

**ENQUIRY**

<b>LAST DATE OF SUBMISSION</b>	10/05/2018
<b>HOURS (I.S.T)</b>	A.N.

To,

Dear Sirs,

Please quote your lowest rates for the following item so as to reach to **Dr. Narottam Dey, Department of Biotechnology, Siksha Bhavana, Visva Bharati, Santiniketan- 731235** on or before the date and time noted above. *Please see terms & conditions as mentioned below, which are essential, specially item 1,* the failure in compliance of which may lead to rejection of the quotation.

SL. No.	Description / Specifications	Quantity
1.	Metaphore agarose	100 gm, 250 gm
2.	Tris Free Base for Molecular Biology	500 gm., 1000 gm
3.	Midi vertical gel apparatus system (gel plate size, 19X18 cm ) <u>With casting system and without power pack</u>	One set
4.	Amylose from Potato	250 mg.
5.	Total starch assay kit (from cereals)	50 reaction

**Terms and Conditions of Purchase**

1. The offers addressed to **Dr. Narottam Dey, Department of Biotechnology, Visva Bharati, Santiniketan- 731235**, MUST be sealed and marked as "Enquiry No. DBT/DRDO/N.DEY-1/2018 dated 10/04/2018 Due Date 10/05/2018" on the face of the envelope.

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 the offer
- ii) Period of Delivery
- iii) Place of Delivery
- iv) GST
- 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 10/04/2018 Due Date 10/05/2018) up to which your quotations shall be correct. 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.

iv) *Central Sales Tax*: - State the 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 Number (as the case may be should invariably be quoted in the offer, a photocopy of the latest clearance certificate of the above be enclosed with the offer, failing which the offer will not be considered.

v) *Provisional Sales Tax*: - As detailed under (iv) above.

vi) *Excise Duty*: - As detailed under (iv) above (V.B. can provide Excise Duty exemption certificate whenever applicable).

vii) *Insurance*: - If the rates are inclusive of insurance please write "Included in the prices" otherwise state "Not included". In case local supplier 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 this 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 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 quotations 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 favour and any interim enquiries 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 supplier 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 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.
12. Bank Commission where applicable will have to be borne by the supplier.
13. All disputes subject to "Bolpur, Birbhum, W.B. Jurisdiction" only.

*Narottam Dey*  
10/04/2018  
(Dr. Narottam Dey)  
Department of Biotechnology  
Visva Bharati  
Santiniketan-731 235

**Dr. Narottam Dey**  
Assistant Professor  
Department of Biotechnology  
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