



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ भारत रैंकिंग 2016: नं. 05
- Visitor's Best University Award, 2016 and NIRF India Ranking 2016: No. 05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

ofc

No.F.13-12(Vol-XIV)/97(EC)/1386

Date: 25-02-2021

To,

Omega Elevators,
House No.41, 1st Floor
Opp. to Bye Lane No.5,
Rajgarh Road, Guwahati
PIN-781003.
Ph. No. 0361-2464647

Sub: Work order for Fully Comprehensive A-Type Annual Maintenance Contract for two lifts in Humanities and Social Sciences complex at Tezpur University Campus, Napaam

Ref: Your proposal dated 25-11-2020 for Fully Comprehensive A-Type Annual Maintenance Contract.

Sir(s),

With reference to the above, Tezpur University is pleased to offer you the Fully Comprehensive A-Type Annual Maintenance Contract for two lifts in Humanities and Social Sciences complex at Tezpur University Campus, Napaam at the approved rate. The allotment of the work is subject to the following terms and conditions.

Terms and conditions:

1. **CONTRACT VALUE** : The value of this offer is Rs.1,60,000.00 (Rupees One lakh Sixty thousand) only .

2. **Scope of work** : Regular maintenance of Elevators which includes regular servicing, inspection, Preventive maintenance , Repair of the installation, Replacement of damage parts etc. as directed

3. **Contract Period:** The contract period for the Fully Comprehensive A-Type Annual Maintenance Contract is from 01-03-2021 to 28-02-2022

4. Services:

- You will offer round the clock complaint booking by phone call.
- You are to attend break down calls within 24 hours. On Sundays and holidays, calls will have to be attended within office hours i.e. between 9.00 am to 5.30 pm.
- You will send trained Technicians to keep the Elevator properly adjusted and maintained. During contract period you are to provide 6(six) routine maintenance visits for oiling and greasing and 3(three) visits of special lift safety inspection.
- You will bear the cost of repair/ replacement of any of the worn out part without recovering any additional charges from Tezpur University.
- Cabin Interior, battery will be replaced on receipt of additional charges as per the quoted price

RB

5. PAYMENT: Payment will be released half yearly after signing the Fully Comprehensive A Type Annual Maintenance Contract. The Registrar, Tezpur University is the paying authority.

You are to acknowledge and return the **DUPLICATE COPY** of this work order duly signed with date as a token of your acceptance of the offer **within 07(Seven) days** from the date of issue of the Work Order, failing which the Work Order, will automatically stand as withdrawn .

Thanking you,

Yours Sincerely,

Encl:

i) Duplicate copy of Work Order

No.F.13-12(Vol-XIV)/ 97(EC /

Registrar
Tezpur University
Date: 25-02-2021

Copy to:

1. The Finance Officer, TU, for information.
2. The Secretary to the Vice-chancellor, for favour of information of the Vice Chancellor, TU. This has the reference to his approval dated 23-02-2021.
3. The Executive Engineer , TU, for information.
4. Assistant Engineer(E)/Junior Engineer (E) for information and necessary action.
5. Concerned File .

Registrar