

VISVA-BHARATI Central Library



Memo No. CL/ 311 /2017-18(06)

Date: August 21, 2017

ENQUIRY

LAST DATE OF SUBMISSION	September 07, 2017
HOURS (I.S.T.)	4.30pm

To
M/S

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Dear Sir,

You are requested to submit your signed quotation mentioning GST, 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.

Nature of Work

Month wise Pest control treatment of book stacked at Central Library and 12 Sectional Libraries of Visva-Bharati, Santiniketan and Sriniketan.

Scope of work

- For providing monthly pest control treatment services to the Central Library and 12 sectional Libraries enough trained persons must be engaged for the said work.

Sl.No.	Medicines	Brand	Remarks
1.	CHLORPYRIFOS 20% EC (<i>Inside the library treatment</i>)	DUSBAN (DOW Chemical co.) / Hilban / other (Govt. of India permitted)	Monthly
2.	MALATHION 20% EC-HILMALA (for killing mosquitoes / poisonous insects) (<i>Out-side the library treatment</i>)	Hindustan Pesticides India Ltd. / other (Govt. of India permitted)	On requirement
3	Zinc Phosphide (RATOL) (<i>Rat Control Service</i>)	Govt. of India permitted	On requirement
4	Snake Control Service	Govt. of India permitted	On requirement

2. May be bi-monthly, 3. May be quarterly 4. Twice in a year. But all these treatments may be done on situational requirement.

- Before to submit quotation, vendor may visit the library premises to observe the physical location of the Central Library and 12 Sectional Libraries, Visva-Bharati to assess actual scope of work.
- Transportation for offering services will be arranged by the vendor.
- Pest Control Treatment are to be done, once in a month to all the libraries and others (2 to 4 of the table above) may be done on need in addition to the noted above.

- A log book should be maintained for services records which will be duly signed by any In-charge of the sections of the Central Library and In-charge of the respective bhavana / sectional libraries.
- The tenure of work will be for one year i.e. from October 01, 2017 to September 30, 2018 and may be extended subject to satisfactory services. However, initial work order will be issued for four months on experimental basis to observe the performance of the work.
- Payment will be made quarterly/half yearly on providing satisfactory services and Service reports are to be enclosed with the bills.
- You are also requested to quote rate of medicines, if required.
- Lowest bidder will be selected on the basis of annual total rate quoted by the bidders.
- Rate quoted will be inclusive all, no further request will be entertained in this respect during the tenure of contract.

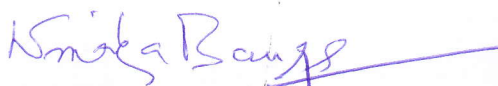
Others Terms and Conditions are as below:

1. The offers addressed to Prof. Nirmalya Banerjee, Prof-in-Charge, University Librarian, Central Library, Visva-Bharati Santiniketan-731235, MUST be sealed and marked as “Memo No.CL/ 311 /2017-18(06), Dated August 21, 2017, Due Date **September 07, 2017**” 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) GST/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, after showing discounts 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/Coordinator/Indenter and the order is placed on that basis, the vendors will be responsible to provide services accordingly within the stipulated time, or compensate the University for Loss, if any, on account of non-execution of the services 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 holiday of Visva-Bharati, However Library is open on Wednesday and Sunday during 10.00 am to 5.00 pm.
15. University will not pay any visiting charges for the purpose. Quoted price will be inclusive of all.

16. Necessary documents are to be attached regarding the authorization/dealership, list of institutes where you have provided same services, etc.
17. The service hour of the Central Library is 7am to 8pm on all working days. On weekly holidays (Wednesday and Thursday) and other holidays it will be 10am to 5pm. Bhavana / Sectional Libraries are open 5 days a week as per the schedule bellow;

Sectional Library	Timing
Cheena Bhavana Library	9.30 am – 6 pm (Closed: Wed & Sun)
Kala Bhavana Library	9.30 am – 6 pm (Closed: Wed & Thurs)
Rabindra Bhavana Library	10 am – 5 pm (Closed: Wed)
Hindi- Bhavana Library	9.30 am – 6 pm (Closed: Wed & Sun)
Sangeet Bhavana Library	9.30 am – 6 pm (Closed: Wed & Thurs)
Patha Bhavana Library	6.30 am – 1.30 pm (summer) & 7 am -1 pm (winter) (Closed: Wed & Thurs)
Siksha Bhavana Library	9.30 am – 6 pm (Closed: Wed & Sun)
Philosophy & Religion Library	9.30 am – 6 pm (Closed: Wed & Sun)
Vinaya Bhavana Library	9.30 am – 6 pm (Closed: Wed & Sun)
Siksha Satra Library	9.30 am – 6 pm & 6.30 am -1.30 pm (Summer vacation) (Closed: Wed & Sun)
Palli Siksha Bhavana Library	9.30 am – 6 pm (Closed: Wed & Sun)
Palli Sangathan Vibhaga Library	9.30 am – 6 pm (Closed: Wed & Sun)

18. Preferably treatment may be done in a fix-day of fourth week of every month which will only be changed on adjusting of holidays subject to prior intimation to the In-charge of the Sectional Libraries and Sections of central Libraries. It is needless to be noted that the treatment of central library will be done one-day only but not part -by- part.
19. For smooth functioning of the treatment vendor may collect contact number of all libraries and give their number too to all libraries.
20. Tentative date of the opening of the tender 12 September 2017 at 11.30am. Vendor may not be presented in the meeting. They are also requested to note their contact number on the top of the envelop for any communication, if needed.
21. Quotation may be submitted directly in the Central Library or through Speed post only.
22. All disputes are subject to “Bolpur, Birbhum, W.B, jurisdiction” only.



(Prof. Nirmalya Banerjee)
 Prof-in-Charge, University Library
 Visva-Bharati, Santiniketan-731235

Mailing Address;

Prof. Nirmalya Banerjee
 Prof-in-Charge, University Library
 Central Library, Visva-Bharati
 Santiniketan-731235, Birbhum