

# VISVA-BHARATI



Memo No. CL/ 898 /2015-16/(15/77H)

Date: March 12, 2016.

## ENQUIRY

LAST DATE OF SUBMISSION	19 March 2016
HOURS (I.S.T.)	12.30pm

To  
M/S .....  
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Dear Sir,

You are requested to submit your signed quotation by mentioning VAT, PAN, Service Tax No. and other necessary items along with rates and facilities for the following items to Dr. V. K. Thomas, University Librarian, Central Library, Visva-Bharati on or before the date and time noted above.

Name of the items	Specification	Quantity	Remarks
Desktop Computer	AIO with Processor – Intel Pentium N-3530/Pentium QC; RAM – 2GB, DDR3; HDD – 500GB; OS – Win 8.1/10 (original and preloaded); Graphics – Int; Monitor – 19.5”LED; Spk – INT; Key+Mice – Wired, C RDR – 4 in 1; Wi Fi enabled; Warranty – at least one year.	08 set	Branded with Global Certification relating to energy consumption and environmental compliance.

### Terms and Conditions of Purchase

- The offers addressed to Dr. V. K. Thomas, University Librarian, Central Library, Visva-Bharati, Santiniketan-731235, must be sealed and marked as “Memo No. CL/...../2015-16/(15/77H), Dated 12 March, 2016, Due Date **19 March 2016**” on the face of the envelope”.
- 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:
  - Validity of offer
  - Period of Delivery
  - Place of Delivery
  - Central Sales Tax/VAT Sales Tax/Service Tax
  - Excise Duty
  - Insurance
  - 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 market rate. Normally the **validity of the offer** should be for a specified period of **90 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.
  - (iv) Central Sales Tax: State the present rates leviable, In case the same is not applicable, mentions '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. (V.B. can provide Excise Duty exemption certificate wherever applicable)
  - (vii) 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'.
  - (viii) 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.
  - (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. 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, Delivery charges, Fitting 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 (around 03) may vary at the time of placing final work / supply order.
14. Wednesdays and Sundays are the weekly holidays of Visva-Bharati, However Library is open on Wednesdays and Sundays during 10.00am to 5.00pm.
15. University will not pay any installation charges and visiting charges for the purpose. Quoted price will be inclusive all and up to successful deliver/fittings/installation.
16. Necessary documents are to be attached regarding the authorization/dealership, list of institute where you have supplied the items and installed the unit, etc.
17. Price(s) should be should be included and excluded all i.e. net and should be quote as per the format enclosed herewith.
18. Please submit the picture/pamphlet of the item you quote. If require, you may visit our Library.
19. Order will be supplied within seven days after the receiving of the Work Order.
20. 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 at their own cost and risk in the Central Library, twelve Sectional Libraries and different Departments of Santiniketan and Sriniketan as per the Guidelines provided by the Library Authority.
21. Bill will be recommend for final payment soon after the delivery as well as successful installation in the Central Library and Twelve Sectional Libraries of Santiniketan and Sriniketan as per the guidelines provided by the Library Authority.
22. All disputes subject to "Bolpur, Birbhum, W.B, jurisdiction" only.

(Dr. V. K. Thomas)  
University Librarian, Central Library  
Visva-Bharati, Santiniketan-731235  
Contact No. 9433275759/9434546031

**Sub: FORMAT OF PRICE/QUOTATIONS**

This format is to be made in the respective vendors pad.

<b>Required Specification</b>	<b>Brand and added features, if any</b>	<b>Unit Price (Rs.)</b>	<b>Total Price (Rs.) for 08</b>
<b>Desktop Computer</b> - AIO with Processor – Intel Pentium N-3530/Pentium QC; RAM – 2GB, DDR3; HDD – 500GB; OS – Win 8.1/10 (original and preloaded); Graphics – Int; Monitor – 19.5”LED; Spk – INT; Key+Mice – Wired, C RDR – 4 in 1; Wi Fi enabled; Warranty – at least one year.			

Signature of the authorized personnel with date & Seal