

Visva-Bharati, Santiniketan
Central Purchase & Stores Section

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Registrar's Office, P.O. Santiniketan-731235, Dist- Birbhum, West Bengal

Memo. No. CS/01/2010-2011/ARC/1

29.04.2010

Annual Rate Contract :Notice inviting Quotation: for supply of office consumables & articles

Sealed quotations are invited from bonafide, resourceful, experienced suppliers having IT, VAT, Professional Tax clearance certificates for making supply on the basis of an Annual Rate Contract of the following items. PAN . should also be quoted. The quotation documents, if not completed in all respects, will not be considered. The suppliers should quote rates in figures as well as in words. The quotation documents should be submitted within **31.05.2010. to the under signed at P.O. Santiniketan Dist- Birbhum**

Conditions:

- 1) Rates should be quoted inclusive of all taxes and charges of delivery to destination, Quotations will be cancelled if rates are quoted excluding VAT and other charges if any.
- 2) Delivery of materials must be made within such days from issuing supply order as may be decided by Visva-Bharati.
- 3) In case the bidder is manufacturer/authorized dealer of the materials/equipment for the particular zone and period, documentary proof should be attached.
- 4) Attested Copies of VAT, IT, PT clearance certificates, Trade Licence, PAN- Card etc. should be attached.
- 5) No escalation in rates will be allowed during the contract period of one year from the date of awarding of work. A certificate to this effect should be given.
- 6) The submission of the tender will not bind this University under any obligation to place the order and expenses incurred by you in this regard will not be payable by this University.
The University reserves the right to reject any or all quotations
- 7) The contract will be valid for one year from the date of awarding the contract and the firm shall be bound to supply the items on fixed rate within the valid period of one year.
- 8) The supplier will be responsible for delivery of the goods in good condition in the office of this University at their own risk and cost.
- 9) The rates quoted for the items should be equal to or less than the wholesale rates fixed by the authorized dealer of the respective items.
- 10) In case a supplier is not able to supply the goods for which supply order has been placed within the stipulated period of time or supply the goods of spurious / inferior quality, the contract will be cancelled, money deposited if any would be forfeited and the supplier may be debarred by the University from participation in any purchase Process in future
- 11) Payment will be made only after the satisfactory delivery and working of supplied items in the University .
- 12) Tender application without complete documents / information may not be considered
- 13) The defective items if found will be replaced by the supplier

The University reserves the right:

- 1) Of accepting or rejecting any or all quotations without assigning any reason.
- 2) Of distributing the order for supply among several suppliers if it considers necessary.
- 3) Not to allow one supplier to supply more than one item concurrently. Other detailed information if necessary, may be available from the Purchase & Stores section, Central Office V.B.

