



جامعة عليا Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)

IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING TENDER

Ref No: **040/AU/REG/NIT/18-19**

Date: 31/10/2018

Sub: Sealed Tenders are invited from Reputed Organizations for Supply and installation of Copier Machine, Projector, Printer and Scanner for Department of Physics, Aliah University, New Town Campus.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Tenders are invited from Reputed Organizations to Supply and installation of Copier Machine, Projector, Printer and Scanner for Department of Physics, Aliah University, New Town Campus.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately.

Interested **Bidders** may submit their **Tender** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **14/11/2018 up to 03 P.M. The NIT Reference Number and Purpose of BID must be written in top of Sealed Envelope.**

Scope of Work:

In this regard NIT has been invited in two fold basis i.e. Technical Bid and Financial Bid.

Interested bidders are requested to provide their Quotes following the **Format in Annexure- II** in their official letter heads along with signed **Compliance Statement and Price Bid (Annexure- III)**. All bidders are requested to read the **Annexure I: General Terms & Conditions** before participation of the NIT.

The University retains the right to cancel any of the items at a later date after the contract is awarded. The University at its own discretion may cancel any or all the bids without assigning any reason thereof.

For any information in this regard please Email: registrar@aliah.ac.in and **copy to store&purchase@aliah.ac.in**

Sl.	Schedule	Date & Time
1	Tender Uploading Date	02/11/2018 at 02 P.M
2	Bid submission start date	05/11/2018 at 12 P.M
3	Bid Submission closing	14/11/2018 up to 03 P.M
	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town Campus. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)	16/11/2018 at 03:30 P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Supply and installation of Copier Machine, Projector, Printer and Scanner for Department of Physics, Aliah University, New Town Campus** must be completed within Four Weeks of issuing work order.
- The Tenderer should bear all the transportation & insurance **risk** till the on door delivery point to **Physics Department, New Town Campus** Aliah University IIA/27, New Town, Kolkata- 700160 Selected bidder shall take all possible care for Govt. Property & of any damages due to negligence of his workers; the bidder/Agency shall be responsible for all such damages & repair the same at his own cost
- The rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, packing freight to destination, Insurances and levies and necessary installation and fixing at designated places at Aliah University and all charges i.e. cost of material and other incidental charges for supplying at destination level and onsite warranty 2 years and also delivery charges up to the point of delivery at proper destination level

and as per instruction in the work/ supply order. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials involving head load/ trolley etc.

4. Supply of Items will be made in conformity with the specification & time as mentioned in the work order as decided by the authority. **No deviation in specification will be accepted and submission of the compliance statement is compulsory.** After delivery of the materials to the respective points by selected bidder (s), authority reserves the right to collect the samples of supply the materials at random basis and send those materials for testing to ensure the quality of products etc. If it is found that materials are not according to the specification, the authority has every right to cancel the total lot or otherwise forfeit the security money, blacklisting the respective Manufacturer / Supplier and terminate the contract.
5. If any part of the service in respect of the work assigned and undertaken by you not rendered/delivered in time, Aliah University shall be entitled to levy and recover liquidated damages/ penalty at 1% per week or part thereof the delay/ default, subject to 5% maximum, on the payment due to the agency/contractor for the particular stage. Any delay beyond scheduled dates may attract higher penalty to be decided by the Aliah University
6. **The bidder will be selected on overall rate only.**
7. **Bidder must participate in all items otherwise their bid will be rejected**
8. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
9. Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
10. **Payment Condition:-**The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid. Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission. Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions. Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade Licence, etc. All such documents / certificates shall remain valid on the last date of tender submission. GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder. 100% payment will be released after receiving of items in good order and condition and successful installation, demonstration and commissioning duly certified by the concern authority and immediately on receipt of payment from the Govt. Department (within 60 days from the submission of bills). **Successful vendor should arrange to submit a performance security deposit in form of Performance Bank Guarantee to the tune of 10% amount of the total purchase value at the time of submitting the bill. This performance security deposit should be issued from any Nationalized Bank and validity of the same will be till warranty period +60 days from the date of delivery / installation of the material.** The payment will be made by RTGS / FUND Transfer mode only. Advance payment not allowed. **Hence, following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER:**
 - A. Name of the Firm with complete postal address
 - B. Name of the Bank with Branch where the Account exist
 - C. IFSC CODE
 - D. ACCOUNT No
 - E. PAN No
11. The Tenders are liable to be rejected if the fore going conditions are not complied with. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
12. The products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code. **Products specification must be complied..**
13. All bidders must submit all Technical Documents as per Annexure II otherwise their bid will be cancelled. If any time/ during verification it is found that their documents are false and/or fake their Performance Security Deposit will be forfeited and the organisation became blacklisted.
14. All Bidders are requested to visit the Site of work before bid submission.

