



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 QUOTATION

Ref No: **051/AU/REG/NIQ/19-20**

Date: 11/03/2020

Sub: Sealed Quotations are invited from the bonafide and resourceful Agents/Suppliers/Contractors for Printing and Supply of Envelop and Invitation Card of 1st Convocation of Aliah University.

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 **Agents/Contractors/Suppliers for Printing and Supply of Envelop and Invitation Card of 1st Convocation of Aliah University**. The tentative quantity or descriptions of the required items/works are mentioned. For detailed configuration and others, contact Sports chairman at Aliah University.

Interested **Bidders** may submit their **Quotation** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **19/03/2020 up to 3 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- III)**.

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 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	11/03/2020 at 2 P.M
3	Bid submission start date	12/03/2020 at 12 P.M
4	Bid Submission closing	19/03/2020 up to 3 P.M
5	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town (Tentative)	19/03/2020 at 04 P.M

Sd/-
Registrar Officiating
(The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. Completion of the work must be done within 30 days of issuing work order and must be completed in the New Town campus of Aliah University, Kolkata.
2. 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.

3. **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 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.
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. 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.
5. 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
6. **The L1 bidder will be selected on overall items only. The bidder must quote in all items otherwise their bids will be rejected.**
7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
8. 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.
9. Payment terms: 100% payment will be released within (30) days only after supply of all items duly certified by the concern Department. 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 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.
11. Part work can be done if the administration wishes. For detailed description of work, the quotationer need to visit the site and consult the sports authority of the University

Annexure II : Technical Bid Application Format

(Please attach all relevant documents)

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

Sub: **Application for Printing and Supply of Envelop and Invitation Card of 1st Convocation 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	
2. TECHNICAL DOCUMENTS		
2.1	Company Registration No./Trade License No./Partnership Deed No. (Submit photocopy along with NIQ)	
2.2	PAN Registration No (Photocopy Required to Be Submitted along with NIQ)	
2.3	GST Registration No (Photocopy Required to Be Submitted along with NIQ)	
2.4	Proof of having done such or related works of more than 5 lakhs for last 2 years	

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID

1. COMPLIANCE STATEMENT

Para of Quotation Enquiry Specification	Specification of Items Offered For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site, Department of Biological Sciences, Aliah University New Town Campus, IIA/27, New Town, Kolkata – 700 160	Compliance to Quotation specification whether yes or no	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous term.
1	2	3	4
Envelope: Size- as per artwork Paper - 130gsm Mont Blanc Imported Paper Digital single side printing Envelope making			
Invitation Card : Size - as per sample given Digital back to back printing Paper- 240gsm Natural Evolution White Imported Paper Creasing and Folding			

2. 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	Envelope: Size- as per artwork Paper - 130gsm Mont Blanc Imported Paper Digital single side printing Envelope making	700 Nos				
2	Invitation Card : Size - as per sample given Digital back to back printing Paper- 240gsm Natural Evolution White Imported Paper Creasing and Folding	700 Nos				
Total Quotation Value						
Total value in Words						

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 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

Date _____

Name _____

Designation _____

Seal

Ref. No: 051/AU/REG/NIQ/19-20

Dated: 11/03/2020

Copy to:

1. **Chairman, Invitation Committee, 1st convocation**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**
4. **Guard File**

Sd/-
Registrar (Officiating)