



DEPARTMENT OF SOCIAL WORK

VISVA-BHARATI
SRINIKETAN

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Ref. No. VB-SW/T-1/1141/2015 -16

Dated: 08/03/2016

FORMAT FOR NOTICE INVITING TENDER/QUOTATION

ENQUIRY

LAST DATE OF SUBMISSION	22/02/2016
HOURS(I.S.T.)	3:00 P.M
EXTENDED DATE OF SUBMISSION	15/03/2016
HOURS(I.S.T.)	3:00 P.M

To,

Dear Sir(s),

Sealed tenders are invited on behalf of the Head, Department of Social Work, Visva-Bharati, Sriniketan, on or before the date and time noted above, for **Annual Service Contract for Field Work Vehicles.**

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.

Terms & Conditions of Purchase:

The interested / reputed parties may send their sealed quotations by post on proper letter head with complete address and marked with captions "Quotation for ASC for Annual Service Contract for Field Work Vehicles", to Head, Department of Social Work, Visva-Bharati, P.O. - Sriniketan, Dist. – Birbhum, PIN– 731236.

- 1) Parties has to enclose the following documents with the proposal:
 - (a) Terms and conditions details.
 - (b) Copy of PAN Card.
 - (c) Copy of Commercial Vehicle Registrations of vehicles.
 - (d) Copy of previous year Income TAX, Road TAX.
 - (e) Copy of valid Insurance.
 - (f) Copy of vehicle's fit certificate.
 - (g) Copy of this Enquire Letter.

- 2) The quotations / tenders will be opened in chamber of Head, Department of Social Work, Visva-Bharati, Sriniketan at **15:00 hours on** _____ in the presence of members of purchase committee.
- 3) The following rates required for **Maruti Swift/ Mahindra Scorpio/ Mahindra Xylo/ Mahindra Bolero** :
 - a. Hourly wise - Rs. / Hr.
 - b. Kilometer wise - Rs. / Km.
 - c. Trip wise (pickup and drop) - Rs. / Trip
- 4) The quotations shall be kept open for acceptance for 90 days from the date of opening the quotations.
- 5) The firm / contractor / vendor should have minimum three years of similar work experience in handling Government contracts of the similar nature and size.
- 6) Payment of the work done and services rendered will be made to the contractor on monthly basis i.e. immediately after expiry of each month.
- 7) The successful firm / contractor / vendor will be required to do the work for a period of one year from the date of awarding contract. This office shall, however, reserve the right to terminate the contract at anytime without assigning any reason.
- 8) The job will be entrusted on the basis of all inclusive rates contract on “Field Work Days (as per Department academic calendar)” and “As when as required” basis.
- 9) Within the contract period if firm / contractor / vendor failure to provide vehicles as per agreement / approval, may entitle proportionate deduction in the bill in respect of the total period as well as terms mentioned in clause-11.
- 10) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/ party at the risk expenses of the defaulting contractor. This office can terminate the contract summarily anytime if the work of the contractor is found unsatisfactory.
- 11) Penalty Clause: - The non compliance / non attendance for the service a penalty charges will applied as per advised competent authority.
- 12) A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm, in full.
- 13) University reserves the right to accept / cancel any of the tender or part there or cancel the procurement process of without assigning any reason.
- 14) Suppliers have Rate Contract with Central or Provincial Government should quote along with a certified copy of the current Government Rate Contract.
- 15) All quotations should be net, after showing discounts etc.

- 16) If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
- 17) The suppliers will be informed of the decision in due course in case of decision in their favor and any interim enquiries about offers will not be attended to.
- 18) Once the offer is accepted by HOD and the order is placed on the basis, the firm / contractor / vendor will have to deliver the service accordingly within the stipulated time, or meeting the compensation for loss, if any, on account of non execution of the supply order.
- 19) All disputes subject to “Bolpur, Birbhum, and W.B. jurisdiction” only.



Head
Department of Social Work
PSV, Sriniketan

Circulated through:

- Department Notice Board.
- Principal Office Notice Board.
- Central Office Notice Board.
- <http://www.visvabharati.ac.in/Tender.html>

Copy to:

- Office file