



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

NOTICE INVITING QUOTATION

Ref No: **001/AU/REG/Quot./17-18**

Date: **13/04/2017**

Sub: Sealed Quotations are invited from the bonafide and resourceful Manufacturers/Contractors/Service Providers/Agents for Supply of Five (5) All in One (Multifunction) Printer for Various Sections and Departments 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 Manufacturers/Contractors/Service Providers/Agents for supply of Five (5) All in One (Multifunction) Printer for Various Sections (Three (3) for Accounts and Finance Section, One (1) for Recruitment Cell and One (1) for Biological Sciences Department. 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 instruments.

NIQ document will be downloaded from **Website** of Aliah University, <http://www.aliah.ac.in>.

Filled-in applications with all credentials & other related documents with mentioning NIQ Notice No on the above of Sealed Envelop must be submitted on or before **21/04/2017** at 02.00 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.

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).**

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

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	12/04/2017 at 03 PM
3	Bid submission start date	13/04/2017 at 11 AM
4	Bid Submission closing	21/04/2017 at 02 PM
5	Techno Commercial Bid opening date the O/o The Registrar, Aliah University, New Town	21/04/2017 at 03 PM

Sd/-
Registrar
Aliah University,

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The materials must be **supply and install** within 7 days of issuing work order
2. **Printed conditions** of supply of the firm, if any, will not be binding on us.
3. Guaranty/Warranty period for the products must be for 2 years.
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. The vendor 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.
6. The Vendor will have to install and commission the Equipments and impart necessary **training along with manual** if any, up to satisfaction of Competent Authority and then only agreed payment will be released. The supplier are advised to dispatch all materials to the respective Institutes on their own convenience strictly within stipulated time period described in the NIQ document/ agreed time as per order placed.
7. Supply of Equipments 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.
8. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
9. On the door delivery will be necessary.
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:** 100% payment will be released within (30) days only after successful installation and commissioning of the supplied 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
12. Issuance of work order as well as **payment of bill** on its production will be made after successful completion of the work subject to availability of fund and no claim whatsoever will be entertained for any delay of issuance of work order as well as payment, if any. Deduction of Income Tax, VAT (if required) will be made at source in accordance with the existing rules / Orders. Intending vendor may consider these criteria while quoting their rates.
13. 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.
14. 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.

15. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
16. The Supplier should be a reputed and an authorized firm/supplier having after sales service **agreement with the OEM**
17. **Experience** of supplying similar product at least **One (1)** nos works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities
18. **Annual Turnover** should be equal or more than Rs. 3 Lakh Per Annum
19. An undertaking should be given stating therein that the Firm has not been **debarred or penalized or blacklisted** for any reason and consequently thrown out of work by any Government Department.
20. The bidder should clearly indicate the availability of service and maintenance facilities at New Town, Kolkata for the items quoted
21. **Rejection of bids:** Aliah University reserves the right to reject any or all the bids and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any expenditure that might have been incurred by any Bidder at the stage of bidding.
22. During scrutiny, if it comes to the notice to the Quotation inviting authority that the credential(s) and/or any other paper(s) of any bidder/Bidder has/have been found incorrect/ manufactured/ fabricated, that bidder will not be allowed to proceed in the bid process further and penal action may be initiated by the University against the bidder along with **rejection of his bid**. Aliah University reserves the right to cancel the NIQ at any time and no claim in this respect will be entertained.
23. The vendor should submit Manufacturer issued **Dealership certificate** if he is dealer and in case Manufacturer himself is bidding he should enclose proof of being manufacturer.
24. **Training and Demonstration:** Suppliers need to provide adequate sample **Training and Demonstration** at Aliah University to the nominated person of Aliah University at their cost. Assistance limited to locking companies with manufacturer will not be considered sufficient.

