



جامعة عاليٰة

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

021/AU/REG/NIQ/25-26

Ref No:

Date: 13/01/2026

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Refurbishing of Cartridges for Aliah University.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	13/01/2026 at 02 P.M.
2	Bid submission start date	14/01/2026 at 12 P.M.
3	Bid Submission closing	27/01/2026 at 03 P.M. (Strictly)
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700160. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)	28/01/2026 at 02 P.M. (Tentative)

Sd/-

**Registrar (Officiating)
Aliah University**

Aliah University, Kolkata, a premier educational institution under the Department of MA&ME, Government of West Bengal, invites **sealed Techno-Commercial quotations** from bona fide, experienced and resourceful **Contractors / Service Providers / Agents / Wholesalers / Suppliers** for **Refurbishing of Cartridges** for Aliah University.

The **tentative quantity and technical specifications** of the required items are detailed separately in the relevant Annexure. The University seeks interested bidders having proven experience in supplying or refurbishing similar items for Government / PSU / University organizations.

The NIQ document may be downloaded from the official website of Aliah University (www.aliah.ac.in). The completed quotation must be submitted **on or before 27/01/2026 at 03 P.M. (strictly)** to the **Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata – 700160, West Bengal, India**, either by **Speed Post / Registered Post / By Hand**.

Incomplete quotations or quotations received after the stipulated date and time shall not be considered. The sealed envelope must be **superscribed with the Name of the Bidder, E-mail ID, Contact Number, NIQ Reference Number and Purpose of NIQ**.

The bidding process shall follow a **two-bid system**, comprising **Technical Bid and Financial Bid**. Interested bidders are required to submit their quotations strictly in accordance with the prescribed **Application Format (Annexure-II)** on their official letterhead, along with a duly signed **Compliance Statement** and **Price Bid (Annexure-III)**. Bidders are also advised to carefully read **Annexure-I**, which contains the scope of work and the General & Special Terms and Conditions governing participation in this NIQ.

The University reserves the right to **accept or reject any or all bids, wholly or partially, or to cancel the NIQ at any stage without assigning any reason whatsoever**, in the interest of the University.

For further information or clarification, bidders may visit the **Stores Section, Aliah University, New Town Campus**, or may write to storeandpurchase@aliah.ac.in with a copy to registrar@aliah.ac.in. Queries received through e-mail will be forwarded to the concerned department for necessary action.

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. **Cartridges** Refurbishing to be done at Stores and Purchase Section, New Town Campus of Aliah University, Ground Floor, IIA/27, New Town, , Kolkata – 700 160. The work must be start within 30 days of issuing work order and **phase wise continue till end of delivery**.
2. The Quotationers 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 installation and fixing at designated places at Aliah University and all charges i.e. cost of Equipment and other incidental charges for supplying at destination level and also delivery charges up to the point of delivery at proper destination level and 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.
4. All necessaries cables and adapters for functioning of the equipments to be supply along with the Work
5. 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, listing 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 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
7. **Partial quotations are not allowed for this Quotation i.e. bidder must quote for all items otherwise bid will be rejected.**
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 within (30) days only after successful supply and** verification of the Quotation 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 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. If any time/ during verification it is found that their documents are false and/or fake their organization became listed.
- 14. **All bidders are requested attach extra sheet if required.**
- 15. Multiple bids form a single bidder is highly objectionable; in that case both bids may be rejected.

SPECIAL TERMS & CONDITIONS

- 1. The scope includes **complete dismantling, cleaning, replacement of worn-out parts, refilling of toner powder, reassembly and testing of cartridges.**
- 2. All critical components such as **OPC Drum, PCR, Wiper Blade, Doctor Blade, Rollers and Seals** must be replaced.
- 3. **Yield Quotes, Quality & Technical Evaluation:**
 - a) Output and print quality of refurbished cartridges must be comparable to OEM cartridges, with a minimum assured yield of **at least 80% of OEM standard**, free from background shading, streaking or toner leakage.
 - b) **Mandatory Yield Disclosure:** Bidders must specify the expected page yield for every reconditioned cartridge model in their Technical Bid.
 - c) **Performance Testing:** During technical evaluation, the University reserves the right to request a sample reconditioning to verify yield, suitability, and performance.
 - d) **Disqualification:** Any bidder quoting unrealistic or inflated yields will be disqualified.
- 4. **Collection:** Empty cartridges shall be collected free of cost from the University and returned after refurbishing. Marked cartridges must be returned strictly.
- 5. **Special Box Packing (Mandatory):**
 - o Inner packing: Sealed polythene cover with bubble wrap / foam padding
 - o Outer packing: Rigid paperboard/corrugated box
 - o Each box must be labeled with **Cartridge Model, Date of Refurbishment, Vendor Name**
- 6. **Warranty:** Minimum **6 (six) months warranty** against leakage, poor print quality or malfunction.
- 7. Any cartridge found defective during the warranty period due to workmanship, material defect or leakage shall be **repaired or replaced free of cost** within a maximum of **03 (three) working days** from receipt of complaint.

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 Refurbishing of Cartridges for Aliah University.**

Ref: - _____ N.I.Q. No dated

Sir,

(A) TECHNICAL DOCUMENTS

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	Self-Declaration / Affidavit (Non-Blacklisting) A self-declaration by the bidder/OEM stating that the firm has not been banned, debarred or blacklisted by any Central/State Government Department, PSU, Autonomous Body, Organization or Institution in India or abroad. The declaration must be submitted in the form of an Affidavit on ₹10/- Non-Judicial Stamp Paper , duly signed and notarized.			
2.5	Experience			
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/reputed Private Concern showing that - order of Refurbishing/Refurbishing OF CARTRIDGES AND TONERS items at least Rs. 50.00 Thousand in aggregate within last five financial years. (Please attach documentary evidence)				
Sl	Name and Address of work order issuing organization	Supply of Similar Items	Value of work	Supporting Document like Work Order/ Work Completion Certificate

(B) COMPLIANCE STATEMENT

Instructions to Bidders:

1. Bidders must fill in Column 2 with "YES" or "NO".
2. For any "NO" or partial compliance, the specific deviation must be clearly stated in Column 3.
3. Bidders are encouraged to visit the **Stores and Purchase Section, Aliah University New Town Campus** for any clarifications or physical inspection of sample units before submission.

Para of Quotation Enquiry Specification	Specification of Items Offered For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site Stores and Purchase Section, Aliah University New Town Campus, IIA/27, New Town, Kolkata – 700160	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
HP 88A			
HP 12A			
HP 93A			
HP 18A			
HP 146A			
HP 71A			
HP 70A			
HP 166A			
Canon 337A			

(b) PRICE BID (FINANCIAL BID) (Altogether)

(To be submitted on the Official Letter head of the Bidder)

NIQ Ref No: [As per Page 1]

Sl. No.	Item Description (As per Compliance Sheet)	Qty. (Units)	Unit Rate (Basic)	Total Basic Rate (Qty × Unit Rate)	GST (Amount & %)	Total Amount with Taxes (Total Basic Rate + GST)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	HP 88A	35				
2	HP 12A	4				
3	HP 93A	10				
4	HP 18A	10				
5	HP 146A	2				
6	HP 71A	2				
7	HP 70A	2				
8	HP 166A	1				
9	Canon 337A	58				

Grand Total

- **Total Quoted Amount (in Figures):** ₹ _____
- **Total Quoted Amount (in Words):** Rupees _____ only

Note:

- Prices must be quoted in Indian Rupees (₹) only.
- Rates shall be inclusive of all charges as per NIQ terms, except GST which must be shown separately.
- Conditional or incomplete Price Bids are liable to be rejected.

DECLARATION

I, Sri/Smt., **Managing Director / Proprietor / Authorized Signatory of the firm M/s _____**, having its registered office at _____ (Address), do hereby solemnly affirm and declare as follows:

1. That I/we have **never been convicted of any offence** nor am/are otherwise disqualified under any law from supplying goods, providing services, or executing works to any **Educational Institution, Government Department, or Government Undertaking** of the State of West Bengal or any other State/Union Territory in India.
2. That **no criminal case, vigilance case or disciplinary proceeding** is pending against me/us or against my/our firm, and that the firm has **not been blacklisted, debarred or banned** by any Central/State Government Department, PSU, Autonomous Body, or Educational Institution in India or abroad.
(If any case is pending, full details shall be furnished separately.)
3. That I/we further declare that **if any information or document submitted by us is found to be false, incorrect or misleading at any stage**, the quotation/tender submitted by us shall be liable to be **cancelled without notice**, and we shall be **liable for penal and/or legal action** as deemed fit by the competent authority, in accordance with applicable laws.
4. That I/we affirm that **all statements made in this quotation are true and correct** to the best of my/our knowledge and belief, and that **all documents enclosed are genuine, valid and authentic**.
5. That I/we agree to supply the goods/services in accordance with the **technical specifications, scope of work and terms & conditions** of the NIQ for a total contract value of **₹ _____ (Rupees _____ only)** within the period specified in the Notice Inviting Quotation.
I/We further confirm that the **warranty/guarantee provisions** as stipulated in the NIQ shall be applicable to the offered items.
6. That I/we hereby certify that **no person acting for or on behalf of our firm** has engaged, or shall engage, in any form of **bribery, inducement or unethical practice** in connection with this quotation.

I/We certify that the above declaration is true and correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date _____

Name _____

Designation _____

Seal

Ref. No: 021/AU/REG/NIQ/25-26

Date: 13/01/2026

Copy to:

1. **Chairman, General Purchase Committee**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**
4. **Guard File**

Sd/-
Registrar (Officiating)
Aliah University