



CORRIGENDUM

Notice Inviting Tender

Sub: “Physical Verification of Books & Bound Journals” of the Visva-Bharati Library Network, Visva-Bharati, Santiniketan.

Last date of Submission of tender documents December 01, 2014 by 5.00 pm

1. Vendors will be expected to explain their modus operandi in carrying out the work before the Committee on the day of meeting which will be given due weightage in the selection of the vendor/contractor.
2. The copy of the trade license, IT clearance, VAT, PAN, last two years audited Accounts and credential should be submitted along with the quotation.
3. The bidders should have proven experience in the field of Stock taking, which shall be attached by documentary evidence.
4. Successful bidder will have to sign an agreement on a stamp paper (Rs. 100/- purchased by the vendor) after receiving the work order and before starting the works.
5. The tender should be submitted in three sealed covers.
 - A. The **first** sealed cover should be superscribed “Technical Bid” and should contain
 - i. Agency profile including previous experience of work in the field of Stock verification.
 - ii. Acceptance of terms and conditions as mentioned in the tender.
 - iii. Copy of the trade license, IT clearance, VAT, PAN, last two years audited Accounts, etc.
 - iv. Modus operandi of the proposed works
 - v. All other required documents.
 - B. The **second** sealed envelope superscribed “Financial Bid” should contain only rates which are to be quoted as per the given proforma at the end.
 - C. The third envelop contains the above two envelopes (A & B) and superscribed by “Physical Verification of Books & Bound Journals on Contract Basis” for Visva-Bharati Library Network.
6. Successful bidder will have to sign an agreement on a stamp paper (Rs. 100/- purchased by the vendor) after receiving the work order and before starting the works.
7. Last date of Submission is extended up to December 01, 2014 and tentative date of the meeting is December 02, 2014 at 4.00pm at Central Library.

The revised Notice Inviting Tender including contents of corrigendum are also given here with;

(Dr. V. K. Thomas)
University Librarian

**VISVA-BHARATI
Central Library**



Memo No. CL/ 510 /2014-15/(19)

Date: November 13, 2014.

Notice Inviting Tender

Sub: “Physical Verification of Books & Bound Journals” of the Visva-Bharati Library Network, Visva-Bharati, Santiniketan.

Last date of Submission of tender documents December 01, 2014 by 5.00 pm

Central Library, Visva-Bharati, Santiniketan, Birbhum invites sealed quotations for the supply of rates for the works mentioned below. The quotation addressed to the University Librarian, Central Library, Visva-Bharati, Santiniketan-731235 will be submitted in separate sealed envelopes - one for technical bid and the other for price bid and both the envelopes will be deposited in a separate envelop and marked quotation for “Physical Verification of Books & Bound Journals on Contract Basis” before or on December 01, 2014 by 5.00pm. The quotations will not be entertained if received after due date and time. The quotations will be opened on December 02, 2014 (tentative) at 4.00pm in the presence of agencies who intend to be present in person or through the authorized representatives.

The Prerequisites/ Terms & Conditions of the tender are given at the Annexure.

(Dr. V. K. Thomas)
University Librarian, Central Library
Visva-Bharati, Santiniketan-731235
Contact No. 09433275759/09434546031

ANNEXURE

VISWA-BHARATI UNIVERSITY

Prerequisites / Terms & Conditions

Sub: “Physical Verification of Books & Bound Journals” of the Visva-Bharati Library Network, Visva-Bharati ,Santiniketan.

