



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 TENDER

Ref No: **006/AU/REG/NIT/17-18**

Date: **06/07/2017**

Sub: Sealed Tenders are invited from the bonafide and resourceful Agency for Supplying and Installation Circulation Counter at Central Library Reception at Newtown Campus and Park Circus Campus.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites Sealed Tenders from the bonafide and resourceful Agency for Supplying and Installation Circulation Counter at Central Library Reception at Newtown Campus and Park Circus 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>.

The NIT in all respect should be submitted along with an amount of **Rs. 5,000/- (Rupees Five Thousand only)** as Earnest Money Deposit put to tender in the shape of Bank Draft / Pay Order of any nationalized bank drawn in favour of the, **“Registrar, Aliah University” payable at Kolkata** against the work as per the e-NIT. Earnest Money Deposit of the Bidder whose offer is accepted will be kept as interest free security deposit till successful completion of the contract. The Earnest Money deposited will be refunded without interest if the tender is not accepted.

Tender must be submitted on or before 09/08/2017 at 4 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

IMPORTANT DATES

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	12/07/2017 at 2 PM
2	Date of Pre bid meeting	25/07/2017 at 2 PM
3	Tender submission start date	31/07/2017 at 4 PM
4	Tender Submission closing	09/08/2017 at 4 PM
5	Techno Commercial Bid opening date the O/o The Registrar, Aliah University, New Town	16/08/2017 at 2 PM

Sd/-
Registrar
Aliah University,

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The materials must be **supply and install** within 30 days of issuing work order
2. Guaranty/Warranty period for the products for 2 years.
3. **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. Prices can be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials involving head load/ trolley etc.
4. 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.
5. On the door delivery will be necessary.
6. Experience of supplying similar materials any Central or State Government Organization (**At least one**)
7. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
8. **EMD-** The NIT in all respect should be submitted along with an amount of **Rs. 5,000/- (Rupees Five Thousand only)** as Earnest Money Deposit put to tender in the shape of Bank Draft / Pay Order of any nationalized bank drawn in favour of the, **“Registrar, Aliah University” payable at Kolkata** against the work as per the e-NIT. Earnest Money Deposit of the Bidder whose offer is accepted will be kept as interest free security deposit till successful completion of the contract. The Earnest Money deposited will be refunded without interest if the tender is not accepted.
9. **Payment terms:** Payment terms: 70% payment will be released within (30) days only after successful installation and commissioning of the supplied items duly certified by the concern authority and rest 30% will be released after submission of **Performance Security Deposit** mentioned in the **Point No. 2 Of Annexure -I** . 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:
 - 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 NIT 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. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
12. The Supplier should be a reputed and an authorized firm/supplier having after sales service **agreement with the OEM**
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. Further disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
14. 15. Pre Bid Meeting: All Tenderer are advised to attend the Pre-Bid meeting in order to make themselves fully aware of the work conditions. In the event of non -attendance of the Pre -Bid meeting by the Tenderer, it would, however, be presumed that the Tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expense s & profit from the work and no correspondence from the Tenderer / Bidder in this regard would be entertained.
15. Pre-Bid Meeting will be held at Office of the Registrar, Aliah University, New Town Campus, Board Room, 2nd Floor at IIA/27, New Town, Kolkata-700 156 in presence of Tenderer or their authorized representatives, if any.

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 Installation Circulation Counter at Central Library Reception at Newtown Campus and Park Circus Campus..