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

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

Sub: **Supply of Five (5) All in One Printer for Various Sections and Departments of Aliah University.**

Ref: - _____N.I.Q. Nodated

Sir,

Having examined the N.I.Q 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) Quotation Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Quotation Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

1. ABOUT THE ORGANIZATION

1.1	Name of the organization (In Block Letters)	
1.2	Registered Office Address with telephone no. & email address	
1.3	Name & address of Chief Executive/ Proprietor	
1.4	Name of the Representative(s) indicating Designation who would be calling and attending to our work (designation, email id and mobile phone number)	
1.5	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 (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	VAT/TIN Registration No (if any) (Please attach documentary evidence)	
2.5	VAT/TIN Return / Confirmation For 2015-16 (if any) (Please attach documentary evidence)	
2.6	Manufacturer Certificate No. (if any)	
2.7	Please attach documentary evidence of Manufacturer Certificate (if any)	
2.8	Dealership certificate no on the offered products from OEM in case of dealer/s; (if any)	
2.9	Please attach documentary evidence of Dealership certificate (if any)	
2.10	Original Copy of Manual to be Enclosed herewith	

3. EXPERIENCE

3	Details of experience with Evidences:- Experience of supplying similar product at least One (1) nos works in renowned Central or State Government Departments/Technical institutes/Training or Educational Institute/Universities			
Sl	Name and Address of Central / State Government Organization / Autonomous Institution / University	Supply of Similar Items	Cost	Supporting Document like Work order/ Money Receipt/ Challan Copy.

4. TRANSPARENCY AND DELIVERABLES

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	Self Declaration regarding annual turnover is more than/ equal to 3 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

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
All in One (Multifunction) Computer Printer	5 nos	<ul style="list-style-type: none"> Print Speed (A4)- Mono - 20 PPM P; PPM Network Capability - Yes ; Simplex - Yes ; Paper Size - A4 ; Cartridge Technology - Composite ; Wireless - Yes ; Connectivity - standard 1 Hi-Speed USB 2.0 1 Fast Ethernet 10/100Base-TX 1 WiFi 802.11b/g/n ; Simplex - Yes ; Resolution - 600x600 dpi; Paper Tray Capacity 250 Sheets Number Of Paper Trays 1 ; Memory 128 MB ; Print Language PCL 5 ; Print technology - Laser Scanner type Flatbed; Scan file format Windows Scan Software supports file format: JPG, RAW (BMP), PDF, TIFF, PNG Mac Scan SW supports file format: TIFF, PNG, JPEG, JPEG-2000, PDF, PDF-Searchable, RTF, TXT ; Scan resolution, optical Up to 1200 dpi Scan size, maximum 216 x 297 mm Scan speed (normal, A4) Up to 7 ppm (b&w), up to 5 ppm (color) Copy speed (normal) Black: Up to 20 cpm Copy resolution (black text) Up to 300 x 300 dpi Copy resolution (color text and graphics) Up to 400 x 600 dpi opy reduce / enlarge settings 25 to 400% Power Input voltage: 110 to 127 VAC (+/- 12%), 60 Hz (+/- 3 Hz) Input voltage: 220 to 240 VAC (+/- 12%), 50/60 Hz (+/- 3 Hz) (Not dual voltage, power supply varies by part number with # Option code identifier) Power consumption 465 watts (Printing), 110 watts (Copying), 2.2 watts (Ready), 0.7 watts (Sleep/Auto-Off), 0.2 watts (Manual Off) 		

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

List of Documents enclosure:-

Annexure – III

PRICE BID

Reference No: - 001/AU/REG/Quot./17-18

Date: 13/04/2017

Para of Quotation Enquiry Specification	Unit (nos)	Unit Rate (INR) Inclusive of all Taxes, VAT, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and should be for delivery & warranty	Total Quantity	Total Rate (INR) Inclusive of all Taxes, VAT, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and should be for delivery & warranty
All in One (Multifunction) Computer Printer as per Compliance Statement	1		5 nos	

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 NIQ. 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.

Signature of the Bidder

Date _____

Name _____

Designation _____

Seal

Ref. NO: 001/AU/REG/Quot./17-18**Date: 13/04/2017**

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**
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