



# 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 TENDER**

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

Date: 20/07/2018

**Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Farms for Repairing and Maintenance Work related with Sifting of Store rooms and Temporary Godwon at Ground Floor of Aliah University.**

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Tenders** from the bonafide and resourceful **Contractors/Service Providers/Agents/Farms for Repairing and Maintenance Work related with Sifting of Store rooms and Temporary Godwon at Ground Floor of 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 **Tender** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **10/08/2018 up to 03 P.M.**

### **Scope of Work:**

In this regard NIT 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)**. All bidders are requested to read the **Annexure I: General Terms & Conditions** before participation of the NIT.

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 NIT (Publishing Date) at Aliah University Website	<b>01/08/2018 at 02 P.M</b>
2	Bid submission start date	<b>02/08/2018 at 12 P.M</b>
3	Bid Submission closing	<b>10/08/2018 at 03 P.M</b>
4	Techno Commercial Bid opening date O/o The <b>Registrar, Aliah University, New Town Campus (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</b>	<b>13/08/2018 at 03 P.M</b>

Sd/-  
Registrar  
Aliah University

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

- Work must be completed within 30 days of issuing work order. The work location will be Ground Floor, New Town Campus of Aliah University, IIA/27, New Town, , Kolkata – 700 160**
- 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.
- 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.

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. **Bidder must participate in all items otherwise their bid will be rejected**
8. The bidder will be selected on overall rate only. The rate will be valid for 180 days as on the last date of submission.
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. 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.
11. 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
12. 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.
13. 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.
14. 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 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 Repairing and Maintenance Work related with Sifting of Store rooms and Temporary Godwon at Ground Floor of Aliah University.**

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	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 Self Declaration	

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

Sl	Para of Tender Enquiry Specification of Items Offered	QTY and UNIT	Compliance to Tender specification whether YES/ NO	TOTAL RATE (₹)		
				Inclusive Insurances and levies and should be for delivery & warranty, fixing& Installation Charges		
				Basic Rate = Unit Rate X Qty		
				Basic Rate	GST	Total
1	Making of Collapsible gate (8' x 6') made by superior MS Iron, clamp, double bearing, Joint sockting etc. with two coats paint by red oxide & supper enamel paint on the collapsible gate etc. as required. Approx. weight 190 Kgs. Including Fixing the Collapsible gate and grill with labour charges, Transportation charges I/c. grouting it on the walls and floor like conceal the good damage	02 Nos.				
2	Making of fixed Aluminum Sheet (3mm thick) covering on the upper side of Window for rain water protection purpose (3' X 10') made by supper Aluminum Sheet with cutting, wilding and grounding it on the wall with paint by red oxide & supper enamel paint etc. as required.	08 Nos.				
3	Servicing of sliding window with replacement of Aluminum channel, changing the roller, wheel, rubber gas kit with changing of window broken Glass. Approx Length & height (3'x8')	8 Nos.				
4	Supply and fixing SS rectangular heavy wire mesh 14gage (2"X 1") size approx. for 8' height on outside of the window etc. as per required.	8 Nos.				

**TOTAL QUOTE IN RUPEES**

**TOTAL QUOTE 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) (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  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Seal

Date \_\_\_\_\_

**Ref. No: 012/AU/REG/NIT/18-19**

**Dated: 20/07/2018**

Copy to:

- 1. Chairman, Maintenance 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**