



**PROCTOR'S OFFICE  
Santiniketan**

Ref. No. : P-25/ **11** /2019-20

Date: 20.04.2019

**Letter Inviting Quotation**

LAST DATE OF SUBMISSION : 27.04.2019  
HOURS (I.S.T.) : 5.00 P.M.

**Sub: Service Contact for repairing of Hostels & Kitchens fans of Visva-Bharati.**

Dear Sirs,

It will be highly appreciated if you kindly quote your rates and terms of payments for one- year service contact to be effective from May 01,2019 to March 31,2020 for repairing Fan- ( Table, Ceiling, Pedestal and exhaust) belonging to different Hostels & Kitchens of Visva-Bharati at Santiniketan and Sriniketan on or before 27<sup>th</sup> March 2020.

Sales Tax and other incidental charges should be included in the rates quoted by you. The repair work should include the following items as & when necessary: Quote separately for:

<i>Type of Fan/ Regulator</i>	<i>Specification of Repairing</i>
(A) Ceiling Fans	i) Armature Rewinding
	ii) Armature Repairing
	iii) Replacement of Capacitor
	iv) Machining of shaft
	v) Machining of Body
	vi) Check up of fan
	vii) Fan Fitting
(B) Table fans	Sl.No.(i) to (iv) same as ceiling fans in additional shift + bush change.
(C) Pedestal fans	Sl.No.(i) to (v) same as ceiling fans.
(D) Exhaust fans	Sl.No.(i) to (v) same as ceiling fans.
(E) Regulator	i) Supply and fittings new regulator.
	ii) Change of modulator inner socket type.

**Enclo:**

1. Licensed electrical concern, (Xerox)
2. Money receipt of electrical license concern. (Xerox)
3. Trade license (Xerox)
4. Certificate of enrolment. (Xerox)
5. Professional tax (Xerox)
6. Pan card (Xerox)
7. Income tax return receipt (Xerox)

*Sahin Majumdar*  
Proctor  
Visva-Bharati  
20/4/19  
Proctor  
Visva-Bharati