



The WB National University of Juridical Sciences

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TENDER FORM

Tender Notice No. Kit. Eq: Sept 14

No. : NUJS/service/Kit Equip Maintenance/2014-15

Date : 10.09.2014

Offer expires at 4.00 pm.

On 24.09.2014

The West Bengal National University of Juridical Sciences hereinafter called NUJS or The University invites tenders, from reputed bonafide Kitchen Equipment Maintenance firms as per requirements detailed in the enclosed list.

2. The firms should be capable of providing maintenance of kitchen equipment in terms of oiling, greasing and overall servicing of all equipments (list enclosed) twice in a month.

3. Tendered rate which would be in lump sum and on annual basis, must be quoted both in words and figures and all over writings / corrections are to be duly authenticated. Tender documents must be addressed to the Registrar, NUJS and submitted in sealed cover at the NUJS office. Quoted rates shall include all duties and Taxes except Service Tax, which will be paid extra in concerned cases. All tenders should be complete in all respects and must be unconditional.

4. Income Tax shall be deducted at source as per rule in concerned cases.

5. The contract shall be for the period of **1 (one) year**, renewable on mutual consent of both the parties subject of course to satisfactory performance. The University holds the right to terminate the contract pre-maturely for violation of any terms of agreement or for any act of the firm detrimental to the interests of the University.

6. Authorised representatives of the University may visit the premises of tenderers. They should be extended full cooperation and supplied with such further information as may be called for.

7. No price preference will be permitted. The University is not bound to accept the lowest tender and reserves the right to accept any tender or reject any or all tender without assigning any reason and no correspondence in this behalf shall be entertained. The decision of the University authorities in the matter of selection shall be final and binding to all.

8. Following documents are to accompany the tender form:-

- a) Copy of Trade Licence.
- b) Copy of the Central Excise Registration for Service Tax.
- c) Current Income Tax clearance certificate with PAN.
- d) List of important clients currently being served, and
- e) Earnest money of Rs. 5,000 (refundable) pledged by means of Account Payee Bank Draft in favour of WBNUJS payable at Kolkata.
- f) Copy of last financial year's Balance Sheet.

9. Last date of receipt of the tender papers is 24.09.2014 upto 4:00 p.m. The tenders will be opened in the University office at 12:00 noon on 25.09.2014. Authorised representatives may remain present.

10. No interim query shall be entertained.


Dr. R. Parameswaran
Registrar (Acting)



Maintenance Works of Kitchen Equipments

Services of professionally efficient personnel are to be required to be deployed for the following duties.

Duties & Responsibilities of the Agency

The agency will

- Provide complete, corrective and preventive maintenance service two times a month, preferably on the 2nd and 4th Sunday compulsorily. Besides, they will provide such service in case of emergency when called upon to do so by the University.
- Promptly attend to calls and complaints as and when made by the University.
- Restore normal functioning of defective equipments at the earliest which should not be later than 24 hours from receipt of information / complaint by the agency. In case, time required for repair is more than 24 hours, the agency will provide alternative arrangement to run the kitchen smoothly and uninterruptedly at free of cost.
- Cost of replacement of spare parts if any, will however be borne by the University after getting the certification of the appropriate University authority.

Condition

1. Agency's photo- identity card should be on display while the workers are on duty.
2. The persons should possess impeccable record of integrity to be guaranteed by the agency.
3. The agency must abide by all regulatory instructions and indemnify the University for any lapses on this.

Penalty

The personnel on duty shall be under overall supervision and general control of the University authorities. Even though there will be no interference in the normal course, any dereliction from duty will be viewed seriously. Penalty, ranging from Rs. 500 to Rs. 10,000, depending on the gravity of the lapse. The University will be the final authority to decide on such lapses and the penalty will be imposed and recovered from the next monthly payment under intimation to the agency.

Contract Period

Initially for 12 months from the data of contract, subject to extension on similar or revised terms on mutual agreement. For premature termination of contract, one-month notice will be necessary from either side.

Security Deposit

Agency to pledge in favour of the University 10 % of the annual contract value as security deposit by account payee draft / bank guarantee within 15 days of acceptance of tender. The amount of deposit will be released after successful completion of the Tender. The amount of deposit will be released with no interest after successful completion of the contract

Payment

Bills received on monthly basis, will be settled within 15 days of submission by account payee cheque in favour of the agency.



SCHEDULE OF QUOTE

Serial No.: Kit Eq:

NAME OF FIRM:

PAN No:

AUTHORISED SIGNATORY:
(NAME AND DESIGNATION)

ADDRESS FOR COMMUNICATION:

CONTACT TELEPHONE NO/ MOBILE NOS.:

EARNEST MONEY:

Rs. 5,000/-

Draft No.:

Bank :

Date:

Rate for Annual maintenance work: Rs. _____

(Rupees: _____)

I accept all conditions stipulated in the tender documents and agree to abide by the norms and procedures as prescribed by the NUJS.

DATE: /.....

SIGNATURE OF THE AUTHORISED SIGNATORY



Kitchen Equipment's of Gents Hostel

Name of the Equipment's	Size	Quantity
1. Sigri Kadai (Gas)	27" (Dia)X 33"H	One
2. Do.	30"(Dia) X 33" H	Three
3. Rice Cooker	30" (Dia)X 34" H	One
4. Barnner platform type Gas range	96"L X 24"W X 28" H	One
5. Door Worktop Refrigerator (500 Lts)	84"L X (30+2)W X 34"H	One
6. Dough Kneading Machine	43" L X 19" W X 36" H	One
7. Wet Masala Grinder (7Lts)	(25+3+3)"LX 20"W X 36" H	One
8. Four Door Vertical Deep Freezer (1000Lts)	56"L X (30+2)"W X 84"H	One
9. Stainless Steel Hood Fresh air and hot air ventilation systems With 2 nos Exhaust Fan		One Set
10. LPG Gas Manifold Systems	15 X 2 Cylinder manifold with all control fittings, including 15 meters pipe line	One Set