



جامعة عاليه

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

Ref No **006/AU/REG/NIQ/26-27**

Date 24/07/2026

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents for Supply and Install of 05 nos File Cabinet at Examination Section, Aliah University, New Town Campus.

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 Supply and Install of 05 nos File Cabinet at Examination Section, Aliah University, New Town Campus.** NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **10/08/2026 at 03 P.M (Strictly)** 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 (A) and Compliance Sheet (B)** 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 Examination Section, Aliah University, New Town Campus.** Information may also seek from the following e-mails to registrar@aliah.ac.in; storeandpurchase@aliah.ac.in and the emails will be forwarded to the respective Department/Section.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	24/07/2026 at 03 P.M
2	Bid submission start date	25/07/2026 at 12 P.M
3	Bid Submission closing	10/08/2026 at 03 P.M (Strictly)
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.	11/08/2026 at 12 P.M (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)

Sd/-

Registrar (Officiating),
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- The work must be completed** within 15 days of issuing work order to the Examination Section, 2nd Floor, Aliah University, New Town Campus.
- Sample Demonstration will be provided by the Technically Qualified Bidder (if asked by Committee)**
- Standard Warranty for the product will be 2 years or as Per OEM (Whichever is higher)**
- The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Size and weights of packing case shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- The Quotationer should bear all the transportation & insurance **risk** till the on door delivery point. The insurance shall be in an amount equal to 100 % of the value of the Goods from "Warehouse to

final destination” on “All Risks” valid for a period not less than 1 month after installation and commissioning and issue of acceptance certificate by the Aliah University. Should any loss or damage occur, the Supplier shall – (a) Initiate and pursue claim till settlement, and (b) Promptly make arrangements for repair and/or replacement of any damaged item/s irrespective of settlement of claim by the underwriters. 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.

6. Aliah University may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions, epidemic/pandemic and strikes (only those which exceed a duration of ten continuous days) at successful Bidders factory.
7. **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 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.
8. 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, blacklisting the respective Manufacturer / Supplier and terminate the contract.
9. 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
10. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
11. 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.

12. This is a Techno-Commercial bid. Partial Tenders are not allowed for this Tender i.e. bidder may quote all item. For overall item lowest bidder (L1) may be selected.

13. 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 Tender 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 on completion duly certified by the concern authority and immediately on receipt of payment from the Govt. Department (within 60 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

12. 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.

13. The products asked for should be of very high standard and of reputed brand and preferably with **B.I.S/I.S.I** code.

14. The rates quoted will remain valid for one year from the date of acceptance of this award of contract. However, the contract can be extended for a further period of one year at the discretion of this University on the same rates and the same terms and conditions.

15. The Honorable Vice Chancellor, Aliah University reserves the right to accept in part or in full any quotation or reject any quotation without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected quotationer or quotationers.

16. **Inspection and Quality Control tests** before evaluation, prior to shipment of Goods and at the time of final acceptance are as follows: Inspection of Goods including functional testing, burning tests and mains fluctuation test at full load, facilities etc., as per the standards may be done at factory site of the Supplier before award of the Purchase Contract, by the Aliah University; Provided that the Aliah University may, at its sole discretion, waive inspection of goods having regard to the value of the order and/or the nature of the goods and/or any other such basis as may be decided at the sole discretion of the Aliah University meriting waiver of such inspection of goods.

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 Install of 05 nos File Cabinet at 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	Company Registration No./Trade License No./Partnership Deed No. (Please attach documentary evidence)	
2.2	PAN Registration No (Please attach documentary evidence with this NIQ Document)	
2.3	GST Registration No (Please attach documentary evidence with this NIQ Document)	
2.4	Work Experience in Similar Job (Preferable) (Please attach documentary evidence with this NIQ Document)	

Technical Compliance Sheet

Para of Tender Enquiry Specification	Specification of Items/Components Offered For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site Examination Section, Aliah University, Aliah University New Town Campus, IIA/27, New Town, Kolkata – 700160	Compliance to Tender specification whether yes or no	In case of noncompliance Deviation from Tender Specification to be indicated in unambiguous term.
1	2	3	4
Supply and Install of 05 nos File Cabinet at Examination Section, Aliah University, New Town Campus.	Overall size. Four (04) Drawers with Central Locking System and Telescopic Channel, Steel Body - The filing cabinet shall conform to IS 3313:1983 (latest revision and amendments) and relevant provisions of IS 513:2016. - Type: Vertical four-drawer filing cabinet. - Overall dimensions: Height 1370 ± 2 mm Width 480 ± 2 mm Depth 680 ± 2 mm. - All major structural components shall be manufactured from prime quality CRCA steel conforming to CR0 grade of IS 513:2016. - Minimum thickness: - Side panels 1.00 mm - Back panel 1.00 mm - Top panel 1.00 mm - Bottom panel 1.00 mm, D - rawer body/front 1.00 mm - Base reinforcement 1.00 mm - Lock housing/compressor plate 1.00 mm. Drawer Construction - Four independent filing drawers suitable for foolscap and A4 files. - Dual cradle strips fabricated from mild steel with PVC protective cladding. - Heavy-duty full-extension telescopic ball-bearing slides of minimum 45 kg dynamic load capacity per drawer. - Slides zinc-plated and tested for minimum 50,000 operating cycles. - Anti-disengagement stops and extension travel not less than 95% of drawer depth. Locking Arrangement - Central locking mechanism with three-point locking system. - Locking rod assembly engaging all drawers simultaneously. - Brass-bodied six-lever lock supplied with three keys. - Minimum 5,000 locking cycles. Cabinet Stability & Safety - Anti-tilt mechanism permitting only one drawer to open at a time. - Stable with fully loaded drawer at maximum extension. - Reinforced base to prevent distortion.		

ANNEXURE III PRICE BID

Sl	Item Description (Specification as per Compliance Sheet)	QTY and UNIT in Nos	Per UNIT Rate	Total Rate (Cl 3 X Cl 4)	GST in Amount and in % On Cl 5	Total Amount With Taxes Altogether (Cl 5 + Cl 6)
1	2	3	4	5	6	7
1	Supply and Install of 05 nos File Cabinet at Examination Section, Aliah University, New Town Campus.	5				
N.B: Amount of quantities may vary						
Total Quoted Amount in Numeric						
Total Quoted Amount in Alphabet						

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 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) (Rupeesamount in words) within the period specified in the invitation for Tender. We confirm that the normal commercial warranty/guarantee of mentioned in this Tender 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: 006/AU/REG/NIQ/26-27

Dated: 24/07/2026

Copy to:

1. **Chairman Examination Committee**
2. **Store Keeper, Aliah University**
3. **Notice Board at Aliah University**
4. **Website: www.aliah.ac.in**

Sd/-
Registrar (Officiating)