

**VISVA-BHARATI  
(A Central University)  
Bolpur, Santiniketan  
West Bengal**

**NOTICE INVITING TENDERS**

**FOR**

**REFILLING OF FIRE EXTINGUISHERS**

Sealed tenders are invited from Manufacturer's or its Indian registered agents /authorized dealer for refilling of Fire Extinguishers in Rabindra Bahavana, Visva-Bharati, Santiniketan.

List of Fire Extinguishers to be refilled are enclosed in the **Annexure-I** to the Tender document.

Last date of submission of Tender : **19 June' 2015 up to 16.00 hrs.**

Date and time of opening of Tender : **20 June' 2015 at 16.00 hrs.**

**PROCEDURE FOR SUBMITTING TENDERS**

1. The envelopes containing the bidding document should be put in one envelope duly sealed and superscribed with of Tender Ref No. and "Refilling of fire Extinguishers "in bold.
2. The Offer/Tender should be dispatched to **The Director, Rabindra Bhavana, Visva-Bharati, Santiniketan Pin 731 235** within due date and time. The tenderer may also deliver the same by hand to the Section Officer, Rabindra-Bhavana against the acknowledgement within the date and time. The offer in transit or not received before the time mentioned are liable to be rejected.

**IMPORTANT INFORMATION:**

1. PURCHASER : The Director Rabindra Bhavan, Visva-Bharati
2. VALIDITY: Rate should be valid for 90 days since opening of tender.

**Signature of the Tenderer**

3. FIRM & FIXED : (a) Rates should be quoted on a firm & fixed price basis. Statutory levy, if any, would be considered from the date of effect.
- (b) The Firms should give a declaration along with their Bids that rates quoted in their Bids are firm/valid for a minimum of 3 months from the date of opening of the Tender.
4. NON-TRANSFERABILITY : This tender is non-transferable.
5. TERMS & CONDITIONS : Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored /rejected at the discretion of this Department
6. PRESCRIBED FORMS : Only Tenders received in the format prescribed in this tender document shall be considered. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Fax/E-Mail /Letterhead/ Quotations will not be accepted and ignored straightaway.
7. LATE TENDERS : Tenders received after closing date and time(as per clock of Rabindra Bhavana Office) prescribed in this tenders enquiry shall NOT be accepted under any circumstances.
8. PURCHASERS RIGHTS : This Department reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons and without any compensation which may accrue to the vendor for such rejection.
9. EVALUATION & AWARD OF CONTRACT
- a) Tender/bid will be evaluated on itemwise net lowest price of equipment basis excluding the AMC/ extended warrantee cost, if any.
- b) The Department will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price against satisfying technical parameters.
- c) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any Quotations and to cancel the process and reject all tenders at any time prior to award of contract.

**Signature of the Tenderer**

d) In case of the evaluation of bids submitted in foreign currency, the exchange rate on the date of opening of the tender would be considered or date of issuing work order whichever is less.

e) The tenderer whose rate is accepted will be notified for the award of contract by the Department prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.

f) While submitting the tender for this supply, the tenderers will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from Rabindra Bhavana at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.

#### **GENERAL INSTRUCTIONS:**

1. "Refilling of Fire Extinguishers" notice as a result of this Tender Inquiry shall be governed by the "Terms & Conditions and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures and in INR only. In case of foreign currency please indicate exchange rate.
3. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation" "subject to immediate acceptance" i.e. conditional tender will be treated as vague offers and rejected accordingly.
4. Tenderers are requested to enclose a copy of their valid certificate of PAN No. and VAT No. with their tender.
5. All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderers are, therefore, requested to ensure that all documents duly completed and signed are submitted with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
6. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the University Authority, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Visva-Bharati will stand automatically extended up to 1500 hours of the next working day.

**Signature of the Tenderer**

7. Late/delayed tenders received in Rabindra Bhavana due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Rabindra Bhavan Office will be, taken as standard and decisive.
- 8.. The Envelope containing the with Tender Reference should have the following documents/information:
  1. Name & Address of the firm with proof :-
  2. Registration /Dealership Certificate in case of company, ( Memo of company registered).
  3. Attested Copy of Proof of Registration for Supply Contract existing with other Government/Semi-Government/PSUS etc. if any.
  4. Certified copy of PAN Card
  5. Valid Sale Tax/VAT Registration Certificate
  6. Postal Address/Telephone/FAX/E-Mail of the Firm:-
  7. Name of the Bank & Account No.