1. Sealed quotations are invited for the supply of rates for the works mentioned below. The quotation addressed to the University Librarian, Central Library, Visva-Bharati, Santiniketan-731235 will be submitted in separate sealed envelopes - one for technical bid and the other for price bid and both the envelopes will be deposited in a separate envelop and marked quotation for “Physical Verification of Books & Bound Journals on Contract Basis” before or on December 01, 2014 by 5.00 pm. The quotations will not be entertained if received after due date and time. The quotations will be opened on December 02, 2014 at 4.00 pm in the presence of agencies who intend to be present in person or through the authorized representatives.
8. Vendors will be expected to explain their modus operandi before the Committee on the day of meeting which will be given due weightage in the selection of the vendor/contractor.
9. If the cover is not properly sealed and super scribed, the quotations are likely to be rejected.
10. The University Librarian, Visva-Bharati reserves the right to accept, reject part or full Quotations without assigning any reason whatsoever.
11. The University Librarian, reserves the right to reject the lowest or any quotation without assigning any reason whatsoever.
12. The University Librarian, reserves the right to distribute the work to more than one bidders.
13. The rate quoted will be valid for at least one year from the date of acceptance by the competent authority.
14. The stock will be verified from various locations of the Visva-Bharati Library Network, viz. Central Library, twelve (12) Sectional/ Bhavana Libraries and thirty (30) Seminar / Departmental Libraries spread in Santiniketan and Sriniketan campuses. The total stck will be around 7.5 lakhs.
15. Performance Security Deposit: At the time of signing of agreement, the selected bidder shall have to submit 10% of the contract value as Security Deposit through DD or Bank Guarantee in any nationalized bank, which will bear no interest.
16. The copy of the trade license, IT clearance, VAT, PAN, last two years audited Accounts and credential should be submitted along with the quotation.
17. The bidders should have proven experience in the field of Stock taking, which shall be

attached by documentary evidence.

18. Successful bidder will have to sign an agreement on a stamp paper (Rs. 100/- purchased by the vendor) after receiving the work order and before starting the works.
19. The tender should be submitted in three sealed covers.
 - D. The **first** sealed cover should be superscribed “Technical Bid” and should contain
 - vi. Agency profile including previous experience of work in the field of Stock verification.
 - vii. Acceptance of terms and conditions as mentioned in the tender.
 - viii. Copy of the trade license, IT clearance, VAT, PAN, last two years audited Accounts, etc.
 - ix. Modus operandi of the proposed works
 - x. All other required documents.
 - E. The **second** sealed envelope superscribed “Financial Bid” should contain only rates which are to be quoted as per the given proforma at the end.
 - F. The third envelop contains the above two envelopes (A & B) and superscribed by “Physical Verification of Books & Bound Journals on Contract Basis” for Visva-Bharati Library Network.

20. Job Description

The physical verification of books and bound journals will include the following;

- i. Physical identification / examination of the books and bound journals (total around 7.5 lakhs) in the stock of the Library;
- ii. Filling up of data sheet with accession number of the item*, its author/title for identification*, call number (wherever available) of the document* remarks on the physical condition of the item viz brittle, too brittle, infected, requires binding, unfit for use. [*The Library can help generate the data from its system].
- iii. Comparing the items with the accession register/stock register.
- iv. Submitting a final report of the stock verification in printed format with recorded details in a CD/DVD.

21. Time Line

- i. After receiving the work order two weeks will be given for infrastructure set up. The agency/agencies should start the work immediately on expiry of two weeks. They may also start work immediately/any day within two weeks after receiving the work order.
- ii. The agency/agencies will submit interim reports in statistical format every fortnight about the progress of the work.
- iii. The agencies will complete the work of entire physical verification work of Books and Bound Journals (around 7.5 lakhs) in six (6) months time.
- iv. For comparing with accession register/stock registers and reporting 2(two) months time will be given.
- v. Thus the project will be completed in eight (8) months time.

22. Evaluation of Performance

- i. The Expert Committee on Stock Verification Project will review the performance of each agency every month (based on two fortnights' report) and on examination of performance Committee will make necessary recommendations/advice for re-distribution of work, if required.
- ii. The performance will be evaluated both on quantitative and qualitative parameters. The quantitative parameter is gauged as reaching the expected target of assigned work and qualitative parameters are considered as satisfactory systems/modalities of work done and timely submission of reports, etc.
- iii. Submission of defective data will be subjected to penalty. The Expert Committee will take a decision which shall be the final in terms of rejection of work done / curtailment of assignment / suspension of payments / removal from the project / deduction from performance deposit or forfeiture of performance deposit.
- iv. In the event of any agency or agencies fail to fulfill the assignment or is unable to continue with the work, the Expert Committee may assign the left job to any other agency, and the cost of damage or loss due to non-completion of the work shall be borne by the agency/agencies leaving the job.
- v. The Library authority reserves the right to cancel or terminate the work in the event of any serious complaint against any agency or agencies.

