



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 QUOTATION

Ref No **046/AU/REG/NIQ/19-20**

Date: 12/02/2020

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Printing Press/Organizations for Printing and Supply of Diary and Desk Calendar for 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 Contractors/Service Providers/Agents for Printing and Supply of Diary and Desk Calendar for 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 **20/02/2020 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, 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 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 NIQ as per **Annexure- I**. For any information in this regard please visit O/o Deputy Registrar, Aliah University, Park Circus Campus. Information may also seek from the following e-mails to registrar@aliah.ac.in; storeandpurchase.au@gmail.com and the emails will be will be forwarded to the respective Department

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	12/02/2020 at 04 P.M
2	Bid submission start date	13/02/2020 at 04 P.M
3	Bid Submission closing	20/02/2020 at 03 P.M
4	Techno Commercial Bid opening date O/o The Deputy Registrar, Aliah University Park Circus Campus, 17, Gorachand Road, Kolkata-700 014. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)	24/02/2020 at 02 P.M
		Sd/- Registrar (Officiating)

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Diary and Desk Calendar for Aliah University to be Supplied at Aliah University Park Circus Campus, 17, Gorachand Road, Kolkata-700 014.**
 - The quotation should be Attach one sample colored printed copy of Diary and Desk Calendar.
 - 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:**
 - After awarding the PO/LOI/ Work Order to contractor, they have to create theme and sample of page design within 1 week.
 - Selected party shall provide theme and page design for within 10 working days after awarding the job.
 - 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.
5. **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.
 6. 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.
 7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
 8. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
 9. **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
 10. 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.
 11. Bid shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
 12. 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.
 13. **Experience** of at least **One (1)** no printing works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities/ Nationalized Bank within last five financial year

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 Printing and Supply of Diary and Desk Calendar for 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	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	Experience of at least One (1) no printing works in renowned Central or State Government Departments/Technical

institutes/Training or Educational Institute/Universities/ Nationalized Bank within last five financial year	
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ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID

COMPLIANCE STATEMENT

Para of Quotation Enquiry Specification	Specification of Items Offered For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site O/o of Deputy Registrar , Aliah University Park Circus Campus, 17, Gorachand Road, Kolkata-700 014	Compliance to Quotation specification whether yes or no	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous term.
1	2	3	4
Diary	1. Size: A5 2. Multicolour Pages 2 Nos 3. Bi Colour Pages 32 Nos 4. Single Colour pages 336 Nos 5. Paper 60 GSM Imported Maplitho 6. Hard Binding		
Desk Calendar	1. Size: A5 2. Multicolour Print 3. Pages 6+1 Nos 4. Paper 170 GSM Imported Art Paper		

PRICE BID

Sl	<u>Item Description</u> (Specification as per Compliance Sheet)	<u>QTY and UNIT in Nos</u>	<u>Per Unit Rate</u>	<u>Total Rate (Cl 3 X Cl 4)</u>	<u>GST in Amount and in % On Cl 5</u>	<u>Total Amount With Taxes Altogether (Cl 5 + Cl 6)</u>
1	2	3	4	5	6	7
1	Diary	500				
2	Desk Calendar	500				
Total Quoted Amount in Numeric						
Total Quoted Amount in Alphabet						

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: 046/AU/REG/NIQ/19-20

Dated: 12/02/2020

Copy to:

1. **Prof. Mir Rejaul Karim, Dean of faculty of Humanities and Languages & Chairman, Purchase Committee (General Purchase)**
2. **Dr. Sk. Ashfaque Ali, Dy. Registrar & Convener, Purchase Committee (General Purchase)**
3. **Notice Board at Aliah University**
4. **Website: www.aliah.ac.in**
5. **Guard File**

Sd/-
Registrar (Officiating)