

**Department of Botany
VISVA-BHARATI**

Ref. No. Bot./WB-DST/BD/2/2018-19

Date: 04.12.2018

ENQUIRY/ NOTICE INVITING TENDER/QUOTATION

LAST DATE OF SUBMISSION	31.12.2018
HOURS (I.S.T.)	5.30 p.m.

Dear Sir,

Please quote your rates for the following items so as to reach to Dr. Bomba Dam, Department of Botany, Siksha Bhavana, Visva-Bharati, Santiniketan – 731 235 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.*

MOL. BIO. CHEMICALS AND KITS

Sl. No.	Name of Chemical	Pack Size	Quantity
1	Soil DNA Isolation Kit , MP Biomedicals or equivalent	50 preps	1
2	Gel Elution Kit (Mol. Bio. Reagent) (GCC/Sigma/Promega/Qiagen)	50 preps	3
3	Phenol:Chloroform:Isoamyl Alcohol (Mol Bio Reagent)SRL/MP Biomedicals/Sigma	500 ml	2
4	Chloroform:Isoamyl alcohol (24:1) (Mol Bio Reagent)SRL/MP Biomedicals/Sigma	500 ml	2
5	2 Propanol (Mol Bio Reagent)SRL/MP Biomedicals/Sigma	500 ml	2
6	Ethanol (Mol Bio Reagent)SRL/MP Biomedicals/Sigma	500 ml	2

PLASTICWARES AND CONSUMABLES

Sl. No.	Name of Item	Pack Size	Quantity
1	2.0 ml microcentrifuge tube, Tarsons, Abdos	500 pcs	5
2	1.5 ml microcentrifuge tube, Tarsons, Abdos	500 pcs	10
3	Micro tip 1000 µl, Tarsons, Abdos	500 pcs	5
4	Micro tip 200 µl, Tarsons, Abdos	1000 pcs	5
5	Micro tip 10 µl, Tarsons, Abdos	1000 pcs	5
6	Petri Dish Non Vented Radiation Sterile (90 mm diameter), pack of 10 or 20, Tarsons, Abdos	450-500 pcs	2
7	3-compartment Petri Dish Aseptic Non Vented Radiation Sterile (90 mm diameter), Individual pack , Tarsons, Abdos	380-450 pcs	2
8	Single channel adjustable Micropipette 100 µl to 1 ml volume	-	2
9	Single channel adjustable Micropipette 0.5 µl to 10 µl volume	-	1
10	Freezer Thermometer, Abdos or equivalent		1
11	Parafilm M (2 Inch x 250 feet)	1 roll	1
12	Plain dessicator (300 mm diameter)	-	1

Terms and Conditions of Purchase

The offers addressed to **Dr. Bomba Dam, P.I, Department Botany, Siksha Bhavana, Visva-Bharati, Santiniketan – 731235, MUST be sealed and marked as “Ref. No. Enquiry No. Bot./WB-DST/BD/2/2018-19, dated: 04.12.2018; Due Date 31/12/2018”** on the face of the envelope.

1. Each quotation must follow the norms below:
 - i. The envelope must contain signed hard copy of the quotation.
 - ii. Quote items in each group according to the serial number given. Each group of items should be quoted separately.
 - iii. Vendors should be careful so that the specified product perfectly matches with their quoted Cat. No.
 - iv. In case of imported items, the price must be converted in INR price including custom duty depending on DSIR.
 - v. **Please provide separately any OFFER available on purchase of a specific item in a different size or quantity.**
 - vi. **Please provide a final rate for EACH ITEM after discount including the valid GST amount.**
 - vii. Vendors should provide the authorization certificate from the principal companies for their product.
 - viii. **Kindly note that the total order value may vary according to the requirement.**
 - ix. Incomplete or inappropriate quotation will not be entertained.
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 offer	v	Excise Duty	viii	Other incidental charges.
ii	Period of delivery	vi	Insurance		The rates and terms
iii	Place of delivery	vii	Packing and forwarding		should be noted on
iv	GST (and other applicable Tax, if any)		Charges and Freight including installation		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 _____ To _____) up to which your quotations shall be current. 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 suppliers will be affected by you in full.
- (iii) *Place of Delivery*: - Mention clearly the place of destination, and mode of transit by which the suppliers will be affected 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) *GST*: - 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 GST/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) *Provincial Sales Tax*: - As detailed under (iv) above.
- (vi) *Excise Duty*: - As detailed under (iv) above. (V.B. can provide Excise Duty exemption certificate wherever applicable).
- (vii) *Insurance*: - If the rates are inclusive of insurance, please write 'Included in prices' otherwise state "Not Included". In case local suppliers where insurance is not necessary, they may mention 'Does not arise'.
- (viii) *Packing and forwarding charges*: - If these charges are accounted of 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 these accounts.
- (ix) *Other incidental charges*: - Other charges which are not fully accounted 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 of Provincial Government should quote along with a certificate copy of the current Government Rate Contract.
6. The offers must be accompanied by the related catalogues, leaflets, brochures and samples wherever possible. While every effort in made to return the samples to the suppliers, the HOD cannot accept any responsibility in the respect.

7. All quotations should be net, after showing discounts etc.
8. If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
9. The supplier 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 and the order is placed on the basis, the suppliers 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 reserves 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.

Bombu Damm

PI, CSIR Project
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