



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 TENDER

Ref No **002/AU/REG/NIT/17-18**

Date: 11/05/2017

**Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents for Electrical Work at Digital Libraries at New Town Campus and Park Circus Campus of Aliah University.**

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/Agents for Electrical Work at Digital Libraries of Aliah University, New Town Campus and Park Circus Campus**. The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately.

Interested **Bidders** may submit their **Tender** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700156, West Bengal, India by **25/05/2017 up to 2 P.M** . The Technical Bid will open on **25/05/2017 on 03:30 P.M**

Tender document can be downloaded from Website of Aliah University, <http://www.aliah.ac.in>.

### **Scope of Work:**

In this regard NIT has been invited in two fold basis i.e. Technical Bid and Financial Bid.

Filled-in applications with all credentials & other related documents must be submitted on or before **25/05/2017 up to 2 P.M** at the office of the **Registrar, Aliah University, New Town Campus**. Incomplete applications or applications received after the last date of submission will not be considered for empanelment. Interested bidders are requested to provide their Tenders following the format in **Annexure- II in their official letter heads along with signed Compliance Statement and Price Bid (Annexure- III)**.

- i. Annexure I : General Terms & Conditions
- ii. Annexure II : Technical Bid Application Format
- iii. Annexure III : Price Bid

**The sealed cover containing the afore-mentioned documents superscripted with the Tender Notice No. and submission date are to be submitted O/o Registrar of the University at New Town Campus.**

**LAST DATE OF SUBMISSION OF TENDERS** : 25/05/2017 up to 2 P.M.

**DATE OF OPENING OF THE TENDERS** : 25/05/2017 on 03:30 P.M.

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.

**Registrar  
Aliah University,**

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

1. The work must be start within 10 days if issuing work order
2. The successful tenderer will be required to furnish a **Performance Security Deposit** of 10% of contract amount in the form of Fixed Deposit Receipt or Bank Guarantee from any scheduled Bank duly pledged in the name of the "**Aliah University**". The security deposit can be forfeited by order of this University in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. The Security Deposit can also be deducted from the bill & same will be refunded after satisfactorily completion of warranty period. Guaranty/Warranty period for the products must be for 2 year.
3. The tenderer should bear all the transportation & insurance **risk** till the 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.
4. **The rates** so quoted must be inclusive of all Taxes, VAT, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and necessary installation and fixing at designated places at Aliah University and all charges i.e. cost of Equipments and other incidental charges for supplying at destination level and onsite warranty 2 (Two) years 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.
5. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
6. 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.
7. 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
8. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
9. 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.
10. Payment terms: 100% payment will be released within (30) days only after successful installation and commissioning of the supplied items duly certified by the concern authority. 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
11. 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.

12. The categories of items and quantity indicated in the Tender 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.
13. The products asked for should be of very high standard and of reputed brand and with **B.I.S/I.S.I** code.
14. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of Aliah University, which will be at liberty to refuse if thinks fit. The tender is not transferable. One tenderer shall submit only one tender.
15. **Experience** of at least **One (1)** nos similar works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities
16. **Annual Turnover** should be equal or more than Rs. 2 Lakh Per Annum

**Annexure II : Technical Bid Application Format**  
**(Please attach all relevant documents)**

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

Sub: **Electrical Work at Digital Libraries at New Town Campus and Park Circus Campus of Aliah University**

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

Sir,

Having examined the N.I.T documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of .....  
in the  
capacity.....  
duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.

2) Tender Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

**1. ABOUT THE ORGANIZATION**

1.1	<b>Name of the organization (In Block Letters)</b>	
1.2	<b>Registered Office Address with telephone no. &amp; email address</b>	
1.3	<b>Status of the Organization Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd. Company</b>	
1.4	<b>Name &amp; address of Chief Executive/ Proprietor</b>	
1.5	<b>Day to day correspondence Office Address (with telephone no. &amp; email address)</b>	
1.6	<b>Letter Regarding Authorized Person competent for</b>	

