

NOTICE INVITING TENDER

DEPARTMENT OF ZOOLOGY VISVA-BHARATI

TENDER FOR REPAIRING AND SERVICING (R&S) WORK

Ref. No. DOZ/CAS-Con(R&S)/2016

Dated: 12.02.2016

Last date of submission	03/03/2016
Hours (IST)	4.00 pm

1. Sealed tenders are invited for the following works stated below. Tenders are to be submitted to **Head of the Department, Department of Zoology, Visva-Bharati, Santiniketan, West Bengal, Pin-731235** by registered post/courier/direct to the Office of the Department of Zoology, Visva-Bharati. All tenders must be submitted within the stipulated time and date. Late tenders will not be entertained.

WORK DETAILS

Tender No.	Ref	Description of work	Time for completion of the work	Price to be quoted for
Ref. No. DOZ/CAS-Con(R&S)/2016 Dated: 08.02.2016		(i) Repair and Servicing of students microscopes (ii) Repair and Servicing of microtome (Manual)	20 days	Per unit basis

2. All eligible bidders are requested to read the instructions of the NIT carefully before submission of the tender. No change of documents, corrections or any typological mistakes will be entertained once the tender is submitted to the Office. Incomplete tenders, tenders without requisite fee, tenders where alternate specification have been stated and rates tendered against them, tenders which are not signed by bidders at appropriate places in schedule of work shall be rejected without assigning any reason.
3. The institute reserves its right to accept lowest or any tenders, reject any or all tenders, enter into negotiation with any or with a group of bidders, deviated quantity of an item at the time of execution, if needed to maintain cost effectiveness and quality jobs for the purpose.
4. Payments will be made for those items turned into workable conditions only. A separate list of spare parts, if necessary, must be submitted to the Head, Department of Zoology, Visva-Bharati within 7 days of the receipt of the Order. If any item is found beyond repairable, a certificate must be provided by service provider stating that the item/s are damaged and unusable at all. Payments will also be made to such damaged and unusable items. However, service provider must declare that, if an item declared damaged and unusable is turned into workable condition within 6 months of declaration, the payments made for such item will be refunded to the institute.
5. Following payments to be enclosed by the tender along with the tender application form.
 - (i) Each tender must be accompanied by a Demand Draft of Rs. 500/- as the cost of the tender (non-refundable).

(ii) All payments in the form of Demand Draft are to be made in favour of Accounts Officer, Visva-Bharati, and payable at State Bank of India, Santiniketan Branch.

(v) Tenders without tender cost will be rejected.

6. Eligibility of the Bidder:

Those who fulfill the following criteria are eligible to participate in the tendering process.

(i) The bidders Registered with the state Govt. for such services and with sufficient experience of doing similar works in the past three years in Government organization are eligible. Documentary proof of must be enclosed. A valid registration number must be submitted along with the tender.

(ii) The bidder must have cleared relevant tax payments up to date. One copy relating to latest tax Clearance Certificate and one copy of PAN Number must be enclosed along with the Tender documents.

7. The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable.

8. Submitted tender forms with overwriting or erased will be rejected.

9. Request from bidder in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid will not be considered. However, negotiation may be made before finalization.

10. Bidders shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof. For this, bidders must put his signature on every page of all the tender documents including the Notice Inviting Tender.

11. Conditional offers and offers qualified by vague and indefinite expression will not be considered.

12. The HOD, Department of Zoology, Visva-Bharati reserves all right to place the order to alternative sources at the risk and cost of the successful bidder giving 15 days notice.

13. In case the items supplied by the bidder are found not up to the specification shall be rejected.

14. The bidder will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days.

15. The service shall be offered at site at the cost of the bidder.

16. Price should be quoted on unit basis.

17. The offers addressed to Head of the Department, Department of Zoology, Visva-Bharati, Santiniketan- 731 235, MUST be sealed and marked as "Enquiry No. _____ - ___Dated_____Due Date_____" on the face of the envelope.

18. The offers must be accompanied by the related catalogues, leaflets, information brochures on similar jobs wherever possible.

19. No work will be subletted to third party. If found, payment of final bill will not be processed and the bidders name will removed from the enlistment without giving him further notice.

20. Liquidated Damage:-Visva-Bharati deserves 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.

21. Bank Commission where applicable will have to be borne by the supplier.

22. All disputes subject to “Bolpur, Birbhum, W.B. Jurisdiction” only.

Prof. S. Ray
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Visva-Bharati
Santiniketan