

VISVA-BHARATI
ESTATE OFFICE



NOTICE INVITING TENDER / QUOTATION

Ref. No. : Estate.L&N.107.22-23

Dated: 28-06-2022

ENQUIRY

LAST DATE OF SUBMISSION	14.07.2022
HOURS (I.S.T.)	12:30 p.m.
OPENING OF TENDERS	15.07.2022 at 4:00 p.m.

Joint Registrar, Estate Office, Visva Bharati invites **Limited tender** for selection of a **single contractor** for a very short period:-

1. **General upkeep & maintenance of all equipment of whole campus of Lipika Auditorium and Natyaghar Hall** i.e. maintenance of all electrical and electronics apparatus such as light systems, sound systems, etc including gardening, cleaning/sweeping, sanitation of whole campus as per requirement of Lipika Auditorium and Natyaghar Hall
2. **Operation of all electrical, sound, light systems, electronic apparatus etc of Lipika Auditorium and Natyaghar Hall** i.e. operation of all electrical and electronics apparatus such as operation of light systems, Air conditioner machines (except maintenance), Sound systems, Fire extinguisher, UPS, operation of the auditorium during functions, seminars etc

Please quote your lowest rate as detailed in **Annexure 1** for general upkeep, maintenance of Lipika Auditorium and Natyaghar Hall and operation of Lipika Auditorium and Natyaghar Hall. Filled in tender-forms should be reach to the Estate Office, Visva-Bharati, Santiniketan-731235 **on or before the date and time noted above**. Please see terms & conditions as mentioned below, the failure in compliance of which may lead to rejection of the tender.

Terms and Conditions :

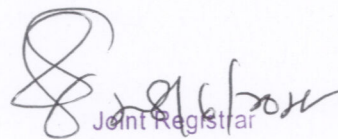
1. The offers should be addressed to the Joint Registrar (Estate Office), Visva-Bharati, Santiniketan 731205, MUST be sealed and marked as "**General upkeep, maintenance of Lipika Auditorium and Natyaghar Hall and "Operation of Lipika Auditorium and Natyaghar Hall"**" Enquiry No. Estate.L&N.107-22-23 dated 28 June 2022 due date 14/07/2022" on the face of the envelope.

Joint Registrar
Estate Office
Visva-Bharati

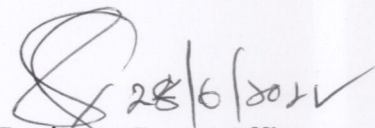


2. **Validity of the offer:** - The offer should remain valid and firm for the whole period of the contract.
3. **GST:** - If GST is applicable, pl. specify the rates but do not include the GST in the price. Also submit self attested photocopies of GST Registration Certificate as well as the last Income Tax return. If not applicable, please write clearly "GST is not applicable".
4. **Other incidental charges** :- Other charges which are not fully accounted for by the replies given above, may be mentioned.
5. The Tenderer should have licence having Electrical S.C.C/ N.C.S Part no 1, 2, 6A, 7A, 11 of Govt of West Bengal and must have at least one Electrical workman's permit holder with respective part. If the tenderer does not have these licences, he shall employ /engage any experienced person / Firm having electrical licence for Electrical S.C.C/ N.C.S Parts. In this case, the tenderer will submit copy of agreement / engagement letter / MOU for the same.
6. The tenderer shall have valid IT PAN and Trade Licence from appropriate authority and copies thereof should be submitted along with the tender form.
7. University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.
8. Tenderers are requested to quote **monthly** rates for the jobs mentioned at Sl no 1&2 and to **quote** daily rates for the jobs mentioned at Sl no 3&4. Payment will be made to the contractor on actual and proportionately till the selection of new licensee for the facilities.
9. Tenderers may inspect Natyaghar Hall & Lipika Auditorium before submission of tender forms at the Estate Office.
10. Tenderers have to submit his experience certificate for similar jobs.
11. Each Tenderer has to deposit **Rs. 1000.00** (Rupees one thousand only) in the form of DD in the name of Accounts Officer; Visva Bharati, payable at Santiniketan as **Earnest Money Deposit**. The earnest money of the tenderer (except selected contractor) will be refunded after completion of tender process. No tender will be considered without photocopy of the money receipt showing payment of EMD.
12. The selected contractor has to keep his / her EMD as **Security Deposit** till completion of his / her tenure. Security deposit will be refunded after successful completion of the tenure of contract.
13. The contract is inclusive of all maintenance / replacement of all electrical, sound, light systems, electronic apparatus including stage light set, pedestal fan, ceiling fan, patch panel, dimmers, sound system/mixture, microphone / cord-less microphone, line terminals, wiring, fuse, change-over etc including check-up of electrical line in all plug socket required for stage show / function and replacement of the same as and when required or as per instruction of Estate Office on any day throughout the tenure.
14. **Tenure:** - The contract will be valid from 1st August, 22 till selection of new contractor for the facilities through wide circulation of tender documents on Gov't portal. It may be reviewed after completion of every **month**.




