

# VISVA-BHARATI Central Library



Memo No. CL/1338/2019-20(GNet)

Date: 11 March 2020

## ENQUIRY

LAST DATE OF SUBMISSION	31 March 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 VAT, 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 Split type Air Conditioners at Central Library and Bhavana Libraries, Visva-Bharati, Santiniketan / Sriniketan.

### **Scope of work**

- Seventy-four numbers of Air Conditioners (including different tonnage and different make) of split and stand type located at Central Library and Sectional Libraries, Visva-Bharati, Santiniketan. Details of the ACs are as (tentative)

Sl. No.	Specification	Brand	Quantity	Remarks
1.	2.0 TR Split AC (2.0 TR, 1.5 TR, 1.0 TR)	Vesta /LG /Blue Star /Lloyd /Carrier / Voltas	65	
2.	4.5 TR SLIMPACK STANDING AC		07	
3.	Window AC		02	

- Before to submit quotation, vendor may visit the library premises to observe the physical location of the ACs and to assess actual scope of work.
- The work will include only servicing on call and regular (weekly) visit especially during March – August, while September to February it will be on monthly visit..
- AMC vendor will be responsible to install/re-install 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, at least once in a fortnight of all the ACs 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 ACs 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 May 2020 to 30 April 2021** and may be extended subject to satisfactory services. However, initial work order will be issued for four 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 seventy-four number with breakup of different tonnage, type and make, if required.
- Lowest bidder will be selected on the basis of total rate for all the ACs i.e. seventy-four.
- 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/1338 /2019-20/(GNet), Dated 11 March 2020, Due Date **31 March 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) Central Sales Tax/VAT Sales Tax/Service Tax/GSTN
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. Quantity may vary at the time of placing final work/ supply order.
14. On any urgent meeting with high profile, one AC technician must be presented in the library till the end of the meeting which will be communicated the day before the meeting..
15. University will not pay any installation charges and 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. Being an educational institute Visva-Bharati has service tax exemption vide Memo No. TU/V/RG-CDE(110)/2011, dated 29<sup>th</sup> August, 2011.
18. 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.
19. All disputes are subject to “Bolpur, Birbhum, W.B, jurisdiction” only.

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