Annexure II : Technical Bid Application Format
(Please attach all relevant documents)

To
The Registrar
Aliah University
IIA/27, New Town,

Kolkata-700 160

Sub: **Application for Supply and installation of Copier Machine, Projector, Printer and Scanner for Department of Physics, Aliah University, New Town Campus.**

Ref: - _____N.I.T. Nodated

Sir,

1. ABOUT THE ORGANIZATION	
1.1	Name of the Organization
1.2	Name of Authorized Person
1.3	Registered Office Address with telephone no. & email address
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail
2. TECHNICAL DOCUMENTS	
2.1	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIT)
2.2	PAN Registration No (Please attach documentary evidence))
2.3	GST Registration No (Please attach documentary evidence)
2.4	The bidder/OEM self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of India/PSU/Organizations/Institutes in India or abroad
2.5	Bidder must submit catalogue, make and model of each item

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

Sl No	Para of Tender Enquiry Specification of Items Offered	Q T Y.	U N I T	Compliance to Quotation specification n whether yes or no	TOTAL RATE		
					Total Rate (No. of Quantity X Unit Rate	GST (% & Amount)	Total Amount
For any Specification Related Enquiry please Contact Department of Physics, Aliah University, New Town Campus							
01	Copier Machine With In-Built Printer, Network Color Scanner, Duplex Automatic Document Feeder (DADF), Duplex, 2 nos of tray & Troly Specification: Type : A4 to A3 size copier (Reader/Printer Desktop) Copy/ Print speed : A4 (20 ppm) & A3 (10 ppm) Duplex standard Print Resolution: 600 x 600 dpi Magnification: 25% - 400% Cassettes: Single Tray 250 sheets + Bypass 80 sheets Memory: 512 MB Warm Up time: 10-15 sec Output color: Black & white Print Technology: Laser OS compatibility: Windows 10/8.1/8/7/Vista/XP, Windows server Push & Pull Scan: BW/CLR 300 x 300 dpi File format scan: PDF / Compact PDF / Searchable PDF / BMP / JPEG / EXIF / TIFF Network printer Network Colour	01	Set				

	<p>Scanner <u>Unique features</u></p> <ul style="list-style-type: none"> • Multitasking. • Certified Life of the Machine: 3 lacs Print/copy. • Auto Page size detection. • Mobile Printing & Scanning & Wi-Fi • Toner yield: approx 10,000 sheets (A4 6 % Coverage) • Drum yield: 60,000 sheets • Standard searchable PDF file format support • 400 MHz Processor <p>Warranty: 2 Years</p>					
02	<p>LCD Projector with motorized Screen fitting (Complete in all respect)</p> <p>Specification: Projection System: 3LCD Technology, 3-chip technology LCD panel: 0.55-inch White Brightness: 3600 lumens Color Brightness: 3600 lumens Contrast Ratio: 15000:1 Resolution: XGA (1024 x 768) Aspect Ratio: 4:3 Light Source: Lamp (UHE), 210 W Lamp: 6,000 H durability (Normal), 10,000 H durability (Eco Mode) keystone Correction: Auto vertical: ± 30 °, Manual horizontal ± 30 ° Throw Ratio: 1.38 (Zoom: Wide), 1.77 (Zoom: Tele) Projection distance: 60" screen 1.8 - 2.17m Projection Lens Focal Length: 16.9 mm - 20.28 mm Focus method: Manual Zoom: 1 - 1.2 (Optical Zoom) Image Size: 30 inches - 300 inches Projection Lens F Number: 1.49 - 1.72 Connectivity Wireless LAN IEEE 802.11b/g/n (optional), Cinch audio in, Composite in, HDMI in, VGA in, USB 2.0 Type B, USB 2.0 Type A</p> <p>Advanced Features AV mute slide, Automatic keystone correction, Built-in speaker, Horizontal and vertical keystone correction, Long lamp life, Quick Corner ; Security : Kensington lock, Security cable hole, Wireless LAN unit lock, Password protection</p> <p>Warranty: 2 years On-site service on Projector & 1000 hours on lamp Motorised Projector Screen</p> <p>Specification: Screen Size: 4 Ft height and 6 Ft width</p>	02	Set			

