

**PALLI CHARCHA KENDRA
(DEPARTMENT OF RURAL STUDIES)
VISVA-BHARATI, SRINIKETAN-731236
WEST BENGAL**

Date: 09-01-17

NOTICE INVITING TENDER

Sealed quotations are invited from the authorized wooden furniture manufacturers / suppliers of wooden furniture for supplying and installing wooden class room furnitures (Polish High benches with book shelf and Polish Low benches) for the department of Palli Charcha Kendra (Department of Rural Studies), Visva-Bharati, Sriniketan.

Last Date and Time of Receiving Quotations: 30th January, 2017 at 2.00 PM

Date, Time and Venue of opening Quotations: 30th January, 2017 at 3.00 PM at PCK, V. B. Sriniketan. The bidders may present at the time of opening Quotations.

Address for Submission of Quotations:

**To
The Head,
Palli Charcha Kendra
(Department of Rural Studies)
Visva-Bharati, Sriniketan: 731236**

The Tender Notice has following Sections:

- (a). Annexure – I Technical Specifications of Class Room Furniture
- (b) Annexure – II Terms and Conditions for supplying and Installing Class Room Furniture

Annexure – I

Technical Specifications of Class Room Furniture (Wooden Polish High Benches with Book Shelf and Polish Low Benches)

Sl. No.	Particulars	Quantity	Specifications	Type of Wood Used
1.	Wooden Polish High Benches with Book Shelf	80-90	(a) Length: 5.00 Ft. (b) Breadth of the Top: 16.00 inches (c) Height: 30.00 inches (d) Leg: 2.00 inches x 2.00 inches (e) Side & Back Rail: 7.00 inches x 1.00 inches (f) Foot Rest: 2.00 inches x 1.50 inches (g) Top Thick: 1.00 inches (h) Front Rail: 2 inches x 1.50 inches	Frame of the high benches: Seasons Sal Top of the high bench with bookshelf: Seasons Sonar Jhuri / Murga
2.	Wooden	80-90	(a) Length: 5.00 Ft.	Frame of the

	Polish Low Benches		(b) Breadth of the Top: 12.00 inches (c) Height: 18.00 inches (d) Leg: 2.00 inches x 2.00 inches (e) Rail (Front, Side & Back): 3.00 inches x 1.00 inches (f) Foot Rest: 2.00 inches x 1.50 inches (g) Top Thick: 1.00 inches (h) Lower Rail 2.00 inches x 1.50 inches	Low Benches: Seasons Sal Top of the Low Benches: Seasons Sonar Jhuri / Murga
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Annexure – II

Terms and Conditions for Supplying and Installing Class Room Furniture

1. The supplier must be either itself an authorised wooden furniture manufacturer or authorised vendor of the Manufacturer and must have trade license. **The copy of trade license should be enclosed with the application.**
2. The bidder should have **PAN No. and VAT Registration for dealing with Wooden Furniture items (Manufacturer / Supplier of Wooden Furniture). Copies of the same should be enclosed with the application.**
3. The University reserves the right to accept / cancel any of the bid or part thereof without assigning any reasons.
4. The quotation document in prescribed form, duly completed and signed along **with earnest money, should be submitted in a sealed cover.**
Documents should be submitted to The HOD, Palli Charcha Kendra (Department of Rural Studies), Visva-Bharati, Sriniketan. Incomplete bids shall be summarily rejected.
5. The rates must be quoted in both word and figure. No advance payment will be provided by the University.
6. The bidder should quote their rates in Rupees which shall include all taxes, transportation, installation charges and nothing extra shall be paid on any account.
7. The quotation must be accompanied by Earnest Money Deposit (EMD) of `20,000/- (Rupees Twenty Thousand Only) submitted in the Form of Demand Draft drawn on any Scheduled Bank in favour of “The Accounts Officer, Visva-Bharati, Santiniketan”.
8. The Wooden Furniture Items must be supplied within 20th March, 2017.

9. Penalty

(a) If the tenderer fail to deliver the goods within the period specified in the tender form, the University authority may, at his discretion, allow an extension in time subject to recovery from the tenderer as agreed liquid damages, and not by way of penalty, a sum equal to the percentage of the value of order which the tenderer has failed to supply for period of delay as stated below:-

(i) Delay up to one week	1%
(ii) Delay exceeding one week but not exceeding two weeks	2%
(iii) Delay exceeding two week but not exceeding one months	5%
(iv) Delay exceeding one month.	5% for each month & part thereof subject to maximum 10%

b. In case of failure to supply the goods within the prescribed time and in accordance with the specifications given in the quotations, the University shall be free to cancel the order and make purchases from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the University shall be recovered from the defaulting supplier. The University will be at liberty to recover the loss from the payment of earnest money/or any other pending claims of the supplier without prejudice to its general right to effect recovery from the supplier.

10. All products / material shall carry a warranty of 12 months from the date of installation against any manufacturing defect in the product.

11. In case of any manufacturing defects (including damaged caused by termite) found in the product within 3 years from the date of installation, the same should be repaired/replaced and made good, on the cost of the supplier.

12. The successful bidder shall furnish Performance Security in the form of DD /pay Order/BG/FDR favouring of The Accounts Officer, Visva-Bharati, Santiniketan equal to 5% of Purchase Order value. The Performance Security will cover 60 days beyond the warranty period.

13. The Earnest Money Deposit (EMD) will be refunded to the successful bidder on submission of Performance Security (PS). EMD will not bear any interest.

Head
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