bidding should be attached herewith				
<b>2. TECHNICAL DOCUMENTS</b>				
2.1	Company Registration No./Trade License No./Partnership Deed (if any) (Please attach documentary evidence)			
2.2	Photocopy of Company Registration /Trade License/Partnership Deed (if any) (Please attach documentary evidence)			
2.3	PAN Registration No (Please attach documentary evidence)			
2.4	I.T. Returns for the Assessment Years 2015-16, 2014-15 and 2013-14			
2.5	Electrical Contractor's License (Please attach documentary evidence)			
2.6	VAT Registration No (Please attach documentary evidence)			
2.7	VAT Return For 2015-16 (Please attach documentary evidence)			
2.8	Service Tax No (Please attach documentary evidence)			
2.9	Service Tax Return For 2015-16 (Please attach documentary evidence)			
2.10	Competent electrical supervisor and workman having relevant license. (Please attach documentary evidence)			
2.11	Bio-Data of electrical supervisor and workman having relevant license.			
<b>3. EXPERIENCE</b>				
3.1	<b>Experience</b> of at least <b>One (1)</b> nos similar works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities			
<b>Sl</b>	<b>Name and Address of Central / State Government Organization / Autonomous Institution / University</b>	<b>Equipment/Instrument Supplied</b>	<b>Cost</b>	<b>Supporting Document like Work order/ Money Receipt.</b>
<b>4. TRANSPARENCY AND DELIVERABLES</b>				
4.1	Please Indicate the delivery period of items.			
4.2	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.			
4.3	The bidder should clearly indicate the availability of service and maintenance facilities at New Town, Kolkata for the items quoted.			
4.4	Self Declaration to provide evidence about bank solvency			
4.5	Declaration regarding annual turnover is more than/ equal to 2 lakh per annum			
4.6	Bank Details		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	

**COMPLIANCE STATEMENT: (FOR NEW TOWN CAMPUS)**

Para of Quotation Enquiry Specification	Quantity	Specification of Items Offered	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	5
Supplying with all complete connection of 4 core 6 sq mm copper cable of Main distribution to SPNDB (Make Havell's / KEI/ Finolex ) (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	30 Mtrs.			
2.5 sq.mm. 1core copper wire.MCB DB to plug board for computer wiring. ( Make- Havells / Finolex / KEI) (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	14 Coils.			
Earth wire of 1sqmm. (MCB DB to plug board for computer wiring each. Make -Havells / Finolex / KEI) (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	6 Coils.			
Supply of 40A 4pole Isolators / MCB incomer and outgoing Havells make for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	4 Pcs.			
Supply of 12 Way SPN DD MCB Box (Havells) for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	02 Pcs.			
Supply of single pole 16/20A MCB (Havells) for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	20 Pcs.			
Supply of 30 pcs,1 ½" & 15 pcs 2" casing, flexible pipe 1 ½" 4 bundle wooden goli 5 pkt. , PVC tape 15 pcs. 1" Screw 5 pkt., etc.(Note: many Miscellaneous items which are not mentioned in the schedule ,& Quantity of casing & pipe will be needed more)	01 Job.			
Supply of Modular Plate and Switch, Socket for computer board etc. as reqd. ( Make -Havells Coral/ Crabtree) a) 6 Modular plate b)5A Switch c) 5A socket (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	96 Pcs. 192 Pcs. 192 Pcs.			
Labour charges for total wiring & complete connection etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	1 L/S			
<b>COMPLIANCE STATEMENT: (FOR PARK CIRCUS CAMPUS)</b>				
Supplying with all complete connection of 4 core 6 sq mm copper	35 Mtrs.			

cable of Main distribution to SPNDB (Make Havell's / KEI/ Finolex )				
2.5 sq.mm. 1core copper wire.MCB DB to plug board for computer wiring. ( Make- Havells / Finolex / KEI)	6 Coils.			
Earth wire of 1sqmm. (MCB DB to plug board for computer wiring each. Make –Havells / Finolex / KEI)	3 Coils.			
Supply of 40A 4pole Isolators / MCB incomer and outgoing Havells make for computer wiring etc. as required.	2 Pcs.			
Supply of 12 Way SPN DD MCB Box (Havells) for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	01 Pcs.			
Supply of single pole 16/20A MCB (Havells) for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	8 Pcs.			
Supply of 17 pcs,1 ½" & 9 pcs 2" casing, flexible pipe 1 ½" 2 bundle wooden goli 2.5 pkt. , PVC tape 9 pcs. 1" Screw 2.5 pkt., etc.(Note: many Miscellaneous items which are not mentioned in the schedule ,& Quantity of casing & pipe will be needed more)	01 Job.			
Supply of Modular Plate and Switch, Socket for computer board etc. as reqd. ( Make –Havells Coral/ Crabtree) a) 6 Modular plate b)5A Switch c) 5A socket	38 Pcs. 76 Pcs. 76 Pcs.			
Supply of Backlight Board cover for filling the gap a) 6 X 4 b) 8 X 10 c) 8 X 6	20 Pcs. 02 Pcs. 04 Pcs.			
Labour charges for total wiring & complete connection etc. as required.	1 L/S			

