



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 – 700 156, West Bengal

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

## NOTICE INVITING QUOTATION

Ref No: **009/AU/REG/Quot./17-18**

Date: **02 /11/2017**

**Sub: Sealed Quotations are invited from the bonafide and resourceful Vendors/Printing Press/Suppliers/Agents for Printing and Supplying 10,000 nos. Printed Registration Forms (As Per sample) for Aliah University receiving Section at New Town Campus.**

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations from the bonafide and resourceful Vendors/Printing Press/Suppliers/Agents for Printing and Supplying 10,000 nos. Printed Registration Forms (As Per sample) for Aliah University receiving Section at New Town Campus.** 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 **13/11/2017** at 2 PM at the **Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700156, 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.

**i. Annexure I : General Terms & Conditions**

**ii. Annexure II : Technical Bid Application Format and Price Bid**

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	<b>03/11/2017</b> at 4:30 PM
3	Quotation submission start date	<b>06/11/2017</b> at 12 PM
4	Quotation Submission closing	<b>13/11/2017</b> at 2 PM
5	Techno Commercial Bid opening date the O/o The <b>Registrar, Aliah University, New Town(Tentative)</b>	<b>14/11/2017</b> at 3 PM

Sd/-  
Registrar  
Aliah University

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

1. The Registration Certificates must be **supply** within 14 days of issuing work order
2. Rates quoted should be on F.O.R., Various Location of Aliah University, on Door Delivery basis inclusive of all Taxes for the items supplied. **Items should be delivered at Enquiry Section, New Town Campus of Aliah University at free of cost by the bidders.**
3. Prices can be quoted in Indian Currency only (₹).No extra payment will be made for carrying of materials.
4. The Participants are be requested to submits the sample of the specified items along with the NIQ ensuring that they are quoting their rates for the said items as per our requirement. If required they may visit Stores and Purchase Section of Aliah

University at New Town, IIA/27, Kolkata – 700 156 for verification of samples. Sample of the items required to submit with the BID for Technical Evaluation at Aliah University New Town Campus. The samples of the unsuccessful bidders will be returned only after finalization of the financial bid on submission of the application. Aliah University is not bound to pay delivery charges or any other charges for the supplied samples.

5. The Vendor will have to install and commission the material up to satisfaction of Respective Authority.
6. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
7. On the door delivery will be necessary.
8. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
9. **Payment terms:** 100% payment will be released within (30) days only after successful Supply of the items duly certified by the concern authority/committee. 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
10. The categories of items and quantity indicated in the NIQ Document are tentative. Aliah University (AU), however, reserves **the right** to increase or decrease the quantity or delete some or all of the items depending on the needs of the AU and availability of funds without assigning any reasons.
11. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
12. 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.

## **Annexure II : Technical Bid Application Format and Price Bid**

**(Please attach all relevant documents)**

To  
The  
Registrar  
Aliah University  
IIA/27, New Town,  
Kolkata-700 156

**Sub: Supplying 10,000 nos. Printed Registration Form for Aliah University New Town Campus.**

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

Sir,

<b>1. ABOUT THE ORGANIZATION</b>	
<b>1.1</b>	<b>Name of the Organization</b>
<b>1.2</b>	<b>Registered Office Address with telephone no. &amp; email address</b>

<b>1.3</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.	
<b>2.2</b>	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)	
<b>2.3</b>	GST Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)	

**COMPLIANCE STATEMENT AND PRICE BID**

Para of Quotation Enquiry Specification	Unit (nos)	Specification Complied (Yes/No)	<b>Unit Rate (INR)</b> Inclusive of all Taxes, delivery & warranty
<b>Aliah University, Registration Certificate</b> <ul style="list-style-type: none"> <li>• <b>14.1 KG West Coast Ledger Paper</b></li> <li>• <b>Legal Size (8.5 inches wide and 14 inches long)</b></li> <li>• <b>Printing in both side</b></li> <li>• <b>Colour (Light Green) and Content (As per Sample)</b></li> </ul> <i>[Sample available for observation at Stores and Purchase Section/ Receiving Section of Aliah University]</i>	<b>10,000</b>		
Total Amount Quoted			
<b>Total Amount in Word:-</b>			

Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date

\_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact no : \_\_\_\_\_  
E mail address : \_\_\_\_\_  
Postal Address: \_\_\_\_\_

Seal

Price : Rs. 10.00 only



# جامعة عليّة Aliah University

11A/27, NEW TOWN, KOLKATA - 156

## REGISTRATION FOR STUDENTS OF THE ACADEMIC SESSION 20.....-20.....

Affix One Recent  
Passport Size  
Prominent  
Photograph  
Do not attest  
Do not staple

Sl. No. ....

Registration No. ....  
*(For Office Use Only)*

Signature of the Applicant (in Full)

1. Name in full (in block letter)

2. Father's Name

3. Mother's Name

4. Permanent Address

Pin Code :

5. Contact No.

6. Date of Birth       7. Sex  Male  Female 8. Category  G  OBC  ST  SC

9. Nationality  10. Whether Physically Challenged  No.  Yes

11. Academic Programme

12. Name of the Institution/Department

13. Modern Indian Language (for Kamil Only)  BENG M  URDM

14. Last Examination from (Board / Council / University): .....  

Roll	No.	Year
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15. Subjects passed in the Last Examination with marks obtained in each subject

Subject										Result
Marks Obtained										
Grade										

16. Date of admission in this University          
D D M M Y Y Y Y

### DECLARATION

Statements made above are true and correct and the documents furnished along with the form are genuine to the best of my knowledge and belief. In case any of the documents is subsequently detected to be fake or false, my Registration with the University shall be liable to be cancelled. I also declare that my name is not registered with any other University during the academic session 20.....-20.....

Date : .....

Signature of the Applicant (in Full)

(See Overleaf)

### For Office use only

Statements made above verified and found to be correct

No.

Signature of the Head of the Institution  
with Office seal

## INSTRUCTION

1. (a) All entries are to be made in English Block Letter.  
(b) Name should be written as recorded in the Previous Qualifying Examination with the gap of a box for first name, middle name, surname etc.  
(c) For name and address write on letter in each box and leave one blank between two items in one line.  
(d) Date of Birth should be written as :- 

d	d
---	---

m	m
---	---

y	y	y	y
---	---	---	---

  
(e) For sex, category and physically challenged please tick ( ) the appropriate box.  
(G-General, OBC - Other Backward Class)
2. (i) The form duly filled in must be submitted along with Photocopies of
  - a) **Marksheet of 10+2 Examination.**
  - b) **Age proof Certificate.**
  - c) **Residential Certificate**
  - d) **OBC Certificate (if any)**
  - e) **Physically Challenged Certificate (if applicable) and**
  - f) The Registration Fee of **Rs. 100.00** (Rs. One Hundred) only to be deposited at the University Cash Counter.(ii) A student of M.A./M.Sc. programme has to submitted **Migration Certificate** from the University last studied.
3. Application Form with insufficient or false information will be cancelled forthwith.

**Reference No: - 009./AU/REG/Quot./17-18**

**Date: 02/11/2017**

Copy to:

1. The Chairman, General Purchase Committee, Aliah University
2. Notice Board at New Town Campus, IIA/27, New Town, Rajarhat, Kolkata – 700 156
3. Notice Board at Park Circus Campus, 17, Gora Chand Road, Kolkata – 700 014
4. Notice Board at Main Campus, 21, Haji Md. Mohsin Square, Kolkata – 700 016
5. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**

**Sd/-**  
Registrar