 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.
  12. Bank commission where applicable will have to be borne by the supplier.
  13. Quantity (approx. 4130 sq. ft.) may vary at the time of placing final work order. **Unit price (sq. foot) should be quoted.**
  14. University will not pay any installation charges and visiting charges for the purpose. Quoted price will be inclusive all and up to successful deliver/fitings/installation.
  15. Necessary documents are to be attached regarding the authorization/dealership, list of institutes where you have supplied the items and installed the unit, etc.
  16. Please submit the picture/pamphlet of the PVC you quote. If require, you may visit our Library.
  17. Work will be completed within ten days after the receiving of the Work Order.
  18. Price(s) should be should be included and excluded all i.e. net and should be quote as per the format enclosed herewith.

19. University / Library authority will not take any responsibilities relating to the transportation, Loading, Unloading of the purchased 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 as per the Guidelines provided by the Library Authority.
20. Bill will be recommended for final payment soon after the delivery will be made in the Central Library, Visva-Bharati as per the Guidelines provided by the Library Authority.
21. All disputes subject to “Bolpur, Birbhum, W.B, jurisdiction” only.
22. Wednesdays and Thursday are the weekly holidays of Visva-Bharati, However Library is open on Wednesdays and Thursday during 10.00am to 5.00pm.
23. Worker will be allowed to do work on working days from 7.30am to 7.30pm and weekly off-days 10.30am to 5.00pm. on any holiday the workers will not be allowed to do work.
24. **Earnest Money Deposit (EMD):** An amount of Rs. 10,000/- (ten 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.
25. **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 service, etc.
26. **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.
27. For any clarification please contact with Dr. N. C. Saha, Deputy Librarian, with the second number (i.e. 9434546031) noted below.



(Prof. N. Banerjee)

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