



# جامعة عليا Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)

IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

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

## **NOTICE INVITING TENDER**

Ref No: **001/AU/REG/NIT/18-19**

Date: 02/04/2018

**Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agencies/ Firms for E-Counseling and Online Admission Service (50 Courses) for AUAT Section, Aliah University, New town Campus.**

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Tenders** from the bonafide and resourceful **Contractors/Service Providers/Agencies/ Firms for E-Counseling and Online Admission Service (50 Courses) for AUAT Section, Aliah University, New town Campus.** The technical requirement is mentioned at Compliance Statement and Price Bid Section.

Interested **Bidders** may submit their **Tender** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **16/04/2018 up to 04 P.M** The Technical Bid will open on **17/04/2018 up to 03 P.M**

### **Scope of Work:**

In this regard Techno Commercial NIT 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- II).**

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: [auatkolkata@gmail.com](mailto:auatkolkata@gmail.com), copy to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in) and [store&purchase@aliah.ac.in](mailto:store&purchase@aliah.ac.in)

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	02/04/2018 up to 03 P.M
3	Bid submission start date	03/04/2018 up to 04 P.M
4	Bid Submission closing	16/04/2018 up to 04 P.M
5	Techno Commercial Bid opening date O/o The <b>Registrar, Aliah University, New Town (Tentative subject to availability of Committee Members)</b>	17/04/2018 up to 03 P.M

Sd/-  
Registrar  
Aliah University

### **ANNEXURE I: GENERAL TERMS & CONDITIONS**

- E-Counseling and Online Admission Service (50 Courses)** must be started within 30 days of issuing work order
- The Tenderer 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.
- The rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, packing freight to destination, Insurances and levies at designated places at Aliah University and all charges i.e. cost of Equipment and other incidental charges for supplying at destination level, delivery charges up to the

point of delivery at proper destination level 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. 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.
5. The bidder will be selected on overall rate only.
6. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
7. 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.
8. Payment terms: 100% payment will be released within (30) days only after successful delivery of service duly certified by the concern Department/Section. 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
9. 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.
10. The products asked for should be of very high standard and of reputed brand and with **B.I.S/I.S.I** code.
11. **The Tenderer should furnish at least one work order from any Government/ Government Recognized Institute/ Educational Organization/ University showing experience on similar project along with their technical documents.**

## **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 E-Counseling and Online Admission Service (50 Courses) for AUAT Section, Aliah University, New town Campus.**

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

Sir,

<b>1. ABOUT THE ORGANIZATION</b>		
<b>1.1</b>	<b>Name of the Organization</b>	
<b>1.2</b>	<b>Name of Authorized Person</b>	
<b>1.3</b>	<b>Registered Office Address with telephone no. &amp; email address</b>	
<b>1.4</b>	<b>Authorized Service Station Name, address, contact person name, phone number, e-mail</b>	
<b>2. TECHNICAL DOCUMENTS</b>		
<b>2.1</b>	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIT)	
<b>2.2</b>	PAN Registration No (If any) (Photocopy Required to Be Submitted along with NIT)	
<b>2.3</b>	GST Registration No (If any)	

	(Photocopy Required to Be Submitted along with NIT)	
2.4	At least one work order from any Government/ Government Recognized Institute/ Educational Organization/ University showing experience on similar project	
2.5	An undertaking should be given stating therein that the Firm has not been debarred or penalized for any reason and consequently thrown out of work by any Government Department.	

**COMPLIANCE STATEMENT AND PRICE BID:**

Sl	Para of Tender Enquiry Specification of Items Offered	Q T Y	Compliance to Tender specification whether <b>YES/ NO</b>	<b>TOTAL RATE</b>		
				Inclusive Insurances and levies and should be for delivery & warranty, <b>fixing&amp; Installation Charges</b>		
1		2	4	5		
				Rate	GST	Total
1	<b>E-Counseling and Online Admission (50 Courses)-</b> Online Counseling for different courses after the rank published in the website for each subject /course through which candidates can register them in the particular subject (a) Online Counseling for approximate 50 courses (UG,PG and others professional courses) (b) Allocation of the candidate to the particular subject and complete the online admission process.  Technical support and resource person should be provide whenever necessary for the above mentioned work.  Complete in all respect	N A				
<b>TOTAL QUOTE IN RUPEES</b>						
<b>TOTAL QUOTE IN WORD</b>						

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 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  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Seal

Date \_\_\_\_\_

**Ref. No: 001/AU/REG/NIT/18-19**

**Dated: 02/04/2018**

Copy to:

1. Chairman, AUAT
2. Notice Board at Aliah University
3. Website: [www.aliah.ac.in](http://www.aliah.ac.in)
4. One Bengali News paper
5. Guard File

Sd/-  
**Registrar**