



Ref. No. ID card Project/Quotation/01/ 2014-2015

Date: - 01.12.2014.

FORMAT FOR NOTICE INVITING TENDER/ QUOTATION EQUIRE

LAST DATE OF SUBMISSION	14.12.2014
HOURS (I.S.T.)	1.30 p.m.

Dear Sir (s),

Please quote your lowest rates for following items so as to reach to Deputy Registrar (Administration), on or before the date and time noted above. Please see terms and conditions as mentioned below, which are essential, specially item, the failure in compliance of which may lead to rejection of the quotation.

SL No.	Item	Specification	Quantity
1.	Plastic Card Printer Machine – dual side printing machine	Single-sided or dual- sided printing module, edge to edge printing, Color dye-sublimation, monochrome thermal transfer, 300 dpi print head (11.8 dots/mm), 16 MB Memory (RAM) Printing Performances :- Single side, Color (YMCKO): 190-210 cards/hour, Monochrome: 600-850 Cards/ hour, Dual side (YMCKO-K):140 cards hour, Card Management and Specifications:- Input hopper capacity : 100 cards (0.76 mm – 30 mil), Output hopper capacity: 1000 cards (0.76mm – 30mil), Reject tray: 30 cards (0.76mm – 30mil), card thickness 0.25 to 1.25 mm (10 to 50 mil), gauge adjustment, Types of cards: All PVC Composite PVC cards, PET, ABS and special varnished cards, Card format ISO CR80-ISO 7810 (53.98mm X 85.60mm)	1 No.

Terms & conditions:

1. The offers addressed to the Section Officer (Purchase & Stores Section), Visva-Bharati, Santiniketan – 731235, **MUST** be sealed and marked with "Notice inviting quotations no..... Dated last date of submission....." 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) Central Sales Tax/ Service Tax/ VAT

(iv) Excise Duty

(v) Insurance

(vii) Other incidental charges

The actual quotation should be on F.O.R. at destination (Visva-Bharati) and on all inclusive basis.

4. The items are required to be supplied at the Purchase & Stores Section, Visva-Bharati unless specifically mentioned otherwise.
5. University reserves the right to accept/ cancel any of the tender or part thereof without assigning any reason.
6. Suppliers having Rate Contract with Central or State Government should quote alongwith a certificated copy of the current Government Rate Contract.
7. 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 Section Officer, Purchase & Stores Section cannot accept any responsibility in this respect.
8. All quotations should be net after showing discount etc. and inclusive of all applicable taxes and charges.
9. If the terms of the quotation are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
10. 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.
11. Once the offer is accepted by and the 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 for loss, if any on account of non execution of the supply order, shall have to be paid.
12. Liquidated Damages: 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.
13. Bank commission where applicable will have to be borne by the supplier.
14. All disputes are subject to "Bolpur, Birbhum, W.B. jurisdiction" only.


Section Officer,
Purchase & Stores Section
Visva-Bharati, Santiniketan.

Copy forwarded to:

1. In-Charge, V.B. Computer Centre, with a request to upload this notice in the University Website.
2. Chief Manager, State Bank of India, Santiniketan Branch, Santiniketan, Birbhum, with a request for display on their notice board for publicity.
3. Station Master, Bolpur, Railway Station, Bolpur, Birbhum, with a request for display on their notice board for publicity.
4. Sub-Divisional Officer, Prasasonik Bhavan, Bolpur, Birbhum, with a request for display on their notice board for publicity.
5. Post-Master, Santiniketan Post Office, Santiniketan, Birbhum, with a request for display on their notice board for publicity.
6. Registrar's Office Notice Board, Visva-Bharati, Santiniketan, with a request for display on their notice board for publicity.