



Visva-Bharati  
Granthana Vibhaga  
6 A.J.C. Bose Road, Kolkata 700017

### **Tender Notice**

Memo no. : VBGV.Tender-Elevator/02/24-25

Date: 16.07.2024

Tenders are invited in sealed envelope superscribed as “**TENDER FOR ONE TIME REPAIRING AND AMC OF THE EXISTING ELEVATOR**” addressed to:

**The Director**  
**Visva-Bharati Publishing Department**  
**6 A.J.C. Bose Road**  
**Kolkata-700017**

**Requirements:** One time Repairing and AMC of the existing elevator. Specifications: As required, including Civil and/or Electrical work, if any.

**Note:** Downloadable Tender Papers, Terms & Conditions will be available in the Visva-Bharati website ([www.visva-bharati.ac.in](http://www.visva-bharati.ac.in)). **Duly filled-in hardcopy of tenders along with all the required documents will be taken into consideration only, otherwise tender will be summarily rejected.**

### **Terms and Conditions:**

- 1) It is mandatory for the interested bidders to visit Visva-Bharati Granthana Vibhaga and inspect the non-working elevator within the below-mentioned date and time before quoting their rate including GST.
- 2) Three (03) working days i.e. **22.07.2024 (Monday) to 24.07.2024 (Wednesday) (up to 5 pm)** is allotted for interested bidders for their visit with proper identity proof before submission of their best bid.
- 3) **Submission of Tenders:** Tenders should be submitted to the **reception counter** from **29.07.2024 (Monday) to 31.07.2024 (Wednesday) (up to 5 pm)**. Sealed envelope **containing the hard copies of relevant Tender documents** should reach the office of the Director, Visva-Bharati Granthana Vibhaga, 6 A.J.C Bose Road, Kolkata 700017 **within the stipulated time, failing which the Tender application will be treated as cancelled.**

- 4) Lowest bidder will be called for verification of relevant documents such as **Identity Proof, PAN Card, Income Tax Certificate, Income Tax Return, GST Registration, Experience Certificates (minimum three places of work preferably government sector)** in original to the office of the **Director, Visva-Bharati Granthana Vibhaga, 6 A.J.C Bose Road, Kolkata 700017** on **12.08.2024 (Monday) anytime within 5pm.**
- 5) Self-attested copies of the following documents to be submitted along with Tender form:
  - a. **Copy of GSTIN Registration Certificate**
  - b. **Copy of valid trade license (relevant for the work)**
  - c. **Copy of Recent Income Tax and Service Tax return**
  - d. **Copy of PAN card**
  - e. **Details of experience for the installation of Elevators (copy of supporting documents)**
- 6) Bidders shall execute the work within the stipulated date i.e. **23.08.2024 (Friday) to 20.09.2024 (Friday) up to 5pm (except Saturday, Sunday and Visva-Bharati Holidays as notified in the Visva-Bharati website).**
- 7) Lowest bidder has to submit **Work Completion Report** on **30.09.2024 (Monday).**
- 8) If any kind of Civil and/or Electrical damage occurs during the execution of repairing and servicing job that should be repaired by the vendor at their own cost. **Visva-Bharati will not be responsible for incurring any extra cost.**
- 9) Minimum one-year free service is to be provided by the concerned company/firm.
- 10) The Tenderer in its name or person, has been barred/blacklisted by the Central/State Govt./Dept. from participating in any work/project as on the date of bid, would not be eligible to submit Tender. In this connection, the Tenderer shall submit an acceptance as per **Annexure I.**
- 11) Visva-Bharati reserves the right to cancel any or all Tenders without assigning any reason.
- 12) Disputes arising out of the contract shall be subject to the arbitration of a three-member committee comprising one representative of Bidder, one representative of the Visva-Bharati and a senior lawyer / professional arbitrator agreed upon by both parties.
- 13) Legal dispute, if any, will be under the jurisdiction of the Hon'ble High Court of Calcutta.
- 14) Bidders must submit declaration of acceptance of all the Terms & Conditions in **Annexure II.**



**Director (Officiating)  
Publishing Department  
Visva-Bharati**

পরিচালক (গ্রন্থনবিভাগ, বিশ্বভারতী)  
পরিচালক (গ্রন্থনবিভাগ, বিশ্বভারতী)  
Director (Publishing Dept. Visva-Bharati)

**Date: 16.07.2024**



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**Tender form for “ONE TIME REPAIRING AND AMC OF THE EXISTING ELEVATOR”  
at the Visva-Bharati Granthana Vibhaga, Kolkata**

1. Name of the Bidder:  
(in block letters)
2. Father's / Husband's Name (s):  
(if applicable)
3. Address & telephone no (s)  
Including mobile  
(attach photocopy of address proof) (\*):
4. Email Id:
5. PAN No:  
(attach photocopy of PAN card):
6. Details of Trade License:  
(relevant for the work)
7. Details of GST Registration  
(attach photocopy):
8. Details of experience in Elevator repairing and servicing  
(submit copy of supporting documents):
9. Authorization Servicing Certificate of a reputed Elevator firm:
10. Tender Amount (in Number and Words):

Recent colour  
Passport size  
photograph of  
the Proprietor  
with Signature

**Undertaking**

I / (we) have read the terms and conditions of the Tender and contract printed overleaf and I/  
(we) shall abide by them.

**Date:**

**Signature of the Bidder/Tenderer  
With Official Seal**

(On the FIRM letterhead)

**CERTIFICATE OF NON-BLACKLISTED**

Date:

To

The Director

Visva-Bharati Publishing Department

6, A.J.C Bose Road,

Kolkata – 700 017

Dear Sir,

I/We have carefully gone through the Tender No. & date \_\_\_\_\_

I/We hereby declare that I and/or our associates have not been debarred/black listed as on Bid calling date by any State Government, Central Government, Central & State Govt. undertakings/Institutions/Organizations and by any other Quasi Government bodies/Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

I/We further certify that I/We am/are competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name: .....

Designation with Seal of the Firm

To  
The Director  
Visva-Bharati Publishing Department  
6, A.J.C Bose Road,  
Kolkata – 700 017

**ACCEPTANCE OF THE TERMS AND CONDITIONS AND ALL CLAUSES**

Dear Sir,

I/We have read and understood the Tender and agree to abide by the terms and conditions and all clauses of this Tender.

Yours faithfully,  
(Signature of the Bidder)

Name: .....

Designation with Seal of the Firm

Date: .....