

VISVA-BHARATI
Department of Chinese Language & Culture
(Cheena-Bhavana)

ACHARYA
SHRI NARENDRA MODI

UPACHARYA
PROF. SWAPAN KUMAR DATTA

FOUNDED BY
RABINDRANATH TAGORE



SANTINIKETAN 731 235

WEST BENGAL, INDIA

Tel: +91 3463 262 751... 756 (6 lines)

Fax : +91 3463 262 728; 262 672

Ref. No. : CB/132 /Purchase/2016-17

Dated: 22.12.2016

INVITING TENDER/ QUOTATION
ENQUIRY

LAST DATE OF SUBMISSION	06.01.2017
HOURS(LST.)	04.30 pm
OPENING OF TENDER	07.01.2017 at 11.30AM

Quotations of rates invited for supplying the following items so as to reach the **Head of the Department of Chinese Language & Culture, (Cheena-Bhavana), Bhasha-Bhavana, Visva-Bharati , P.O- Santiniketan, Dist- Birbhum, Pin-731235** on or before the date and time noted above, Please see terms & conditions as mentioned below, which are essential, failure in compliance of which may lead to rejection of the quotation.

Quotations should be sent through courier service or through registered post. However samples of items may also be received by hand. Other details/ information may be available from the Head of the Department of Chinese Language & Culture, (Cheena-Bhavana), Bhasha-Bhavana, Visva-Bharati , P.O- Santiniketan, Dist- Birbhum, Pin-731235.

Sl. NO.	Name of the Furniture	Specification	Brand
1.	Double sided steel book rack base unit	SIZE- 1850HX900WX600D	Reputed Brand having ISO certification
2.	Double sided steel book rack add on unit	SIZE- 1850HX900WX600D	Reputed Brand having ISO certification
3.	Stand for Double sided for steel unit	SIZE- 125HX900WX600D	Reputed Brand having ISO certification
4.	Training class room Chair	Leatherite cushion with full Desklet & Paper Tray, Teak colour Desklet	Reputed Brand having ISO certification

Sample Picture for Double sided steel book rack



Terms and Conditions of Purchase :

1. The quotation must be accompanied by Tender Fee of Rs. 500/- in the form of Demand Draft and Earnest Money Deposit (EMD) of `20,000/- (Rupees Twenty Thousand Only) submitted also in the Form of Demand Draft both drafts should be issued in on any Scheduled Bank in favour of "The Accounts Officer, Visva-Bharati, Santiniketan" payable at Santiniketan.
2. The offers addressed to **Dr. Avijit Banerjee, Head, Department of Chinese Language & Culture(Cheena-Bhavana), Bhasha-Bhavana, Visva-Bharati, Dist- Birbhum, P.O- Santiniketan, Pin- 731235,** MUST be sealed and marked as "Enquiry No.Dated:.....Due Date.....on the face of the envelope.
3. 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 quotation shall be current. The questioner 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 Deliver*'- 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.
 - iv. *Central Sales Tax,* '- State the present rates livable. 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 Number (as the case may be) should invariably be quoted in the offer, a photo copy of the later 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 Provincial 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** / Indenter cannot accept any responsibility in this respect.
7. All quotations should be net, after showing discounts 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 favor and any interim enquires 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 within 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. All disputes subject to "Bolpur, Birbhum, W.B. jurisdiction" only.
14. Bidders or their authorized representative may be present at the time of opening of tenders.
15. Performance bank guarantee equivalent to 10% of the awarded value covering a period of 60 days beyond the warranty period is to be submitted on placement of order.

Avijit Banerjee 22/12/11
(Dr. Avijit Banerjee)

Head of the Department of
Chinese Language & Culture,

Visva-Bharati
विभागाध्यक्ष / Head

चीना भवन / Cheena-Bhavana

विश्वभारती / Visva-Bharati

शान्तिनिकेतन / Santiniketan

