



Visva-Bharati

Granthana Vibhaga

6 A.J.C. Bose Road, Kolkata 700017

Tender Notice

Memo no.: VBGV.Tender-Stock/04/24-25

Date: 16.07.2024

Tenders are invited in sealed envelope superscribed as **“TENDER FOR STOCK TAKING & PHYSICAL VERIFICATION OF BOOKS AND PERIODICALS”** addressed to:

The Director
Visva-Bharati Publishing Department
6 A.J.C Bose Road
Kolkata-700017

Requirement: Stock taking & Physical Verification of books and periodicals required on the existing stock of books and periodicals at:

- Shop No. 1 (2 Bankim Chatterjee Street, Kolkata 700073)
- Shop No. 2 (210 Bidhan Sarani, Kolkata 700006)
- Visva-Bharati Granthana Vibhaga Office (6 A.J.C. Bose Road, Kolkata 700017)
- Chatak Shop No. 3 (Santiniketan)

Note: Downloadable Tender Papers, Terms & Conditions will be available in the Visva-Bharati website (www.visva-bharati.ac.in). **Duly filled-in hardcopy of tenders along with all the required documents will be taken into consideration only, otherwise tender will be summarily rejected.**

Terms and Conditions:

- 1) It is mandatory for the interested bidders to visit the above-mentioned godown and shops of Visva-Bharati Granthana Vibhaga at their own cost. They will inspect the stock within the below-mentioned date and time before quoting their rate including GST.
- 2) Three (03) working days i.e. **22.07.2024 (Monday) to 24.07.2024 (Wednesday) (up to 5 pm)** is allotted for interested bidders for their visit with proper identity proof before submission of their best bid. Lowest bidder should provide sufficient manpower for completion of the work.

- 3) **Submission of Tenders:** Tenders should be submitted to the **Reception counter** from **29.07.2024 to 31.07.2024** (up to 5 pm). Sealed envelope **containing the hard copies of relevant Tender documents** should reach the office of the Director, Visva-Bharati Granthana Vibhaga, 6 A.J.C Bose Road, Kolkata 700017 **within the stipulated time, failing which the Tender application will be treated as cancelled.**
- 4) Lowest bidder will be called for verification of relevant documents such as **Identity Proof, PAN Card, Income Tax Certificate, Income Tax Return, GST Registration, Experience Certificates (minimum three places of work preferably government sector)** in original to the office of the **Director, Visva-Bharati Granthana Vibhaga, 6 A.J.C Bose Road, Kolkata 700017 on 12.08.2024 (Monday) anytime within 5pm.**
- 5) Self-attested copies of the following documents to be submitted along with Tender form:
 - a. Copy of GSTIN Registration Certificate
 - b. Copy of Valid trade license (relevant for the work)
 - c. Copy of Recent Income Tax Return and Service Tax return
 - d. Copy of PAN card
 - e. Details of experience in Stock Taking of Books and Periodicals (copy of supporting documents)
- 6) Bidders shall execute the work within the stipulated date i.e. **23.08.2024 (Friday) to 20.09.2024 (Friday) up to 5pm (except Saturday, Sunday and Visva-Bharati Holidays as notified in the Visva-Bharati website).**
- 7) Lowest bidder has to submit **Work Completion Report** from **02.09.2024 (Monday) to 17.09.2024 (Tuesday)** with actual reconciliation based on existing stock.
- 8) The Tenderer in its name or person, has been barred/blacklisted by the Central/State Govt./Dept. from participating in any work/project as on the date of bid, would not be eligible to submit Tender. In this connection, the Tenderer shall submit an acceptance as per **Annexure I.**
- 9) Visva-Bharati reserves the right to cancel any or all the Tenders without assigning any reason.
- 10) Disputes arising out of the contract shall be subject to the arbitration of a three-member committee comprising one representative of Bidder, one representative of the Visva-Bharati and a senior lawyer / professional arbitrator agreed upon by both parties.
- 11) Legal dispute, if any, will be under the jurisdiction of the Hon'ble High Court of Calcutta.
- 12) Bidders must submit declaration of acceptance of all the Terms & Conditions in **Annexure II.**



**Director (Officiating)
Publishing Department
Visva-Bharati**

পরিচালক (গ্রন্থবিভাগ, বিশ্বভারতী)
পরিচালক (প্রশ্নবিভাগ, বিশ্বভারতী)
Director (Publishing Dept. Visva-Bharati)

Date: 16.07.2024



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Tender form for “STOCK TAKING & PHYSICAL VERIFICATION OF BOOKS AND PERIODICALS” at the Visva-Bharati Granthana Vibhaga, Kolkata

1. Name of the Bidder:
(in block letters)
2. Father's / Husband's Name (s):
(if applicable)
3. Address & telephone no (s)
Including mobile
(attach photocopy of address proof) (*):
4. Email Id:
5. PAN No:
(attach photocopy of PAN card):
6. Details of Trade Licence:
(relevant for the work)
7. Details of GST Registration
(attach photocopy):
8. Details of experience in stock taking and physical verification of Books and Periodicals (submit copy of supporting documents):
9. Tender Amount (in Number and words):

Recent colour
Passport
photograph of
the Proprietor
with Signature

Undertaking

I / (we) have read the terms and conditions of the Tender and contract printed overleaf and I/ (we) shall abide by them.

Date:

**Signature of the Bidder/Tenderer
With Official Seal**

(On the FIRM letterhead)

CERTIFICATE OF NON-BLACKLISTED

Date:

To

The Director

Visva-Bharati Publishing Department

6, A.J.C Bose Road,

Kolkata – 700 017

Dear Sir,

I/We have carefully gone through the Tender No. & date _____

I/We hereby declare that I and/or our associates have not been debarred/black listed as on Bid calling date by any State Government, Central Government, Central & State Govt. undertakings/Institutions/Organizations and by any other Quasi Government bodies/Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

I/We further certify that I/We am/are competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name:

Designation with Seal of the Firm

Date:

To
The Director
Visva-Bharati Publishing Department
6, A.J.C Bose Road,
Kolkata – 700 017

ACCEPTANCE OF THE TERMS AND CONDITIONS AND ALL CLAUSES

Dear Sir,

I/We have read and understood the Tender and agree to abide by the terms and conditions and all clauses of this Tender.

Yours faithfully,
(Signature of the Bidder)

Name:
Designation with Seal of the Firm

Date: