



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

## NOTICE INVITING QUOTATION

Ref No **041/AU/REG/NIQ/24-25**

Date 04/03/2025

**Sub: Sealed Quotations are invited from the bonafide and resourceful Manufacturer/Contractors/Service Providers/Agents for One Time filters change of nine (09) nos. of water Purifying Machines (RO-UV, with 80 litre storage) installed at Boys' & Girls' Hostels, New Town Campus.**

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	04/03/2025 at 02 P.M
2	Bid submission start date	05/03/2025 at 12 P.M
3	Bid Submission closing	17/03/2025 at 03 P.M (Strictly)
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.	18/03/2025 at 12 P.M <b><u>(The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)</u></b>

Sd/-

**Registrar (Officiating)**  
**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 One Time filters change of 10 water filters (RO-UV, with 80 litre storage) at hostel, 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. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Quotation must be submitted on or before **17/03/2025 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 Quotationer, NIQ Reference Number and Purpose of NIQ.** Interested bidders are requested to provide **their Quotes following the format in Annexure- II i.e. Technical Documents and Compliance Sheet** in their official letter heads along with signed **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 Hostel Management Committee, Aliah University, New Town Campus**. Information may also seek from the following e-mails to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in); [storeandpurchase@aliah.ac.in](mailto:storeandpurchase@aliah.ac.in) and the emails will be forwarded to the respective Department/Section.

### ANNEXURE I: GENERAL TERMS & CONDITIONS

- Works to be executed at Hostels, Newtown Campus at Aliah University, IIA/27, New Town, Kolkata – 700 160, West Bengal.**
- Work Completion Period:** The delivery of the items and completion of the work must be made within fifteen (15) days from the date of receipt of this letter; otherwise order will be treated as cancelled without any further correspondence. All aspects of safe delivery shall be the exclusive responsibility of the supplier.
- Rates:** Rates should be inclusive of all taxes and the prices should also be inclusive of all e.g. packing & forwarding, transportation, insurance, loading, delivery, unloading, fitting, fixing, installation, testing, commissioning at our site.

4. Bidder shall inspect the Machines before quoting. A bidder shall deem to have full knowledge of installation whether he inspects it or not.
5. **Scope of Work:**

The scope and nature of services to be provided by the contractor shall include supply and installation of new spare parts and consumables in Water Purifier machines (by replacing the damaged spare parts, consumables). The rate quoted for services include at least the following services:

  - Inspection of the Machine to diagnose the issue and determine necessary Parts.
  - Supply of ISO certified genuine Parts and consumables compatible with our Water purifying Machines (supplied item should be of same specification of the damaged parts/items). Used or refurbished Parts will not be accepted. Any item of the sub-standard quality will be rejected out-right and the University reserve the right to cancel the order on these grounds.
  - Installation of the Parts, including any necessary adjustments or calibrations.
  - Testing of the Machine after installation of the parts to ensure proper functioning of the Machines.
  - **TDS (Total Dissolved Solids) Rejection:** A high-quality RO membrane should remove **90-95%** of TDS. Test with a TDS meter before and after filtration.
  - Replaced parts/ items are to be handed over to the University Central Stores after completion of the Work
  - The quotation shall clearly specify the make, model, and specifications of the Parts being supplied.
6. The contractor shall ensure that the equipment is in good working condition and is with full configuration **while handing over after completion of the work.**
7. The bidder should bear all the transportation & insurance **risk**. 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.
8. Warranty should be one year or as per OEM whichever is higher.
9. 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. If it is found that materials are not according to the specification, the authority has every right to cancel the contract and blacklisting the respective vendor and terminate the contract. **Bidder has to ensure that no bad smell in water after changing the filters. TDS should be maintained as per the direction of competent authority. All items will ISO standard.**
10. 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 10% 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
11. **This is a Techno-Commercial bid. Partial Quotations are not allowed for this Quotation i.e. bidder may quote all item. For overall item lowest bidder (L1) may be selected.**
12. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
13. 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.
14. **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 License, etc. All such documents / certificates shall remain valid on the last date of Quotation 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 completion duly certified by the concern authority and on production of bill/invoice in triplicate duly pre-receipted along with the satisfactory service sum installation Report and TDS Report etc. after servicing and immediately on receipt of payment from the Govt. Department (within 30 days from the submission of bills).** 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
15. 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.
16. The products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code.
17. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may be cancelled.
18. **Multiple quotations submitted by any bidder will not be considered and all the quotation of the said bidder will be treated as rejected.**

**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 One Time filters change of 09 water Purifier Machines (RO-UV) at hostel, Aliah University, New Town Campus.**

Ref: - \_\_\_\_\_ N.I.Q. No .....dated .....

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) The company registration must be as Service Provider for supply or repair services for Water Purifying machinery and equipment.
2.2	PAN Registration No (Please attach documentary evidence)
2.3	Valid GST Registration No (Please attach documentary evidence)
2.4	Technical Compliance Sheet
2.5	Copy of Work Order/ Work Completion Certificate with work value duly signed by Competent Authority from Indian Central/ State Government Department/Institute, Autonomous Institute/ Agency/ Office/ University Funded by Central/State Government showing that - The Bidder should have similar job total work orders of Rs. 1.00 Lakh in last financial years. (Please attach documentary evidence)

**Technical Compliance Sheet**

Para of Quotation Enquiry Specification <b>For any enquiry/ clarification /measurement bidders are requested to visit/Contact the Chairman HMC, Aliah University New Town Campus, IIA/27, New</b>	Specification of Items Offered <b>(Pls. Specify the Make &amp; Model)</b>	Compliance to Quotation specification whether <b>yes or no</b>	In case of noncompliance Deviation from Quotation Specification to be indicated in unambiguous term.

<b>Town, Kolkata -700160</b>				
<b>1</b>		<b>2</b>	<b>3</b>	<b>4</b>
PP Filter	10x2 ½”			
Sediment Filter (Wound)	10x2 ½”			
Activated Carbon Filter	10x2 ½”			
RO Membrane Cartridge	300 GPD			
Reject Valve				
Service Charge				

**Details of the Water Purifier Machines to be operated:**

<b>SL. NO.</b>	<b>LOCATED AT DEPARTMENT/ SECTION</b>	<b>No. of Items</b>	<b>MAKE</b>	<b>MODEL NO.</b>	<b>SERIAL. No.</b>	<b>Floor</b>
01	Boys' Hostel - New Town Campus	05 (Five)	ION Exchange	ZERO-B, ECO-CHILL 60-80-50	1) NU02662111230002 2) NU02662111230008 3) NU02662111230001 4) NU02662111230006 5) NU02662111230010	1) 5th 2) 9th 3) 11th 4) 15th 5) 19th
02	Girls' Hostel - New Town Campus	04 (Four)	ION Exchange	ZERO-B, ECO-CHILL 60-80-50	6) NU02662111230015 7) NU02662111230012 8) NU02662111230005 9) NU02662111230007	Ground Floor

**ANNEXURE III PRICE BID**

<b>Sl</b>	<b>Item Description</b> (Specification as per Compliance Sheet)	<b>QTY and UNIQ in Nos.</b>	<b>Per UNIQ Rate</b>	<b>Total Rate (Cl 3 X Cl 4)</b>	<b>GST in Amount and in % On Cl 5</b>	<b>Total Amount With Taxes Altogether (Cl 5 + Cl 6)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1	PP Filter (10x2 ½”)	9 (Nine)				
2	Sediment Filter (Wound) (10x2 ½”)	9 (Nine)				
3	Activated Carbon Filter (10x2 ½”)	9 (Nine)				
4	RO Membrane Cartridge (300 GPD)	9 (Nine)				
5	Reject Valve	9 (Nine)				
6	Service Charge	9 (Nine)				
<b>Total Quoted Amount in Numeric</b>						
<b>Total Quoted Amount in Alphabet</b>						

## **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 Quotation 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 Quotation 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**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal**

**Date** \_\_\_\_\_

**Ref. No: 041/AU/REG/NIQ/24-25**

**Dated: 04/03/2025**

Copy to:

1. **Chairman, Hostel Management Committee, Aliah University.**
2. **Chairman, Maintenance Committee, Aliah University.**
3. **Notice Board at Aliah University**
4. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**

Sd/-  
Registrar (Officiating)  
Aliah University