23. Work Site & Supervisory Staff

- i. The agencies shall carry out stock verification work in the Visva-Bharati Library Network and they will be provided with all kinds of possible logistic support. However, the agencies have to bring their own computers with peripherals and stationeries at their own cost.
- ii. The agencies shall not bring more than 20 workers at a time inside the individual Library building.
- iii. The agencies shall provide a list of all staff engaged for the job one each to the Deputy Librarian, Central Library and In-charge of all Sectional/ Bhavana Libraries.
- iv. The agency shall issue Identity Card to all the staff engaged for the job, which will be duly countersigned by the Library Authority.
- v. The agencies shall be responsible for any misconduct of their staff in the library premises.
- vi. The agencies shall seek permission for bringing computers and other peripherals and stationeries from the Library Authority.

24. Method of Payment

- i. No advance payment shall be made in the Stock Verification Project.
- ii. Periodically bills will be accepted only when the work is found completed in an unit

(like a Sectional / Bhavana Library) and satisfactorily by the Central Library authority.

- iii. Qualifying TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the Company/firm.
- iv. Being an educational institute Visva-Bharati has service tax exemption vide Memo No. TU/V/RG-CDE(110)/2011, dated 29th August, 2011.
- v. Final bills will be released on the basis of the **actual number of the documents physically verified.**

25. Others

- i. The service hour of the Central Library is 7am to 8pm on all working days. On weekly holidays (Wednesday and Thursday) and other holidays it will be 10am to 5pm. Bhavana / Sectional Libraries are open 5 days a week. The service hour is as 9.30am to 6.00pm (including lunch break) and in some case it is 6.30am to 2.00pm (un-interrupted). Some Sectional Libraries are maintaining Wednesdays and Thursdays as weekly off-day while some are maintaining Wednesdays and Sundays as weekly off-day.
- ii. Tender documents may be downloaded from the website of the Visva-Bharati University (<http://visva-bharati.ac.in>).
- iii. The bidders are advised to visit the library premises to assess the actual scope, quantum and nature of work and the requirement of the library authority if they do wish.
- iv. If any dispute arises, the decision of the Visva-Bharati Authorities will be final and binding on the contractor and will be subjected to the jurisdiction of Bolpur Court.
- v. Intending vendors are advised to be present in the day of meeting of the tender opening. They are required to note their contact number in front of the main envelop as well as submit their contact number in the library office in a separate slip to enable us to convey any change of the date and time of the meeting.
- vi. In case of any damage or loss to the university's property or material caused directly or indirectly by the personnel deployed by the contractor(s), they shall be held fully responsible, and the authority shall be entitled to deduct appropriate amount with penalty from contractor concerned either from amount of bill or from Performance Security Deposit. The amount of loss or damage as determined by the university/library authority shall be final and binding of the contractor(s).
- vii. Tenderer may submit his/her opinion/condition/clarification, if any in a separate sheet along with the Technical Bid or Financial Bid as the case may be.

(Dr. V. K. Thomas)
University Librarian, Central Library
Visva-Bharati, Santiniketan-731235
Contact No. 09433275759/09434546031

Proforma for Financial Bid

Sub: “Physical Verification of Books & Bound Journals” of the Visva-Bharati Library Network, Visva-Bharati, Santiniketan.

Amount required for Physical Verification of Books and Bound Journals around seven lakhs and fifty thousand (7,50,000);

Unit Price in Rs.	Total Amount (for entire 7.50 lakhs) in Rs.
In words	In words

I/We (-----) on behalf of M/s.....
..... hereby undertake to carry out entire work of Stock taking as specified in this tender. The rate quoted above is inclusive of all charges but excluding service tax, it will be applicable as par rate and time.

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date

(Signature of Bidder with Seal of the Firm)

Witness (I)

Signature-----

Name-----

Address-----

Contact No.-----

Witness (II)

Signature-----

Name-----

Address-----

Contact No.-----