	with 84 " diagonal Operating system: Radio frequency remote and receiver Material: Imported matte white fabric						
03	<p>Laser Jet Black & White Printer Specification:</p> <p>Functions : Print only Duplex print options: Automatic Print speed: Normal, A4: Up to 25 ppm; Normal, letter: Up to 26 ppm; Duplex (A4): Up to 15 ppm; Duplex (letter): Up to 16 ipm Print resolution: Black (best): Up to 600 x 600 x 2 dpi (1200 dpi effective output); Black (normal): Up to 600 x 600 dpi Print technology: Laser Print resolution technologies: Fast Res 1200, 600 dpi Energy savings feature technology: Instant-on Technology; Auto-On/Auto-Off Technology Standard connectivity: 1 Hi-Speed USB 2.0; 1 Ethernet 10/100 Network ready: Standard (built-in Ethernet, Wi Fi 802.11b/g/n) Memory: 128 MB Processor speed: 750 MHz Duty cycle (monthly): Up to 8,000 pages; Recommended monthly page volume: 250 to 2,000 pages Input: 250-sheet input tray, 10-sheet priority tray Output: 150-sheet output tray Media type: Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, transparencies, postcard Media size: A4; A5; A6; B5; B6 (Letter, legal, executive, postcards, envelopes (No. 10, Monarch)) Control panel: 2-line LC</p>	10	Pcs				
04	<p>Flatbed Scanner Specification:</p> <p>Scanning element: CIS Light source: 3-color (RGB) LED Optical resolution: 2400 x 4800 dpi Selectable resolution: 25 – 19200 dpi Interface: Hi-Speed USB 2.0 Scanning gradation (color): 48bit input -> 48/24 bit output Scanning gradation (grey scale): 16 bit input -> 8 bit output Maximum document size: A4 / Letter (216 x 297mm) Scanner Buttons: 4 buttons (PDF, Auto scan, Copy, Send) Scanning speed (colour): 3.7 msec/line (300 dpi), 16.7 msec/line (2400dpi) Scanning speed (greyscale): 3.7</p>	10	Pcs				

msec/line (300 dpi), 5.6 msec/line (2400dpi) Scan speed (A4, 300dpi, Colour) Approx. 16 sec Software included: Scan Utility, Quick Menu, My Image Garden Power supply: Supplied via USB port Dimensions: 250 x 370 x 40 mm Supported Operating Systems: Windows 10 / 8.1 / 8 / 7 / Vista SP1 & SP2 / XP SP3 32-bit						
Overall Rate in Figure						
Overall Rate in Word						

I/We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupeesamount in words) within the period specified in the invitation for Tender. We confirm that the normal commercial warranty/guarantee of mentioned in this Tender shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder _____
Name _____
Designation _____
Seal _____

Date _____

Ref. No: 040/AU/REG/NIT/18-19

Dated: 31/10/2018

Copy to:

1. **Chairman, Departmental Purchase Committee**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**
4. **One Bengali News paper**
5. **Guard File**

Sd/-
Registrar