



جامعۃ عالیہ

Aliah University

(An autonomous Institution under the Department of Minority Affairs & Madrasah Education, Govt. of WB)

IIA/27, New Town, Rajarhat, Kolkata – 700 156, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No: **26/AU/REG/NIQ/19-20**

Date: 30/07/2019

Sub: Sealed Quotations are invited from the bonafide and resourceful Press/Service Providers/Agents for Supplying, Designing & Printing of 200 Placement Brochure and 200 Envelope for Training and Placement Cell of Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Quotations are invited from the bonafide and resourceful Press/Service Providers/Agents for Supplying, Designing & Printing of 200 Placement Brochure and 200 Envelope for Training and Placement Cell of Aliah University.** 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. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **...../...../2019 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, e-mail, Contact No. of Tenderer, NIQ Reference Number and Purpose of NIQ.** Interested bidders are requested to provide **their Quotes following the format in Annexure- II** in their official letterheads 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 visit Training and Placement Cell, Aliah University, New Town Campus. Information may also be sought from the e-mails to registrar@aliah.ac.in; storeandpurchase.au@gmail.com and 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	31/07/2019 at 12 P.M.
2	Bid submission start date	01/08/2019 at 02 P.M.
3	Bid Submission closing	08/08/2019 at 03 P.M.
4	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town. <u>(The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)</u>	09/08/2019 at 02 P.M.

Sd/-
Registrar

ANNEXURE I: GENERAL TERMS & CONDITIONS

- The Work must be supplied to Training and Placement Cell of Aliah University, Ground Floor, New Town Campus On the door delivery will be necessary.**
- The quotation should be Attach one sample colored printed copy of Placement Brochure or Corporate Brochure to check the content, color, and layout. .
- No extra charges shall be payable for editing work
- At the end of the assignment or whenever it required by Aliah University Designer & Printer shall provide "Source Copy of Brochure with Photos".
- Completion of Awarded Job:**

- a. After awarding the PO/LOI/ Work Order to contractor, they have to create theme and sample of page design within 1 week.
 - b. Selected party shall provide theme and page design for Placement Brochure within 10 working days after awarding the job.
 - c. After the approval of design, they have to finish the Designing & Printing works within 15 days.
 - d. If the selected party is unable to provide satisfactory design within the stipulated time period, Authority, Aliah University shall reserve the right to cancel the PO/LOI/ Work Order and award the job to L-2/L-3 party or whatsoever as per the evaluation of Quotation.
6. **The rates** so quoted must be inclusive of all Taxes/GST, packing freight to destination, Insurances and levies and delivery at designated places at Aliah University.
 7. The vendor should bear all the transportation & insurance **risk** till the delivery point. Selected bidder shall take all possible care for Govt. Property & of any damages due to negligence of his workers.
 8. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
 9. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
 10. **Payment terms:** 100% payment will be released within (30) days only after successful receiving of the supplied items duly certified by the concern authority/committee. 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. **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
 11. The categories of items and quantity indicated in the NIQ Document are tentative. Aliah University (AU), however, reserves **the right** to increase or decrease the quantity or delete some or all of the items depending on the needs of the AU and availability of funds without assigning any reasons.
 12. Bid shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
 13. The Supplier should be a reputed and an authorized firm/supplier having after sales service **agreement with the OEM**
 14. 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.
 15. **Experience** of at least **One (1)** no similar works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities/ Nationalized Bank
 16. **THE BIDDER IS REQUESTED TO VISIT THE TRAINING AND PLACEMENT CELL TO VERIFY THE SAMPLE AVAILABLE AND ASSESS THE EXACT WORK BEFORE SUBMISSION OF QUOTATION**

Annexure II : Technical Bid Application Format

(Please attach all relevant documents)

To,
The
Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 160

Sub: **Sealed Quotations are invited from the bonafide and resourceful Press/Service Providers/Agents for Supplying, Designing & Printing of 200 Placement Brochure and 200 Envelope for Training and Placement Cell of Aliah University.**

Ref: - _____N.I.Q. Nodated

Sir,

1. ABOUT THE ORGANIZATION

1.1	Na	me of the Organization
1.2	Na	me 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		PAN Registration No (Please attach documentary evidence)
2.2		GST Registration No (If any) (Please attach documentary evidence)
2.3		Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)
2.4		The quotation should be Attach one sample colored printed copy of Placement Brochure or Corporate Brochure to check the content, color, and layout.
2.5		The Quotation must accompany with one Work Order from any Central/ State Government/ Department/ Funded Organisation/Institute/ University/ Reputed Corporate Sector with value of work in similar nature as specified in this document

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,		
<u>THE BIDDER IS REQUESTED TO VISIT THE SITE OF ALIAH UNIVERSITY, NEW TOWN CAMPUS TO ASSESS THE EXACT WORK BEFORE SUBMISSION OF QUOTATION</u>				Total Rate (No. of Quantity X Unit Rate	GST (%)	Total Amount
1	Placement Brochure & Envelope Specification Item - Placement Brochure, Printing - 4 cols. All through with On-line quoting & Designing. Paper - 280gsm N E White 145gsm N E White Size - 8.25" X 11" (close) Page - Cover + 32 Fabrication - UV on Logo & Center Stitching	200 no Brochure +200 no Envelope				
TOTAL QUOTE IN RUPEES						
TOTAL QUOTE IN WORD						

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 in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupeesamount 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: 26/AU/REG/NIQ/19-20

Dated: 30/07/2019

Copy to:

1. Training & Placement Officer & Chairman, Training & Placement Committee
2. Website: www.aliah.ac.in
3. Aliah University Notice Board
4. Guard File

**Sd/-
Registrar**