



جامعة عليا Aliah University

(A UGC & AICTE approved autonomous Institution under the Dept of MA&ME, GoWB)
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal
Web: www.aliah.ac.in

NOTICE INVITING TENDER

Ref No **070/AU/REG/NIT/18-19**

Date: 16/11/2018

Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply and Installation of English Language Lab for Department of Education, Aliah University Park Circus Campus.

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply and Installation of English Language Lab for Department of Education, Aliah University Park Circus Campus.** 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. NIT document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **24/01/2019 at 03 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, email and Contact No. of Tenderer, NIT Reference Number and Purpose of NIT.** 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 and scope of work** of this NIT as per **Annexure- I**. For any information in this regard please contact HoD, Dept of Education Email: jhaakif@gmail.com, education.aliah@gmail.com and copy to registrar@aliah.ac.in; storeandpurchase.au@gmail.com

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	14/01/2019 at 12 P.M
2	Bid submission start date	14/01/2019 at 02 P.M
3	Bid Submission closing	24/01/2019 at 03 P.M
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)	28/01/2019 at 02 P.M onwards

Sd/-
Registrar

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Supply and Installation of English Language Lab for Department of Education, Aliah University Park Circus Campus** to be supplied and installed at **Department of Education, Park Circus Campus, 17, Gorachand Road, Beniapukur, Kolkata, West Bengal 700014** within 21 working days of issuing work order.
- 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, installation, warranty and levies and necessary delivery at designated places at Aliah University and all charges. 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.
- Warranty as per OEM. Warranty document (if any) must be delivered with the Article.**

5. All necessities cables and adapters for functioning of the equipments to be supplied
6. 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.
7. 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
8. **Partial quotations are not allowed for this tender i.e. bidder should quote all item. For Overall item lowest bidder (L1) will be selected.**
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 Condition:-The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid. Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission. Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions. Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade Licence, etc. All such documents / certificates shall remain valid on the last date of tender submission. GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder. 100% payment will be released after receiving of items in good order and condition and installation duly certified by the concern authority and immediately on receipt of fund from the Govt. Department (within 60 days from the submission of bills). Successful vendor should arrange to submit a performance security deposit in form of Performance Bank Guarantee to the tune of 10% amount of the total purchase value at the time of submitting the bill. This performance security deposit should be issued from any Nationalized Bank and validity of the same will be till 1 year/warranty period +60 days whichever is higher from the date of delivery of the material. 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.
14. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may 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 English Language Lab for Department of Education, Aliah University Park Circus Campus for Department of Education, Aliah University Park Circus Campus.

Ref: - _____ N.I.T. 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	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)

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID

Sl	Item Description For any enquiry/ clarification /measurement bidders are requested to visit the site Department of Education, Park Circus Campus, 17, Gorachand Road, Beniapukur, Kolkata, West Bengal 700014, HoD, Dept of Education Email: jhaakif@gmail.com, education.aliah@gmail.com	QTY and UNIT in Nos	Compliance to Tender specification whether YES/ NO	BASIC RATE (Unit Price X Unit)	GST in Amount and in %	TOTAL AMOUNT With Taxes
1	LAB 100 Media Unit : A controller unit with Linux OS, with 2 HDD specially designed for Digital Language Lab Connection facility up to 32 POE devices without any additional attachment. Grammar and Pronunciation E – Books 1. A Test in Phonetics. /2. Accurate English A Complete Course. 3. Better English Pronunciation. /. Business Communication Essentials. 5. Common Errors in English./ 6. Dictionary of problem words. 7. Pronunciation in the eighteenth century. /8. Pronunciation in Use. 9. Pronunciation in Use Advanced Book./ 10. Everyday Language and Everyday Life./ 11. Listen and Say It Right in English. 12. University Press - Errors In English Usage. /13. Pronounce it Perfectly in English./ 14. Pronunciation Dictionary. /15. Pronunciation Pairs. 16. Say it Better in English Useful Phrases./ 17. An Intermediate Pronunciation Course./18. Test Your Pronunciation./ 19. The Pronunciation of English./ 20. Watching The English The Hidden Rules. Teaching Of English (Video Files) 1. Business English: Business phrase/ On the phone/ Negotiations/ People skills/ Resumes-cvs Covering Letters/ Interview skills/ Presentations/ English for I.T/ 009 Business phrases/ Meetings/ Business structure/ Business phrases III/ English for I.T. II. 2.	1				

