



Office of the Proctor
Visva-Bharati

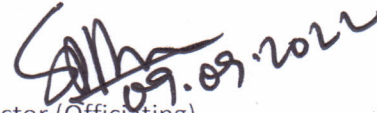
Memo No. P-124/2022-23 / 329

Date: 09/09/22

Sealed Quotations are invited for annual repair contract under Office of the Proctor as per the proforma given in **Annexure-A**

TERMS & CONDITIONS

1. The bidding agency/firm should be of good repute having all necessary certificates, viz. GST, PAN for Income Tax. The photocopies of all the certificates should be attached.
2. The contractor shall give minimum 6 months warrantee to the fans repaired by them.
3. The date of repair shall be mentioned in neat sticker on the fan after repairing.
4. Payment shall be made only after receipt of the fans in good conditions and after receipt of bill in duplicate with of warrantee certificate.
5. The contractor is requested to collect the faulty fans from hostels under the office of the Proctor and to return them after repairing within a month. No separate charges will be given for transportation.
6. Cover Containing the tender/quotation must be superscribed as follows :
QUOTATION FOR ANNUAL REPAIR CONTRACT OF CEILING FANS IN HOSTELS UNDER OFFICE OF THE PROCTOR.
7. The sealed quotation document should be submitted within 7 days of issuing this NIQ to : Office to the Proctor, Visva-Bharati, Santiniketan 731235.
8. Visva-Bharati reserves the right to reject or accept any or all quotation without assigning any reason thereof or cancel, withdraw the quotation notice or extend the date of submission.


Proctor (Officiating)
Visva-Bharati

09.09.2022
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Annexure-A

Schedule of items for servicing fans.

Sl. No.	Description	Qty.	Rate / Service
1.	Overhauling and servicing of fans checking the wire insulations, connections, applying grease, oil seal cleaning and replacement of faulty bearing, Rewinding, replacement of bushes & shafts replacement of bushes & shafts replacement of condensers etc.		
2.	Rewinding of ceiling fan/exhaust fan/cabin fan/pedestal fan as per standard code of practice.		
3.	Supply and replacing of faulty bearing/bush with suitable new sealed bearing of DKF/MPC including lathe works. The released bearings are to be returned.		
4.	Replacement/Alterations of shaft for fans		
5.	Replacement of faulty condenser of suitable capacity with new condenser of KELTRON or equivalent approved make. The released condenser is to be returned.		
6.	Replacement of fan condenser clamp		

Rupees in words.

Signature & Seal of Vendor