



جامعہ عالیہ

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: **004/AU/REG/Quot./17-18**

Date: **10/07/2017**

Sub: Sealed Quotations are invited from the bonafide and resourceful Manufacturers/Contractors/Service Providers/Agents for Supply of Electrical Lights for Various Sections and Departments of Aliah University.

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 Manufacturers/Contractors/Service Providers/Agents for Supply of Electrical Lights for Various Sections and Departments of 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>.

Filled-in applications with all credentials & other related documents with mentioning NIQ Notice No on the above of Sealed Envelop must be submitted on or before **10/07/2017** at 3:00 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.

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).**

- i. Annexure I : General Terms & Conditions**
- ii. Annexure II : Technical Bid Application Format**
- iii. Annexure III : Price 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. For any information in this regard please Email: registrar@aliah.ac.in and copy to store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	11/07/2017 at 3 PM
3	Bid submission start date	12/07/2017 at 12 PM
4	Bid Submission closing	20/07/2017 at 3 PM
5	Techno Commercial Bid opening date the O/o The Registrar, Aliah University, New Town	21/07/2017 at 2:30 PM

Sd/-
Registrar
Aliah University,

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The materials must be **supply and install** within 7 days of issuing work order
2. **Printed conditions** of supply of the firm, if any, will not be binding on us.
3. Guaranty/Warranty period for the products must be for 2 years.
4. **The rates** so quoted must be inclusive of all Taxes, VAT, Central Excise, Service Tax, 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 Equipments and other incidental charges for supplying at destination level and onsite warranty 2 (Two) years 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.
5. 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; the bidder/Agency shall be responsible for all such damages & repair the same at his own cost.
6. The Vendor will have to install and commission the Equipments and impart necessary **training along with manual** if any, up to satisfaction of Competent Authority and then only agreed payment will be released. The supplier are advised to dispatch all materials to the respective Institutes on their own convenience strictly within stipulated time period described in the NIQ document/ agreed time as per order placed.
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. 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 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 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 bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.

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

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

Sub: **Supply of Electrical Lights for Various Sections and Departments of Aliah University.**

Ref: - _____N.I.Q. Nodated

Sir,

Having examined the N.I.Q documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of
 in the capacity.....
 duly authorized to submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Quotation Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Quotation Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

1. ABOUT THE ORGANIZATION

1.1	Name of the organization (In Block Letters)	
1.2	Registered Office Address with telephone no. & email address	
1.3	Name & address of Chief Executive/ Proprietor	
1.4	Name of the Representative(s) indicating Designation who would be calling and attending to our work (designation, email id and mobile phone number)	
1.5	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 (if any) (Please attach documentary evidence)	
2.2	PAN Registration No (Please attach documentary evidence)	
2.3	VAT/GST/TIN Registration No (if any) (Please attach documentary evidence)	
2.4	Bank Details	Name of the Firm with complete postal address

		Name of the Bank with Branch where the Account exist IFSC CODE ACCOUNT No PAN No
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COMPLIANCE STATEMENT

Para of Quotation Enquiry Specification	Quantity	Specification of Items Offered	Compliance to Quotation specification whether yes or no	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous term.
1	2	3	4	5
Tube Light	25	18 Wt. 2'		
Tube Light	100	28 wt. 4'		
PL Lamp	50	18 Wt/865/4 Pin		
PL Lamp	100	36 Wt		
Wire	Not Specified	1.5 cable 3 core two coils make Havel's or Finolex for area light, New Town		
Tube Light Choke	50	4' Model no BJHF 228/28 wt.		
Pen Drive Holder	15	-		
Bulb	10	100 wt		
Bulb	4	200 wt.		
P/L Lamp	10	5 w/11-860 PL Lamp		
PL Lamp	100	18 Wt/du/865		

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

List of Documents enclosure:-

PRICE BID

Reference No: - 004/AU/REG/Quot./17-18

Date: 10/07/2017

Para of Quotation Enquiry Specification	Unit (nos)	Unit Rate (INR) Inclusive of all Taxes, VAT/GST, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and should be for delivery & warranty	Total Quantity	Total Rate (INR) Inclusive of all Taxes, VAT/GST, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and should be for delivery & warranty
Tube Light (18 Wt. 2')	1		25	
Tube Light (28 wt. 4')	1		100	
PL Lamp (18 Wt/865/4 Pin)	1		50	
PL Lamp (36 Wt)	1		100	
Wire (1.5 cable 3 core two coils make Havel's or Finolex for area light, New Town)	1		Not Specified	
Tube Light Choke (4' Model no BJHF 228/28 wt)	1		50	
Pen Drive Holder	1		15	
Bulb (100 wt)	1		10	
Bulb (200 wt)	1		4	
P/L Lamp (5 w/11-860 PL Lamp)	1		10	
PL Lamp (18 Wt/du/865)	1		100	

I/We agree to supply the above Lights/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 NIQ. 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.

Signature of the Bidder

Name_____

Designation_____

Seal

Date _____

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Date: 10/07/2017

Copy to:

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

Sd/-
Registrar