

**VISVA-BHARATI  
SANTINIKETAN**



**NOTICE INVITING TENDERS/ QUOTATIONS**

Ref. No.: XII Plan GDA (Non-Recurring) Infrastructure/Quotation/06/2016-2017

Date: -18.03.2017.

LAST DATE OF SUBMISSION	25.03.2017
HOURS (I.S.T.)	5:00 p.m.

Tenders / quotations are invited from original manufacturers and / or authorised dealers of **reputed brands** for supply and installation of the following items, so as to reach the Section Officer (Purchase & Stores Section) on or before the date and time noted above. Please see the terms and conditions as mentioned below, which are essential, failure in compliance of which may lead to rejection of quotation (s).

SL No.	Description	Quantity
1.	<b>Photocopier Machine</b> Paper size –A-3, Minimum speed per minute in A-4 size – 20 CPM, Memory (RAM) - 256 MB, Tray capacity – 250 nos., should have Mandatory BIS Registration. Onsite warranty of minimum one year	1 No.

**Terms & Conditions of Purchase:**

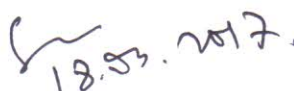
1. Tenders/ Quotations addressed to the Section Officer (Purchase & Stores Section) Santiniketan – 731235, **MUST** be sealed and marked with “Ref. No. .... Dated ..... Last date of submission .....” on the face of the envelope.
2. Credential for at least 5 years’ experience in dealing with the items to be purchased, Certificates of authorised dealership/ distributorship are to be submitted along with the tenders / quotations.
3. Apart from information in respect of quality, standard, terms etc., the tenders / quotations should specially clarify the points noted below, in the following order:
  - i) Validity of the tender or quotation
  - ii) Period of Delivery
  - iii) Registration details for Central Sales Tax/ VAT/ Service Tax

**Notwithstanding anything at above, the tenders / quotations and terms thereof should be all inclusive and on the basis of delivery at Visva-Bharati, Santiniketan, as per SL No. 7 mentioned hereinafter.**

4. The University reserves the right to cancel the tender procedure at its discretion.


5. Tenderers / quotationers claiming to have Rate Contract with Central or State Government(s), should enclose certified copies of relevant current Government Rate Contracts.
6. The tenders / quotations must include related catalogues / brochures / literature of the products for which the tenders / quotations are to be submitted.
7. **Quotations should be on all inclusive basis, i.e. including all taxes and charges including that for delivery at Visva-Bharati, Santiniketan.**
8. If the terms of any tender/ quotation are vague and/or incomplete and/or contradictory and/or confusing, the concerned tender / quotation will be rejected without any explanation.
9. The tenderers / quotationers will be informed of acceptance / rejection of their quotations in due course. Any interim enquires about offers will not be attended to.
10. Once a tender/quotation is accepted and order is placed on the basis of the quoted rates, the concerned supplier will have to deliver the goods accordingly within the time stipulated in the order, failing which compensation as may be decided by the University on account of non execution of the supply order, shall have to be paid.
11. Liquidated Damages: Visva-Bharati reserves the right to impose liquidated damage for delay in supply at a rate as to be decided by the University.
12. Bank commission where applicable will have to be borne by the supplier.
13. All disputes will be subject to " Bolpur, Birbhum, W.B. jurisdiction" only.
14. **Quantities to be purchased in respect of each item as mentioned in this NIT are indicative only and may vary at the time of purchase.**

  
 18.03.2017.  
 Joint-Registrar (Administration),  
 Visva-Bharati, Santiniketan



Copy forwarded to:

1. The Registrar, Visva-Bharati.
2. The Joint Registrar (Development), Visva-Bharati.
3. The Accounts Officer, Visva-Bharati, Santiniketan.
4. **In-Charge, V.B. Computer Centre, with a request to upload this notice in the University Website.**
5. Chief Manager, State Bank of India, Santiniketan Branch, Santiniketan, Birbhum, with a request for display on their notice board for publicity.
6. Station Master, Bolpur, Railway Station, Bolpur, Birbhum, with a request for display on their notice board for publicity.
7. Sub-Divisional Officer, Prasasonik Bhavan, Bolpur, Birbhum, with a request for display on their notice board for publicity.
8. Post-Master, Santiniketan Post Office, Santiniketan, Birbhum, with a request for display on their notice board for publicity.
9. Registrar's Office Notice Board, Visva-Bharati, Santiniketan, with a request for display on their notice board for publicity.