

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkatta – 700 073
Tender Notice No.PU/Convo/15-16/1
Date:13-07-2015

**Tender for the supply of the Silver-made Cascades for the 3rd Convocation of the
Presidency University**

Quotation in sealed cover addressed to “**The Finance Officer, Presidency University, 86/1 College Street, Kolkata-700073**” are invited from the reputed original manufacturer, reputed authorized dealers (**to be certified by the original manufacturer**) for the supply of 2 nos. of Silver-made Cascades for the 3rd Convocation 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 head 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. 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 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 quoter should also enclose **another Demand Draft of Rs.10,000/- (Rupees Ten 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 CASCADES”** 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:21-07-2015 up to 3.00P.M.**
- **DATE OF OPENING OF THE QUOTATIONS:21-07-2015 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 /
QUOTER SUBMITTING QUOTATION FOR SUPPLY OF SILVER-MADE CASCADES FOR /
CONVOCAATION OF PRESIDENCY UNIVERSITY 3rd**

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/
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. Detail of Tender Fees Bank Draft No., issuing branch and date:
13. Detail of EMD Bank Draft No., issuing branch and date:

DECLARATION

1. I,----- Son/DaughterofShri-----
-----, Proprietor/Partner/CEO/MD/Director/ Authorized
Signatoryof M/s. ----- am
competenttosignthisdeclarationandexecutethistenderdocument.
2. Ihavecarefullyreadandunderstoodallthetermsandconditionsofthetenderand
herebyconveymyacceptanceofthesame.
3. Theinformation/documentsfurnishedalongwiththeaboveapplicationaretrueand
authentictothebestofmyknowledgeandbelief.
4. I/ we am /are well aware of the fact that furnishing of any false information/ fabricated document
would lead torejection of my tender at any stage besides
liabilitiestowardsprosecutionunderappropriatelaw.
5. Each page of the tender document and papers submitted by my Company / firmis authenticated,
sealed and signed, and I take full responsibility for the entire documentssubmitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY
UNIVERSITY,Kolkataorinanynationalorganizationor educationalinstitute/university for any
supplies,productsor services,.

SignatureoftheAuthorizedPerson

Date:-----

Full Name_____

Place:-----

Designation with Seal