

**Visva-Bharati
Estate Office
Tender Notice**

Memo no.: -Estate.Auction.328.15-16

Dated:- 17th October, 2015

Sealed tenders in prescribed forms are invited from interested bidders for disposal of damaged & unserviceable scrap wood, wooden furniture, light steel furniture, electrical & laboratory equipments, computer & peripherals and miscellaneous items **in a single lot** stored at temporary go-downs of Estate Office and elsewhere, at Visva Bharati, Santiniketan Pin-731235, on **as is where is basis**.

Eligibility criteria, cost of tender form, Bid Security Deposit, date of inspection, submission of tenders etc are given below:

| Eligibility Criteria | Cost of tender form (Rs.) | Bid Security Deposit (in Rs.) | Date of inspection of go-down & submission of tenders | Date of opening of tender |
|--|---------------------------|-------------------------------|---|---------------------------|
| Bidder having Service Tax & VAT registration, PAN card & valid trade licence (relevant for the work) | 1000.00 | 1,00,000.00 | 05/11/15 to 09/11/15 | 10/11/2015 (3.00 p.m) |

- Tender papers will be available in **Tender Section of Visva Bharati website (www.visva-bharati.ac.in)**. Bids are to be submitted at Estate Office, Visva Bharati within the stipulated time along with a **Demand Draft of Rs. 1000.00 (Rupees one thousand only)** payable to Deputy Registrar (Accounts), Visva Bharati payable at Santiniketan as application fee, failing which tenders will not be accepted.

Note: - Other terms & conditions will be available in **Tender Section of Visva Bharati website** and in the notice board of Estate Office. Estate Office remains closed on **Wednesday and Sunday**.


Deputy Registrar
Estate Office
Visva Bharati





Tender for disposal of unserviceable and damaged items of Visva-Bharati, Santiniketan

❖ Description of items:-

Unused and damaged wooden furniture such as chair, table, bench, rack etc ; scrap wooden furniture ; plastic furniture; damaged computer peripherals like CPU, monitor, UPS, printer ; laboratory equipments like hot air oven, centrifuge, weighing balance; Office equipments like air conditioner, refrigerator, type writer, fan, water cooler, unused and damaged steel furniture like almirah, table, chair, hospital bed, scrap steel furniture ; heavy metal scrap like steel structure of shaw mill, iron overhead tank, collapsible gate etc in a single lot.

❖ Terms and Conditions of the Tender

1. Interested applicant has to fill up tender forms correctly as mentioned in the tender papers otherwise tender forms may be treated as cancelled. Rates are to be quoted both in figures & words.
2. Interested bidders are requested to inspect the temporary godowns of Estate Office, Visva Bharati near Central Transport Cell, Visva Bharati, Santiniketan, Dist- Birbhum, West Bengal, Pin-731235 and submit the same in the tender box kept at Estate Office, Visva Bharati during office hours within 05-11-2015 to 09-11-2015.
3. If two or more bidders quote the same bid amount, Visva Bharati will conduct spot auction among such bidders only.
4. Tenders on prescribed tender form (available at website) shall be submitted along with Demand Draft of **Rs. 1000.00 (Rupees one thousand only)** in favour of Deputy Registrar (Accounts), payable at Santiniketan, as application fee, failing which tenders will not be accepted.
5. **Bid Security Deposit:** - Bid Security Deposit for tender is **Rs 1, 00,000.00 (Rupees one lakh only)**. Tender shall also be accompanied by Bid Security Deposit as mentioned above in Demand Draft in favour of Deputy Registrar (Accounts), Visva Bharati. Bid Security Deposit will be refunded to the un-successful bidders after completion of the tender process.
6. **Submission of tenders:** Sealed Tenders may be submitted in the tender box kept in Estate Office, Visva Bharati, Santiniketan, Pin-731235 during office hours from **05/11/2015 to 09/11/15**.
7. **Opening of Tender:-** Tenders may be opened on **10-11-2015 at about 3.00 p.m.**
8. **Essential eligibility criteria for Bidders:**
Bidders having experience in similar works in a Gov't funded organization (copy of Work Order/ Completion Certificate to be submitted)
9. Documents to be submitted along with tender form
 - a) Service Tax and VAT Registration
 - b) Income Tax clearance upto F.Y. 2014-15
 - c) Valid trade license (relevant for the work)
 - d) Recent Income Tax and Service Tax return
10. Each tender is to be accompanied by self-attested photo-copies of the above relevant papers. Tender forms without above credentials and Demand Drafts for application fees & Bid Security Money will be treated as cancelled.


