

VISVA-BHARATI

Central Library



Memo No. CL/291/2020-21/(GNet)

Date: 11 November 2020

ENQUIRY

| | |
|-------------------------|------------------|
| LAST DATE OF SUBMISSION | 04 December 2020 |
| HOURS (I.S.T.) | 4.30pm |

To
M/S
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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 Fire extinguishers at Central Library and Bhavana Libraries, Visva-Bharati, Santiniketan / Sriniketan.

Scope of work

- Hundred-nineteen of Fire Extinguishers (including different types) located at Central Library and Sectional Libraries, Visva-Bharati, Santiniketan. Details of the Fire Extinguishers are as (tentative)

| Sl. No. | Specification | Brand | Capacity | Quantity |
|---------|------------------|--------------|------------|----------|
| 1. | ABC Powder | Safety First | Cap 5Kg | 100 |
| 2. | ABC Powder | | Cap 2Kg | 6 |
| 3. | Co2 | | Cap 4.5Kg | 5 |
| 4. | Water Co2 | | Cap 50 Ltr | 6 |
| 5. | Clean Agent Type | | Cap 5Kg | 2 |

- Before to submit quotation, vendor may visit the library premises to observe the physical location of the items and to assess actual scope of work.
- The work will include servicing on call and regular visit especially will be on monthly visit.
- AMC vendor will be responsible to fix/re-fix from one location to another location as per the requirement of the library authority.
- Transportation for offering services will be arranged by the vendor.
- Dusting and cleaning activities are to be done during regular visit in all the libraries.
- A log book should be maintained for services records which will be duly signed by any In-charge/representative location of the items at Central Library / Bhavana Libraries as the case may be.
- Concern Library authority 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 01 January 2021 to 31 December 2021** 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 Hundred-nineteen (119) number with breakup of different types and if required.
- Lowest bidder will be selected on the basis of total rate for all the items.
- Rate quoted will be unit rate and 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 must be uploaded in the University E-wizard portal and addressed to Dr Nimai Chand Saha, University Librarian (Acting), Central Library, Visva-Bharati Santiniketan-731235, MUST be sealed and marked as "Memo No.CL/1424 /2020-21/(GNet), Dated 11 November 2020, Due Date **04 December 2020**" and
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) PAN/GSTN and other related numbers
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, if they think so.
5. All quotations should be net, after showing discounts etc., if any.
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.
14. University will not pay any installation charges and visiting charges for the purpose.
15. Necessary documents are to be attached regarding the authorization/dealership, list of institutes where you have provided same services, etc.
16. The service hour of the Central Library is 7am to 8pm on all working days. On weekly holidays (Saturday and Sunday) and other holidays it is from 10am to 5pm. Bhavana / Sectional Libraries are open 5 days in a week from 9.30am to 6.00pm.

17. Lowest vendor will be selected on the basis of the total amount required per year excluding GST.
18. All disputes are subject to “Bolpur, Birbhum, W.B, jurisdiction” only.
19. Rates may be quoted based on the following format;

| Sl. No. | Specification | Capacity | Quantity | Unit Rate in Rs. | Total Amount in Rs. |
|---------------------------------------|------------------|------------|----------|---------------------|---------------------------|
| 1. | ABC Powder | Cap 5Kg | 100 | | |
| 2. | ABC Powder | Cap 2Kg | 6 | | |
| 3. | Co2 | Cap 4.5Kg | 5 | | |
| 4. | Water Co2 | Cap 5o Ltr | 6 | | |
| 5. | Clean Agent Type | Cap 5Kg | 2 | | |
| Total Amount required (excluding GST) | | | | | |
| GST, if any | | | | | |
| Total Amount required per year | | | | | |



(Dr Nimai Chand Saha)
University Librarian (Acting), Central Library
Visva-Bharati, Santiniketan-731235
Contact No. 9434546031