NOTICE INVITING QUOTATION

Ref No: 012/AU/REG/NIQ/18-19 Date: 18/07/2018

Sub: Sealed Quotations is invited for Supply of Housekeeping and Stationery Articles and Refilling of Cartridges for Aliah University.

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 of Housekeeping and Stationery Articles and Refilling of Cartridges for Aliah University.

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 30/07/2018 at 03 P.M

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

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The Materials must be supplied within 15 days of issuing work order to the Stores and Purchase 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 rates (Basic Rate=Unit Rate X Quantity) +GST 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. All necessaries cables and adapters for functioning of the equipments to be supply along with the Work
5. 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
6. The bidder will be selected on overall rate only.
7. Partial quotations are not allowed for this tender i.e. bidder should quote for all item.
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)
    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.

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 of Housekeeping and Stationery Articles and Refilling of Cartridges
for Aliah University.

Ref: - ______N.I.Q. No ..........................................................dated .........................

Sir,

I. 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:

<table>
<thead>
<tr>
<th>Sl</th>
<th>Para of Quotation</th>
<th>Specification of Items Offered</th>
<th>QTY &amp; UNIT</th>
<th>Compliance to Quotation specification whether YES/ NO</th>
<th>TOTAL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inclusive Insurances and levies and should be for delivery &amp; warranty, fixing &amp; Installation Charges</td>
</tr>
</tbody>
</table>

The Total rates = (Basic Rate | Unite Rate X Quantity | + GST)

<table>
<thead>
<tr>
<th>Basic Rate</th>
<th>GST</th>
<th>Total rates</th>
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<tbody>
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<th>Compliance to Quotation specification whether YES/ NO</th>
<th>TOTAL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arch File (Plastic Board), Description : Colour : Green, Black, Blue &amp; Gray, Material 3 Layer polymer, Size A4, Paper Finish High Gloss Elite 3 layer polymer Lever Arch File</td>
<td>60 Pcs</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>BATTERY Brand - Eveready Red, Type - AA</td>
<td>30 Pcs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BATTERY Brand - Eveready Red, Type - AAA</td>
<td>30 Pcs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Calculator (Orpat OT1500T Basic Calculator) (12 Digit)</td>
<td>5 Pcs</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Ocian Gel Pen Description: Type - Gel, Brand - Link , Colour - Blue / Black / Green / Red</td>
<td>40 Pcs</td>
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<tr>
<td>6</td>
<td>Use &amp; through Pen Description: Type - Ball , Brand - Fort, Colour - BLUE, BLACK, RED &amp; GREEN</td>
<td>250 Pcs</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>BLEACHING POWDER, Brand - Bengal Camical, (500 gm Packet)</td>
<td>30 Pkt.</td>
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<td>8</td>
<td>BROOM JHARU (Heavy Type), Specification : 3 feet 950 grams size coconut leaf stick broom, Binding should be good</td>
<td>50 Pcs</td>
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<td></td>
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<tr>
<td>9</td>
<td>PHOOL JHARU (Heavy Type), Specification : Binding should be good, Weight : 450 gm aprox . The Broom Measuring 104 Cms Which Is Designed In Such A Manner So That One Can Easily Clean The Floor Without Bending.</td>
<td>50 Pcs</td>
<td></td>
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<td>10</td>
<td>COLLINES (500 ML. Bottle)</td>
<td>70 Bottle</td>
<td></td>
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<tr>
<td>11</td>
<td>Dry Mop with Handle (Handle Size- 5ft approx., Type - Iron), Mop size- 18 “ aprox., Heavy Duty, Wet &amp; dry floor cleaner mop large</td>
<td>40 Pcs</td>
<td></td>
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<tr>
<td>12</td>
<td>FLOOR WASH MOP With Handel Hard Plastic (Mop Size : 12” size) with Handle (Handle Size- 5ft approx., Type - Iron), COTTON (12” length), Heavy Duty</td>
<td>30 Pcs</td>
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<tr>
<td>13</td>
<td>Floor Wiper with Handle Material: Plastic, Color: Multicolour Item Dimension: 699 mm x 120 mm x 20 mm (aprox.) Package Contents: 1-Piece Floor Wiper Used to push water from the floor. Wiper comes</td>
<td>25 Pcs</td>
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<td>Description</td>
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<tr>
<td>14</td>
<td>Good Knight (Active) (Oil &amp; Machine)</td>
<td></td>
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</table>
| 15 | MUG (With Handle)  
Description: Nylon, size: 2 lit approx.                                                                                                                                                                |
| 16 | Scented Phenyle (5 Litre Jar), Brand - Doctor/Plus                                                                                                                                                              |
| 17 | Ruled Register  
Description - 200 page (approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering. ** Sample Required**                                                                 |
| 18 | Ruled Register  
Description - 100 page (approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering.                                                                            |
| 19 | Printing of Dead Assets Registrar With Print  
Description - Each Book containing 250 folio, Paper quality 14.1 KG. West coast Ledger Paper. Lather binding, Each page should be numbering.  
(Printing matters and samples should notice at central store)                                                                                   |
| 20 | Flat file, Rambo (Cobra) With Print  
Description - Good Quality Size: 350 x 550 mm  
(Printing matters and samples should notice at central store)                                                                                     |
| 21 | Cover File (Two fold) With Print  
Description - 25 cm x 35 cm approx, hard board & tag hole  
(Printing matters and samples should notice at central store)                                                                                     |
| 22 | Peon Book, 200 pages                                                                                                                                                                                          |
| 23 | Model - 88A (HP)  
Recycling of Black cartridges  
(Including all spare parts change for prominent refilling, Printing quality & Page Quantity should be as per original cartridge)                                              |
| 24 | Model - 93A (HP)  
Recycling of Black cartridges  
(Including all spare parts change for prominent refilling, Printing quality & Page Quantity should be as per original cartridge)                                              |
| 25 | Model - 925 (Canon)  
Recycling of Black cartridges  
(Including all spare parts change for prominent refilling, Printing quality & Page Quantity should be as per original cartridge)                                              |

**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) (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.
Ref. No: **012/AU/REG/NIQ/18-19**
Dated: 18/07/2018

Copy to:
1. Chairman, General Purchase Committee
2. Website: [www.aliah.ac.in](http://www.aliah.ac.in)
3. One Bengali News paper
4. Guard File

Sd/-
Registrar