

# INVITING TENDER ENQUIRY /QUOTATION

Visva Bharati

Santiniketan

Enquiry No. AC/Geo./2015-16

Date: 04/08/2017

Last date of submission: 17/08/2017

Date of opening: After 18/8/2017

Quotations of rates invited for supplying the following items so as to reach the Head of the Department of Geography, Visva Bharati, P.O.: Santiniketan, Dist: Birbhum, Pin: 731235 on or before the date noted above, please see terms & conditions as mentioned below, which are essential, failure in compliance of which may lead to rejection of the quotation.

Quotations should be sent through courier service or through registered post. However samples of items may also be received by hand. Other details/information may be available from the HOD, Geography, Visva Bharati, P.O. Santiniketan, Dist-Birbhum, Pin-731235

Sl. No.	Name of the item	Specifications	Quantity
1	Air Conditioner Machine with Installation and accessories items.	1.5 T- S Star BEE Rating split type with antibacterial filter, sleep mode and timer, noise level, auto restart mechanism, 410 gas, Condenser copper coil and with remote operate ability 5 star energy efficiency air conditioner.	7 Nos.

Yours faithfully,

Head, Department of Geography  
Visva Bharati, P.O.: Santiniketan,  
Pin:731235, west Bengal

**Professor & Head**  
Deptt. of Geography  
Visva-Bharati  
Santiniketan-731235

## TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

- 1.(a) **Rate :** The rate quoted must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges. All the charges like Excise Duty, Sales Tax, Freight, Insurance, Handling charges etc. as applicable must be shown separately. The stores are required to be dispatched by passenger train F.O.R. Bolpur or by Road Transport or delivered at this University under the Suppliers' own arrangement, free of additional charges. The risk of damage or loss in transit if any will be that of the suppliers. Manufacturer's price list, Technical leaflet, samples, catalogue whenever applicable, should invariably be submitted.
- (i) **Excise Duty :** It may please be 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.
- (ii) **Sales Tax/ VAT:** Extra as applicable
- (iii) **Way Bill :** This is issued against Consignment Note in and a copy of Invoice. University does not issue any C or D Form.
- (iv) **EMD :** Earnest Money Deposit be paid by Demand Draft in favour of "Visva-Bharati, Santiniketan", payable at any Nationalised Bank at "Santiniketan". The EMO will be refunded after successful completion and execution of the work/supply. The University reserves the right to withhold or confiscate the EMO in the event of failure to supply the items in part or full, once the Purchase Order is accepted.
2. [a] **Consignee :** All stores are to be consigned in the name of Purchase Officer, Visva-Bharati, Santiniketan (West Bengal, Pin : 731235).
- [b] **Disposal of Dispatch Documents :** The Railway Receipt/PWB/Consignment Note along with the relevant bill and three priced challan each in triplicate, should be dispatched to the ..... Immediately on completion of dispatch. If these documents do not reach the ..... in time all wharfage /demurrage incurred, if any, will be recoverable from the suppliers.
3. **Delivery Period :** The stores are required to be delivered/dispatched within the delivery period mentioned in the order. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilization advance is payable against the Purchase Order. University does not bind itself to accept any ordered material after expiry of delivery period if the same has not been extended on the written request of the supplier before the delivery after expiry of the delivery date.
4. **Quality & Specification of Stores :** The stores offered should be of the best quality available, unless otherwise specified, conforming strictly to the National/International specification. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.
5. **Liquidated Damages :** If a firm accepts an order and fails to execute the same, in full or part, as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and then failed to execute the order according to stipulation agreed upon.
6. **Submission of Quotation :** All quotations must be forwarded in sealed cover addressed to the sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry No. and the last date of submission must clearly be superscribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice.
7. **Opening of the Quotation :** Every quotation will be opened at the concerned Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will not be opened in Public or in presence of representative of bidders.
8. **Period of Validity :** A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.
9. **Income Tax Clearance :** Current Income Tax and Sales Tax clearance certificates or returns must be submitted to the ....., as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN and Photocopy of the PAN card is must.
10. **Payment:** Payment will be made after successful supply by a crossed a/e payee cheque on the S.B.I., Santiniketan, normally within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments 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.
11. **Rejection of Offer :** The University reserves the right to ignore or reject any offer including the lowest without assigning any reason. The University does not bind itself to accept the lowest offer.
12. **Dispute :** In case of dispute, the matter shall be settled mutually, failing which the decision of the Vice-Chancellor, Visva-Bharati shall be final and binding on the bidders.