

# VISVA-BHARATI Central Library



Memo No. CL/684 /2016-17(GNet)

Date: February 10, 2017

## ENQUIRY

LAST DATE OF SUBMISSION	February 25, 2017
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 Software, Hardware, and Library/Campus Networks, etc. and Dusting & Cleaning of all the related Equipments.

### **Scope of work**

- Hundred numbers of computers with Printer, Barcode Label Printer, Scanner, UPS, etc. located at Central Library and Twelve Sectional Libraries at Santiniketan and Sriniketan.
- The work will include formatting of the systems, installation and re-installation of some common and specific software (LibSys, Anti Virus Software, etc.)
- AMC vendor will be responsible to install/re-install special software and specific needs as required by the library, on purchase of new systems/software
- At least one technician will be available in the Central Library from 10.00am to 5.00pm on all working days except Wednesday (weekly off) for extending the services for the entire campus. The person will attend the call of the sectional libraries after reporting the Central Library, everyday. Transportation will be arranged by yourself.
- 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 should be maintained for services records which will be duly signed by any In-charge/representative of the Library.
- Library 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 March 01, 2017 to February 28, 2018 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 Hundred numbers.

### **Terms and Conditions of Purchase**

1. The offers addressed to Prof. Nirmalya Banerjee, Prof-in-Charge, University Librarian, Central Library, Visva-Bharati Santiniketan-731235, MUST be sealed and marked as "Memo No.CL/ /2016-17/(GNet), Dated February 10, 2017, Due Date **February 25, 2017**" 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
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/P.I/Coordinator/Indenter and the order is placed on that basis, the suppliers will have to deliver the goods accordingly within the stipulated time, or compensate the University for Loss, if any, on account of non execution of the supply 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. Wednesday and Sunday are the weekly holiday of Visva-Bharati, However Library is open on Wednesday and Sunday during 10.00 am to 5.00 pm.
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 institute where you have provided same services, etc.
17. All disputes are subject to "Bolpur, Birbhum, W.B, jurisdiction" only.

 10/24/2017

(Prof. Nirmalya Banerjee)  
Prof-in-Charge  
University Librarian, Central Library  
Visva-Bharati, Santiniketan-731235