

# VISVA-BHARATI Central Library



Memo No. CL/ 685 /2014-15/(53G)

Date: January 17, 2015.

## ENQUIRY

LAST DATE OF SUBMISSION	February 10, 2015
HOURS (I.S.T.)	4.30pm

To  
M/S .....

Dear Sir,

You are requested to submit your signed quotation mentioning VAT, PAN, Service Tax No. and other necessary information along with rates and facilities for the following services to the under signed on or before the date and time noted above. Those who have already submitted the tender need not submit any more.

### Nature of Service/Work

Providing Printing, Photocopying, Lamination and Spiral Binding services for the users of Central Library, Visva-Bharati.

### Scope of Service/Work

- The Printing (Colour and Black & White), Photocopying, Lamination and Spiral Binding services will be available from 7.30am to 7.30pm on all library service/working days. Timing for Wednesday & Sunday (weekly holidays) will be 10.30am to 4.30pm.
- Two photocopiers are to be made available in the service centre of which at least will be one Brand new Photocopier having Network printing facilities. There will be stop-gap arrangement for securing un-interrupted services in course of repair and maintenance of the photocopiers. You are requested to mention the brand and model of the photocopiers.
- One Lamination and Spiral Binder is to be made available in the Centre. You are requested to mention the brand and model of both the items.
- In the peak time (10.30am to 5.30pm) there will be two personnel. For any temporary-stop of services will be communicated to the Library Authority.
- Library will provide space, electricity, minimum furniture, etc. and for any special requirement vendor is to accountable to arrange those on their own for providing smooth service.
- The accepted rate chart for the delivery of services as mentioned above will be displayed in the counter for publication consumption.
- It is the duty of the vendor, before to close the photocopiers every day, to note down the records of photocopy and printing services in the log book are verified and signed by the any In-charge/Officer/Representative of the Library.
- Library would be paid 10 (ten) paise per photocopy impression as well as per print copy and payment will be made by the vendor to the library on fortnightly/monthly basis as compensation for free space and electricity.
- The tenure of work will be for one year i.e. **from April 01, 2015 to March 31, 2016** and may be extended subject to satisfactory services.

- The selected vendor has to deposit of amounting to Rs. 10,000/- (ten thousand) only as Earnest Money Deposit (EMD) by way of Demand Draft to the Account Officer, Visva-Bhaarti, and shall be released on termination of empanelment after adjustment of dues, damage claim, etc. if any.
- The selected vendor will has to sign an agreement in the stamp paper (Rs. 50/- and is to be supplied by the vendor) by mentioning the Terms and Conditions as laid down in this letter and some additional clauses, if any.
- In the event of unsatisfactory service, the agreement may be terminated by the authority without consultation but with prior notice.
- Selected vendor have to be started the services from **April 01, 2015**, positively.

You are requested to quote your rate including 10 (ten) paise per photocopy impression and per print copy for Library as;

Sl. No.	Normal Photocopying (B&W)	Rate (Rs.)	Normal Photocopying (B&W) (above 200 pages)	Rate (Rs.)
1	A4 size (single side)		A4 size (single side)	
	A4 size (both side)		A4 size (both side)	
	A3 size (single side)		A3 size (single side)	
	A3 size (both side)		A3 size (both side)	
	A5 size (single side)		A5 size (single side)	
	A5 size (both side)		A5 size (both side)	
<b>2</b>	<b>Printing (B&amp;W)</b>	<b>Rate (Rs.)</b>	<b>Printing (Colour)</b>	<b>Rate (Rs.)</b>
	A4 size (single side)			
	A4 size (both side)			
	A3 size (single side)			
	A3 size (both side)			
	A5 size (single side)			
	A5 size (both side)			
<b>3</b>	<b>Spiral Binding up to 200 pages</b>		<b>Spiral Binding above 200pages</b>	
<b>4</b>	<b>Lamination within 100 (Per Sq. inch)</b>		<b>Lamination above 100 (sq.inch)</b>	

### **Terms and Conditions of Purchase**

1. The offers addressed to Dr. V. K. Thomas, University Librarian, Central Library, Visva-Bharati Santiniketan-731235, MUST be sealed and marked as “Memo No.CL/\_\_\_\_\_/2014-15/(53G), Dated January 17, 2015, Due Date **February 10, 2015**” on the face of the envelope”.
2. Apart from other applications in respect of the quality, standard, terms etc, the offer should specially clarify the points noted below, in the following order:
  - (i) Validity of offer
  - (ii) Central Sales Tax/VAT Sales Tax/Service Tax
3. **Below are the explanations of the above points:**
  - (i) Validity of the offer: Here please mention the time (From\_\_\_\_\_to\_\_\_\_\_) up to which your quotations shall be current. The quotationer shall have no right to revise them within the period given here on the plea of fluctuations in the marker rate. Normally the **validity of the offer** should be for a specified period of **60 days or more than that.**

- (ii) University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.
- 4. All interested vendors are welcome to visit the Central Library for any clarification before to submission of quotation.**
5. All quotations should be net, including payment to the Library i.e.10 (ten) paise per photocopy impression as well as per print copy etc.
8. If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
9. The vendor will be informed of the decision in due course in case the decision is in their favour. Interim enquiries about offers will not be attended to.
10. Once the offer is accepted by the HOD/P.I/Coordinator/Indenter and the order is placed on that basis, the suppliers will have to deliver the services accordingly within the stipulated time, or compensate the University for Loss, if any, on account of non execution of the supply order.
11. Liquidated Damage: Visva-Bharati reserves the right to impose liquidated damage as and when required; the rate of penalty will be at par with the same of the Govt. of India's regulations.
13. Wednesday and Sunday are the weekly holidays of Visva-Bharati, However Library is open on Wednesday and Sunday during 10.00am to 5.00pm.
14. University/Library will not pay any installation charges and visiting charges for the purpose. Quoted price will be inclusive of all.
15. Necessary documents are to be attached regarding the Trade License, list of institute where you have provided same services, etc.
16. All disputes are subject to "Bolpur, Birbhum, W.B, jurisdiction" only.
17. Vendors are requested to mention their contact number in the quotation papers and may be called for (for any clarification, if desire by the members of the Committee) on the proposed day of meeting for Opening the Tender i.e. March 07, 2014 at 12.30noon (Date and time is tentative and may be changed).

(Dr. V. K. Thomas)  
University Librarian, Central Library  
Visva-Bharati, Santiniketan-731235  
Contact No. 03463-262783