

ACHARYA  
MANMOHAN SINGH  
UPACHARYA

DR. SUSHANTA DUTTAGUPTA

**VISVA-BHARATI**  
FOUNDED BY  
RABINDRANATH TAGORE



SANTINIKETAN - 731 235  
WEST BENGAL, INDIA.  
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Ref. No. KB/F-61/18-2011-15/711 (THE INSTITUTE OF FINE ARTS & CRAFTS)

Date: 08.03.15

**FORMAT FOR NOTICE INVITING TENDER / QUOTATION**

**ENQUIRY**

Sealed quotation are invited from bonafied interested suppliers for quoting the lowest rate (inclusive of all taxes, charges including delivery charges, fees, levies, cost of transportation, installation, training etc) for purchase of the following items so as to reach the Adhyaksha, Kala Bhavana, Visva-Bharati, P.O. Santiniketan – 731235, Dist. Birbhum, West Bengal on or before the date and time noted below.

LAST DATE & TIME OF SUBMISSION	16-03-2015 UPTO 1:00 P.M. IST
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**Annexed- A**

Sl No.	Item	Specification	Quantity
1.	Desktop PC	Intel PDC G3220 (4 <sup>th</sup> Generation) 3M Cache, 3.0 GHz 2GB Single Channel DDR3 1600MHz (2GBx1) Up to 500GB SATA hard drive (7200RPM) Intel® HD Integrated Graphics 20 Monitor 19.5 Display Area Wired Multimedia Keyboard & Mouse 10/100/1000 Gigabit LAN Wireless Card On Board Small Form Factor (SFF) Front USB Port Minimum 02 Back panel USB port Minimum 04 Integrated 8-in-1 Media Card Reader OS: Ubuntu Linux 12.04 SP1 Minimum 1 Year Warranty	02

प्रोफेसर शिशिर साहना  
Prof. Sisir Sahana  
अध्यक्ष  
Principal  
कला-भवना  
Kala-Bhavana  
विश्वभारती, सन्तिकेतन  
Visva-Bharati, Santiniketan  
पिन-731235  
Pin-731235

2	Desktop PC	Intel Core i3-4130 Processor (4th Generation) 3M Cache 3.2 GHz or Higher 4GB Single Channel DDR3 1600MHz Up to 500GB SATA hard drive (7200RPM) Intel® HD Integrated Graphics 20 Monitor 19.5 Display Area Wired Multimedia Keyboard & Mouse 10/100/1000 Gigabit LAN Wireless Card On Board Small Form Factor (SFF) Front USB Port Minimum 02 Back panel USB port Minimum 04 Integrated 8-in-1 Media Card Reader OS: Windows 8.1 Minimum 1 Year Warranty	01
3	UPS	600 VA output power at 230V, 50 Hz, 2 Years repair or replacement warranty	03

Terms & Condition of purchase:

1. The offers addressed to the Principal, Kala Bhavana, Visva-Bharati, Santiniketan- 731 235, Must be sealed and marked as **Enquiry No. 1 Dated 09.03.2015**

**Due Date 16.03.2015 on the face of the**

2. 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:

i) *Validity of offer*                      ii) *Period of Delivery*                      iii) *place of Delivery*  
iv) *Central Sales Tax/VAT Sales Tax/Service Tax*                      v) *Excise Duty*  
vi) *Insurance*                      vii) *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 marker rate. Normally the validity of the offer should be for a specified period of 90 days.
- 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 charges. The University will prefer F.O.R. Santiniketan prices in case of outstation suppliers, and delivery at our site in case of local suppliers.

  
8/3/15  
प्रोफेसर शिखर साहा  
Prof. Sisir Saha  
अध्यक्ष  
Principal  
कला-भवन  
Kala-Bhavana  
विश्वभारती, सान्तिनिकेतन  
Visva-Bharati, Santiniketan  
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- iv) **Central Sales Tax :-** State present rates leviable. 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 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 have Rate Contract with Central or Provincial Government should quote along with a certified copy of the current Government Rate Contract.

 8/3/15

प्रोफेसर शिशिर साहाना  
Prof. Shisir Sahana  
अध्यक्ष  
Principal  
कला-मण्डल  
Kala-Chavanna  
विश्वनाथरी, राविकुंज  
Visva-Chavatti, Savikunj  
पिन-७३१२०५  
Pin-731205