



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 – 700 156, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No: **005/AU/REG/Quot./17-18**

Date: **07/09/2017**

Sub: Sealed Quotations are invited from the bonafide and resourceful Vendors/Printing Press/Suppliers/Agents for Supplying and Installing Signage for Aliah at New Town Campus.

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 Vendors/Printing Press/Suppliers/Agents for Supplying and Installing Signage for Aliah at New Town Campus.** 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>.

Quotation must be submitted on or before **13/09/2017** at 3 PM at the **Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700156, 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.

i. Annexure I : General Terms & Conditions

ii. Annexure II : Technical Bid Application Format and Price Bid

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	07/09/2017 at 03 PM
3	Quotation submission start date	07/09/2017 at 04 PM
4	Quotation Submission closing	13/09/2017 at 03 PM
5	Techno Commercial Bid opening date (Tentative) the O/o The Registrar, Aliah University, New Town	13/09/2017 at 04 PM

Sd/-
Registrar
Aliah University,

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The Signage must be **supply and installed** within 3 days of issuing work order
2. Rates quoted should be on F.O.R., Various Location of Aliah University, on Door Delivery basis inclusive of all Taxes for the items supplied. **Items should be delivered at Chairman, Signage Committee, New Town Campus of Aliah University at free of cost by the bidders.**
3. Prices can be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials.
4. **Warranty/Guarantee:** The material must be quoted with a minimum comprehensive Warranty / Guarantee period of **One (01)** year after the date of delivery and acceptance at final destination.

5. The Participants are be requested to submits the sample of the specified items along with the NIQ ensuring that they are quoting their rates for the said items as per our requirement. If required they may visit Stores and Purchase Section of Aliah University at New Town, IIA/27, Kolkata – 700 156 for verification of samples. Sample of the items required to submit with the BID for Technical Evaluation at Aliah University New Town Campus. The samples of the unsuccessful bidders will be returned only after finalization of the financial bid on submission of the application. Aliah University is not bound to pay delivery charges or any other charges for the supplied samples.
6. The Vendor will have to install and commission the material up to satisfaction of Respective Authority.
7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
8. On the door delivery will be necessary.
9. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
10. **Payment terms:** 90% payment will be released within (30) days only after successful installation and commissioning of the supplied items duly certified by the concern authority/committee. 10% payment will be released after 01 (One) year of **Warranty Period**. 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. 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 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.
12. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
13. 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.

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

To
The
Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 156

Sub: Supplying and Installing Signage for Aliah at New Town Campus.

Ref: - _____ N.I.Q. Nodated

Sir,

1. ABOUT THE ORGANIZATION	
1.1	Name of the Organization
1.2	Registered Office Address with telephone no. & email address
1.3	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.
2.2	PAN Registration No (if any)

	(Photocopy Required to Be Submitted along with NIQ)	
2.3	VAT/GST Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)	
2.4	Service Tax Registration No. (if any) (Photocopy Required to Be Submitted along with NIQ)	
2.5	Not Blacklisted Self Certification need to be attached	

COMPLIANCE STATEMENT AND PRICE BID

Para of Quotation Enquiry Specification	Unit (nos)	Specification Complied (Yes/No)	Unit Rate (INR) Inclusive of all GST & Taxes, delivery & warranty and Installation etc.
Supply and Install Floor Directories (preferably ACP Cladding on MS Iron Framework) Size Standard <i>[Sample must be supplied along with Quotation]</i>	3		
Supply and Install Utility Signs for the first five floors starting from the ground floor (Toilet) (preferably ACP Cladding on MS Iron Framework) Size Standard <i>[Sample must be supplied along with Quotation]</i>	50		
Supply and Install Utility Signs for the first five floors starting from the ground floor (Drinking Water Places) (preferably ACP Cladding on MS Iron Framework) Size Standard <i>[Sample must be supplied along with Quotation]</i>	10		
Total Amount Quoted			
Total Amount in Word			

Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date

Name _____
 Designation _____
 Contact no : _____
 E mail address : _____
 Postal Address: _____

Seal

Reference No: -005/AU/REG/Quot./17-18

Date: 07/09/2017

Copy to:

1. The Chairman, Signage Committee, Aliah University
2. Notice Board at New Town Campus, IIA/27, New Town, Rajarhat, Kolkata – 700 156
3. Notice Board at Park Circus Campus, 17, Gora Chand Road, Kolkata – 700 014
4. Notice Board at Main Campus, 21, Haji Md. Mohsin Square, Kolkata – 700 016
5. **Website: www.aliah.ac.in**

Sd/-
Registrar