



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

## **NOTICE INVITING QUOTATION**

Ref No: **052/AU/REG/NIQ/19-20**

Date: 12/03/2020

**Sub: Sealed Quotations are invited from the bonafide and resourceful Agents/Wholesalers/Suppliers for Supply of Consumables and Accessories for the Dept. of Biological Sciences, Aliah University, New Town Campus**

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA & ME, Gov.of W.B., invites **Sealed Tenders are invited from the bonafide and resourceful Contractors/ Service Providers / Agents/ Wholesalers/ Suppliers for Supply of Consumables and Accessories for the Dept. of Biological Sciences, Aliah University, 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. NIT document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **24/03/2020 at 03 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 superscribing the Name and Contact No. of Tenderer, NIT Reference Number and Purpose of NIT.** 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 NIT as per **Annexure- I**. For any information in this regard please Email: [zakircdri@gmail.com](mailto:zakircdri@gmail.com) (HOD) and [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in) with copy to [storeandpurchase.au@gmail.com](mailto:storeandpurchase.au@gmail.com).

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	<b>12/03/2020 at 04 P.M</b>
2	Bid submission start date	<b>13/03/2020 at 12 P.M</b>
3	Bid Submission closing	<b>20/03/2020 at 03 P.M</b>
4	Techno Commercial Bid opening date O/o The <b>Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.</b>	<b>24/03/2020 at 03 P.M</b> <b><u>(The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</u></b>

Sd/-  
Registrar (Officiating)

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

- Supply of materials** must be completed within 21 days of issuing work order and must be delivered at Dept of Biological Sciences, Aliah University, New Town Campus
- The Quotationer should bear all the transportation & insurance **risk** till the ondoor 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. **The bidder will be selected on overall rate only. The bidder must quote in all items otherwise their bids 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 installation and commissioning of the supplied 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 of reputed brand and preferably with **B.I.S/I.S.I** code.

## **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 Supply of Consumables and Accessories for the Dept. of Biological Sciences, Aliah University, New Town Campus**

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.(Photocopy Required to Be Submitted along with NIQ)	
<b>2.2</b>	PAN Registration No (Photocopy Required to Be Submitted along with NIQ)	
<b>2.3</b>	GST Registration No (Photocopy Required to Be Submitted along with NIQ)	

## **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 Biological Science Department , Aliah University New Town Campus, IIA/27, New Town, Kolkata -700160</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>
Tissue paper roll	125 m long		
Rectified Spirit 100%	50 L		
Absorbent cotton roll (Large)	piece		
Aluminium foil	9 mt long		
Eosin stain	100 ml		
DPX (Dibutylphthalate Polystyrene xylene)	100 ml		
Zip pouch transparent plastic	A4 sheet size		
Non-absorbent cotton roll (Large)	piece		
Rubber bands	2" diameter		
Ethanol Absolute	500 ml		
Autoclave bags	Medium size		
Methanol	500 ml		
Methanol	2.5 L		
Thread for autoclave	100 m		
Spirit lamp 50ml	50ml		
Spirit lamp 100ml	100ml		
Thread for Spirit lamp (both for 50ml 100 ml lamp)	2 m		
Plastic jar for specimen preservation	250 ml		

Plastic jar for specimen preservation	500 ml		
Herbarium Sheet Press (3/2.50)	Piece		
Anthrone reagent	25g		
Resorcinol	25g		
Thiourea	500 g		
Dinitro salicylic acid (DNS)	100g		
Indole acetic acid	25g		
Gibberellic acid-3	10g		
Test tube brush	All sizes		
Folin-Ciocalteu reagent	100 ml		
Sodium chloride (AR)	500g		
Sodium sulphite	500g		
Paraffin wax	500g		
Catechol	25g		
Plastic tray	18 inch X 10 inch		
Plastic bucket (Large size)	1.5 ft diameter		
Muslin cloth	20"		
Pasteur pipette	10ml		
Glycine	500g		
Permanent Glass Marker Pen	piece		
Brown paper (wrapping paper)	piece		
Cork borer	set		
Sodium iodide	100g		
Sodium azide	100g		
2,3,5 triphenyl tetrazolium chloride	10g		

### PRICE BID

<b>Item Description</b> (Specification as per Compliance Sheet)		<b>QTY and UNIT in Nos</b>	<b>Per Unit Rate</b>	<b>Total Rate (Cl 3 X Cl 4)</b>	<b>GST in Amount and in % On Cl 5</b>	<b>Total Amount With Taxes Altogether (Cl 5 + Cl 6)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Tissue paper roll	125 m long	500				
Rectified Spirit 100%	50 L	1				
Absorbent cotton roll (Large)	piece	80				
Aluminium foil	9 mt long	20				
Eosin stain	100 ml	1				
DPX (Dibutylphthalate Polystyrene xylene)	100 ml	1				
Zip pouch transparent plastic	A4 sheet size	1pack				
Non-absorbent cotton roll (Large)	piece	80				

Rubber bands	2" diameter	2 pack			
Ethanol Absolute	500 ml	30			
Autoclave bags	Medium size	1 pack			
Methanol	500 ml	10			
Methanol	2.5 L	5			
Thread for autoclave	100 m	5			
Spirit lamp 50ml	50ml	5			
Spirit lamp 100ml	100ml	10			
Thread for Spirit lamp (both for 50ml 100 ml lamp)	2 m	15			
Plastic jar for specimen preservation	250 ml	20			
Plastic jar for specimen preservation	500 ml	20			
Herbarium Sheet Press (3/2.50)	Piece	1			
Anthrone reagent	25g	1			
Resorcinol	25g	1			
Thiourea	500 g	2			
Dinitro salicylic acid (DNS)	100g	1			
Indole acetic acid	25g	1			
Gibberellic acid-3	10g	1			
Test tube brush	All sizes	20			
Folin-Ciocalteu reagent	100 ml	4			
Sodium chloride (AR)	500g	10			
Sodium sulphite	500g	2			
Paraffin wax	500g	4			
Catechol	25g	1			
Plastic tray	18 inch X 10 inch	10			
Plastic bucket (Large size)	1.5 ft diameter	5			
Muslin cloth	20"	1			
Pasteur pipette	10ml	100			
Glycine	500g	1			
Permanent Glass Marker Pen	piece	20			
Brown paper (wrapping paper)	piece	200			
Cork borer	set	2			
Sodium iodide	100g	1			
Sodium azide	100g	1			
2,3,5 triphenyl tetrazolium chloride	10g	1			
<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**

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

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

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

**Ref. No: 52/AU/REG/NIQ/19-20**

**Dated: 12/03/2020**

Copy to:

1. **Chairman, Departmental Purchase Committee**
2. **HoD, Deptt of Biological Sciences**
3. **Notice Board at Aliah University**
4. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
5. **Guard File**

Sd/-  
**Registrar (Officiating)**