

Visva-Bharati



Engineering Department

NOTICE INVITING TENDER

Memo No. Engg./ 876 /2019-20

Dated: 28/01/2019

Name of Work : Outsourcing of service for processing electricity bills, energy meter reading and related works at Engineering Section.

Period of work : Three years, renewable after one year on mutual consent.

Mode of payment : Monthly basis.

Sealed tender is invited for the above mentioned work. Rate is to be quoted in attached format both in word and in figures. The bidders should submit the documents / evidence for the following credentials.

1. The firm should have Trade Certificate of enlistment from appropriate authority.
2. Certificate of enrolment on profession, Trade etc.
3. PAN No.
4. Bidders should engage a person who possess the following :
 - (i) Electrical Supervisor's Certificates of Competence from Licensing Board Govt. of West Bengal.
 - (ii) Work man permit from Licensing Board Govt. of West Bengal (if any).
 - (iii) Educational qualifications at least Class X pass.
 - (iv) Practical experience of such type of work if any.
5. Either party may terminate the contract with one month notice. However on the event of breach of contract by the firm or the firm fails to deliver the services satisfactorily, University has the right to terminate the contract with seven days' notice. Decision from the University in this respect is final and binding.

Eligible bidders are requested to collect the tender document from the office of the University Engineer submitting the documentary evidence for 1, 2 & 3 above.

Scope of work and other Terms & Conditions are attached in Annexure-A.

Acceptance of the lowest tender is not obligatory and Visva-Bharati University reserves the right to reject any or all tenders received without assigning any reason.

Tender must reach the office of the undersigned on or before 1.00 pm on 05.02.2020 and will be opened on the same day at 4.00 pm. Bidders may remain present during opening of tenders.

Thanking you,

Yours faithfully,

 28/01/20

University Engineer
Visva-Bharati

Copy :

1. Notice Board, Engg. Dept., V.B.
2. Estimator, Engg. Dept.
3. Work File