

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkatta – 700 073
Tender Notice No. PU/Convo/16-17/Casket/1
Date: 25-07-2016

**Tender for the supply of the Silver-made Casket for the 4th Convocation of the
Presidency University**

Quotations in sealed cover addressed to “**The Finance Officer, Presidency University, 86/1 College Street, Kolkatta-700073**” are invited from the reputed original manufacturers, reputed authorized dealers (**to be certified by the original manufacturer**) for the supply of 2 nos. of Silver-made Caskets for the 4th Convocation of the Presidency University as per the sample / specifications to be exhibited by the office of the Controller of Examinations. The quotations should be made by the bidders in their original letter heads clearly indicating the specification, brand / manufacturer’s name, price (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. Return for the last three years and other relevant credentials are to be enclosed with the said application form. No advance payment will be made. Payment will be made after completion of the satisfactory delivery and installation of the items as per Purchase Order and submission of tax invoice / bill with necessary papers. **A non-refundable demand draft for Rs.750/- (Rupees Seven hundred Fifty) only in favour of Presidency University payable at Kolkata should be enclosed with the quotation as application fees.** The bidder should also enclose another Demand Draft of Rs.5,000/- (Rupees Five thousand only) in favour of Presidency University payable at Kolkata as refundable Earnest Money Deposit. **The sealed cover should be duly superscribed with the Tender Notice No. and Date and the words “CONVOCATION CASKETS”** and should be dropped in the Tender Box kept at the Purchase Cell of the University at the First Floor of the Main Building in the Presidency University campus.

- **LAST DATE OF SUBMISSION OF QUOTATIONS TO THE OFFICE OF THE FINANCE OFFICER, PRESIDENCY UNIVERSITY: 03-08-2016 up to 3.00P.M.**
- **DATE OF OPENING OF THE QUOTATIONS: 03-08-2016 at 3.30 P.M.**

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

Sd/-
Finance Officer
Presidency University, Kolkata

ANNEXURE - I

APPLICATION FORM

**FORMAT TO BE FILLED BY THE MANUFACTURERS OR THEIR AUTHORIZED DEALER /
BIDDER SUBMITTING QUOTATION FOR SUPPLY OF SILVER-MADE CASKETS FOR 4th
CONVOCAION OF PRESIDENCY UNIVERSITY**

1. Name of the Bidder :
2. Status of the Bidder : (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/ 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. Income Tax return / Clearance Certificate (latest) (attach attested copy) :
8. Name and address of at least three largest Customers with value of purchase order : (attach copies of documentary evidences)
9. Income Tax Permanent A/c No. (attach copy) :
10. VAT / CST Registration No. : (attach copy of the certificate)
11. Trade Licence / ROC Certificate No. : (attach copy of the certificates)
12. Details of Tender Fees Bank Draft No., issuing branch and date:
13. Details of EMD 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 / firm 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