



# 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](http://www.aliah.ac.in)

## **NOTICE INVITING QUOTATION**

Ref No **025/AU/REG/NIQ/23-24**

Date: 06/12/2023

**Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Printing Press/Organizations for Printing and Supply of 350 nos Diary for Aliah University.**

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Quotations from the bonafide and resourceful Contractors/Service Providers/Agents for Printing and Supply of 350 nos Diary for 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 **15/12/2023 at 03 P.M (Strictly)** 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, e-mail, Contact No. 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 O/o Maintenance Section, Aliah University, Park Circus Campus. Information may also seek from the following e-mails to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in); [storeandpurchase@aliah.ac.in](mailto:storeandpurchase@aliah.ac.in) and the emails will be will be forwarded to the respective Department

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	<b>06/12/2023 at 04 P.M</b>
2	Bid submission start date	<b>07/12/2023 at 12 P.M</b>
3	Bid Submission closing	<b>15/12/2023 at 03 P.M (Strictly)</b>
4	Techno Commercial Bid opening date O/o Registrar, <b>New Town Campus Aliah University (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)</b>	<b>18/12/2023 at 12 P.M</b>

Sd/-  
Registrar

## **ANNEXURE I: GENERAL TERMS & CONDITIONS**

- Delivery of Items:- Diary for Aliah University to be Supplied at Aliah University New Town Campus within 15 days of work order**
- No extra charges shall be payable for composing editing work
- . At the end of the assignment or whenever it required by Aliah University Designer & Printer shall provide "Source Copy of Diary with Photos".
- Completion of Awarded Job:**
  - After awarding the PO/LOI/ Work Order to contractor, they have to create theme and sample of page design within 1 week.
  - Selected party shall provide theme and page design for within 10 working days after awarding the job.
  - After the approval of design, they have to finish the Designing & Printing works within 15 days.
  - If the selected party is unable to provide satisfactory design within the stipulated time period, Authority, Aliah University shall reserve the right to cancel the PO/LOI/ Work Order.
- The rates** so quoted must be inclusive of all Taxes/GST, packing freight to destination, Insurances and levies and delivery at designated places at Aliah University.

6. The vendor should bear all the transportation & insurance **risk** till the delivery point. Selected bidder shall take all possible care for Govt. Property & of any damages due to negligence of his workers.
7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
8. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
- 9. Payment terms:** 100% payment will be released within (30) days only after successful receiving of the supplied items duly certified by the concern authority/committee. No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, and installation/testing. The payment will be made by RTGS / FUND Transfer mode only. **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 categories of items and quantity indicated in the NIQ Document are tentative. Aliah University (AU), however, reserves **the right** to increase or decrease the quantity or delete some or all of the items depending on the needs of the AU and availability of funds without assigning any reasons.
11. Bid shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
12. 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.
- 13. Experience** of at least **One (1)** no printing works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities/ Nationalized Bank within last five financial year (Preferable)
- 14. Multiple quotations submitted by any bidder will not be considered and all the quotation of the said bidder will be treated as rejected.**

**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 Printing and Supply of 350 nos Diary for Aliah University.**

Ref: - \_\_\_\_\_ N.I.Q. No .....dated .....

Sir,

<b>1. ABOUT THE ORGANIZATION</b>	
<b>1.1</b>	<b>Name of the Organization</b>
<b>1.2</b>	<b>Name of Authorized Person</b>
<b>1.3</b>	<b>Registered Office Address with telephone no. &amp; email address</b>
<b>1.4</b>	<b>Authorized Service Station Name, address, contact person name, phone number, e-mail</b>
<b>2. TECHNICAL DOCUMENTS</b>	
<b>2.1</b>	Company Registration No./Trade License No./Partnership Deed No. (Please attach documentary evidence)
<b>2.2</b>	PAN Registration No (Please attach documentary evidence)
<b>2.3</b>	GST Registration No (Please attach documentary evidence)
<b>2.4</b>	<b>Experience</b> of at least <b>One (1)</b> no printing works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities/

**ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID****COMPLIANCE STATEMENT**

Para of Quotation Enquiry Specification	Specification of Items Offered <b>For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site O/o of Chairman Maintenance Committee</b>	Compliance to Quotation specification whether <b>yes or no</b>	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous term.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Aliah University Diary 2024	<b>Size:6"X8"</b> Inner Page: 58 GSM, NS Paper, One Colour Printing Every Month Planner & M/Cut with box. Single Colour Page 333 in numbers Outer Cover: (a) Wood Binding (b) Colour Walnut		

**PRICE BID**

Sl	Item Description (Specification as per Compliance Sheet)	QTY and UNIT in Nos	Per Unit 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)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1	Aliah University Diary 2024 <b>Size:6"X8"</b> Inner Page: 58 GSM, NS Paper, One Colour Printing Every Month Planner & M/Cut with box. Single Colour Page 333 in numbers Outer Cover: (a) Wood Binding (b) Colour Walnut	350				
<b>Total Quoted Amount in Numeric</b>						
<b>Total Quoted Amount in Alphabet</b>						

**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) (Rupees .....amount 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**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal**

**Date** \_\_\_\_\_

**Ref. No: 025/AU/REG/NIQ/23-24**

**Dated:** 06/12/2023

Copy to:

1. **Dr Safdar Ali, Chairman, Maintenance Committee**
2. **Notice Board at Aliah University**
3. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
4. **Guard File**

**Sd/-  
Registrar**