



جامعة عليا

# Aliah University

(A State University 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: **017/AU/REG/NIQ/21-22**

Date **28/01/2022**

**Sub: Sealed Quotations are invited from the bonafide and resourceful Bidders for Dismantling, Shifting (including transportation) and reinstallation of Library Furniture from Aliah University New Town Campus Central Library to Aliah University Taltala Campus. (Re-NIQ [Third Call] against NIQ Reference No. 002/AU/REG/NIQ/21-22 dated 24/11/2021 & NIQ Ref No 011/AU/REG/NIQ/21-22 Date 24/12/2021)**

**Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites Sealed Quotations are invited from the bonafide and resourceful Bidders for Dismantling, Shifting (including transportation) and reinstallation of Library Furniture from Aliah University New Town Campus Central Library to Aliah University Taltala Campus. (Re-NIQ [Third Call] against NIQ Reference No. 002/AU/REG/NIQ/21-22 dated 24/11/2021 & NIQ Ref No 011/AU/REG/NIQ/21-22 Date 24/12/2021)**

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 dealing of above type of materials. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **08/02/2022 at 01 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, e-mail, Contact No. of Tenderer, NIQ Reference Number and Purpose of NIQ.** This is a Techno Commercial Bid, hence the bidder is requested to submit the **technical and price bid** in a single packet. **Interested bidders are requested to provide their Quotes following the Format in Annexure- II (A) & (B) [where 'A' is Technical Document format and format 'B' is Compliance Statement Format] in their official letterheads along with signature.**

(i) **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 visit Library Section. Information may also seek from the following e-mails to [asif.alig786@gmail.com](mailto:asif.alig786@gmail.com), [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in) **with a Copy to [storeandpurchase@aliah.ac.in](mailto:storeandpurchase@aliah.ac.in)**; the emails will be forwarded to the respective Department.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	<b>28/01/2022 at 3 P.M</b>
2	Bid submission start date	<b>29/01/2022 at 12 P.M</b>
3	Bid Submission closing	<b>08/02/2022 at 01 P.M (Strictly)</b>
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.	<b>08/02/2022 at 02 P.M (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)</b>
		<b>Sd/- Registrar Aliah University</b>

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

- Work** must be completed within 15 days of issuing work order at Aliah University, Taltala Campus (1<sup>st</sup> floor) Address: 21, Haji Md. Mohsin Square, Kolkata-700 016 from Aliah University, New Town Campus (2<sup>nd</sup> Floor)
- The Quotationer should bear all the transportation & insurance **risk** till the ondoor 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.
3. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and recipitation during transit and open storage. Size and weights of packing case shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
  4. The Quotationer should bear all the transportation & insurance **risk** till the ondoor delivery point. The insurance shall be in an amount equal to 100 % of the value of the Goods from "Warehouse to final destination" on "All Risks" valid for a period not less than 1 month after installation and commissioning and issue of acceptance certificate by the Aliah University. Should any loss or damage occur, the Supplier shall – (a) Initiate and pursue claim till settlement, and (b) Promptly make arrangements for repair and/or replacement of any damaged item/s irrespective of settlement of claim by the underwriters. 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.
  5. Aliah University may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions, epidemic/pandemic and strikes (only those which exceed a duration of ten continuous days) at successful Bidders factory.
  6. **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 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.
  7. All necessaries cables and adapters for functioning of the equipments to be supply along with the Work
  8. 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.
  9. 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
  10. **The bidder will be selected on overall rate only. The bidder must quote in all items otherwise their bids will be rejected.**
  11. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
  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 terms: 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 Tender 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 duly certified by the concern authority and immediately on receipt of payment 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 of reputed brand and preferably with **S/I.S.I**code.
16. All bidders are required to visit the installed machines on site before submitting the proposal. Please visit Maintenance Section, Aliah University, New Town Campus, IIA/27, New Town, Kolkata- 700160
17. **Inspection and Quality Control tests** before evaluation, prior to shipment of Goods and at the time of final acceptance are as follows: Inspection of Goods including functional testing, burning tests and mains fluctuation test at full load, facilities etc., as per the standards may be done at factory site of the Supplier before award of the Purchase Contract, by the Aliah University; Provided that the Aliah University may, at its sole discretion, waive inspection of goods having regard to the value of the order and/or the nature of the goods and/or any other such basis as

**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 Dismantling, Shifting (including transportation) and reinstallation of Library Furniture from Aliah University New Town Campus Central Library to Aliah University Taltala Campus. (Re-NIQ [Third Call] against NIQ Reference No. 002/AU/REG/NIQ/21-22 dated 24/11/2021 & NIQ Ref No 011/AU/REG/NIQ/21-22 Date 24/12/2021)**

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

Sir,

**(A)**

**TECHNICAL DOCUMENTS**

<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>contact person name, phone number, e-mail</b>
<b>2. TECHNICAL DOCUMENTS (Essential)</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)

**(B)**

**COMPLIANCE STATEMENT**

<p align="center"><b>Specifications of Items Offered All bidders are required to visit the site before submitting the proposal.</b></p> <p align="center"><b>Central Library, Aliah University, New Town Campus, IIA/27, New Town, Kolkata- 700160</b></p>	<p align="center"><b>Unit in Nos</b></p>	<p align="center">Compliance to Quotation specification whether <b>yes or no</b></p>	<p align="center">In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous Term.</p>
<b>1</b>	<b>2</b>	<b>3</b> <b>(Please Mark Tick (√) on Right Option)</b>	<b>4</b>
Book Rack - Godrej (Single side) (dismantling, shifting, reinstallation)	13	Yes..... No.....	If No, then , Column Should be filled
Book Rack -, Godrej (Double side) (dismantling, shifting, reinstallation)	16	Yes..... No.....	If No, then , Column Should be filled
Workstation – De Bono (dismantling, shifting, reinstallation)	10	Yes..... No.....	If No, then , Column Should be filled
Reading Table – De Bono (dismantling, shifting, reinstallation)	06	Yes..... No.....	If No, then , Column Should be filled
Workstation Chair - Godrej (Shifting)	36	Yes..... No.....	If No, then , Column Should be filled
Officer Table – De Bono (dismantling, shifting, reinstallation)	01	Yes..... No.....	If No, then , Column Should be filled
Officer Chair - De Bono (Shifting)	01	Yes..... No.....	If No, then , Column Should be filled
Periodical Display Rack – De Bono (dismantling, shifting, reinstallation)	04	Yes..... No.....	If No, then , Column Should be filled

### **Price Bid (Annexure–III)**

<b>Sl. No</b>	<b>Description</b>	<b>Qty.</b>	<b>Per Unit Rate</b>	<b>Total Rate (Cl 3 X Cl 4)</b>	<b>GST in Amount and in % On Cl 5</b>	<b>Total Amount With Taxes Altogether (Cl 5 + Cl 6)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	Dismantling, Shifting (including transportation) and reinstallation of Library Furniture from Aliah University New Town Campus Central Library to Aliah University Taltala Campus (As per Compliance Sheet)					
<b>Total Price in Rupees</b>						
<b>Total Price 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 tender 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 tender 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/ and services 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: **17/AU/REG/NIQ/21-22**

Date **28/01/2022**

Copy forwarded for kind information and necessary action:

- 1. Chairman, Library Committee**
- 2. Assistant Librarian/s, Aliah University Central Library and Park Circus Campus Library**
- 3. Notice Board at Aliah University**
- 4. Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
- 5. Guard File**

**Sd/-  
Registrar  
Aliah University**