<p>Advanced English: Discourse markers/ Passive voice/ Phrasal verbs/ Adverbs vs. Prepositions/ Modals of possibility/ Subject and Verb Agreement with Collective Nouns/ Commas, Semicolons, and Colons/ Inversion. 3. Upper Intermediate: Adverbs/ Position of Adverbs/ Relative Pronouns/ Present Perfect Tense/ Uses of GET/ Prefixes/ Suffixes/ Meeting People and Socializing. 4. Lower Intermediate: Prepositions/ Types of Sentences/ Parts of a Sentence/ Conjunctions/ Articles/ Count and Noncount Nouns/ Past Tense Regular Verbs/ Time Expressions/ Double Negatives/ Types of Adjectives. 5. Elementary Beginners: Greetings and introductions/ Telling the time/ Cardinal and ordinal numbers/ Alphabet/ The Verb TO DO, CAN, TO BE, TO HAVE/ The simple past and simple present/ Present continuous tense. 6. Vocabulary: Talking about football/ Family/ Travelling/ Asking for and Giving directions/ Clothes and colours/ Activities and socialising/ Games activities/ Nationalities/ Public spaces, landmarks/ Food/ Accommodation/ Careers/ Cars/ Weather/ Instruments. Soft Skills Development (Video Files) 1. Developing Soft Skills and Personality. 2. Habits: Forming Habits of Success. 3. Communication: Active Listening. 4. Barriers to Active Listening. 5. Communication Basic Telephone Skills. 6. Advanced Telephone Skills. 7. Essential Telephone Skills. 8. Technology and communication: technological personality (Volume 1 to 6) Conversation Tutoring (Audio Files) 1. How to Become Conversationally Aware. 2. How the Conversational Floor Works. 3. How and When to Be Direct and Indirect. 4. How to Navigate Face-Threatening Acts. 5. How to Negotiate Professional Relationships. 6. How to Maintain Relationships with Talk. English For Daily Life (Video Files) 1. English Lessons For Life. (Volume 1 to 9) English Pronunciation (Audio Files) 1. Pronounce it Perfectly in English. (Volume 1 to 59) 2. Pronunciation Pairs Student's Audio Book. (Vol 1 to 47) Skills on Communications (Audio Files) 1. A Framework for Understanding Conversations. / 2. The Source of Gender Patterns. / 3. A Cross-Cultural Approach to Gender Talk. 4. The Role of Opposition in Men's Relationships. /5. The Role of Talk in Women's Relationships. /6. The Interplay of Power and Connection. 7. Ambiguity and Polysemy - Two Keys to Understanding Language and Gender. 8. Indirectness - Not in So Many Words. /9. Talking at Home - Gender in the Family. 10. Talking at work. /11. Who talks more - public and private speaking. 12. History of research on gender and language./13. Nature, nurture</p>					
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- the source of gender differences. /14. Conclusion - What Can You Do. Spoken English Classes (Video Files) 1. Introduction. / 2. Student Presentations. / 3. Feedback on Presentations. 4. Stage Manners. / 5. Tempo of Speech. / 6. Some Reasons for Mishearing. 7. Topics for Presentations II. / 8. Message. / 9. Tables, Charts, Graphs. 10. Power Point Slides. / 11. Criteria for Evaluation. / 12. Student Presentations II. / 13. Feedback on Presentation II./ 14. Topics for Presentation III. / 15. On _Saying 'Please				
Total Amount in Rupees				
Total Amount 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: 070/AU/REG/NIT/18-19

Dated: 16/11/2018

Copy to:

1. **Chairman, Departmental Purchase Committee, Dept of Education and Head, Department of Education, Aliah University, Park Circus Campus**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**
4. **One Bengali News paper**
5. **Guard File**

Sd/-
Registrar