



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

NOTICE INVITING QUOTATION

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

Date: 19/03/2018

Sub: Sealed Quotations are invited from the bonafide and resourceful Printing and Press Contractors/Service Providers/Agents for Supply of Brochures & Posters for AUAT Cell Aliah University, New Town Campus.

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 **Printing and Press Contractors/Service Providers/Agents for Supply of Brochures & Posters For AUAT Cell Aliah University, New Town 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 **Quotation** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **27/03/2018 up to 01 P.M** The Technical Bid will tentatively open on **27/03/2018 up to 03 P.M**

Scope of Work:

In this regard NIQ 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 Email: faruquekist@gmail.com and **copy to registrar@aliah.ac.in; store&purchase@aliah.ac.in**

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	19/03/2018 up to 4:30 P.M
3	Bid submission start date	20/03/2018 up to 12 P.M
4	Bid Submission closing	27/03/2018 up to 01 P.M
5	Techno Commercial Bid opening (Tentative) date O/o The Registrar, Aliah University, New Town Campus	27/03/2018 up to 03 P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Brochures & Posters** must be supplied within 7 days of issuing work order at **AUAT**
- The Quotationer 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.
- 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 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 rate should be valid upto 180 days after issuing work order
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 subject to evaluation of Concerned Committee.

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 Brochures & Posters For AUAT Cell Aliah University, New Town Campus..**

Ref: - _____ N.I.Q. 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 NIQ)

2.2	PAN Registration No (If any) (Photocopy Required to Be Submitted along with NIQ)	
2.3	GST Registration No (If any) (Photocopy Required to Be Submitted along with NIQ)	
2.4	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 Dept.	
2.5	Sample of Equivalent Product Supplied to any Government/ Semi Government Department/ Office /Autonomous Institute/ University/ Technical Institute/ Reputed Private Organization	Without this the Application will be cancelled

COMPLIANCE STATEMENT AND PRICE BID

S L.	NAME OF ITEMS and SPECIFICATION	Qty	Compliance to Quotation specification whether YES/ NO	TOTAL RATE		
				Basic Price (Unit Price X Qty)	GST	TOTAL Quote (RS.) (CI E + CI F)
A	B	C	D	E	F	G
1	Design, Printing and supply of 12 pages brochures a. Cover-300GSM art paper with glossy lamination b. Inside- 130 GSM gloss art paper. c. Size- 11 x 8.5 (inch) d. Four colour printing Centre stich binding	2000				
2	Design, printing and supply of single side poster a. Size – 17 x 22 (inch) b. 4 colour print Page – 100 GSM glossy	4000				
Total Quoted Price In INR						
Total Quoted Price In Word						

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) (Rupeesamount 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
Name _____
Designation _____
Seal

Date _____

Ref. No: 24/AU/REG/NIQ./17-18

Dated: 19/03/2018

Copy to:

1. The Chairman, AUAT
2. Notice Board at Aliah University
3. Website: www.aliah.ac.in
4. Guard File

**Sd/-
Registrar**