



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

NOTICE INVITING QUOTATION

Ref No **026/AU/REG/NIO/18-19**

Date: 02/11/2018

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply of Stationery and Housekeeping items 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/Wholesalers/Suppliers for Supply of Stationery and Housekeeping items Aliah University.** 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 14/11/2018 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 and 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** in their official letter heads along with signed **Compliance Statement and 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 Email: registrar@aliah.ac.in and copy to storeandpurchase.au@gmail.com

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	02/11/2018 at 04 P.M
2	Bid submission start date	05/11/2018 at 12 P.M
3	Bid Submission closing	14/11/2018 at 03 P.M
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160. (The Bid Opening date time and venue is tentative and could be change on availability of Concerned Committee Members)	15/11/2018 at 02. P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Housekeeping and Stationery itmes** to be supplied and installed to Stores and Purchase Section, Aliah University, IIA/27, New Town, , Kolkata – 700 160 within 15 days of issuing work order
- 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.
- 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 (if any) 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 onsite warranty as per OEM 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.
- 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, blacklisting 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 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
7. **Partial quotations is not allowed for this Bid i.e. bidder should quote all item.**
8. **Lowest bidder (L1) will be selected on overall rate.**
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. 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.
11. **Payment terms:** 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 filing on the part of the bidder. 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 and immediately on receipt of payment from the Govt. Department (within 60 days from the submission of bills). **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 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.**
14. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may 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 Stationery and Housekeeping items for Aliah University.**

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)	
2.3	GST Registration No (Please attach documentary evidence)	
2.4	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	Undertaking/ Self Declaration should be submitted

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID

Sl	Item Description For any specification related enquiry please contact Store Keeper, New Town Campus Email : storeandpurcahse.au@gmail.com	QTY	UNIT	Compliance to Quotation specification on whether YES/ NO	BASIC RATE (UNIQU Price X UNIQU)	GST in Amount and in %	TOTAL AMOUNT With Taxes
1	Xerox Paper Size - A4, Brand - Double A, Quality - 70 GSM	240	Pcs				
2	Calculator: Orpat OT-555T/555GT (Check and Correct Option)	2	Pcs				
3	BATTERY Brand -Eveready Red, Type - AA	40	Pcs				
4	Use & through Pen Description: Type - Ball , Brand - Fort, Colour - BLUE, BLACK & GREEN	80	Pcs				
5	Pen (Type - Gel) Description: Brand - Cello (Pointic Gel), Colour - Green	10	Pcs				
6	BLEACHING POWDER, Brand - Bengal Camical, (500 gm Packet)	20	Packet				
7	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.	35	Pcs				
8	Garbage Pick Up Bag (Black) (50 pcs per Pkt.) Jumbo Approx. Size- 40" x 60" (Good Quality)	25	Pkt.				
9	Telescopic Jala Broom (Color May Vary) Jala Broom To Clean Spider Webs. Window Mosquito Mesh. Telescopic Handle For Extended Length Of 6Ft (Approx) That Can Easily Reach Higher Ceilings. Wishful Dynamic Locking System For Adjustable Height	25	Pcs				
10	Scented Phenyle (5 Litre Jar), Brand - Doctor/Plus	30	Jar				
11	Student In-Out Register	30	Pcs				

	Description - 200 page(approx.), Paper quality (11.9 K.G.) Binding Quality should be good. Each page should be numbering.						
12	Cello tape (Wonder), Size - 2 Inch, Type - Brown, Length 100 Meter	15	Pcs				
13	Envelop, Description : Size - 14" x 10" (Aprox), Colour : Brown, Paper : 90 GSM	700	Pcs				
14	Drawing Sheet, Art Paper	500	Pcs				
15	Graph Paper, MM, Normal	200	Pcs				
16	Graph Paper, MM, Semi - Log	200	Pcs				
17	Graph Paper, MM, Log	200	Pcs				
Overall Rate in Figures							
Overall Rate in Words							

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 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: 026/AU/REG/NIQ/18-19

Dated: 02/11/2018

Copy to:

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

**Sd/-
Registrar**