



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

NOTICE INVITING QUOTATIONS

Ref No **016/AU/REG/NIQ/17-18**

Date: 05/01/2018

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supplying and Installing One (01) Desktop Sheetfed Scanner for Stores and Purchase Section of Aliah University.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites Sealed Quotation from the bonafide and resourceful **Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supplying and Installing One (01) Desktop Sheetfed Scanner for Stores and Purchase Section of 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 **16/01/2018 up to 03 P.M.** The Bid will tentatively open on **17/01/2018 on 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- 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: registrar@aliah.ac.in and copy to store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	08/01/2018 at 2 PM
3	Bid submission start date	09/01/2018 at 12 PM
4	Bid Submission closing	16/01/2018 at 3 PM
5	Techno Commercial Bid opening date (Tentative) O/o The Registrar, Aliah University, New Town	17/01/2018 at 3 PM

Sd/-
Registrar
Aliah University,

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. **Desktop Sheetfed Scanner** must be supplied 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/GST, packing freight to destination, Insurances, Installation and levies for the items supplied. Prices must be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials.
3. Items should be delivered on the door at the Stores & Purchase Section Aliah University New town Campus at free of cost by the bidders.
4. Warranty/Guarantee: As per OEM.
5. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
6. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
7. **Liquidated Damage:** If a firm accepts an order and fails to execute the order in full as per the terms and conditions stipulated therein, it will be open to this institute to recover liquidated damages from the firm at the rate of 1% per week of the order value subject to a maximum of 10% of the order value. It will also be open to this institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.
8. If any kind of defect in equipment/ machine or deviations from the specification are detected and reported, the supplier should replaced or rectify the defect immediately.
9. **Payment Condition:-** 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. Successful vendor should arrange to submit a **Performance Bank Guarantee or F.D.R.** to the tune of 10% amount of the total purchase value at the time of submitting the bill. This Performance Bank guarantee should be issued from any Nationalized Bank and validity of the same will be till **warranty period +60 days** from the date of delivery / installation of the material. The payment will made 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. VAT/TIN No (Required from the vendors belongs to West Bengal)

Any request for any sort of advance payment shall not be entertained.

10. The categories of items, dates 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

(Please attach all relevant documents)

To
The
Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 160

Sub: **Supplying and Installing One (01) Desktop Sheetfed Scanner for Stores and Purchase Section of 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	Organisation Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)
2.2	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)
2.3	VAT/GST Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)

COMPLIANCE STATEMENT AND PRICE BID:

S1	Para of Quotations Enquiry Specification of Items Offered	Q	Compliance to Quotations specifications whether YES/NO	RATE
	1	2	3	4
1	Desktop Sheetfed Scanner, Specification: <ul style="list-style-type: none"> Automatic or manual sheet feeding A4/Legal, 60 Sheets ADF, Desktop Sheetfed Type (ADF) Scanning Side Simplex / Duplex / Skip blank page / Folio Scanning Resolutions upto 600 x 600dpi Scanning Speed- <u>(Black and White, 256-level Grayscale, 24-bit Colour) 25ppm (simplex) / 70ipm (duplex)</u> Duty cycle approx 3500 -4000 pages / day Scan A3 document through folio mode Interfaces Hi-Speed USB 2.0 Software ISIS / TWAIN Driver, CaptureOnTouch, CapturePerfect, eCopy PDF Pro Office, PaperPort SE, OmniPage SE, BizCard Reader Power Requirements AC 100 - 240V (50 / 60Hz) 	1		
TOTAL QUOTE				

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 Quotations. We confirm that the normal commercial warranty/guarantee of mentioned in this Quotations 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: 016/AU/REG/NIQ/17-18

Dated: 05/01/2018

Copy to:

- 1. Chairman, Computer Purchase Committee, Aliah University**
- 2. Notice Board at Aliah University**
- 3. Website: www.aliah.ac.in**
- 4. Guard File**

Sd/-
REGISTRAR