



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 – 700 156, West Bengal

Web: [www.aliah.ac.in](http://www.aliah.ac.in)

## **NOTICE INVITING QUOTATION**

Ref No AU/T&P/090/17

Date: 11/7/2017

**Sub: Sealed Quotations are invited from the bonafide and resourceful Press/Service Providers/Agents for Supply Designing & Printing of Placement Brochure for Training and Placement Section 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 from the bonafide and resourceful **Press/Service Providers/Agents for Supply Designing & Printing of Placement Brochure for Training and Placement Section 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 **Quotation** complete in all respect To, The Training & Placement Officer, Aliah University IIA/27, New Town, Kolkata- 700156, West Bengal, India by **20/07/2017 at 3PM**. The Bid will open on **21/07/2017 at 11:30 PM**.

### **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- II).**

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: **tpo@aliah.ac.in**

<b>Sl.</b>	<b>Schedule</b>	<b>Date &amp; Time</b>
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	11/7/2017 at 3PM
3	Bid submission start date	12/7/2017 at 10PM
4	Bid Submission closing	20/07/2017 at 3 PM
5	Bid Opening date	21/07/2017 at 11:30 AM

**Sd/-**  
**TPO**  
**Aliah University**

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

1. The quotation should be sealed and subscribed as “Quotation for Designing & Printing of Placement Brochure” (Attach one sample copy of Placement Brochure or Corporate Brochure). You are requested to verify the sample available with Training & Placement Cell, Aliah University before coating the rate.
2. No extra charges shall be payable for editing work
3. It shall be mandatory for the party to provide one **sample** colored printed copy of Placement Brochure to check the content, color, and layout.
4. At the end of the assignment or whenever it required by Aliah University Designer & Printer shall provide “Source Copy of Brochure with Photos”.
5. Payment will be done upon successful completion of the work.
6. The brochure should be delivered promptly to the Training & Placement Cell, Aliah University within specified time.
7. **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 party.
8. **The rates** so quoted must be inclusive of all Taxes/GST, packing freight to destination, Insurances and levies and necessary installation and fixing at designated places at Aliah University.
9. 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.
10. The Vendor will have to install and commission the material up to satisfaction of Respective Authority.
11. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
12. On the door delivery will be necessary.
13. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
14. The Vendor will have to install and commission the **Equipments** and impart necessary **training along with manual** if any, up to satisfaction of Competent Authority and then only agreed payment will be released.
15. **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
16. 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.
17. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
18. The Supplier should be a reputed and an authorized firm/supplier having after sales service **agreement with the OEM**
19. 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.
20. **Experience** of at least **One (1)** nos similar works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities/ Nationalized Bank

## **Annexure II : Technical Bid Application Format**

**(Please attach all relevant documents)**

To  
The  
TPO  
Aliah University  
IIA/27, New Town,  
Kolkata-700 156

Sub: **Supply Printing of Placement Brochure for Training and Placement Section of Aliah University**

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>	Organisation Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)			
<b>2.2</b>	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)			
<b>2.3</b>	VAT/GST Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)			
<b>2.4</b>	Service Tax Registration No. (if any) (Photocopy Required to Be Submitted along with NIQ)			
<b>3. EXPERIENCE</b>				
<b>3.1</b>	<b>Experience</b> of at least <b>One (1)</b> nos similar works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities/ Nationalized Bank			
<b>S</b>	<b>Name and Address of Central / State Government Organization / Autonomous Institution / University</b>	<b>Printing Item Supplied</b>	<b>Cost</b>	<b>Supporting Document like Work order/ Money Receipt.</b>
<b>1</b>				

**COMPLIANCE STATEMENT AND PRICE BID:**

Para of Quotation Enquiry Specification of Items Offered	Quantity	Compliance to Quotation specification whether <b>YES/NO</b>	<b>RATE</b> Inclusive of all Taxes, GST freight to destination, Insurances and levies and should be for delivery & warranty & <b>Installation Charges</b>
<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>
<b>Brochure &amp; Envelope</b> <u>Specification</u> <ul style="list-style-type: none"> <li>• Printing - 4 col.</li> <li>• All through with On-line quoting &amp; Designing.</li> <li>• Paper - 280gsm N E White</li> <li>• 145gsm N E White</li> <li>• Size - 8.25" X 11" (close)</li> <li>• Page - Cover + 28</li> <li>• Fabrication-UV on logo &amp; Centre Stitching</li> </ul>	<b>300 nos</b> <b>Brochure+3</b> <b>00 Envelope</b>		
<b>TOTAL QUOTED PRICE</b>			

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 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  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Seal

Date \_\_\_\_\_

**Ref. NO: AU/T&P/090/17**

**Dated: 11/07/2017**

Copy to:

- 1. Notice Board at Aliah University**
- 2. Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
- 3. Guard File**

Sd/-  
**TPO**