



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 QUOTATION

Ref No: **001/AU/REG/NIQ/21-22**

Date: 03/11/2021

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Farms/Agencies for Removing heavy growth of unwanted long weeds and grass-cutting from the playground, Girls Hostel & Boys Hostel of the university campuses. Football ground area – 4344 sq.mt., Boys hostel surrounding area – 2861.75 sq.mt.& Girls hostel surrounding area – 3639 sq.mt and total area is 10844.75 sq.mt. (approx)

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations** from the bonafide and resourceful **Contractors/Farms/Agencies for Removing heavy growth of unwanted long weeds and grass-cutting from the playground, Girls Hostel & Boys Hostel of the university campuses. Football ground area – 4344 sq.mt., Boys hostel surrounding area – 2861.75 sq.mt.& Girls hostel surrounding area – 3639 sq.mt and total area is 10844.75 sq.mt. (approx).** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Interested **Bidders** may submit their **Quotation** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **12/11/2021 at 01 P.M**

Scope of Work:

In this regard Techno-Commercial Bids has been invited in two fold basis i.e. Technical Bid and Financial Bid. Interested bidders are requested to provide their Quotes following the **Application Format in Annexure-II** in their official letter head along with **signed Compliance Statement and Price Bid (Annexure- III)**. The Bidders are also requested to go through the **Annexure- I for relevant terms and conditions necessary for participation in this bid.** 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. 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 or **Sports Section** of Aliah University. Information may also seek from the following e-mails to ausports@aliah.ac.in with a copy to registrar@aliah.ac.in; storeandpurchase@aliah.ac.in; the emails will be forwarded to the respective Department.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	03/11/2021 at 03 P.M
2	Bid submission start date	04/11/2021 at 12 P.M
3	Bid Submission closing	12/11/2021 at 01 P.M (strictly)
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)	12/11/2021 at 02 P.M (Tentative)

_Sd/-
Registrar, Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- The bidder will be selected on overall rate only. The bidder must quote in all items otherwise their bids will be rejected.**
- The bidder will be selected on overall rate only and the rate should be valid upto 180 days from issuing of Work Order. Bidder must participate in all items otherwise their bid will be rejected
- Removing heavy growth of unwanted long weeds and grass-cutting from the playground, Girls Hostel & Boys Hostel of the university campuses. Football ground area – 4344 sq.mt., Boys hostel surrounding**

area – 2861.75 sq.mt.& Girls hostel surrounding area – 3639 sq.mt and total area is 10844.75 sq.mt. (approx) should be completed within 07 days of after issue of Work Order

4. The Quotationer 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.
5. **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 Equipment and other incidental charges for supplying at destination level 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. All materials for this work would be supplied by the vendor only.
6. 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.
7. 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
8. Disposal of Grass and Bushes will be responsibility of L1 Bidder
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. 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.
11. **Payment terms:** 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 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
12. **Any request for any sort of advance payment shall not be entertained.**
13. The Quotations 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.
14. 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, if it is observed during sample verification that Items are not as per specification then the order will be not placed to L1 vendor.**
15. 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 removing heavy growth of unwanted long weeds and grass-cutting from the playground, Girls Hostel & Boys Hostel of the university campuses. Football ground area – 4344 sq.mt., Boys hostel surrounding area – 2861.75 sq.mt.& Girls hostel surrounding area – 3639 sq.mt and total area is 10844.75 sq.mt. (approx)

Ref: - _____ N.I.Q. 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	
2.2	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)
2.3	PAN Registration No (Photocopy Required to Be Submitted along with NIQ)
2.4	GST Registration No (Photocopy Required to Be Submitted along with NIQ)

Annexure– III
COMPLIANCE STATEMENT

Specifications of Items Offered All bidders are required to visit the site before submitting the proposal. Dr. Sk Sabir Ali, Sports Board, Aliah University, New Town Campus, IIA/27, New Town, Kolkata- 700160	Unit	Compliance to Quotation on specification whether yes or no	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous Term.
1	2	4	4
Removing heavy growth of unwanted long weeds and grass-cutting from the playground, Girls Hostel & Boys Hostel of the university campuses. (a) Grass cutting (minimum level 1 inch or below) (b) Leveling the ground (fulfilling and/or the uneven land) (c) water treatment (d) spray poison on bushes (e) cutting of bushes (Zero 0 Level) (f) Disposal of Grass and Bushes (the L1 agency can took the Cutting Part)	Football ground area – 4344 sq.mt., Boys hostel surrounding area – 2861.75 sq.mt.& Girls hostel surrounding area – 3639 sq.mt and total area is 10844.75 sq.mt. (approx)		

Price Bid

Sl. No	Description	Qty.	Per Unit Rate (per Sq mt rate)	Total Rate (Cl 3 X Cl 4)	GST in Amount and in % On Cl 5	Total Amount With Taxes Altogether (Cl 5 + Cl 6)
1	2	3	4	5	6	7
1	Removing heavy growth of unwanted long weeds and grass-cutting from the playground, Girls Hostel & Boys Hostel of the university campuses.	Football ground area – 4344 sq.mt., Boys hostel				

(a) Grass cutting (minimum level 1 inch or below) (b) Leveling the ground (fulfilling and/or the uneven land) © water treatment (d) spray poison on bushes (e) cutting of bushes (Zero 0 Level) (f) Disposal of Grass and Bushes (the L1 agency can took the Cutting Part)	surrounding area – 2861.75 sq.mt.& Girls hostel surrounding area – 3639 sq.mt and total area is 10844.75 sq.mt. (approx)				
Total Price in Rupees					
Total Price 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/complete the above goods/equipment/products/ **and services** 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: 001/AU/REG/NIQ/21-22

Dated: 03/11/2021

Copy to the following persons for kind information and necessary action please:

1. Professor Amzed Hossain, Dean of Student Welfare & Chairman of Aliah University Sports Board
2. Notice Board at Aliah University
3. Website: www.aliah.ac.in
4. Guard File

Sd/-
Registrar, Aliah University