



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: **010/AU/REG/Quot./17-18**

Date: **10/11/2017**

Sub: Sealed Quotations are invited from the bonafide and resourceful Manufacturers /Suppliers/Agents for Refilling of Black cartridges (Including all spare parts change for prominent refilling) for 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 /Suppliers/Agents for Refilling of Black cartridges (Including all spare parts change for prominent refilling) for Aliah University. 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 **23/11/2017** at 3 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**

i. Annexure I: General Terms & Conditions

ii. Annexure II : Techno-Commercial Application Format with Compliance Statement and 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	14/11/2017 at 2 PM
3	Bid submission start date	16/11/2017 at 12 PM
4	Bid Submission closing	23/11/2017 at 3 PM
5	Techno Commercial Bid opening date (Tentative)	24/11/2017 at 3 PM

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The materials must be **supply and install** within 15 days of issuing work order
2. **Refilling process that starts from collecting empty cartridges from our University and scientific manual test, print test, packaging & delivery. The print quality of refilled cartridges should almost equivalent to original and the page yield that we get cartridges will be equivalent to original specifications.**
3. **Printed conditions** of supply of the firm, if any, will not be binding on us.
4. Guaranty/Warranty period for the products must be for 1 year.
5. **The rates** so quoted must be inclusive of all Taxes, GST, 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 1 (One) year 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.
6. 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.
7. 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.
8. **Payment terms:** 80% payment will be released within (30) days only after successful installation and commissioning of the supplied items duly certified by the concern authority/committee. Remaining 20% payment will be released after successful completion of warranty period i.e. 1 Year. 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
9. 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, GST, 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.
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. 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.
12. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
13. **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
14. 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.
15. The bidder should clearly indicate the availability of service and maintenance facilities at New Town, Kolkata for the items quoted
16. **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.
17. 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.
18. **Sample:** Suppliers need to provide adequate sample of quoted items at Aliah University to the nominated person of Aliah University at their cost.

Annexure II : Technical Bid Application Format

(Please attach all relevant documents)

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

Sub: **Refilling of Black cartridges (Including all spare parts change for prominent refilling)
for Aliah University.**

Ref: - _____ N.I.Q. Nodated

Sir,

1. ABOUT THE ORGANIZATION				
1.1	Name of the Organization			
1.2	Name of Authorized Person with designation			
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	Company Registration No./Trade License No./Partnership Deed (if any) (Please attach Registration Certificate)			
2.2	PAN Registration No (Please attach Registration Certificate)			
2.3	I.T. Return for the period of 2016-17 need to be attach. Acknowledgement of the same is also permissible			
2.4	Audited Statement of Balance Sheet and Profit and Loss Account for the period of 2016-17 should be attach herewith			
2.5	GST/VAT/TIN Registration No (if any) (Please attach Registration Certificate)			
2.6	OEM Certification (if any) needs to be attached herewith			
2.7	I/We hereby undertake that my/our firm or its partners or its directors have not been black listed. Neither any court case is pending against the firm nor is any complaint regarding business irregularities pending against the bidding firm in India or abroad. I/We understand that if at any stage of bid evaluation it is found that the firm has given wrong or misleading information in context with this bid; the offered bid is liable to be rejected by Aliah University.			
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.

COMPLIANCE STATEMENT AND PRICE BID

Sl	Item	Quantity	Compliance to Quotation specification whether YES/ NO	RATE	
				Inclusive of all Taxes, GST/VAT, Central Excise, Service Tax, customs Duty if any, packing freight to destination, Insurances and levies and should be for delivery & warranty & Installation Charges	
				Rate Per Unit	Total Rate
1	2	4	5	6	7
1	Refilling of Black cartridges (Including all spare parts change for prominent refilling)				
1.1	Model - 14A (HP)	1			
1.2	Model - 88A (HP)	70			
1.3	Model - 12A (HP)	15			
1.4	Model - 05A (HP)	1			
1.5	Model - 55A (HP)	1			
1.6	Model - 93A (HP)	8			
1.7	Model - 925 (Canon)	15			
Total Quoted Price					

Total Quoted Price in Words.. Rupees

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 :

Seal

List of Documents enclosure:-

Ref. NO: 010/AU/REG/Quot./17-18

Date: 10/11/2017

Copy to:

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

Sd/-
Registrar