



# 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 QUOTATION

Ref No: **012/AU/REG/NIQ/18-19**

Date: 18/07/2018

**Sub: Sealed Quotations is invited for Supply of Housekeeping and Stationery Articles and Refilling of Cartridges for Aliah University.**

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations is invited for Supply of Housekeeping and Stationery Articles and Refilling of Cartridges for Aliah University.**

The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately.

Interested **Bidders** may submit their **Quotations** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **30/07/2018 at 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- III). They must read and accept Terms and Conditions of this NIQ as per Annexure- I.**

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](mailto:registrar@aliah.ac.in) and **copy to [store&purchase@aliah.ac.in](mailto:store&purchase@aliah.ac.in)**

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	20/07/2018 at 02 PM
2	Bid submission start date	23/07/2018 at 12 PM
3	Bid Submission closing	30/07/2018 at 03 PM
4	Techno Commercial Bid opening date O/o The <b>Registrar, Aliah University, New Town. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</b>	31/07/2018 at 03 PM

Sd/-  
Registrar  
Aliah University

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

- The Materials** must be supplied within 15 days of issuing work order to the Stores and Purchase Section at Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal
- 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 (Basic Rate={Unite Rate X Quantity} +GST)** if any 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. The quoted price would be valid upto 180 days from the submission date of the NIQ.

4. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
  5. 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
  6. **The bidder will be selected on overall rate only.**
  7. **Partial quotations are not allowed for this tender i.e. bidder should quote for all item.**
  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 after receiving of items in good order and condition and successful installation, demonstration and commissioning duly certified by the concern authority. The payment will make by RTGS / FUND Transfer mode only. **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
    - f. GST/TIN No (Required from the vendors belongs to West Bengal)
- Any request for any sort of advance payment shall not be entertained.**
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 preferably reputed brand and/or with **B.I.S/I.S.I** code. **Products specification must be complied, if it is observed during sample verification that Items are not as per specification then the order will be not placed to L1 vendor.**
  13. All bidders must submit all Technical Documents as per Annexure II otherwise their bid will 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 Housekeeping and Stationery Articles and Refilling of Cartridges for Aliah University.**

Ref: - \_\_\_\_\_ N.I.Q. 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>	The bidder/OEM self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of

	India/PSU/Organizations/Institutes in India or abroad.	
2.2	PAN Registration No (Please attach documentary evidence)	
2.3	GST Registration No (If any) (Please attach documentary evidence)	
2.4	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)	

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

Sl	Para of Quotation Enquiry Specification of Items Offered	QTY & UNIT	Compliance to Quotation specification whether YES/ NO	TOTAL RATE Inclusive Insurances and levies and should be for delivery & warranty, fixing& Installation Charges		
The Total rates = (Basic Rate {Unite Rate X Quantity} +GST)						
				Basic Rate	GST	Total rates
1	<b>Arch File (Plastic Board),</b> Description : Colour : Green, Black, Blue & Gray, Material 3 Layer polymer, Size A4, Paper Finish High Gloss Elite 3 layer polymer Lever Arch File	60 Pcs				
2	BATTERY Brand -Eveready Red, Type - AA	30 Pcs				
3	BATTERY Brand -Eveready Red, Type - AAA	30 Pcs				
4	Calculator (Orpat OT1500T Basic Calculator) (12 Digit)	5 Pcs				
5	Ocian Gel Pen Description: Type - Gel, Brand - Link , Colour - Blue / Black / Green / Red	40 Pcs				
6	Use & through Pen Description: Type - Ball , Brand - Fort, Colour - BLUE, BLACK, RED & GREEN	250 Pcs				
7	BLEACHING POWDER, Brand - Bengal Camical, (500 gm Packet)	30 Pkt.				
8	<b>BROOM JHARU (Heavy Type),</b> Specification : 3 feet 950 grams size coconut leaf stick broom, Binding should be good	50 Pcs				
9	<b>PHOOL JHARU (Heavy Type),</b> Specification : Binding should be good, Weight : 450 gm aprox . The Broom Measuring 104 Cms Which Is Designed In Such A Manner So That One Can Easily Clean The Floor Without Bending.	50 Pcs				
10	COLLINES (500 ML. Bottle)	70 Bottle				
11	<b>Dry Mop with Handle</b> (Handel Size- 5ft approx., Type - Iron), Mop size- 18 " aprox., Heavy Duty,Wet & dry floor cleaner mop large	40 Pcs				
12	<b>FLOOR WASH MOP With Handel</b> Hard Plastic (Mop Size : 12" size) with Handle (Handel Size- 5ft approx., Type - Iron), COTTON (12" length), Heavy Duty)	30 Pcs				
13	<b>Floor Wiper with Handle</b> Material: Plastic, Color: Multicolour Item Dimension: 699 mm x 120 mm x 20 mm (aprox.) Package Contents: 1-Piece Floor Wiper Used to push water from the floor.Wiper comes	25 Pcs				

	with 3.5 feet long pipe					
14	Good Knight (Active) (Oil & Machine)	20 Pcs				
15	MUG (With Handle) Description : Nylon, size : 2 lit aprox.	50 Pcs				
16	Scented Phenyle (5 Litre Jar), Brand - Doctor/Plus	50 Pcs				
17	<b>Ruled Register</b> Description - 200 page (approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering. ** Sample Required	30 Pcs				
18	<b>Ruled Register</b> Description - 100 page(approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering.	70 Pcs				
19	Printing of Dead Assests Registrar With Print Description - Each Book containing 250 folio, Paper quality 14.1 KG. West coast Ledger Paper. Lather binding, Each page should be numbering. (Printing matters and samples should notice at central store)	2 Pcs				
20	<b>Flat file, Rambo (Cobra) With Print</b> Description - Good Quality Size : 350 x 550 mm (Printing matters and samples should notice at central store)	200 Pcs				
21	<b>Cover File (Two fold) With Print</b> Description - 25 cm x 35 cm approx, hard board & tag hole (Printing matters and samples should notice at central store)	200 Pcs				
22	Peon Book, 200 pages	6 Pcs				
23	<b>Model - 88A (HP)</b> Recycling of Black cartridges (Including all spare parts change for prominent refilling, Printing quality & Page Quantity should be as per original cartridge)	14 Pcs				
24	<b>Model - 93A (HP)</b> Recycling of Black cartridges (Including all spare parts change for prominent refilling, Printing quality & Page Quantity should be as per original cartridge)	5 Pcs				
25	<b>Model - 925 (Canon)</b> Recycling of Black cartridges (Including all spare parts change for prominent refilling, Printing quality & Page Quantity should be as per original cartridge)	3 Pcs				
<b>TOTAL QUOTE IN RUPEES</b>						
<b>TOTAL QUOTE 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 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: 012/AU/REG/NIQ/18-19**

**Dated:** 18/07/2018

Copy to:

1. Chairman, General Purchase Committee
2. Website: [www.aliah.ac.in](http://www.aliah.ac.in)
3. One Bengali News paper
4. Guard File

Sd/-  
**Registrar**