



جامعة عليا

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: **018/AU/REG/NIQ/18-19**

Date: 30/08/2018

Sub: Sealed Quotations are invited from the bonafide and resourceful Press/Service Providers/Agents for Supplying, Designing & Printing of 300 Placement Brochure and 300 Envelope for Training and Placement Cell of Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations are invited from the bonafide and resourceful Press/Service Providers/Agents for Supplying, Designing & Printing of 300 Placement Brochure and 300 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.

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 **12/09/2018 at 3 P.M. The Purpose and Reference Number of NIQ must be written on the Sealed Envelope.**

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 and copy to store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	30/08/2018 at 04 P.M.
2	Bid submission start date	31/08/2018 at 12 P.M.
3	Bid Submission closing	12/09/2018 at 03 P.M.
4	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)	13/09/2018 at 03 P.M.

Sd/-
Registrar
Aliah University

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 300 Placement Brochure and 300 Envelope for Training and Placement Cell of Aliah University.

Ref: - _____N.I.Q. Nodated

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	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.
2.2	PAN Registration No (Please attach documentary evidence)
2.3	GST Registration No (If any) (Please attach documentary evidence)
2.4	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)
2.5	The quotation should be Attach one sample colored printed copy of Placement Brochure or Corporate Brochure to check the content, color, and layout.
2.6	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 on 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 <u>Specification</u> <ul style="list-style-type: none"> • Printing - 4 col. • All through with On-line quoting & Designing. Paper - 280gsm N E White • 145gsm N E White • Size - 8.25" X 11" (close) • Page - Cover + 30 • Fabrication with Logo and Center Stitching 	300 no Brochure+ 300 no Envelope				

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) (Rupeesamount in words) within the period specified in the invitation for Quotation.

Signature of the Bidder
 Name _____
 Designation _____
 Seal

Date _____

Ref. No: 018/AU/REG/NIQ/18-19

Dated: 30/08/2018

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