#### **TERMS AND CONDITIONS:**

1. The quoted rate should be valid for Contract. Rate quoted must be must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Taxes Freight charges and Insurances charges. All charges like Excise duty, Sales Tax , Freight , Insurance, handling charges etc. as applicable must be shown separately.
2. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the Visva-Bharati after due notice to the Supplier may blacklist the firm.
3. In the event of any dispute arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Head of the Department .
4. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Bolpur, West Bengal only.
5. Intending Tenderers will have to furnish a copy of their valid PAN No., Sale Tax Registration Number (proof to be attached), VAT NO. (proof to be attached)/Service tax (if applicable).
6. Authorized Signatory/ Signing of Tender: Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
  - a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
  - b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes.
  - c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

**Signature of the Tenderer**

7. The tenderer should sign at each page of the tender and all its Annexures. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
8. The tendering firms will have to submit a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.
9. Indenting Authority : Rabindra Bhavana, Visva-Bharati, Bolepur, West Bengal
10. Delivery period : Within 21 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order Otherwise liquidated damage@ 0.5% of the work value per month will be deducted from the bids.
11. Payment terms: 100% payment shall be released within 15 days against satisfactory receipt and acceptance of the goods/articles (unconditional acceptance) ordered. Payment will be made after successful supply by a crossed *ale* payee cheque on the SBI, Santiniketan, normally within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payment will however be made electronically by- transfer, for which the supplier must provide their bank account number, bank address/branch details/branch code and IFSC code. Payment is made only on receipt of supply of all ordered materials No short supply is acceptable unless specifically approved and agreed upon by the competent authority of the university in writing in advance. Advance payment will not be made under any circumstances.
12. Excise Duty: It may please noted that the University is exempted from the payment of excise duty for scientific instruments/equipments for which necessary certificate shall be provided by the University, on request..
13. Despatch instructions : Stores are required to be delivered at the Rabindra Bhavana Office, Santiniketan on free delivery to the consignee's premises, freights/transportation paid basis.
14. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
15. GUARANTEE/ WARRANTY:  
The supplier shall guarantee/warranty that the equipments sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. Period of Guarantee/Warranty may not be less than one year for particular equipment.
16. Tenderers, who are registered with DGS&D/NSIC for a particular item, should submit the photocopy of Registration Certificate with all amendments up to date.
17. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).

**Signature of the Tenderer**

18. The Purchaser reserves the option to give a purchase/price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.
19. The decision of the Visva-Bharati shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that equipment supplied are of the best quality and free from all defects.. The rejected items must be removed by the tenderers from the consignee's premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

**Special Terms & Conditions:**

**A. For Refilling of Fire Extinguishers**

- (i) Tenderers should quote for one or more items separately in accordance to serial no.1 of general terms & conditions.
- (ii) The selected supplier will have to install the item as per the instruction of competent authority and arrange for demonstration as well as training of our employee if required. The university will provide free lodging, if required, for officials of supplier during their stay to train our employee. Quarterly assurance certificate like ISI, BIS ISO or equivalent should be furnished with the tender document as well as with item supplied.

