



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

## **NOTICE INVITING QUOTATION**

Ref No **046/AU/REG/NIO/18-19**

Date: 15/01/2019

**Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers/Manufacturers for Printing and Supply of 2000 PCs News Letter 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/Manufacturers for Supply of 2000 PCs News Letter 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>. Quotation must be submitted on or before **24/01/2019 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 super scribing the Name, Address, e-mail id and Contact No. of Quotationer, NIQ Reference Number and Purpose of NIQ.** 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 NIQ as per **Annexure- I**. For any information in this regard please contact Chairman, Publication Committee, Aliah University, Park Circus Campus, 17, Gorachand Road, Kolkata-700 014. They may mail to to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in) with copy to [storeandpurchase.au@gmail.com](mailto:storeandpurchase.au@gmail.com) and the matter will be forwarded to the respective Committee.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	<b>16/01/2019 at 12 P.M</b>
2	Bid submission start date	<b>16/01/2019 at 02 P.M</b>
3	Bid Submission closing	<b>24/01/2019 at 03 P.M</b>
4	Techno Commercial Bid opening date O/o The <b>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)</b>	<b>25/01/2019 at 12 P.M</b>

**Sd/-**  
**Registrar**

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

- Supply of 2000 PCs News Letter** to be done at **Department of English, Park Circus Campus, 17, Gorachand Road, Kolkata-700 014** within **(i) 2000 PCs news letter within 7 days** after issuing work order
- The Bid should be Attach one sample colored printed copy of same type of Article to check the content, color, and layout. .
- No extra charges shall be payable for editing work
- At the end of the assignment or whenever it required by Aliah University shall provide “Source Copy of Content with Photos”. If the selected party is unable to provide satisfactory design within the stipulated time period, Authority, Aliah University shall reserve the right to cancel

- the PO/LOI/ Work Order and award the job to L-2/L-3 party or whatsoever as per the evaluation of Quotation
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 if the bidder marked "yes" in compliance sheet.**
  6. The rates so quoted must be inclusive of all Taxes/GST, packing freight to destination, Insurances and levies and delivery at designated places at Aliah University.
  7. 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.
  8. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
  9. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
  10. 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
  11. **Partial quotations are not allowed for this Quotation i.e. bidder should quote all item. For overall item lowest bidder (L1) will be selected.**
  12. 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.
  13. Payment Condition:-The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid. Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission. Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions. Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade Licence, etc. All such documents / certificates shall remain valid on the last date of Quotation submission. GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder. 100% payment will be released after receiving of items in good order and condition and installation duly certified by the concern authority and immediately on receipt of fund from the Govt. Department (within 60 days from the submission of bills).. 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
  14. 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.
  15. The products asked for should be of very high standard and preferably reputed brand.
  16. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may be cancelled.

## **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 2000 PCs News Letter for Aliah University.**

Ref: - \_\_\_\_\_N.I.Q. No .....dated .....

Sir,

<b>1. ABOUT THE ORGANIZATION</b>	
<b>1.1</b>	Name of the Organization
<b>1.2</b>	Name of Authorized Person
<b>1.3</b>	Registered Office Address with telephone no. & email address
<b>1.4</b>	Authorized Service Station Name, address, contact person name, phone number, e-mail
<b>2. TECHNICAL DOCUMENTS</b>	
<b>2.1</b>	Company Registration No./Trade License No./Partnership Deed No. (Please attach documentary evidence)
<b>2.2</b>	PAN Registration No (Please attach documentary evidence)
<b>2.3</b>	GST Registration No (Please attach documentary evidence)

## **ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID**

Sl	<b>Item Description</b> For any enquiry/ clarification /measurement bidders are requested to visit the site and contact Chairman, Publication Committee, Aliah University, Park Circus Campus, 17, Gorachand Road, Kolkata-700 014.	<b>QTY and UNIT in Nos</b>	<b>Compliance to Quotation specification whether YES/ NO</b>	<b>BASIC RATE (UNIT Price X UNIT)</b>	<b>GST in Amount and in %</b>	<b>TOTAL AMOUNT With Taxes</b>
1	<b>News Letter Specifications:</b> 1. 12+4 pages 2. All through 100 GSM art Paper 3. All through four colour printing 4. Size 11 inch X 8.25 inch 5. Central Stitch, Cutting, and finishing all complete	2000 pcs				
<b>Total Amount in Rupees</b>						
<b>Total Amount in Word</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 Quotation 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 Quotation 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** \_\_\_\_\_

**Seal**

**Ref. No: 046/AU/REG/NIQ/18-19**

**Dated:** 15/01/2018

Copy to:

1. **Chairman, Publication Committee, Aliah University, Park Circus Campus, 17, Gorachand Road, Kolkata-700 014.**
2. **Notice Board at Aliah University**
3. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
4. **Guard File**

**Sd/-  
Registrar**