



# 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: **024/AU/REG/NIQ/18-19**

Date: 29/10/2018

**Sub: Sealed Quotations is invited from reputed vendors for Supply and Installation of One (01) Multifunction Printer for WBCS Coaching Centre, 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 from reputed vendors for Supply and Installation of One (01) Multifunction Printer for WBCS Coaching Centre, 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 **Quotations** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **14/11/2018 at 02 P.M. The Sealed Envelop must be submitted with NIQ Reference Number and Subject.**

### 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	NIQ Uploading Date	30/10/2018 at 12 P.M
2	Bid submission start date	30/10/2018 at 02 P.M
3	Bid Submission closing	14/11/2018 at 02 P.M
4	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town. <b>(The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</b>	15/11/2018 at 02 P.M

Sd/-  
Registrar  
Aliah University

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

- Multifunction Printer** must be supplied within 07 days of issuing work order to the Aliah University WBCS Coaching Centre, 7<sup>th</sup> Floor, HAJ Tower-Cum-Empowerment Centre, Kaikhali, VIP Road Airport, Kolkata, West Bengal 700052 Contact person Md. Irfan Ghani, Centre-in-Charge, WBCS Coaching Programme (Mob. 9831954276)
- 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 Total rates will be calculated with Unit Rate+ Installation Cost+ GST+ Delivery Cost+ Commissioning+ Insurance+ Warranty.** 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. **Warranty will be as per OEM or One (01) year whichever is higher, all warranty related documents must provide with the Article.**
5. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
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.**
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 and Installation of One (01) Multifunction Printer for WBCS Coaching Centre, Aliah University New Town Campus.**

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>	<b>PAN Registration No (Please attach documentary evidence)</b>
<b>2.2</b>	<b>GST Registration No (If any) (Please attach documentary evidence)</b>

<b>2.3</b>	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)	
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**ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:**

	Para of Quotation Enquiry Specification of Items Offered	QTY & UNIT	Compliance to Quotation specification whether <b>YES/ NO</b>	<b>TOTAL RATE</b> Inclusive Insurances, levies, delivery & warranty & Installation		
				<b>Unit Rate</b>	<b>GST (%)</b>	<b>Total Amount</b>
1	<b>Multifunction Monochrome Laser Printer</b>	1 pc				
	Print speed- Black 11 - 20					
	Functions - Print scan and copy					
	LCD Display					
	Long Document Mode - 3,000 mm or more					
	Original Toner Cartridge of the OEM					
	Duty cycle (monthly, A4) Up to - 5000 pages					
	Ports - 1 Hi-Speed USB					
	Power Consumption: 230 Watts					
	Resolution (Colour: 600 x 600 dpi					
	Optical scanning resolution: 1200 dpi					
	Print Speed Mono : 14 ppm					
	Manual Duplex Print					
<b>Make..... and Model.....Warranty.....</b>						
<b>TOTAL QUOTE IN RUPEES</b>						
<b>TOTAL QUOTE IN WORD</b>						

Signature of the Bidder  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal

Date \_\_\_\_\_

**Ref. No: 024/AU/REG/NIQ/18-19**

**Dated: 29/10/2018**

Copy to:

1. Dr. Sumanta Roy, Chairman, Purchase Committee (Computer and Software)
2. Md. Irfan Ghani, Incharge, WBCS Coaching Programme
3. Website: [www.aliah.ac.in](http://www.aliah.ac.in)
4. Aliah University Notice Board
5. Guard File

Sd/-  
**Registrar**