

VISVA-BHARATI
Department of Social Work
Sriniketan



ENQUIRY

Memo No. VB/SW/ T-1/ 56 /2019-2020

Date: 25/05/2019.

LAST DATE OF SUBMISSION	03 rd June 2019
HOURS (I.S.T.)	4.30pm

To
M/S

Dear Sir,

You are requested to submit your signed quotation mentioning GSTN, 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

Maintenance and Servicing of Desktop Computers & Laptop Computers, Printers, LCS Overhead Projectors, Fiber Optic as well as LAN and others related accessories at Department of Social Work, Visva-Bharati, Sriniketan, Visva-Bharati.

Sl. No.	Specification	Quantity	Remarks
1	Desktop Computers & accessories	25 no.	
2	Laptop Computers	01 no.	
3	LaserJet Printer	10 no.	
4	All in One	03 No.	
5	LCD Projector (inclusive Ceiling Mount)	07 No.	
6	LAN Switch	02 No.	
7	Router	04 No.	
8	LAN Connectivity (Fibre Optic and accessories)		

- Before to submit quotation, vendor may visit the Department to observe the physical location of the equipments / assess actual scope of work.
- The work will include only servicing on call and regular (weekly) visit.
- AMC vendor will be responsible to install / re-install the equipments from one location to another location as per the requirement of the authority. The / data backup / Antivirus software periodically check must be conducted by the vendor.
- Transportation for offering services will be arranged by the vendor.
- Dusting and cleaning activities are to be done, at least once in a fortnight of all the equipment in all the libraries.
- A log book or service records should be maintained which will be duly signed by In-charge / representative of the Department.
- Department will provide the spare parts as per the requirements and your quoted rate will be 'Services without Spare Parts'.
- The tenure of work will be for one year i.e. from June 01, 2019 to May 31, 2020 and may be extended subject to satisfactory services. However, initial work order will be issued for six months on experimental basis.
- 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 unit rate for the equipments with breakup, if required.
- 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 Head, Department of Social Work, Visva-Bharati, Sriniketan-731236, MUST be sealed and marked **as “VB/SW/ T-1/ /2019-2020**

Date: , 2019 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 / GST

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 Department 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 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. Quantity may vary at the time of placing final work/ supply order.
14. University 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 authorization / dealership, list of institute where you have provided same services, etc.
16. Being an educational institute Visva-Bharati has service tax exemption vide Memo No. TU/V/RG-CDEQ 10)/2011, dated 29th August, 2011.
17. The service hour is 10 am to 4 pm on all working days excepted the weekly holidays or normal work suspended. All disputes are subject to "Bolpur, Birbhum, W.B, jurisdiction" only.

KBhattacharya 11/5/19

Head,
Department of Social Work,
Visva-Bharati, Sriniketan -731236

Circulated through:

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

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- Office file