

Diamond Harbour Women's University

Diamond Harbour Road, Sarisha, South 24 Parganas –743368.

Phone:03174-245801/245802 Website:www.dhwu.ac.in

Ref.No.DHWU/Reg/LTI/20/2018

Date:12.12.2018

Limited Tender Inquiry (LTI) for Manual Catalogue Desk for University Library

Sealed Limited Tender Inquiries are invited for making of the Manual Catalogue Desk for Central Library Diamond Harbour Women's University. The Description of the Catalogue desk is following

Name of the Object	Required Material	Quantity No.	Description
Manual Catalogue Desk with Table for Central Library.	Wood (preferably Segun)	2	30 (5X6) drawers in each Desk with proper name plates and brass nobs. According to the standard Catalogue Card size (5"x3"). Prescribed by AACR-II.

The completed Catalogue Desk must be submitted to Central Library on and or before the 31st December, 2018, Monday. The said deadline and the aforesaid guidelines should be strictly adhered to, failing which, the University shall reserve the right not to accept the finished product or in part. In case the order is not executed within the stipulated period, the Diamond Harbour Women's University will be at liberty to make purchases through other sources.

Eligibility Criteria:

1. Bidders shall be having credentials of similar nature of work.
2. Bidders shall have previous experience of supplying orders for Govt. Departments / PSU/Universities/Colleges / Academic Organizations etc. and shall have PAN/TAN number, and GST registration. Bidders should not be blacklisted by any Ministry/ Department of the Government of India or any PSU or Govt. of West Bengal or any other organization.
3. The bidder must submit documents related to eligibility criteria and detailed profile of the company and article of association along with the quotation.

Terms and Conditions:

1. Delivery Schedule: The Company shall be able to deliver the website within the aforementioned time period failing which the contract shall be treated as void.
2. Servicing: The bidder may be required to provide servicing or technical maintenance of the website for at least 3 years as and when necessary. Such service should be provided within 3 days from the receipt of the request.
3. Payment: There is no provision for making advance payment to the Company/suppliers. Payment will be made after the vendor submits the Job Completion Report duly signed by our Website Subcommittee, in a manner prescribed by the said Subcommittee.
4. The bid may be deemed cancelled if the vendor fails to furnish the necessary documents as stated above.
5. The bidder is required to quote as required by the Website Subcommittee in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.
6. Diamond Harbour Women's University, Sarisha, South 24 Parganas, reserves the right to reject any or all tenders without assigning any reason whatsoever.
7. Acceptance of this tender form and submission of the quote within the stipulated time would be treated as: (a) The tenderer has understood all requirements as described in the Tender document. b) Agreed to execute order to the satisfaction of Diamond Harbour Women's University.
8. Governing Laws: This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata/Diamond Harbour shall have exclusive jurisdiction in all matters arising under the contract.
9. Late Proposals: Any proposal received by the University after the deadline for submission of proposals, as referred below shall not be accepted.
10. Language of Proposal & Correspondence: The proposal submitted by the Bidder should be in English language only.

11. Proposal Currency: Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc.

12. The following documents have to be enclosed with the bid:

a. Copies of valid PAN along with Income Tax Return documents for Assessment Years 2018-19 and 2017-18.

b. Copy of Registration Certificate for GST.

c. Copy of valid Trade License.

d. Duly filled in and signed Annexure – I form.

13. The bidder should have their working office situated in Kolkata.

Last Date for Submission of the Sealed Tender at the Office of the Undersigned

18.12.2018

Date and Time of the Opening of the Tender

18.12.2018, 03.00p.m.

Tender will only be accepted in the University Office on all working days from 11 a.m. to 3 p.m. and in holiday you can drop the sealed envelope in the designated tender box.

Sd/-

Registrar

Note: For further inquiry University Office (03174-245801) may be contacted.

Annexure – I

Short Description	Nature of the Work / Specifications	Total Price (Rs.)	GST Percentage (Rs.)	GST Amount (Rs.)	Grand Total
Manual Catalogue Desk with Table for Central Library.	Wood- Segun (preferably) Description- 30 (5X6) drawers in each Desk with proper name plates and brass nobs. According to the standard Catalogue Card size(5"x3"). Prescribed by AACR-II.				

In Letterhead of the supplier quotation with seal to be submitted along with the

To
The Registrar
Diamond Harbour Women's University
Sarisha, Diamond Harbour Road, South 24 Parganas
743368

We agree to supply the above goods/equipment/products/service in accordance with the technical specifications

for a total contract price of Rs.....(Amount in figures) (Rupees
.....amountinwords)withinthe
period specified in the invitation for Quotations.

We confirm that the normal commercialwarranty/guarantee ofmonths shall apply tothe
offered items and we also confirm to agree with terms and conditions as mentioned in the tender. We
hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage
in bribery.

Signature of supplier/vendor/Bidder

Name & Address.....