



**VISVA-BHARATI
SANTINIKETAN**

NOTICE INVITING QUOTATIONS

Memo No. P & S/L-1/Quotation/04/2016-2017

Date: - 20.08.2016.

Sub: - Stitching of Uniforms for MTS and other employees of the University

Quotations are invited from bonafide and resourceful tailor for complete stitching charges (i.e. interlock stitching including buttons, pockets, (including back pockets; tick pockets and belt strap) YKK janani chain, lining etc.) for under-mentioned uniform (made of terry-cotton) at an early date but not later than 22th December 2016.

About 322 pieces of pants and 322 pieces of shirts are to be stitched. Back pockets of Pants should be made of the same terry cotton cloth. The quantity of pants as well as shirts may, however, vary according to exact requirement at that time.

One pants and one shirt constitute one set

<u>Particulars of Uniform</u>	<u>Approximate Quantity</u>
1) Khaki Full pants & Full Shirt For Security Staff (With specific types and design)	48 sets (without monogram)
2) Full Pant & Full Shirt(white) for MTS and other employees of the University (Health & Sanitation and CTC employees)	26 sets (with monogram)
3) Full Pant & Full Shirt (Royal Blue and Sky Blue) for MTS and other employees of the University (Peon and others)	152 sets (with monogram)
4) Full Pant & Full Shirt (Dark Brown and Cream) for MTS and other employees of the University (Physical Education, Engineering and Garden and others)	79 sets (with monogram)
5) Full Pant & Full Shirt (Bottle Green) for MTS and other employees of the University (Press and Rabindra-Bhavana)	17 sets (with monogram)

Note:

1. The required cloth will be supplied from Central Purchase & Stores Section, Visva-Bharati on a requisition form the tailor as per measurements to be taken by them on personal inspection.
2. Cloth used for lining and pockets etc. should be of the same colour as that of the cloth of pants/ shirts and it should be used with the prior approval of competent authority.
3. Garments should be made strictly according to individual measurements to be taken by the tailors at his own cost from different offices at Santiniketan and Sriniketan.
4. A copy of the measurement and quantity of cloth required should be sent to Central Purchase and Stores Section, Visva-Bharati soon after the measurements are taken.

5. Visva-Bharati monogram should be embossed (embroidery) in different colour on the top of the 'Chest Pocket' of each shirt (except Khaki full shirt for Security Staff only) as per design.
6. Deliver should be free of cost at the office of the undersigned.
7. An amount of **Rs.1500/-** (one thousand five hundred only) is to be deposited as earnest money to Cash Section, Visva-Bharati and the receipt thereof to be sent alongwith the quotation (cash hours of Visva-Bharati is from 10-30 A.M. to 1.30 P.M. on weekdays except Wednesday and Sunday)
8. Uniform should be stitched with good quality of thread (Madura Coasts) after proper washing in order to prevent shrinkage.
9. The Administration will not be liable to bear any loss or damage caused by theft or otherwise while the cloth (stitched or not) is in your possession.
10. The tailors are responsible for any kind of making defects of the garments. 2% security money will be deducted from the running/ final bill of the tailor which may be refunded alongwith the earnest money after six months of completion of work to the satisfaction of the Administration.
11. Acceptance of the lowest quotation is not obligatory and Visva-Bharati reserves the right to reject any or all quotations received with assigning any reason. Decision of the authority will be final and binding in all respects.
12. Delivery of stitched materials to be made within 22nd December 2016 from the date of issue of work order. In case of failure to supply the same within the stipulated time period, a penalty of 2% on the outstanding work will be recovered from the concerned tailors.
13. **Quotation should be sent in sealed cover and superscripted on the envelope as "Quotation for Stitching".**

N.B. Before quoting the rate please notice:-

1. Sealed quotation should be sent by Registrar Post/ Courier Service to the Section Officer, Purchase & Stores Section on or before 5th September 2016.
 2. Sales Tax, Income Tax, Trade License No. etc. should be mentioned in the quotation letter and the documents should be attached alongwith the quotation. Quotation will not be accepted without copies of Sales tax, Income tax, Trade license No. with the quotation.
 3. The reference No. of our quotation form should be written on the left corner of envelop. **"Quotation for stitching of Uniforms for Purchase & Stores Section, Visva-Bharati, Santiniketan"** shall be written on the cover of envelope.
- C. Copy forwarded for information with a request for displaying on the notice board for wide publicity:-
1. In-Charge, Visva-Bharati Computer Centre, with a request to upload this notice in the Website.
 2. The Joint-Registrar (Administration), Visva-Bharati, Santiniketan.
 3. The Branch Manager, State Bank of India, Santiniketan.
 4. The Station Master, Bolpur Railway Station.
 5. The Sub-Divisional Officer, Bolpur.
 6. The Post-Master, Santiniketan Post Office.
 7. The Registrar's Office Notice Board.



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