



جامعة عليا Aliah University

(A UGC & AICTE approved autonomous Institution under the Dept of MA&ME, GoWB)
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No **042/AU/REG/NIQ/18-19**

Date: 28/12/2018

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Annual Maintenance Contract Service (without spare) of Various Photocopier Machines of Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Annual Maintenance Contract Service (without spare) of Various Photocopier Machines of Aliah University.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of materials. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **14/01/2019 at 12 P.M** at the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata-700160, West Bengal, India by Speed-post/registered Post/by hand. Incomplete applications or applications received after the last date of submission will not be considered. **The sealed envelope must be with super scribing the Name and Contact No. e-mail of Tenderer, NIQ Reference Number and Purpose of NIQ.** 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)**. They must read and accept Terms and **Conditions and scope of work** of this NIQ as per **Annexure- I**. For any information in this regard please visit Maintenance Section, Aliah University, New Town Campus. Information may also seek from the following e-mails to registrar@aliah.ac.in; storeandpurchase.au@gmail.com and the emails will be forwarded to the respective Department

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Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	03/01/2019 at 12 P.M
2	Bid submission start date	03/01/2019 at 02 P.M
3	Bid Submission closing	14/01/2019 at 12 P.M
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)	16/01/2019 at 03 P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Annual Maintenance Contract Service (without spare) of Various Photocopier Machines of Aliah University** to be provided at **various locations** of Aliah University. This contract should be start within 21 working days of issuing work order.
- The Tenderer should bear all the transportation & insurance **risk** till the on door delivery point. 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, installation (if any) and levies and necessary delivery at designated places at Aliah

University and all charges. 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. 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. **Partial quotations is allowed for this tender i.e. bidder may quote any item. For any item lowest bidder (L1) will be selected.**
7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
8. 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.
9. 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 installation (if any) duly certified by the concern authority and immediately on receipt of payment from the Govt. Department (within 60 days from the submission of bills). 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
10. 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.
11. The products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code.
12. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may be cancelled.

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 Annual Maintenance Contract Service (without spare) of Various Photocopier Machines of Aliah University

Ref: - _____N.I.Q. Nodated

Sir,

1. ABOUT THE ORGANIZATION

1.1	ame of the Organization	
1.2	ame 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. (Please attach documentary evidence)	
2.2	PAN Registration No (Please attach documentary evidence)	
2.3	GST Registration No (Please attach documentary evidence)	

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID

SI	Item Description For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site Maintenance Section, Aliah University New Town Campus, IIA/27, New Town, Kolkata - 700 160	QTY and UNIT in Nos	Compliance to Tender specification whether YES/ NO	BASIC RATE (UNIT Price X UNITX 12 Month)	GST in Amount and in %	TOTAL AMOUNT With Taxes Altogether
1	RNH 00802,IR2525 Photocopier Machine (Office of the Hon'ble V. C. , New Town Campus)	1				
2	HWG 19732, IR2018N Photocopier Machine (Office of the COE, New Town Campus)	1				
3	FRZ86335,IR 2525 Photocopier Machine (Office of the CVS, New Town Campus)	1				
4	HWG19732, IR 2420L Photocopier Machine (Office of the Registrar, New Town Campus)	1				
5	RSN30006, IR 1600 Photocopier Machine (Haji Md. Mohsin Square)	1				
6	RKF 02513, IR4225 Photocopier Machine (Dy. Registrar room (park circus campus)	1				
7	F190800, IR 2530 Photocopier Machine (Kaikhali Haj Tower, WBCS Coaching centre)	1				
8	HWJ 21398, DX2430 Photocopier Machine (Office of the COE. New Town Campus)	1				
Total Amount in Rupees						
Total Amount in Word						

Declaration

I, Sri/Smt. The Managing Director/Proprietor (etc.) of the Firm.,..... (Name of the firm) At

(address)..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide any goods/services/work to any Educational Institutions/Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law or blacklisted/debarred/banned to provide similar items to the Educational Institutions / Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
5. I/We agree to supply the above goods/equipment/products 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 Quotation. We confirm that the normal commercial warranty/guarantee of mentioned in this Quotation 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

Date _____

Name _____

Designation _____

Seal

Ref. No: 042/AU/REG/NIQ/18-19

Dated: 28/12/2018

Copy to:

1. **Chairman, Maintenance Committee**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**
4. **Guard File**

**Sd/-
Registrar
Aliah University**