



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 TENDER**

Ref No: **025/AU/REG/NIT/18-19**

Date: 20/09/2018

**Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply of Printing Items for Aliah University. (Second Call against the Bid No. 010/AU/REG/NIT/18-19)**

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply of Printing Items for Aliah University. (Second Call against the Bid No. 010/AU/REG/NIT/18-19)**. 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>. Tender must be submitted on or before ...../...../2018 at ..... 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 and Contact No. of Tenderer, NIT Reference Number and Purpose of NIT.** 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 NIT as per **Annexure- I**. 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 NIT (Publishing Date) at Aliah University Website  | 24-09-2018 at 02 P.M. |
| 2   | Pre Bid Meeting will be scheduled to be held at the O/o The Deputy Registrar, Aliah University, Park Circus Campus 17; Gorachand Rd; Beniapukur; Kolkata - 700014.  | 04-10-2018 at 3 P.M.  |
| 3   | Bid submission start date   | 11-10-2018 at 12 P.M. |
| 4   | Bid Submission closing  | 30-10-2018 at 03 P.M. |
| 5   | Techno Commercial Bid opening date O/o The Deputy Registrar, Aliah University, Park Circus Campus 17; Gorachand Rd; Beniapukur; Kolkata; West Bengal 700014. <b><u>(The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</u></b> | 01-11-2018 at 03 P.M. |

Sd/-  
Registrar  
Aliah University

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

1. Ernest Money Deposit - Rs. 10,000 (Ten Thousand) Demand Draft from any Nationalized Bank in favour of "The Registrar, Aliah University" Payable at "Kolkata". EMD (For all Bidders) will be return after successful completion of work. Bidders who already submitted EMD against **Bid No. 010/AU/REG/NIT/18-19 and did not withdraw the said Demand Draft, may not required to submit EMD. They must deposit proper evidence of last submission in this regard.** EMD will be forfeited if the Vendor leave the work incomplete and did not provide materials as per requirement. **EMD will be exempted for those organsiation who have submitted single point registration certification from NSIC, which should specify list of items the Exemption is requested.**

2. **Printing Items** to be supplied to Stores and Purchase Section, New Town Campus of Aliah University, Ground Floor, IIA/27, New Town, , Kolkata – 700 160 within 30 days of issuing work order and **phase wise continue till end of delivery.**

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 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 onsite warranty 1 (One) year 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. Bidder must participate in all items otherwise their bid will be rejected**
- 9. The bidder will be selected on overall rate only.**
10. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
11. 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.
12. Payment terms: 100% payment will be released within (30) days only after successful supply and verification of the tendered 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
13. 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.
14. 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.**
15. All bidders must submit all Technical Documents as per Annexure II otherwise their bid will be cancelled. If any time/ during verification it is found that their documents are false and/or fake their EMD will be forfeited and the organisation became blacklisted.

**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 Printing Items for Aliah University. (Second Call against the Bid No. 010/AU/REG/NIT/18-19)**

Ref: - \_\_\_\_\_ N.I.T. No .....dated .....

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. (Please attach documentary evidence)  |
| 2.2                    | PAN Registration No (Please attach documentary evidence)  |
| 2.3                    | GST Registration No (Please attach documentary evidence)  |
| 2.4                    | Income Tax Return for FY 2016-17/AY 2017-18 (Please attach documentary evidence)  |
| 2.5                    | Audited Accounts (Balance Sheet, Profit and Loss Account) FY 2016-17 signed and stamped by Chartered Accountant (Please attach documentary evidence)  |
| 2.6                    | 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 in an affidavit on 100 Rs. Non-judicial stamp paper should be enclosed for the same. |
| 2.7                    | Experience  |

Copy of Work Order/ Work Completion Certificate with work value duly signed by Competent Authority from Indian Central/ State Government Department/ Institute, Autonomous Institute/ Agency/ Office/ University Funded by Central/State Government showing that - The Bidder should have executed (completed) supply order of printing items at least Rs. 1.00 Lakh in aggregate within last five financial years (i.e., 2013-14, 2014-2015, 2015-2016 2016-17 and 2017-18). (Please attach documentary evidence)

| Sl | Name and Address of work order issuing organisation | Supply of Similar Items | Value of work | Supporting Document like Work Order/ Work Completion Certificate |
|----|---|-------------------------|---------------|--|
|    |   |                         |               |  |
|    |   |                         |               |  |

**ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID**

| Sl | Item Description   | QTY  | UNIT | Compliance to Tender specification whether YES/ NO | BASIC RATE (Unit Price X Unit) | GST in Amount and in % | TOTAL AMOUNT With Taxes |
|----|--|------|------|--|--------------------------------|------------------------|-------------------------|
| 1  | Envelop (White) With Print<br>Description - 10" X 4.5" approx. 120 gsm, maplitho paper, Excellent quality of paper and glue<br>Envelopes with pre-glued flap are suitable for use in a folder-inserter | 2000 | Nos. |  |                                |                        |                         |

|   |   |      |      |  |  |  |  |
|---|---|------|------|--|--|--|--|
|   | machine<br>Envelopes with adhesive-strip closure for fast manual processing<br>(Printing as per sample, At least 6 different matter may be printing, Minimum 500 nos.(aprox.) printing of each matter   |      |      |  |  |  |  |
| 2 | <b>Envelop With Print</b><br>Description - Size - 14" x 10", (approx.) craft paper, 90 gsm<br>Excellent quality of paper and glue<br>Envelopes with pre-glued flap are suitable for use in a folder-inserter machine<br>Envelopes with adhesive-strip closure for fast manual processing<br>(Printing as per sample, At least 6 different matter may be printing, Minimum 500 nos.(aprox.) printing of each matter<br>(Printing as per sample, At least 10 different matter may be printing, Minimum 500 nos.(aprox.) printing of each matter | 2000 | Nos. |  |  |  |  |
| 3 | <b>Envelop (White) With Print</b><br>Description - Size - 14" x 10", (approx.) 120 gsm<br>Excellent quality of paper and glue<br>Envelopes with pre-glued flap are suitable for use in a folder-inserter machine<br>Envelopes with adhesive-strip closure for fast manual processing<br>(Printing as per sample, At least 6 different matter may be printing, Minimum 500 nos.(aprox.) printing of each matter<br>(Printing as per sample, At least 03 different matter may be printing, Minimum 500 nos.(aprox.) printing of each matter     | 2000 | Nos. |  |  |  |  |
| 4 | Envelop cloth lined, Polythin Coated, Description - 10.5" X 4.5", 120 gsm   | 1500 | Nos. |  |  |  |  |
| 5 | Tamper proof poly envelop, Size - 14" x 10", (approx.)  | 1500 | Nos. |  |  |  |  |
| 6 | Continuation Sheet (Note Sheet) With Print<br>Description - 100 pages pad, 80 gsm ledger paper, Size : 11" x 9" (aprox.)<br>(Printing as per sample )   | 80   | Pad  |  |  |  |  |
| 7 | Letter head (Head Loose) With Print<br>Description - A4 size, 100 pages, 85 gsm executive bond, one colour printing, printing as per sample   | 200  | Pad  |  |  |  |  |
| 8 | Visitor's Slip With Print<br>Description - Size - 4"X5" approx., 10 Sets of 100 Pcs. Paper 80 gsm (Printing as per samples)   | 20   | Pad  |  |  |  |  |
| 9 | Cover File (Two fold) With Print<br>Description - 25 cm x 35 cm approx, hard board & tag hole   | 1000 | Nos. |  |  |  |  |