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

**List of Documents enclosure:-**

Price Bid

Reference No: - 02/AU/REG/NIT/17-18

Date: 11/05/2017

**PRICE BID  
FOR NEW TOWN CAMPUS**

Para of Quotation Enquiry Specification	Quantity	<b>RATE</b> Inclusive of all Taxes, VAT, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and should be included delivery and fixing
Supplying with all complete connection of 4 core 6 sq mm copper cable of Main distribution to SPNDB (Make Havell's / KEI/ Finolex ) (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	30 Mtrs.	
2.5 sq.mm. 1core copper wire.MCB DB to plug board for computer wiring. ( Make- Havells / Finolex / KEI) (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	14 Coils.	
Earth wire of 1sqmm. (MCB DB to plug board for computer wiring each. Make -Havells / Finolex / KEI) (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	6 Coils.	
Supply of 40A 4pole Isolators / MCB incomer and outgoing Havells make for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	4 Pcs.	
Supply of 12 Way SPN DD MCB Box (Havells) for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	02 Pcs.	
Supply of single pole 16/20A MCB (Havells) for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	20 Pcs.	
Supply of 30 pcs, 1 ½" & 15 pcs 2" casing, flexible pipe 1 ½" 4 bundle wooden goli 5 pkt. , PVC tape 15 pcs. 1" Screw 5 pkt. , etc.(Note: many Miscellaneous items which are not mentioned in the schedule ,& Quantity of casing & pipe will be needed more)	01 Job.	
Supply of Modular Plate and Switch, Socket for computer board etc. as reqd. ( Make -Havells Coral/ Crabtree) a) 6 Modular plate b)5A Switch c) 5A socket (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	96 Pcs. 192 Pcs. 192 Pcs.	
Labour charges for total wiring & complete connection etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	1 L/S	

**PRICE BID  
FOR PARK CIRCUS CAMPUS**

Supplying with all complete connection of 4 core 6 sq mm copper cable of Main distribution to SPNDB (Make Havell's / KEI/ Finolex )	35 Mtrs.	
2.5 sq.mm. 1core copper wire.MCB DB to plug board for computer wiring.	6 Coils.	

( Make- Havells / Finolex / KEI)		
Earth wire of 1sqmm. (MCB DB to plug board for computer wiring each. Make –Havells / Finolex / KEI)	3 Coils.	
Supply of 40A 4pole Isolators / MCB incomer and outgoing Havells make for computer wiring etc. as required.	2 Pcs.	
Supply of 12 Way SPN DD MCB Box (Havells) for computer wiring etc. as required. (1 <sup>st</sup> and 2 <sup>nd</sup> floor)	01 Pcs.	
Supply of single pole 16/20A MCB (Havells) for computer wiring etc. as required. (1st and 2nd floor)	8 Pcs.	
Supply of 17 pcs, 1 ½" & 9 pcs 2" casing, flexible pipe 1 ½" 2 bundle wooden goli 2.5 pkt. , PVC tape 9 pcs. 1" Screw 2.5 pkt., etc.(Note: many Miscellaneous items which are not mentioned in the schedule ,& Quantity of casing & pipe will be needed more)	01 Job.	
Supply of Modular Plate and Switch, Socket for computer board etc. as reqd. ( Make –Havells Coral/ Crabtree) a) 6 Modular plate b)5A Switch c) 5A socket	38 Pcs. 76 Pcs. 76 Pcs.	
Supply of Backlight Board cover for filling the gap d) 6 X 4 e) 8 X 10 f) 8 X 6	20 Pcs. 02 Pcs. 04 Pcs.	
Labour charges for total wiring & complete connection etc. as required.	1 L/S	

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.

Signature of the Bidder

Date

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



## SCHEDULE

### Schedule for NIT Reference No: 02/AU/REG/NIT/17-18

SI.	Particulars	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	11/05/2017 at 4 PM
2	Pre-bid meeting to be held at Office of the Registrar, Aliah University	15/05/2017 at 4 PM
3	Bid submission start date	18/05/2017 at 4 PM
4	Bid Submission closing	25/05/2017 at 2 PM
5	Techno Commercial Bid opening date	25/05/2017 at 4 PM

#### **For Any Enquiry**

#### **Please Contact:**

The Registrar  
Aliah University, Kolkata  
Email: [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in)  
and copy to [ith.kolkata@gmail.com](mailto:ith.kolkata@gmail.com)

**Ref. NO:** 01/AU/REG/NIT/17-18

**Dated:** 11/05/2017

#### Copy to:

1. Notice Board at New Town Campus, IIA/27, New Town, Rajarhat, Kolkata – 700 156
2. Notice Board at Park Circus Campus, 17, Gora Chand Road, Kolkata – 700 014
3. Notice Board at Main Campus, 21, Haji Md. Mohsin Square, Kolkata – 700 016
- 4. Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
5. The Member Secretary, West Bengal Minorities' Commission.
6. The Secretary, West Bengal Board of Madrasah Education.
7. The Secretary, West Bengal Urdu Academy, 75/2 R.A.Kidwai Road, Kolkata-16
8. The General Manager, Minorities' Development & Finance Corporation, Salt Lake, Sector-1, Kolkata.
9. The Chief Executive Officer, Board of Wakfs, West Bengal, 6/2, Madan St., Kolkata-72
10. The Executive Officer, West Bengal State Haj Committee.
11. The Secretary, West Bengal Madrasah Service Commission.

Registrar