Ref: - _____N.I.T. Nodated

Sir,

1. ABOUT THE ORGANIZATION

1.1	Name of the Organization	
1.2	Name 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

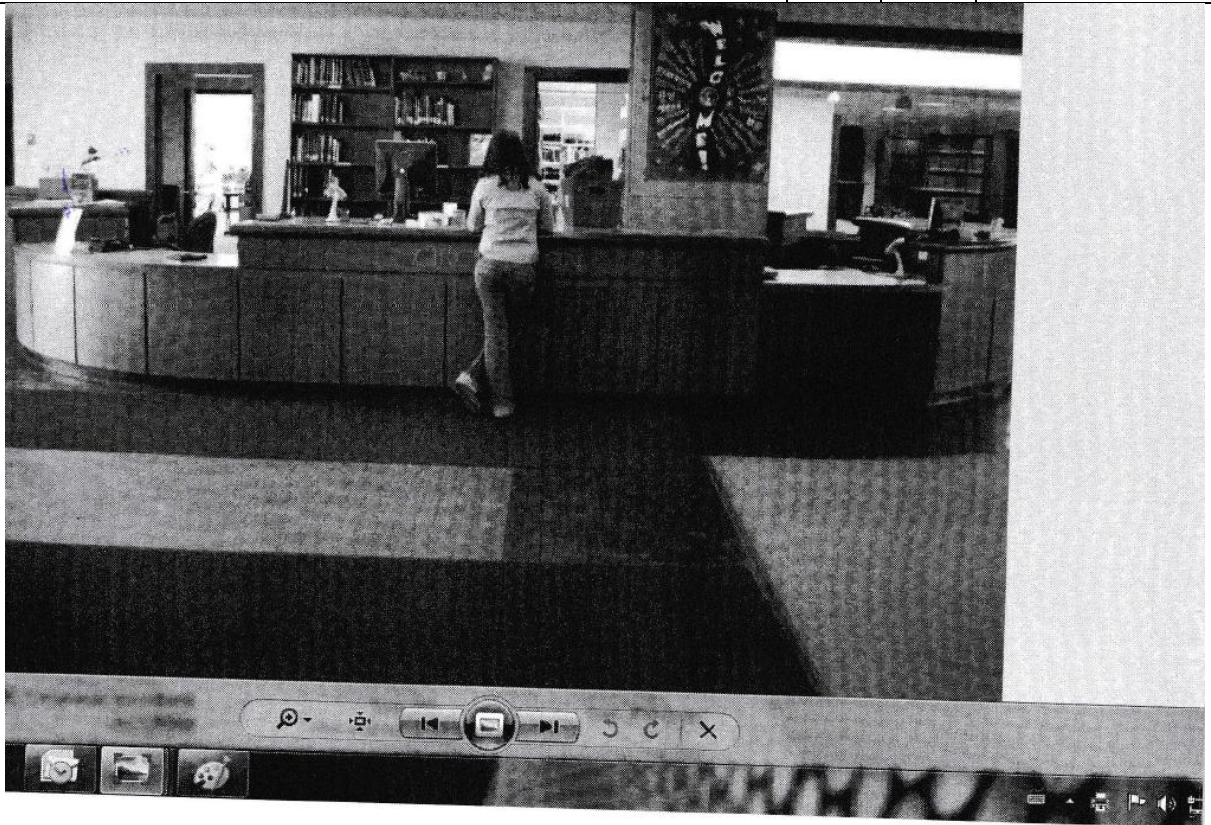
2.1	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIT)	
2.2	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIT)	
2.3	VAT Registration No (if any) (Photocopy Required to Be Submitted along with NIT)	
2.4	Service Tax Registration No. (if any) (Photocopy Required to Be Submitted along with NIT)	
2.5	Not Blacklisted Self Certification need to be attached	
2.6	Dealership certificate on the offered products from OEM in case of dealer/s; (if any)	
2.7	Experience of supplying similar materials any Central or State Government Organization (At least one) (if any)	

Experience (Include Extra Sheet if necessary)

Sl	Name and Address of Central / State Government Organization / Autonomous Institution / University	Item Supplied	Cost	Supporting Document like Work order/ Money Receipt.

COMPLIANCE SPECIFICATION AND PRICE BID

Para of Tender Enquiry Specification	Spec ificat ion Com plied (Yes /No)	Unit (nos)	Unit Rate (INR) Inclusive of all Taxes, VAT, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and should be for delivery & warranty & Installation Charges
<p>1. Circulation Counter at Central Library Reception at Newtown Campus</p> <p>Providing and Supplying reception table overall size as per the approval drawing with a provision of working top and transaction top whose base made out 19mm thick. BWR block board (Century/Green) in Shelves and also to provide 50mmX30mm sec hardwood frame. Working and transaction top made out of 18 mm thick mirror finish Granite stone in curvilinear shape with all edged moulded and polished as per approved colour and drawing. The edges will be finished with CP Teakwood liping as per direction of OIC. Inner face to be French polished as to appearance with the teak veneer, outer space will be designed by first class teakwood batton as per required size. The Table will be tree drawer pedestal, 3 nos metal keyboard tray and CPU Trolley. One no open storage unit of height 750mm and length of 2700mm with a depth of 400 mm will be provided behind the seating area of operating staff. The inner area in between worktop and transaction top will be covered by fabric wrapped soft board.</p>		1	

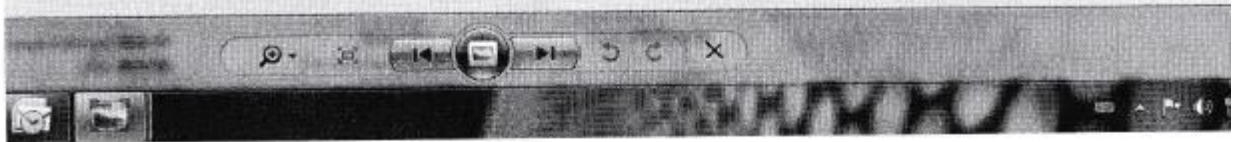


For Newtown Campus

2. Circulation Counter at Central Library Reception at Park Circus Campus

1

Providing and Supplying reception table overall size as per the approval drawing with a provision of working top and transaction top whose base made out 19mm thick. BWR block board (Century/Green) in Shelves and also to provide 50mmX30mm sec hardwood frame. Working and transaction top made out of 18 mm thick mirror finish Granite stone in curvilinear shape with all edged moulded and polished as per approved colour and drawing. The edges will be finished with CP Teakwood liping as per direction of OIC. Inner face to be French polished as to appearance with the teak veneer, outer space will be designed by first class teakwood batton as per required size. The Table will be tree drawer pedestal, 2 nos metal keyboard tray and CPU Trolley. One no open storage unit of height 750mm and length of 2700mm with a depth of 400 mm will be provided behind the seating area of operating staff. The inner area in between worktop and transaction top will be covered by fabric wrapped soft board.



For Park Circus Campus.

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: - 006/AU/REG/NIT/17-18

Date: 06/07/2017

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