उप-कार्य-सचिव,
प्रभारी, संभार
Deputy Registrar
In-charge, Estate



11. The successful bidder shall deposit the accepted bid amount, after adjusting Bid Security Money, at the cash counter of Accounts office V.B. within 7 (seven) days from the date of receipt of acceptance-cum-work order letter from Visva Bharati. In case payments are not made in time, the above order will be automatically terminated without any prior intimation to the bidder(s) and his / their Bid Security Deposit will be forfeited.
12. Visva Bharati reserves the right to cancel any or all of the tenders without assigning any reason.

❖ **Terms and Conditions of the Contract**

1. The above materials will be disposed off, "**as is where is basis**", available in temporary godowns as mentioned above and elsewhere. **List of items or any further details will not be provided or shown to the bidders under any circumstances.**
2. Successful bidders shall remove all materials within seven working days of depositing the bid amount, failing which, the Bid Security Deposit submitted by the bidder will be forfeited and other actions will be initiated including resale of the goods in question at the risk and cost the defaulter.
3. The bidder should make the site free from unserviceable / scrap materials, rubbish, tools plants before leaving the site
4. The successful bidder shall be responsible for payment of all taxes / charges / levies / fees etc which the Gov't or other authorities may charge and as may be applicable.
5. Judicial Jurisdiction: Bolpur / Suri Court and the Calcutta High Court.
6. Disputes arising out of the contract shall be subject to the arbitration of a three-member committee comprising one representative of bidder, one representative of the Visva Bharati and a senior lawyer / professional arbitrator agreed upon by both parties.

Deputy Registrar
Estate Office
Visva Bharati



**VISVA BHARATI
ESTATE OFFICE**

Memo no Estate/Auction//15-16 dated 17th October, 2015

Tender form for disposal of unserviceable and damaged items of Visva Bharati,
Santiniketan

Signature

1. Name of the tenderer / bidder :
(in block letters)
2. Father's / Husband's Name(s) :
(if applicable)
3. Address & telephone no(s) :
including mobile
(attach photocopy of address proof) (*)
4. Email id :
5. PAN No :
(attach photocopy of PAN card)
6. Details of Trade Licence :
(relevant for the work)
7. Details of Service Tax & VAT registration :
(attach photocopy)

8. Details of experience in disposal of unserviceable items
(submit copy of supporting documents)

9. Details of Demand Draft (Rs 1000.00):
(Application fee)

10. Details of Demand Draft :
(Bid Security Deposit)

11. Bid amount (in number and words) :

Undertaking

I / (we) have read the terms and conditions of the tender and contract printed overleaf and I/(we) shall abide by them. I/(we) also understand that my/(our) earnest money deposit may be forfeited in part or full, if I/(we) fail to abide by the terms and conditions.

Date:

Signature of the Bidder / Tenderer

(*) (Voter ID / Aadhaar card / Ration card / Passport / Driving licence / Trade licence etc.)

Checklist

- 1) Recent colour photo
- 2) Copy of PAN card
- 3) Copy of Service Tax & VAT Registration
- 4) Previous experience for disposal of old goods
- 5) Demand Draft for application fee
- 6) Demand Draft for Bid Security Deposit
- 7) Bid amount (to be mentioned in figure & words)

