جامعة عالية

Aliah University

(An autonomous Institution under the Department of Minority Affairs & Madrasah Education, Govt. of WB)
IIA/27, New Town, Rajarhat, Kolkata – 700 156, West Bengal
Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No: **010/AU/REG/NIQ/26-27** Date: 15/09/2026

Sub: Sealed Quotations are invited from the bonafide and resourceful Vendors for Supplying 1800 Nos Smart Cards and 20 Cartridges (YMCKO ZXP3 280IMG IN) for ID Card Printing for Library section Aliah University New Town Campus

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Quotations from the bonafide and resourceful Vendors for Supplying 1800 Nos Smart Cards and 20 Cartridges (YMCKO ZXP3 280IMG IN) for ID Card Printing for Library section Aliah University New Town Campus** 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 materials. NIQ document will be downloaded from Website of Aliah University, http://www.aliah.ac.in. Tender must be submitted on or before **05/10/2026 at 03 P.M (Strictly)** at the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700160, 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. **The sealed envelope must be with super scribing the Name, e-mail, Contact No. of Tenderer, NIQ Reference Number and Purpose of NIQ.** In this regard Techno-Commercial Bids has been invited in two fold basis i.e. Technical Bid and Financial Bid. Interested bidders are requested to provide their Quotes following the **Application Format** in **Annexure- II** in their official letter head along with **signed Compliance Statement and Price Bid (Annexure– III)**. The Bidders are also requested to go through the **Annexure- I** for **relevant terms and conditions necessary for participation in this 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. They must read and accept Terms and Conditions and scope of work of this NIQ as per Annexure- I. For any information in this regard please visit **Central Library** of Aliah University New Town Campus. Information may also seek from the following e-mails to **storesandpurchase@aliah.ac.in; with a copy to registrar@aliah.ac.in;** the emails will be forwarded to the respective Department.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	**15/09/2026 at 02 P.M**
2	Bid submission start date	**16/09/2026 at 12 P.M**
3	Bid Submission closing	**05/10/2026 at 03 P.M (Strictly)**
4	Techno Commercial Bid opening date O/o The **Registrar, Aliah University, New Town. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)**	**06/10/2026 at 12 P.M Tentative)**

Sd/-
Registrar (Officiating)
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. **The item must be supplied within Fifteen Days of Issuing Work Order to Library Section of Aliah University, Ground Floor, New Town Campus On the door delivery will be necessary.**
2. **Completion of Awarded Job:**
   If the selected party is unable to provide satisfactory design within the stipulated time period, Authority, Aliah University shall reserve the right to cancel the PO/LOI/ Work Order

3. 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.
4. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
5. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
6. **Payment terms: 100% payment will be released within sixty (60) days only after successful receiving 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**. **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
7. 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.
8. Bid shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
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. ***THE BIDDER IS REQUESTED TO VISIT THE CENTRAL LIBRARY TO VERIFY THE SAMPLE AVAILABLE AND ASSESS THE EXACT WORK BEFORE SUBMISSION OF QUOTATION***
11. ***Quotation must be submitted with samples of Smart Cards***
12. The rates quoted will remain valid for one year from the date of acceptance of this award of contract. The Honorable Vice Chancellor, Aliah University reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer/s.
13. **Inspection and Quality Control tests** before evaluation, prior to shipment of Goods and at the time of final acceptance are as follows: Inspection of Goods including functional testing, burning tests and mains fluctuation test at full load, facilities etc., as per the standards may be done at factory site of the Supplier before award of the Purchase Contract, by the Aliah University; Provided that the Aliah University may, at its sole discretion, waive inspection of goods having regard to the value of the order and/or the nature of the goods and/or any other such basis as may be decided at the sole discretion of the Aliah University meriting waiver of such inspection of goods.
14. 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
15. Aliah University may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions, epidemic/pandemic and strikes (only those which exceed a duration of ten continuous days) at successful Bidders factory.
16. **The rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, packing freight to destination, Insurances and levies and necessary job as mentioned at designated places at Aliah University and all charges i.e. cost of Equipment and other incidental charges for supplying at destination level and 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. **The bidder will be selected on overall rate only. The bidder must quote in all items otherwise their bids will be rejected.**

17. **Multiple bids from a single vendor are subject to cancel all Bids from that Bidder.**
18. The products asked for should be of very high standard and preferably reputed brand and/or with B.I.S/I.S.I code
19. If there is tie in financial evaluation tie breaker will be oldest registered organization.

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

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

Sub: Application for Supplying 1800 Nos Smart Cards and 20 Cartridges (YMCKO ZXP3 280IMG IN) for ID Card Printing for Library section Aliah University New Town Campus

Ref: - _____N.I.Q. No ……dated …….

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	
2.2	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)	
2.3	PAN Registration No (Photocopy Required to Be Submitted along with NIQ)	
2.4	GST Registration No (Photocopy Required to Be Submitted along with NIQ)	
2.5	**Copy of Similar Nature Work Experience with any Reputed Private or Government Body Must Be Attached (Preferable)**	

Annexure– III COMPLIANCE STATEMENT

Specifications of Items Offered All bidders are required to visit the site before submitting the proposal Central Library, Aliah University, New Town Campus, IIA/27, New Town, Kolkata-700160	Specification of Items/Components 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**
Smart Cards	ISO/IEC 14443A Mifare passive contactless 1 kb memory with the offered RFID system for membership/patron using standard protocol of SIP for Read/Write/Rewrite. Must be for multipurpose use.		
Cartridges	YMCKO ZXP3 280IMG IN		

Price Bid

Sl. No	*Description*	*Qnty.*	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	**Smart Cards**	**1800**				
2	Cartridges (YMCKO ZXP3 280IMG IN)	**20**				
					Total Price in Rupees	
Total Price in Word						

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/complete the above goods/equipment/products/ **and services** 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 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: 010/AU/REG/NIQ/26-27 **Dated:** 15/09/2026

Copy to:

1. Chairman, ID card committee
2. Mr. Asif Iqbal, Asst Librarian, Central Library
3. Store Keeper, Aliah University
4. Website: www.aliah.ac.in
5. Aliah University Notice Board
6. Guard FileSd/-

Registrar (Officiating) Aliah University