|    |  |     |      |  |  |  |  |
|----|--|-----|------|--|--|--|--|
|    | (Printing matters and samples should notice at central store)<br>** Sample Required  |     |      |  |  |  |  |
| 10 | Cover File (Four fold) with Laminated With Print<br>Description - Good Quality (Normal size)<br>(Printing as per sample)<br>** Sample Required   | 300 | Nos. |  |  |  |  |
| 11 | Cover File (Four fold) without Laminated With Print<br>Description - Good Quality (Normal size)<br>printing as per sample  | 100 | Nos. |  |  |  |  |
| 12 | Cover File (Four fold) without Laminated<br>Description - Good Quality (Normal size)   | 100 | Nos. |  |  |  |  |
| 13 | Peon Book (400 Page)   | 40  | Nos. |  |  |  |  |
| 14 | Gate Pass With Print<br>Description - Three copies in a set and 50 sets in a book. 1st copy Pink colour, 2nd copy green, 3rd copy White, Size : 220 mm x 140 mm Each set should be numbering. 1st & 2nd copy perforated and 3rd copy fixed<br>printing as per sample | 5   | Nos. |  |  |  |  |
| 15 | Printing of Stock Register With Print<br>Description - Each Book containing 250 folio, Paper quality 14.1 KG. West coast Ledger Paper. Lather binding, Each page should be numbering.<br>(Printing matters and samples should notice at central store)               | 15  | Nos. |  |  |  |  |
| 16 | Ruled Register<br>Description - 400 page (approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering.   | 30  | Nos. |  |  |  |  |
| 17 | Ruled Register<br>Description - 300 page(approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering.  | 50  | Nos. |  |  |  |  |
| 18 | Ruled Register<br>Description - 200 page (approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering.<br>** Sample Required   | 100 | Nos. |  |  |  |  |
| 19 | Ruled Register<br>Description - 100 page(approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering.  | 250 | Nos. |  |  |  |  |
| 20 | Issue-Despatch Register, O/B No.- 4  | 3   | Nos. |  |  |  |  |
| 21 | Minute book  | 7   | Nos. |  |  |  |  |
| 22 | Letter Issue Register, 20 no.  | 2   | Nos. |  |  |  |  |
| 23 | <b>Polythin Cover Self Adhesive, Size : A4 (10 x14)</b><br>Self Adhesive Plastic Bag /Self Adhesive Seal Bag /Transparent poly bag/ Clear Resealable bag/Plastic packing material-<br>Pack of 100  | 530 | Nos. |  |  |  |  |

|                                |  |      |      |  |  |  |  |
|--------------------------------|--|------|------|--|--|--|--|
| 24                             | Staff Attendance Register (100 Pages)  | 20   | Nos. |  |  |  |  |
| 25                             | Flat file (Cobra) With Print<br>Description - Good Quality Size : 350 x 550 mm<br>(Printing as per sample, At least 10 different matter may be printing, Minimum 250 nos.(aprox.) printing of each matter<br>** Sample Required  | 1000 | Nos. |  |  |  |  |
| 26                             | Meeting Pad (Plane Paper) With Print<br>Description - Size- 6 x 9 inches, Maplitho Paper, 8.0 K.G. with cover (Cover should be 220 GSM board paper (Mat finish), Each pad should contains (80 sheets)<br>Multi colour printing, printing as per sample<br>** Sample Required   | 50   | Pad  |  |  |  |  |
| 27                             | <b>Conference Folder / Document Folder With Writing Pad</b><br>Keep documents like passport / office memos / papers / polices etc well organised and move away from hassles of searching in a hay way manner. Folders can be carried to interviews , meetings or personal use , comes with a writing pad and a pen . This is elegant multi pocket faux leather conference folder with zip closure. The size of this folder when closed is 13 inch X 10 inch . Exceptional self design cover and attractive interior design with one see through and other covered credit card / business card slots .It has expandable document holder and a pen slot making it perfect for use .<br><b>Printing as per sample,</b><br><b>** Sample Required</b> | 150  | Nos. |  |  |  |  |
| 28                             | Fees Book (Money Receipt)<br>15 sets in a book. Page Colour -Sky Blue, Size : A4<br>Each copy of a set should be numbered. 1st & 2nd copy perforated and 3rd copy fixed (Sample may be notice at Account Section)<br>printing as per sample  | 2000 | Pad  |  |  |  |  |
| 29                             | CL Registrar (200 Pages)   | 3    | Pcs  |  |  |  |  |
| 30                             | CL Registrar (400 Pages)   | 1    | Pcs  |  |  |  |  |
| 31                             | Leave Reg. (20 Nos.)   | 5    | Pcs  |  |  |  |  |
| <b>Overall Rate in Figures</b> |  |      |      |  |  |  |  |
| <b>Overall Rate in Words</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

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

**Ref. No: 025/AU/REG/NIT/18-19**

**Dated: 20/09/2018**

Copy to:

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

**Sd/-  
Registrar**