

NOTICE INVITING TENDER
DEPARTMENT OF ZOOLOGY
VISVA-BHARATI

NOTICE INVITING TENDER FOR PURCHASE OF ANIMAL RACKS

Ref. No. DOZ/AH/Dev-XII/2015-16

Dated: 21.03.2016

Last date of submission	12/04/2016
Hours (IST)	4.00 pm

1. Sealed tenders are invited from authorized suppliers of steel racks and animal cages to be submitted to **the Head of the Department, Department of Zoology, Visva-Bharati, Santiniketan, West Bengal, Pin-731235** by registered post/courier/directed to the Office of the Department of Zoology, Visva-Bharati before the last date of submission. Late tenders will not be entertained.

Sl. No	Items	Description of items	Price to be quoted per rack/cage/bottle
1.	Steel Rack of 4mm stainless steel	A. Length 6'x Breadth 5' x width 1' B. Length 6'x Breadth 3' x width 1'	
2	Animal cages of polycarbonate with top grill stainless steel of mesh size 50x25mm and provision for fixing water bottle	A. Rat cage- Lx B x W; 1'5"x11"x 6.5" B. Mice cage-LxBxW; 1'x9"x5.3" C. Water bottle- 500ml with stainless steel nozzle	

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 has been stated and rates tendered against them, tenders which are not signed by bidders at appropriate places in the schedule of work shall be rejected without assigning any reason.

3. The institute reserves its right to accept the 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, without assigning any reason.
4. Following payments to be enclosed by the tenderer 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 favor of Accounts Officer, Visva-Bharati, and payable at State Bank of India, Santiniketan Branch.
 - (iii) Tenders without tender cost will be rejected.
5. Eligibility of the Bidder:

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

 - (i) The supplier with 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 the latest tax Clearance Certificate and one copy of PAN Number must be enclosed along with the Tender documents.
6. The rates and the conditions of the offer will remain valid for three months from the date of the opening of the tender and no change or alteration of the rate will be acceptable.
7. Submitted tender forms with overwriting or erased will be rejected.
8. Request from a bidder in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after the opening of the bid will not be considered. However, negotiation may be done before finalization.
9. 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.
10. Conditional offers and offers qualified by a vague and indefinite expression will not be considered.
11. 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.
12. In case the items supplied by the bidder are found not up to the specification shall be rejected.
13. 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.
14. The equipment shall be delivered and installed on site at the cost of the bidder.
15. Price should be quoted per rack/per cage (inclusive of all taxes); however, the actual system requirements may be much more.
16. The offers addressed to the 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.
17. The offers must be accompanied by the related catalogues, leaflets, information brochures and samples wherever possible. While effort is made to return the samples to the suppliers, the HOD cannot accept any responsibility in this respect.

18. No work will be sublet to third parties. If found, payment of the final bill will not be processed and the contractor's name will be removed from the enlistment without giving him further notice.
19. 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.
20. Bank Commission, where the applicant will have to be borne by the supplier.
21. All disputes subject to "Bolpur, Birbhum, W.B. Jurisdiction" only.

Prof. & Head
Department of Zoology
Visva-Bharati
Santiniketan