



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: **008/AU/REG/NIT/19-20**

Date: 22/05/2019

Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply and Installation of Table Top Glass, Signages and Display boards (as per requirement) for the Department of Biological Sciences, Aliah University, New Town Campus, Kolkata

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA & ME, Gov.of W.B., invites **Sealed Tenders are invited from the bonafide and resourceful Contractors/ Service Providers/ Agents/ Wholesalers/Suppliers for Supply and Installation of Table Top Glass, Signages and Display boards (as per requirement) for the Department of Biological Sciences, Aliah University, New Town 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 **30/05/2019 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 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 Email: zakircdri@gmail.com (HOD) and registrar@aliah.ac.in with copy to storeandpurchase.au@gmail.com

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	23/05/2019 at 12 P.M
2	Bid submission start date	23/05/2019 at 02 P.M
3	Bid Submission closing	30/05/2019 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 is tentative and could be open on availability of Concerned Committee Members)	Will Be Notified

Sd/-
Registrar

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. As per requirements Table Top Glass, Signages and Display boards are to be supplied, installed and commissioned, complete in all aspects, in the Dept of Biological Sciences of Aliah University, Eighth Floor, IIA/27, New Town, Kolkata – 700 160 within 21 working days of issuing purchase order.
2. The Selected bidder 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 rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, packing freight to destination, Insurances 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.
4. **Any damage or discoloration is to be repaired while commissioning of the work.**
5. Supply of Items will be made in conformity with the specification & time as mentioned in the purchase 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.
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. **Partial quotations are NOT allowed for this tender, i.e. bidder should quote for all items. Lowest bidder (L1) will be selected based on overall items.**
8. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only. 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 the Vice-Chancellor of the University. The decision of the Vice Chancellor shall be final and binding on both the parties.
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. Payment terms: 100% payment will be released within (30) days only after successful supply and verification of the tendered items duly certified by the concern Department. **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. 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
11. 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.
12. The products asked for should be of very high standard and preferably reputed brand that are mentioned 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 may be cancelled and given to next bidder.
13. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may be cancelled. If any time/ during verification it is found that their documents are false and/or fake their EMD will be forfeited and the organization became blacklisted.
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 (as per requirement) of Table Top Glass, Signages and Display boards for the Department of Biological Sciences, Aliah University, New Town Campus, Kolkata

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)	
2.4.	Income Tax Return for FY 2016-17/AY 2017-18 (Please attach documentary evidence)	
2.5.	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	
2.6.	At least one Work order/certificate of supplying the items to Govt/Private organizations (Attach documents)	

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID

For any specification related enquiry please contact Dept of Biological Sciences						
Email: m_hoque@aliah.ac.in						
Sl. No.	Description With Specification (Should be installed, fitted or commissioned wherever required, for details contact office of Bioscience Dept, Aliah University)	QTY and UNIT in Nos	Compliance to Quotation specification whether Yes or No	BASIC rate (Per unit price) in INR	GST (in amount and in %)	TOTAL amount with Taxes
1	Table Top Glass (Thickness 8 mm) HoD Table (5'5''X2'11'') approx	01				
2	Table Top Glass (Thickness 8 mm) White Table (5'6''X3') approx	06				
3	Table Top Glass (Thickness 8 mm) Brown Table (5'6''X3') approx	02				
4	Pedestal stand legs with display pin up board for posters both side 4ftx4ft (Exhibition display systems)	50				
5	Glow sign board (Dept of Biological sciences) 12x2 approx	01				
6	Glow sign board hanging (Dept of Biological sciences on both side) 6x2 approx	02				
7	Room signage (12x6 inch) HOD Room and Office	02				

8	Normal printed and framed signage for Board room, computational biology lab, central instrumentation facility 1 & 2 approx size 36 inch x 12 inch	04				
9	Changeable sign (Research labs) 4 slots	02				
10	Room signs printed (Example: ONCOLOGY LAB) 18 x 12 inch	08				
11	Changeable faculty signage 11 slots with names of faculties	01				
12	Changeable signage 11 slots for HoD with name of HOD and duration	01				
13	Room signs printed (UG Block, PG Block, Research block) 36x24 inch	03				
14	Desk plate with printed name (Name plate with pen stand)	07				
15	Desk plate blank acrylic transparent	12				
16	Desk Organizer	12				
17	Key Holder Box (24 hanging slots, lockable)	02				
Total Amount in Rupees						
Total Amount in Words						

Declaration

I, Sri/Smt. The MD/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) (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

Date :.....

Name _____

Designation _____

Seal Ref. No: 008/AU/REG/NIT/19-20

Dated: 22/05/2019

Copy to:

- 1. Convener, Departmental Purchase Committee, Dept. of Biological Sciences, Aliah University**
- 2. Head, Department of Biological Sciences, Aliah University, New Town Campus**
- 3. Notice Board at Aliah University**
- 4. Website: www.aliah.ac.in**
- 5. One Bengali News paper**
- 6. Guard File**

Sd/-
Registrar