



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: **012/AU/REG/NIQ/20-21**

Date: 08/02/2021

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Refurbishing/Refilling of Cartridges and Toners for 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 Refurbishing/Refilling of Cartridges and Toners 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 **25/02/2021 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.** This is a Techno Commercial Bid, hence the bidder is requested to submit the technical and price bid in a single packet.

Interested bidders are requested to provide their Quotes following the

(1) Format in Annexure- II (A) & (B) [where 'A' is Technical Document format and format 'B' is Compliance Statement Format] in their official letter heads along with signed

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	09/02/2021 at 12 O' Clock
2	Bid submission start date	09/02/2021 at 02 P.M
3	Bid Submission closing	25/02/2021 at 03 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)	26/02/2021 at 03 P.M. (Tentative)

**Sd/-
Registrar,
Aliah University**

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Cartridges and Toners** Refurbishing/Refilling to be done at Stores and Purchase Section, New Town Campus of Aliah University, Ground Floor, IIA/27, New Town, , Kolkata – 700 160 within 30 days of issuing work order and **phase wise continue till end of delivery.**
- The Quotationers 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 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 onsite warranty 1 (One) year 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. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
5. 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.
6. 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
7. **Partial quotations are not allowed for this Quotation i.e. bidder must quote for all items otherwise 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 terms: 100% payment will be released within (30) days only after successful supply and verification of the Quotation items duly certified by the concern Department. **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 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.
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, if it is observed during sample verification that Items are not as per specification then the order will be not placed to L1 vendor.**
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 organization became blacklisted.
14. **All bidders are requested attach extra sheet if required.**

SPECIAL TERMS & CONDITIONS

Quality Assurance and Workmanship:

- a) Refurbishing/Refurbishing/Refilling by using best quality cartridge specific ink toner & parts.
- b) Reliability and quality are of paramount importance when it comes to printing.
- c) Testing of cartridges pre and post reconditioning.
- d) Free Servicing / replacement incase of any problem related to the refilled cartridges.

Annexure II : Technical Bid Application Format

(Please attach all relevant documents)

To, The
Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 160

Sub: **Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Refurbishing/Refilling of Cartridges and Toners for Aliah University.**

Ref: - _____ N.I.Q. Nodated

Sir,

(A) TECHNICAL DOCUMENTS

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)			
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 in an affidavit on 100 Rs. Non-judicial stamp paper should be enclosed for the same.			
2.5	Experience			
Copy of Work Order/ Work Completion Certificate with work value duly signed by Competent Authority from Indian Central/ State Government Department/ Institute, Autonomous Institute/ Agency/ Office/ University Funded by Central/State Government/reputed Private Concern showing that - order of Refurbishing/Refurbishing/Refilling OF CARTRIDGES AND TONERS items at least Rs. 50.00 Thousand in aggregate within last five financial years. (Please attach documentary evidence)				
Sl	Name and Address of work order issuing organization	Supply of Similar Items	Value of work	Supporting Document like Work Order/ Work Completion Certificate

(B) COMPLIANCE STATEMENT

Para of Quotation Enquiry Specification	Specification of Items Offered For any enquiry/ clarification / measurement bidders are requested to visit/Contact the site Stores and Purchase Section, Aliah University New Town Campus, IIA/27, New Town, Kolkata – 700160	Compliance to Quotation specification whether yes or no	In case of noncompliance Deviation from quotation Specification to be indicated in

1	2	3	4
			unambiguous term.
Refurbishing of Black cartridges (Including all spare parts change for prominent Refurbishing/Refilling) HP LaserJet Toner, Model - 88A			
Refurbishing of Black cartridges (Including all spare parts change for prominent Refurbishing/Refilling) HP LaserJet Toner, Model - 12A			
Refurbishing of Black cartridges (Including all spare parts change for prominent Refurbishing/Refilling) HP LaserJet Toner, Model - 93A			
Refurbishing of Black cartridges (Including all spare parts change for prominent Refurbishing/Refilling) HP LaserJet Toner, Model - 18A			
Refurbishing of Black cartridges (Including all spare parts change for prominent Refurbishing/Refilling) HP LaserJet Toner, Model - 36A			
Refurbishing of Black cartridges (Including all spare parts change for prominent Refurbishing/Refilling) HP LaserJet Toner, Model - 77A			
Refurbishing of Black cartridges (Including all spare parts change for prominent Refurbishing/Refilling) Model - 337A (Canon)			

(b) PRICE BID (Altogether)

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)
1	2	3	4	5	6	7
1	HP LaserJet Toner, Model - 88A	70				
2	HP LaserJet Toner, Model - 12A	25				
3	HP LaserJet Toner, Model - 93A	30				
4	HP LaserJet Toner, Model - 18A	15				
5	HP LaserJet Toner, Model - 36A	03				
6	HP LaserJet Toner, Model - 77A	02				
7	Model - 337A (Canon)	30				
Total Quoted Amount in Numeric						
Total Quoted Amount in Alphabet						

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: 012/AU/REG/NIQ/20-21

Dated: 08/02/2021

Copy to:

1. **Chairman, General Purchase Committee**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**
- 4.

Guard File

Sd/-
Registrar,
Aliah University