



# 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 TENDER**

Ref No: **24/AU/REG/NIT/17-18**

Date: 16 /03 /2018

**Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply and Installation of Language Laboratory for Department of Education, Aliah University, 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 **Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply and Installation of Language Laboratory for Department of Education, Aliah University, Park Circus Campus.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately.

Interested **Bidders** may submit their **Tender** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **23/03/2018 up to 02 P.M** The Techno-commercial Bid will tentatively open on **23/03/2018 up to 3.30 P.M**

#### **Scope of Work:**

In this regard NIT has been invited in two fold basis i.e. Technical Bid and Financial Bid.

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- II).**

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 contact **phone 8584853812** Email: [jhaakif@gmail.com](mailto:jhaakif@gmail.com), [education.aliah@gmail.com](mailto:education.aliah@gmail.com) and copy to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in); [store&purchase@aliah.ac.in](mailto:store&purchase@aliah.ac.in)

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	<b>16/03/2018 up to 03 P.M</b>
3	Bid submission start date	<b>16/03/2018 up to 03 P.M</b>
4	Bid Submission closing	<b>23/03/2018 up to 02 P.M</b>
5	Techno Commercial Bid opening ( <b>Tentative</b> ) date O/o <b>The Deputy Registrar, Aliah University, Park Circus Campus, 17, Gorachand Road, Beniapukur, Kolkata, West Bengal 700014</b>	<b>23/03/2018 up to 03.30 P.M</b>

Sd/-  
Registrar  
Aliah University

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

1. **Supply and Installation of Language Laboratory for Department of Education, Aliah University, Park Circus Campus** must be completed within 7 days of issuing work order at **Department of Education, Park Circus Campus, 17, Gorachand Road, Beniapukur, Kolkata, West Bengal 700014 Phone 8584853812**
2. The successful tenderer will be required to furnish a **Performance Security Deposit** of 10% of contract amount in the form of Fixed Deposit Receipt or Bank Guarantee from any scheduled Bank duly pledged in the name of the **“Aliah University”**. The security deposit can be forfeited by order of this University in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. The Security Deposit can also be deducted from the bill & same will be refunded after satisfactory completion of warranty period. Guaranty/Warranty period for the products must be for 1 year/ As per OEM whichever is higher.
3. The tenderer 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.
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 Equipment and other incidental charges for supplying at destination level and onsite warranty 1 (One) year/ As per OEM whichever is higher 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. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
6. 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.
7. 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
8. The bidder will be selected on overall rate only and the rate should be valid upto 180 days from issuing of Work Order
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. 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.
11. Payment terms: 90% 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 10% 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. Advance payment not allowed. **Hence, following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER:**
12. Name of the Firm with complete postal address
13. Name of the Bank with Branch where the Account exist
14. IFSC CODE
15. ACCOUNT No
16. PAN No
17. The Tenders 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.
18. 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 and Installation of Language Laboratory for Department of Education, Aliah University, Park Circus Campus.**

Ref: - \_\_\_\_\_ N.I.T. 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 NIT)	
<b>2.2</b>	PAN Registration No (If any) (Photocopy Required to Be Submitted along with NIT)	
<b>2.3</b>	GST Registration No (If any) (Photocopy Required to Be Submitted along with NIT)	
<b>2.6</b>	An undertaking should be given stating therein that the Firm has not been debarred or penalized for any reason and consequently thrown out of work by any Government Department.	

### **COMPLIANCE STATEMENT AND PRICE BID:**

SL.	NAME OF CHEMICALS	Quantity	Compliance to Quotation specification whether YES/ NO	<b>TOTAL RATE</b>		
				Basic Price (Unit Price X Quantity)	GST	TOTAL Quote (RS.) (C1 E + C1 F)
A	B	C	D	E	F	G
1.	English Grammar for ESL Learners, Book for language learning. (Publisher – Mac Craw Hill)	5				
2.	The Vocabulary Builder Workbook, Book for language learning. (Authors – Magoosh and Chris Lele)	5				
3.	Over ear headphones with mic For communication (3.5mm connection)	10				
4.	Easy English, With CD for audio (By Living Language)	5				

5.	The English Tenses Practical Grammar Guide by Phil Williams, Book for language learning (Author – Phil Williams)	5				
6.	Flex Print of Grammar, 6”X 3”	1				
7.	Flex Print of Grammar, 6”X 3”	1				
8.	Flex Print of Grammar, 6”X 3”	1				
9.	Student Computer set (Desktop PC Computer set – 15” LCD Monitor, 4GB Ram, 1TB Hard disk, Windows 7, Intel core i5, Mouse, Keyboard, CPU)	5				
10.	Computer Table (Length 4ft, Breadth 2ft, Height 2.5ft, thickness 1”, and Table top should be perforated with keyboard trolley and one hole for wires at the top.)	5				
11.	Student Chairs (Fibre chair with standard make)	10				
<b>TOTAL QUOTED AMOUNT IN INR</b>						
<b>TOTAL QUOTED AMOUNT IN WORD</b>						

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 Tender. We confirm that the normal commercial warranty/guarantee of mentioned in this Tender 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  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal

Date \_\_\_\_\_

**Ref. No:** \_\_\_\_\_/AU/REG/NIT/17-18

**Dated:** / /2018

Copy to:

1. Deputy Registrar and Chairman, Departmental Purchase Committee
2. HoD, Department of Education
3. Notice Board at Aliah University
4. Website:[www.aliah.ac.in](http://www.aliah.ac.in)
5. Guard File

**Sd/-  
Registrar**