**Signature of the Tenderer**

**List of fire extinguisher kept in Rabindra-Bhavana**

| <b>Sl .<br/>No</b> | <b>Location</b>                     | <b>Types of<br/>fire<br/>extinguish<br/>er</b> | <b>Number</b> | <b>Capacity</b> | <b>Date of<br/>Expiry</b> | <b>Rem<br/>ark</b> |
|--------------------|-------------------------------------|--|---------------|-----------------|---------------------------|--------------------|
| <b>1</b>           | <b>Curators<br/>room</b>            | <b>ABC</b>                                     | <b>2</b>      | <b>2kg.</b>     | <b>14-06-15</b>           |                    |
| <b>2</b>           |                                     | <b>DCP</b>                                     | <b>1</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>3</b>           | <b>Vichitra<br/>Gallery</b>         | <b>Co2</b>                                     | <b>2</b>      | <b>4.5Kg</b>    | <b>19-09-14</b>           |                    |
| <b>4</b>           | <b>-Do-</b>                         | <b>Co2</b>                                     | <b>1</b>      | <b>9.5 Kg.</b>  | <b>14-06-15</b>           |                    |
| <b>5</b>           | <b>Library<br/>Reading<br/>Room</b> | <b>DCP</b>                                     | <b>2</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>6</b>           | <b>R.B Library</b>                  | <b>Co2</b>                                     | <b>1</b>      | <b>9.5 Kg.</b>  | <b>14-06-15</b>           |                    |
| <b>7</b>           | <b>-Do-</b>                         | <b>Co2</b>                                     | <b>1</b>      | <b>4.5Kg</b>    | <b>14-06-15</b>           |                    |
| <b>8</b>           | <b>-Do-</b>                         | <b>DCP</b>                                     | <b>1</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>9</b>           | <b>-Do-</b>                         | <b>DCP</b>                                     | <b>1</b>      | <b>10Kg</b>     | <b>18-05-13</b>           |                    |
| <b>10</b>          | <b>Multimedia</b>                   | <b>DCP</b>                                     | <b>1</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>11</b>          | <b>R.B. Archive</b>                 | <b>ABC</b>                                     | <b>1</b>      | <b>2kg.</b>     | <b>14-06-15</b>           |                    |
| <b>12</b>          | <b>-Do-</b>                         | <b>DCP</b>                                     | <b>1</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>13</b>          | <b>R.B. Office</b>                  | <b>DCP</b>                                     | <b>2</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>14</b>          | <b>Audio Visual</b>                 | <b>DCP</b>                                     | <b>2</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>15</b>          | <b>-Do-</b>                         | <b>Co2</b>                                     | <b>1</b>      | <b>9.5 Kg.</b>  |                           |                    |
| <b>16</b>          | <b>-Do-</b>                         | <b>DCP</b>                                     | <b>1</b>      | <b>10Kg</b>     | <b>19-09-14</b>           |                    |
| <b>17</b>          | <b>-Do-</b>                         | <b>Co2</b>                                     | <b>1</b>      | <b>9.5 Kg.</b>  | <b>2008</b>               |                    |
| <b>18</b>          | <b>Preservation</b>                 | <b>Co2</b>                                     | <b>1</b>      | <b>4.5Kg</b>    | <b>24-04-<br/>2011</b>    |                    |
| <b>19</b>          | <b>-Do-</b>                         | <b>Co2</b>                                     | <b>1</b>      | <b>22.5Kg</b>   | <b>24-04-<br/>2011</b>    |                    |

|    |                       |     |   |        |          |  |
|----|-----------------------|-----|---|--------|----------|--|
| 20 | -Do-                  | DCP | 1 | 10Kg   | 19-09-14 |  |
| 21 | -Do-                  | ABC | 1 | 2kg.   | 14-06-15 |  |
| 22 | Udayan                | Co2 | 1 | 22.5Kg | 19-09-14 |  |
| 23 | -Do-                  | Co2 | 1 | 4.5Kg  | 14-06-15 |  |
| 24 | -Do-                  | Co2 | 1 | 4.5Kg  | 18-03-12 |  |
| 25 | -Do-                  | Co2 | 1 | 22.5Kg | 20-04-11 |  |
| 26 | -Do-                  | DCP | 1 | 5Kg    | 19-09-14 |  |
| 27 | Korarak               | DCP | 1 | 10Kg   | 19-09-14 |  |
| 28 | -Do-                  | Co2 | 1 | 22.5Kg | 24-11-11 |  |
| 29 | Punascha              | DCP | 1 | 10Kg   | 19-09-14 |  |
| 30 | -Do-                  | DCP | 2 | 10Kg   | 19-09-14 |  |
| 31 | Santiniketan<br>Griha | DCP | 2 | 10Kg   | 19-09-14 |  |
| 32 | -Do-                  | Co2 | 1 | 22.5Kg | 24-11-11 |  |
| 33 | -Do-                  | Co2 | 1 | 4.5Kg  | 14-06-15 |  |

