



THE UNIVERSITY OF BURDWAN
Placement and Students Welfare Office
Golapbag, Burdwan – 713104

Notice No.: P&SW/Tender/2019/Dustbin/01

Date: 24.12.2019

NOTICE INVITING TENDER

Subject: Supply & Installation of Dustbins for Students' Hostels / Departments etc.

The University of Burdwan, Burdwan for its Students Hostels / Departments etc. invites sealed quotations for the following items as specified to be supplied and delivered across 12 nos. university hostels in and around Golapbag Campus, Burdwan or at the designated university hostel / office place as directed.

Sl.:	Description of Item:	Quantity:	Place of Delivery:
01	Dustbin Capacity – 80 Litres / Material – Plastic of standard brands like Neelkamal, Sintex, Cello etc.	75 nos.	University hostels in and around Golapbag campus, Burdwan.

Tender Schedule

Particulars	Date & Time
Last date and time for submission of tenders	06.01.2020 at 03:00 P.M.
Date and time of opening of tenders	07.01.2020 at 03.00 P.M
You are requested to quote your lowest rates for the supply of above items in the attached format Annexure – I	
Authorised representative of the participating bidder may remain present at the office of The Registrar, The University of Burdwan, Rajbati, Burdwan – 713104 on the scheduled date and time of opening of the tender as notified.	
Tender should be submitted in sealed cover only super scribing the notice no. with date and the captioned subject matter at the tender drop box placed at the office of The Registrar, The University of Burdwan, Rajbati, Burdwan – 713104.	



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Terms & Conditions

1. Tender bids are to be submitted in sealed cover within 06.01.2020 / 03.00 PM at the tender drop box placed at the office of The Registrar, The University of Burdwan, Rajbati, Burdwan – 713104.
2. The rates quoted should be described clearly with GST breakup.
3. You are requested to submit your quotation strictly as per the specifications mentioned in the NIT.
4. Non compliance of submission of requested information like PAN, GSTIN, Trade Licence No. etc. by the participating bidder shall lead to disqualification.
5. Your tender must be valid for minimum 90 days from the date of opening of tender.
6. Each page in the bid document must be duly signed & sealed by the participating bidder.
7. In the event of the date on which the tender is scheduled to be opened is / is declared to be a holiday, the tender shall be opened on the next working day.
8. The items are required to be delivered within 30 days from the date of issuance of work order. Late delivery may not be accepted.
9. The items / materials shall be required to be delivered and installed at the designated University Hostels / Section at the risk and cost of the bidder.
10. The bids will be opened by the officials of The University of Burdwan. Intending bidders may remain present if they so desire. If there is any deficiency in the necessary documents, the tender will summarily be rejected. During the evaluation process, the Committee may invite the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if those are not produced within the stipulated time frame, their bids will be liable for rejection.
11. Unloading and installation shall be the complete responsibility of the supplier.
12. The items offered should be of good quality confirming to BIS standards, wherever applicable.
13. Payment shall normally be made within 3-4 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
14. Bills presented for payment is to be submitted in triplicate with GST breakup.



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15. Submission of tenders should be made in person at the tender drop box placed at the office of The Registrar, The University of Burdwan, Rajbati, Burdwan – 713104 within 03.00 PM of 06.01.2020. Late or delayed tenders shall be summarily rejected.
16. For any other information one may contact The University of Burdwan, Burdwan before submission of tender.
17. The University of Burdwan, Burdwan reserves the right to accept and/or to reject any/ all tenders without assigning any reason.

Sd/-
Placement & Students Welfare Officer
The University of Burdwan

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Annexure I

Bid submission for supply of Dustbin for Student Hostels / Departments etc.

Notice No.:

Date:

a) Name of the bidder: _____

b) Address: _____

c) Contact No.: _____

d) Email (if any): _____

e) PAN: _____

f) GSTIN: _____

g) Trade Licence No.: _____

h) Price Bid (Rs): Rate / unit _____ plus GST _____

Total = Rs. _____

(Rupees in words: _____)

Note: Enclose copy of all supporting documents

Signature & Seal of Bidder