Joint Registrar
Estate Office
Visva-Bharati

15. The rates will be inclusive of supply of all manpower, tools & tackles and cleaning items.
16. The contractor should abide by all statutory regulations relating to minimum wage, contract labour etc. Visva Bharati will have no responsibility in this regard.
17. In case of any dispute arising out of the contract, any person nominated by the Hon'ble *Upacharya*, Visva Bharati will be the sole arbitrator.
18. The successful contractor has to make an agreement accepting the terms and conditions on non-judicial stamp paper of **Rs. 10/-**, before commencement of the contract. The cost of requisite stamp paper for execution of the deed has to be borne by contractor.
19. The contractor or his employee / agents cannot claim any employment in Visva Bharati.


Joint Registrar Estate Office
Visva-Bharati
Joint Registrar
Estate Office
Visva-Bharati



VISVA-BHARATI
ESTATE OFFICE



Annexure 1

PRICE SCHEDULE FOR GENERAL UPKEEP & MAINTENANCE OF ALL EQUIPMENT OF WHOLE CAMPUS OF NATYAGHAR HALL & LIPIKA AUDITORIUM AND OPERATION OF ALL ELECTRICAL, SOUND, LIGHT SYSTEMS, ELECTRONIC APARATUS ETC OF NATYAGHAR HALL & LIPIKA AUDITORIUM

Sl. No.	Particulars of works	Unit	Quantity	Rate in amount (in Figure & words)
1	General upkeep & maintenance of all equipment of whole campus of Natyaghar Hall, Visva-Bharati, Santiniketan, 731235	Per Month	As Required (from August 2022 till selection of new contractor)	
2	General upkeep & maintenance of all equipment of whole campus of Lipika Auditorium, Visva-Bharati, Santiniketan, 731235	Per Month	As Required (from August 2022 till selection of new contractor)	
3	Operation of all electrical, sound, light systems, electronic apparatus etc of Natyaghar Hall, Visva-Bharati, Santiniketan, 731235	Per Day	As Required (from August 2022 till selection of new contractor)	
4	Operation of all electrical, sound, light systems, electronic apparatus etc of Lipika Auditorium, Visva-Bharati, Santiniketan, 731235	Per Day	As Required (from August 2022 till selection of new contractor)	

Undertaking

I/ (we) have read the terms and conditions of the tender printed overleaf and I/ (we) shall abide by them. I/(we) also understand that in case damage to the property of Natyaghar Hall & Lipika Auditorium, the contract will be automatically terminated without any prior intimation. My/ (our) security money deposit may be forfeited in part or full, if I/(we) fail to abide by the terms and conditions. I understand that I have to fulfill, on my own, statutory obligations relating to contract labour registration, licence, taxes, fees, wages etc. as and if applicable and that Visva Bharati will have no responsibility in this regard.

Date:

Name and Signature of the Authorized Signatory with Seal

