



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 – 700 160, West Bengal
Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No: **016/AU/REG/NIQ/18-19**

Date: 16/08/2018

Sub: Sealed Quotations is invited for Supply and Installation of One (01) Desktop Sheetfed Scanner for Examination Section, Aliah University New Town Campus.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations is invited for Supply and Installation of One (01) Desktop Sheetfed Scanner for Examination Section, Aliah University New Town Campus.**

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 **29/08/2018 at 12 P.M.** The **Sealed Envelop must be submitted with NIQ Reference Number and Subject.**

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	Bid submission start date	20/08/2018 at 12 P.M
2	Bid Submission closing	29/08/2018 at 12 P.M
3	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)	31/08/2018 at 01 P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. **The Scanner** must be supplied within 07 days of issuing work order to the Examination Section at Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal
2. The Quotationer 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.
3. **The Total rates will be calculated with Unit Rate+ Installation Cost+ GST+ Delivery Cost+ Commissioning+ Insurance+ Warranty.** if any as per instruction in the work/ supply order. 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. The quoted price would be valid upto 180 days from the submission date of the NIQ.
4. **Warranty will be as per OEM, all warranty related documents must provide with the Article.**
5. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
6. 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
7. **The bidder will be selected on overall rate only.**
8. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
9. 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.
10. **Payment terms:** 100% payment will be released after receiving of items in good order and condition and successful installation, demonstration and commissioning duly certified by the concern authority. The payment will make 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
 - f. GST/TIN No (Required from the vendors belongs to West Bengal)
11. **Any request for any sort of advance payment shall not be entertained.**
11. The Quotations 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.
12. The products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code. **Products specification must be complied, if it is observed during sample verification that Items are not as per specification then the order will be not placed to L1 vendor.**
13. All bidders must submit all Technical Documents as per Annexure II otherwise their bid will be cancelled.
14. **The Bidder may visit the Examination Section, Aliah University, New Town Campus, to know the documents required to be scanned with this products**

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 One (01) Desktop Sheetfed Scanner for Examination Section, Aliah University New Town Campus.**

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)

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

Sl	Para of Quotation Enquiry Specification of Items Offered (The Bidder may visit the Examination Section, Aliah University, New Town Campus, to know the documents required to be scanned)	QTY & UNIT	Compliance to Quotation specification whether YES/ NO	TOTAL RATE Inclusive Insurances and levies and should be for delivery & warranty, fixing& Installation Charges
1	Desktop Sheetfed scanner	1 pc		
	Power AC100 – 240 V			
	Feeding Capacity- Minimum 50 to 60 sheets			
	Scanning Side - Simplex and Duplex			
	Document size - Plain Paper (A4/Legal)			
	Long Document Mode 3,000 mm or more			
	Document thickness - 0.25 MM or More (250 GSM or More)			
	Scanning Modes Black and white, Gray, 24-bit color			
	Scan Resolution- 600 x 600dpi or more			
	Scan Speed – Duplex ADF (B/w, A4) – 60ipm or more			
	ADF Scan Speed (Colour, A4) Minimum 30ppm or more ,			

ADF Scan Speed (B/W, A4) – 30 ppm to 45ppm;			
Maximum Daily Duty Cycle – 3500 pages or more			
Scan A3 document through folio mode			
Interface Hi-Speed USB 2.0			
Make..... and Model.....			
Warranty.....			
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. 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: 016/AU/REG/NIQ/18-19

Dated: 16/08/2018

Copy to:

1. Chairman, Purchase Committee (Computer and Software)
2. Website: www.aliah.ac.in
3. Aliah University Notice Board
4. Guard File

Sd/-
Registrar