

Tender Notice No.: PU/GEOL/SEMINAR/14-15

Dated: 13-10-2014

Tender for the supply of Conference Kit, Hired Vehicle and Decoration for the National Seminar to be held on 7-8 November, 2014 at the Department of Geology, Presidency University

Quotation in sealed cover addressed to **“The Convenor, Seminar Committee, Geology Department, Presidency University, 86/1 College Street, Kolkata-700073”** are invited from the Suppliers for the supply of the following items regarding the above mentioned seminar. The quotations should be reputed by the bidders in their original letter head clearly indicating the specification, quantity, rate per unit (excluding tax, if any) on free delivery at site basis, rate of tax as applicable, discount, etc. separately for each item. Quotations should be accompanied with the duly filled up Application Form (Annexure – I). Self-attested photocopies of VAT / Sales Tax Registration Certificate, copy of the valid Trade License, copy of the PAN card, I.T. clearance certificate and other relevant credentials are to be enclosed with the said application form. No advance payment will be made. Payment will be made as per Purchase Order after completion of the seminar and submission of tax invoice / bill with necessary papers. A non-refundable demand draft for Rs.500/- (Rupees Five hundred) only in favour of Presidency University payable at Kolkata should be enclosed with the quotation as application fees. The sealed cover should be duly superscribed with the Tender Notice No. and date and the words **“NATIONAL SEMINAR RELATED ITEMS FOR DEPARTMENT of GEOLOGY”**.

- LAST DATE OF SUBMISSION OF QUOTATIONS TO THE OFFICE OF THE HEAD, GEOLOGY DEPARTMENT, PRESIDENCY UNIVERSITY: 21-10-2014 up to 3.00P.M.
- DATE OF OPENING OF THE QUOTATIONS: 21-10-2014 at 3-30 P.M.

The University reserves the right to accept or reject any quotation in part or full without assigning any reason.

LIST OF ITEMS

A. Conference Kit-

1. Folder
2. Pad – A4
3. Pen

B. Transport –

1. AC Bus (for two days) – 30-40 seater
2. AC Car (4) (Swift Dezire type) (for 4 days) –

C. Decoration-

1. Stage Decoration – AJC & Derozio
2. Poster Board – A1 size with stand and light- 20 nos.)
3. Stall (6 ft X 4 ft)- 3 nos
4. Chair, Table (for lunch and dinner)

For detailed information, please contact Dr. Sankar Bose (Mob: 9874171661), Geology Dept., Presidency University

ANNEXURE - I

APPLICATION FORM

FORMAT TO BE FILLED BY THE MANUFACTURERS / INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, COMPETENT DEALERS SUBMITTING QUOTATION FOR SUPPLY OF LABORATORY EQUIPMENTS FOR DEPARTMENT OF GEOLOGY, PRESIDENCY UNIVERSITY, KOLKATA

1. Name of the Quoter :
2. Status of the Quoter
: (attach documents, if registered
company/partnership/propriety ship)
3. Address (Head Office / Registered Office)
:
with Phone No. and e-mail id
:
4. Present Address with Phone No. and e-mail id:
5. Whether OEM/representing foreign principle /
authorised dealer / authorised distributor :
(attach copy of certificate of authorization from OEM)
6. Name of Proprietor / Managing partner/
Managing Director / authorised signatory :
(attach details)
7. Details of tie-ups for supply/services, if any :
(attach details, agreements, escalation matrix)
8. Income Tax return / Clearance Certificate
(latest) (attach attested copy)
:
9. Name and address of at least three largest
Customers with value of purchase order :
(attach copies of documentary evidences)

10. Income Tax Permanent A/c No. (attach copy) :

11. VAT / CST Registration No. :
(attach copy of the certificate)

13. Trade Licence / ROC Certificate No. :
(attach copy of the certificates)

12. Details of Tender Fees Bank Draft No., issuing branch and date:

DECLARATION

1. I, ----- Son /Daughter of Shri -----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. ----- am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender
and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.
4. I/ we am / are well aware of the fact that furnishing of any false
information/ fabricated document would lead to rejection of my tender at any
stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company
is authenticated, sealed and signed, and I take full responsibility for the
entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in
PRESIDENCY UNIVERSITY, Kolkata or in any national organization or
educational institute/university for any supplies, products or services,.

Signature of the Authorized Person

Date : -----

Full Name_____

Place : -----

Designation with Seal