DCP (10Kg.) = 19 pieces

DCP (5 Kg.) = 1 piece

ABC (2 Kg.) = <sup>4</sup>~~5~~ pieces *201*

Co2 (4.5 Kg.) = 6 pieces

Co2 (9.5 Kg.) = 4 pieces

Co2 (22.5 Kg.) = 5 pieces

*Pradip Kr. Mandal*  
25-05-2015



**Rabindra Bhavana  
Visva-Bharati**

Minutes of Departmental Purchase Committee Meeting of Rabindra Bhavana held on 13.03.2015 (Monday) at 3.00 p.m. at the Chamber of Director, Rabindra Bhavana, Visva-Bharati

**Members & Invitees of Purchase Committee:**

Prof. Tapati Mukherjee- Director, Culture & Cultural Relations and Humanities and Adhyaksha,  
Rabindra Bhavana-Chairperson  
In-Charge, Library, Rabindra Bhavana-Member (W.K. Hazra 21/3/15)  
In-Charge, Museum & Curator, Rabindra Bhavana- Member (P. S. 21-03-15)  
In-Charge, Archives, Rabindra Bhavana- Member (M. K. 21-03-2015)  
In-Charge, Audio-Visual, Rabindra Bhavana-Member (Chakrabarty 21/03/2015)  
In-Charge, Preservation, Rabindra-Bhavana-Invitee (Chatterjee 23.03.15)  
Mr. B. N. Ojha, Department of Computer and System Sciences- Invitee

**Agenda 1:**

To consider purchase proposal for mini video camera for digitization of mini DV cassettes

**Resolution:** Members of the Committee decided to take up this issue later on.

**Agenda 2:** To consider purchase proposal of colour Toner for HP colour laser Jet CM6030MFP ✓

**Observation:**

Members of the committee considered the two quotations received for the procurement of colour toner for HP Colour Laser Jet CM6030MFP (CMYK) from two local authorised vendors i.e. Birbhum Infotech & Bhavya Computech.

**Resolution:**

Members of the Committee resolved to approve the Lower of the two quotations offered by M/S Birbhum Infotech for colour toner at the price of Rs.57373.00 (Rupees Fifty seven thousand three hundred seventy three) only.

**Agenda 3:**

To consider Purchase & Refilling of some Museum items

- a) Proposal to purchase of Eight (8) Pedestal Fans for Santiniketan Griha
- b) Proposal to purchase four tripol of 30'x30' for Rabindra Bhavana
- c) Refilling of Fire Extinguisher Rabindra Bhavana and Santiniketan Griha
- d) Body repair and repaint of the car used by Rabindranath Tagore

**Resolution**

Committee considered carefully all the above issues and resolved as follows:

- a) Committee resolve to approve the proposal for purchase of Pedestal Fan for Santiniketan Griha.
- b) Committee resolve to approve the purchase of four tripol of 30'x30' to cover certain Museum items.
- c) Committee resolve to approve the refilling of Fire Extinguishers of Rabindra Bhavana and Santiniketan Griha. Members of the committee also resolved that the tender be floated to Invite quotations.

d) Committee resolved to approve the proposal of repair and repaint of the car used by Rabindra Nath Tagore . A letter be sent to the University Engineer in this regard.

**Agenda 4:**

**Renewal of Annual Insurance of Museum Objects of Rabindra Bhavana and other heritage buildings**

**Observation**

Members of the Committee considered carefully the issue of annual Insurance of Rabindra Bhavana and other heritage buildings.

**Resolution:**

Committee resolved that Annual insurance be renewed with the present insurer company i.e. The National Insurance Company Ltd. for coming year within 31<sup>st</sup> March, 2015.

**Agenda5:**

**Annual Maintenance Contract for Acquaguard Machines of Rabindra Bhavana**

The matter was deferred for other DPC meeting.

Chatterjee  
23.03.15

AKHAR  
21/3/15 21.03.2015

Chakraborty  
27/03/15.

Tapati Mukherjee  
Chairperson  
Departmental purchase Committee  
Rabindra Bhavana  
21/3/15

Imber  
B, A.J.C  
2nd Fl  
Contact  
Mobile  
Email:

Consu  
A.J.C  
Floor  
Email: cc

Alco II  
B, Pri  
Kolkata  
Email:

SPL In  
B3/5,  
Kolkata  
Phone  
Email:

Axlon  
2/6, C  
City C  
Email: