



DEPARTMENT OF SOCIAL WORK

VISVA-BHARATI
SRINIKETAN

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Phone No. - (03463) 264777, 264191

Ref. No. VB-SW/T-1/

/2015 -16

Dated: _____

FORMAT FOR NOTICE INVITING TENDER/QUOTATION

ENQUIRY

LAST DATE OF SUBMISSION	22/02/2016
HOURS(I.S.T.)	3:00 P.M

To,

Dear Sir(s),

Sealed tenders are invited on behalf of the Head, Department of Social Work, Visva-Bharati, Sriniketan, on or before the date and time noted above, for **Annual Maintenance Contract for Computers, Printers, UPS, LCD Projector and Internet/ LAN (exclusive spare parts).**

Please see terms & conditions as mentioned below, which are essential, specially item 1, the failure in compliance of which may lead to rejection of the quotation.

Terms & Conditions of Purchase:

- 1) The interested / reputed parties may send their sealed quotations by post on proper letter head with complete address and marked with captions ‘ Quotation for AMC for (Computer, Printers, UPS, LCD Projector and Internet / LAN Connection etc)’ to Head, Department of Social Work, Visva-Bharati, P.O.- Sriniketan, Dist.– Birbhum, PIN– 731236.
- 2) Parties has to enclose the following documents with the proposal:
 - (a) Terms and conditions details.
 - (b) Copy of PAN Card.
 - (c) Copy of Trade License.
 - (d) Copy of VAT Registration.

(e) Copy of previous year TAX return.

(f) Copy of this Enquire Letter.

- 3) The quotations / tenders will be opened in chamber of Head, Department of Social Work, Visva-Bharati, Sriniketan at **1500 hours on** _____ in the presence of members of purchase committee.
- 4) The quotations shall be kept open for acceptance for 90 days from the date of opening the quotations.
- 5) If any PC/ accessory are not repaired within two days, the contractor will provide a standby PC/ accessory.
- 6) The firm / contractor should have minimum three years of similar work experience in handling Government contracts of Computer maintenance of the similar nature and size and also state their annual turnover for the last three years from this type of business.
- 7) It shall also be the responsibility of the contractor to hand over back to the Department all the equipment under contract in working condition at the end of this contract period. It shall also be the responsibility of the contractor to hand over back to this office all the equipment under contract in working condition at the end of this contract period.
- 8) The maintenance work is to be carried out in the Department of Social Work office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the Head, Department of Social Work and no extra payment will be made on this account. The contractor shall be required to provide alternate equipment.
- 9) Payment of the work done and services rendered will be made to the contractor on half yearly basis i.e. immediately after expiry of each six months.
- 10) The successful firm will be required to do the work for a period of one year from the date of awarding contract. This office shall, however, reserve the right to terminate the contract at anytime without assigning any reason.
- 11) The job will be entrusted on the basis of all inclusive rates contract on “As is where is” and competitive basis.
- 12) No extra payments, whatsoever, on account of natural calamities or otherwise will be made to the contractor except the all inclusive rates and the rates permitted under this contract. It shall be the contractor’s responsibility to make the computers / printers / UPSs/ Projectors, etc in working condition satisfactory throughout the period of the contract.

- 13) It may particularly be noted that after the contract is awarded, the contractor will be required to fix all windows software problems and required accessories to the computers/ printers/ UPS and Projectors, etc in question bring them in perfect working orders.
- 14) Failure to repair/ servicing the equipment in quotation within the reasonable time without adequate reasons or to return the repaired machine within a week's time of the maximum, may entitle proportionate deduction in the bill in respect of the total period as well as terms mentioned in clause-15.
- 15) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/ party at the risk expenses of the defaulting contractor. This office can terminate the contract summarily anytime if the work of the contractor is found unsatisfactory.
- 16) Penalty Clause: - The calls may be attended on the same day of the complaint. The non compliance / non attendance of the complaints after one working the complaints after two working day a penalty will be imposed which is as follows :

System	: Rs. 50/- per day for each system
Printer	: Rs.25/- per day for each
UPS	: Rs.20/- per day for each
- 17) A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm, in full.
- 18) University reserves the right to accept / cancel any of the tender or part there or cancel the procurement process of without assigning any reason.
- 19) Suppliers have Rate Contract with Central or Provincial Government should quote along with a certified copy of the current Government Rate Contract.
- 20) The offers must be accompanied by the related catalogues, leaflets, brochures and samples wherever possible. While every effort is made to return the samples to the suppliers, the HOD cannot accept any responsibility in this respect.
- 21) All quotations should be net, after showing discounts etc.
- 22) If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
- 23) The suppliers will be informed of the decision in due course in case of decision in their favor and any interim enquiries about offers will not be attended to.
- 24) Once the offer is accepted by HOD and the order is placed on the basis, the suppliers will have to deliver the goods accordingly within the stipulated time, or meeting the compensation for loss, if any, on account of non execution of the supply order.

- 25) 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 instruction.
- 26) All disputes subject to "Bolpur, Birbhum, and W.B. jurisdiction" only.



Head
Department of Social Work
PSV, Sriniketan

Circulated through:

- Department Notice Board.
- Principal Office Notice Board
- Central Office Notice Board.
- <http://www.visvabharati.ac.in/Tender.html>

Copy to:

- Office file