



Ref. No. Purchase & Store/Quotation/02/2016-2017

Date: -04.07.2016.

FORMAT FOR NOTICE INVITING TENDER/ QUOTATION ENQUIRY

LAST DATE OF SUBMISSION	14.07.2016
HOURS (I.S.T.)	1.30 p.m.

Dear Sir (s),

Please quote your lowest rates for following items so as to reach to Section Officer (Purchase & Stores Section), 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.	Photocopier Machine	a) Type: Digital Multifunctional A3 size imaging Copier with built in Network: aser printer, color scanner and Duplex (both side printing 7 Scanning). b) Maximum original size: A3. c) Image server memory : Standard 256 MB RAM; d) Copy speed: 20 ppm B.W. e) Print resolution: 600 x 600 dpi. f) Magnification: 25-400% (in 1 % increment). g) Multiple copiers: 1 to 999 copies. h) Network interface connections: Ethernet (100Base – TX/10Base-T)/USB 2.0 i) Built in scanner – Scan to (color) up to A3. j) Single paper tray with Bypass facility. The Purchase will be made on the basis of By-Back Offer – against the old Photocopier Machine (Cannon - Model No. iR 2022N)	1 No.
2.	Fax Machine	a) Copy speed up to 26 ppm simplex/ 24 ppm for Duplex print/ Copy resolution : 600 x 600 dpi color scan, scan to PC, Multi copy: 99 pages, Memory – 64 MB, Zoom – 25% - 400 % with ADF (Automatic Document Feeder) Fax Compatibility: 33.6 kbps Super G-3 Memory size (Fax): Total 3 MB Address Book: 100 Up to WIN8 Compatible The Purchase will be made on the basis of By-Back Offer – against the old Fax Machine (Panasonic-Model No. KXMB772)	1 No.

Terms & Conditions of Purchase:

- The offers addressed to the Section Officer, Purchase & Stores Section, Visva-Bharati, Santiniketan – 731235, **MUST** be sealed and marked as “Enquiry No Dated Due date on the face of the envelope. Credential for at least 5 years experience in dealing with required items. Authorised dealership/ Distributorship certificate should be submitted along with the quotation. A part from other applications in respect of the quality, standard, terms etc., the offer should specially clarify the points noted below, in the following order:
 - Validity of offer
 - Period of Delivery
 - Place of Delivery
 - Central Sales Tax/ VAT Sales/ Service Tax
 - Excise Duty
 - Insurance
 - Packing and forwarding Charges and Freight
 - Other incidental charges. The rates and terms should be noted of F.O.R./F.O.B basis or delivery at Visva-Bharati site.

2. Below are the details of the above points:

Validity of the offer: - Here please mention the time (From to) up to which your quotations shall be current. The questioner shall have no right to revise them within the period given here on the plea of fluctuations in the market rate. Normally the validity of the offer should be for a specified period of 90 days

Time of Delivery: - State the period during which the supplies will be affected by you in full.

Place of Delivery: - Mention clearly the place of destination, and mode of transit by which the supplies will be affected without any extra charges. The University will prefer F.O.R. Santiniketan Prices in case of outstation supplier, and delivery at our site in case of local supplier.

Central Sales Tax: - State present rates livable. 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 No. (as the case may be) should invariable 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.

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


Excise Duty: - As detailed under (iv) above. (V.B. can provided Excise Duty exemption certificate wherever applicable)

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

Packing and forwarding charges: - If these charges are accounted for in the prices quoted by you, please mention 'Included in the prices', otherwise please give an approximate charge thereof. It may be noted that the University will pay only the actual expenses on these accounts.

Other incidental charges:- Other charges which are not fully accounted for by the replies given above, may be mentioned.

3. University reserves the right to accept/ cancel any of the tender or part thereof without assigning any reason.
4. Supplier has Rate Contract with Central or Provincial Government should quoted alongwith a certificated copy of the current Government Rate Contract.
5. 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 H.O.D./P.I./ Coordinator/Indenter cannot accept any responsibility in this respect.
6. All quotations should be net, after showing discount etc.
7. If the terms of the quotation etc. are vague, incomplete. Contradictory and confusing the offer will be rejected without any explanation.
8. 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.
9. Once the offer is accepted by HOD/P.I./ Coordinator/ Indenter and the order is placed on the basis the suppliers will have to deliver the goods accordingly within the stipulated time or meeting the compensation for loss, if any on account of non execution of the supply order.
10. 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.
11. Bank commission where applicable will have to be borne by the supplier.
12. All disputes subject to "Bolpur, Birbhum, W.B. jurisdiction" only.


Joint-Registrar (Administration)
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. The Deputy Registrar (Accounts), Visva-Bharati, Santiniketan.
3. Chief Manager, State Bank of India, Santiniketan Branch, Santiniketan, Birbhum, with a request for display on their notice board for publicity.
4. Station Master, Bolpur, Railway Station, Bolpur, Birbhum, with a request for display on their notice board for publicity.
5. Sub-Divisional Officer, Prasasonik Bhavan, Bolpur, Birbhum, with a request for display on their notice board for publicity.
6. Post-Master, Santiniketan Post Office, Santiniketan, Birbhum, with a request for display on their notice board for publicity.
7. Registrar's Office Notice Board, Visva-Bharati, Santiniketan, with a request for display on their notice board for publicity.