

# VISVA-BHARATI

## Central Library



Memo No. CL/ 2236 /2013-14/(27)

Date: March 11, 2014.

### ENQUIRY

LAST DATE	March 18, 2014
OF SUBMISSION	
HOURS (I.S.T.)	4.30pm

To  
M/S .....  
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Dear Sir,

You are requested to submit your signed quotation mentioning 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

Proper arrangement of books in the double faced open book shelves according to Call No. of the books

#### Scope of work

- It is a one-time measure towards proper arrangement of books (according to Call No.) stacked in the 1<sup>st</sup> and 2<sup>nd</sup> floors of Stack Building in open book shelves\* in the Central Library, Visva-Bharati.. (The library utilizes two Classification Schemes i.e. Dewey Decimal Classification and Scheme developed by Sri Pravat Kumar Mukhopadhyay for generating call numbers)
- \*Description of book shelves: **1<sup>st</sup> Floor** : 1 main + 3 extensions = 48 units and 1 main + 2 extensions = 28 units) & **2<sup>nd</sup> Floor** : 1 main + 3 extensions = 46 units and 1 main + 2 extensions = 24 units)
- Books are to be arranged according to: I. a) three digit Class Number e.g. 820, b) three digit Class Number with parenthesis e.g. 820(54), c) three digit Class Number with colon e.g. 820:32, d) three digit followed by decimal e.g. 820.001; and II. Alpha-numeric book number.
- The work will include spinning (printing/writing of labels, pasting of spine labels and pasting of cello tape) of books, if necessary. It is to be noted that library will provide all necessary accessories, e.g. computers, printer, spine sticker, cello tape, cello tape cutter, etc.
- The work will be completed within one month w.e.f. from March 21, 2014 and the tenure may be extended considering the status of performance and satisfaction level. However, initial work order will be issued for 1<sup>st</sup> floor only.
- Payment will be made only after satisfactory completion of the job. However, conditional part payment may be considered.
- You are also requested to quote unit rate for each shelf along with the total rate as per the table given below.
- **Before to quote your rate, you are requested to visit the Central Library to assess the scope and process of work.**
- The works are to be done within the library working hours i.e. on normal working days from 7.00am to 8.00pm and from 10.00am to 5.00pm on Sundays and Wednesdays.

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| <ul style="list-style-type: none"><li>• You will be required to submit the name of one supervisor and list of candidates along with their brief details e.g. name, permanent address, educational level, contact number, etc. on receipt of the work order</li></ul> |
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### **Terms and Conditions of Purchase**

1. The offers addressed to Dr. V. K. Thomas, University Librarian, Central Library, Visva-Bharati Santiniketan-731235, MUST be sealed and marked as “Memo No.CL/2236 /2013-14 /27), Dated March 11, 2014, Due Date **March 18, 2014**” 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 (No Service Tax will be levied on library. Being an education institution it has entitlement of getting such exemption).
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, 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 no 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 10.00am to 5.00pm.
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.

(Dr.V.K.Thomas)  
University Librarian, Central Library  
Visva-Bharati, Santiniketan-731235  
Contact No. 03463-262783

Memo No. CL/ 2236 /2013-14/(27)

Date: March 11, 2014.

## Price Format of the Quotation

Location	Unit Specification	Total Unit	Unit Price in Rs.	Total Amount in Rs.
1 <sup>st</sup> and 2 <sup>nd</sup> Floor	1main + 3Extension = 48 unit 1main + 3Extension = 46 unit	94		
	1main + 2Extension = 28 unit 1main + 2Extension = 24 unit	52		