Items required:-

- 1) Mosquito repellent liquid (All-out/good knight, etc.): 60ml--- per piece
- 2) Battery for Torch (950) Eveready/ Nippo/Novino) ---- per piece
- 3) Pencil battery ---- per piece (good brand everyday/Nippo/Novino etc
- 4) Eveready LED torch (3-battery) ---- per piece
- 5) Broom Nariyal ---- per piece
- 6) Waste paper basket (plain jali) standard size ---- per piece
- 7) Cup & dish (good quality) (Bone – china): per set.
- 8) Curtain for Window (ready-made): 7ft. x 4 ft. (sample should be attached) --- per piece
- 9) Cloth duster ---- per piece
- 10) Feather duster --- per piece
- 11) Chair cushion (16'' X 16'' X 3'') ---- per piece
- 12) Calculator (12 digits) (citezen/orpat/casio) --- per piece
- 13) Wall clock (Quartz) ---per piece
- 14) Gel Dot pen – 0.7 zebra 7-1 -- per piece
- 15) Ball point pen (Rotomac/Reynold/ Cello/ Link) --- per piece
- 16) Phenyle: 450ml. ---Per piece
- 17) Incense stick: sandal --- per packet of at least 10 sticks / per pieces
- 18) Door mat(Large 3x2) --- per piece
- 19) Door mat(Medium)---per piece
- 20) Desk calendar stand---per piece
- 21) ADD gel dot pen:--- per piece
- 22) ADD gel refill: ---per piece
- 23) Ordinary ball pen refill: (Large) ---per piece
- 24) Ordinary ball pen refill (Small) ---per piece
- 25) Dot pen (use & throw): per piece
- 26) Room freshner (minimum 150ml)--- per piece
- 27) Glass (tumbler): per piece
- 28) Glass for table top (8mm thickness): per sq. ft
- 29) Glass cover (Lid) --- per piece
- 30) Glass mat (standard size)--- per piece
- 31) Jhool jharu --- per piece
- 32) Jug (plastic) Lit – per piece
- 33) Knife for cutting paper--- per piece
- 34) Lock (click) 8 lever ---- per piece
- 35) Lock (Navtal, Godrej): minimum. 8 lever --- per piece
- 36) Naphthalene(packet): Bengal Chemical 500 gm.
- 37) Odonil/Toilet freshner small size --- per piece
- 38) Phool jharu --- per piece
- 39) Pen stand --- per piece 4 socket
- 40) Pen holder --- per piece
- 41) Sharpener (pencil cutter) -- per piece
- 42) Lux soap: (100 gm.) -- per piece
- 43) Lifebuoy soap: (100 gm.) -- per piece
- 44) Dettol Liquid soap (180- 200ml) (Dettol/Lifebuoy) -- per bottle
- 45) Side bag (cloth): (sample should be attached) -- per piece
- 46) Sutli – per kg.
- 47) Scissors (medium) Big size – per piece

- 48) Towel full size colored good quality -- per piece
- 48A) Towel full size (large) : white, good quality : per piece
- 49) Towel (small) hand wash good quality – per piece
- 50) Umbrella (with wooden stick) – per piece
- 51) Vim powder: small (500 gm.)
- 52) Vim powder: large (1kg.)
- 53) Soap case -- per piece
- 54) Broom naiyal – per piece
- 55) Sketch pen set Best quality – per set (10-12 colours)
- 56) Sealing Wax – per kg
- 57a) Tea set Bone china – per set of 1 cup & 1 dish
- 57b) Tea set bone china per set of (6 cups & 6 dish)
- 58) Full plate Bone china – per piece
- 59) Service Tray (medium) – per piece
- 60) Electric kettle (plastic body) 1 lit. --per piece
- 60b) Electric kettle (plastic body) 1.5 lit – per piece
- 61) Electric kettle (steel body) – 1 Lit. – per piece
- 61b) Electric kettle (steel body)—2 lit. per piece
- 62) Colin spray (400ml) ---- per bottle

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29.04.2010

Copy to:

In-charge, V.B. Computer Center, with a request to upload this notice in the University-Website.

Memo. No. CS/01/2009-2010/ARC/1/2(7)

29.04.2010

Copy forwarded for information with a request for displaying on the notice board for wide publicity to:-

- 1) The District Magistrate, Birbhum, P.O. Suri
- 2) The Sub-Divisional Officer, Bolpur, P.O. Bolpur, Dist- Birbhum
- 3) The Block Development Officer, Bolpur Sriniketan Block, Sriniketan, Birbhum
- 4) The Station Master, Bolpur Railway Station P.O. Bolpur
- 5) The Branch Manager, State Bank of India, Santiniketan Branch
- 6) The Post –Master, Santiniketan Post Office
- 7) Registrar’s Office Notice Board

Memo. No. CS/01/2009-2010/ARC/1/3/(3)

29.04.2010

Copy to:

- 1) The Head, Silpa-Sadana, Visva-Bharati
- 2) The Secretary, Visva-Bharati Samavaya Samiti Ltd., Santiniketan.
- 3) The Secretary, Kendriya Bhandar, B-1, Shyamali Housing Estate
EA-Block, Sector-1, Saltlake city, Kolkata- 700064

Registrar
Visva-Bharati