



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 AU/REG/NIT-15/16-17

Date: 15/03/2017

**Sub: Sealed Tenders are invited from the bonafide and resourceful Manufacturers/Contractors/Service Providers/Agents for supply of Video and Photo Journalism Equipments at Deptt. of Journalism and Mass Communication 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 Manufacturers/Contractors/Service Providers/Agents for supply of Video and Photo Journalism Equipments at Deptt. of Journalism and Mass Communication.** 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.

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 **05/04/2017** at 4 PM. Tender document will 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 **05/04/2017** at 4 PM 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 THE TECHNO COMMERCIAL TENDERS : 05/04/ 2017 up to 4 P.M.**  
**DATE OF OPENING OF THE TECHNO COMMERCIAL TENDERS : 07/04/ 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.

Sd/-  
Registrar  
Aliah University,

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

1. The materials must be **supply and install** within 30 days of issuing work order
2. **Printed conditions** of supply of the firm, if any, will not be binding on us.
3. 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 satisfactory completion of warranty period. 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 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.
6. The Tenderer 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 tender 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. **Liquidation Damage:** 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
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. On the door delivery will be necessary.
11. 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.
12. **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

13. 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 tenderer may consider these criteria while quoting their rates.
14. 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.
15. 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.
16. The products asked for should be of very high standard and of reputed brand and/or with **B.I.S/I.S.I** code.
17. The Manufacturer may be having Certifications like **ISO 9001:2008, ISO 14001:2004, ISO 18001:2007**.
18. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
19. The Supplier should be a reputed and an authorized firm/supplier having after sales service **agreement with the OEM**
20. **Experience** of supplying similar instruments since 03 years at renowned Government Technical institutes/ Universities at least **Three (3)** nos
21. **Annual Turnover** should be equal or more than Rs. 5 Lakh Per Annum
22. 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.
23. The bidder should clearly indicate the availability of service and maintenance facilities at Park Circus, Kolkata for the items quoted
24. **Pre Bid Meeting:** All Tenderer are advised to attend the Pre-Bid meeting in order to make themselves fully aware of the work conditions. In the event of non -attendance of the Pre -Bid meeting by the Tenderer, it would, however, be presumed that the Tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the Tenderer / Bidder in this regard would be entertained. Pre-Bid meeting will be held on **21<sup>st</sup> March 2017** at 3 PM at **Office of the Deputy Registrar, Aliah University Park Circus Campus, Address:17, Gorachand Rd, Beniapukur, Kolkata, West Bengal 700014**
25. **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.
26. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from Aliah University (or takes longer period in spite of what Aliah University may authorize in writing), Aliah University may **terminate** the contract / purchase order in completely or in part and forfeit the Security Deposit. In addition to above, Aliah University may at its discretion also take the following actions: Aliah University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Aliah University for any extra expenditure involved towards goods and services to complete the scope of.
27. During scrutiny, if it comes to the notice to the Tender 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 NIT at any time and no claim in this respect will be entertained.
28. The tenderer should submit Manufacturer issued **Dealership certificate** if he is dealer and in case Manufacturer himself is bidding he should enclose proof of being manufacturer.
29. **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 Video and Photo Journalism Equipments at Deptt. of Journalism and Mass Communication 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>Name of the Representative(s) indicating Designation who would be calling and attending to our work (designation, email id and mobile phone number)</b>	
1.6	<b>Date of Establishment</b>	
1.8	<b>Day to day correspondence Office Address (with telephone no. &amp; email address)</b>	
1.10	<b>Authorized Service Station Name, address, contact person name, phone number, e-mail</b>	

1.11	Letter Regarding Authorized Person competent for 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. Return for the period of 2015-16, 2014-15 & 2013-12 need to be attach. Acknowledgement of the same is also permissible			
2.5	Audited Statement of Balance Sheet and Profit and Loss Account for the period of 2015-16, 2014-15 & 2013-14 should be attach herewith			
2.6	VAT/TIN Registration No (if any) (Please attach documentary evidence)			
2.7	VAT/TIN Return / Confirmation For 2015-16 (if any) (Please attach documentary evidence)			
2.8	Service Tax Registration No (if any) (Please attach documentary evidence)			
2.9	Service Tax Return For 2015-16 (if any) (Please attach documentary evidence)			
2.10	CST Registration No (if any) (Please attach documentary evidence)			
2.11	CST Return Clearance For 2015-16 (if any) (Please attach documentary evidence)			
2.12	Professional Tax Registration No (if any) (Please attach documentary evidence)			
2.13	Professional Tax Return For 2015-16 (if any) (Please attach documentary evidence)			
2.14	Manufacturer Certificate No. (if any)			
2.15	Please attach documentary evidence of Manufacturer Certificate (if any)			
2.16	Dealership certificate no on the offered products from OEM in case of dealer/s; (if any)			
2.17	Please attach documentary evidence of Dealership certificate (if any)			
2.18	ISO 9001:2008, ISO 14001:2004, ISO 18001:2007 Certificate No. (if any)			
2.19	Please attach documentary evidence of ISO 9001:2008, ISO 14001:2004, ISO 18001:2007 Certificate No. (if any)			
2.20	Original Copy of Catalogue / Manual to be Enclosed herewith (if any)			
<b>3. EXPERIENCE</b>				
3.1	Years of Experience in Supply of Similar Items			
3.3	Details of experience with Evidences:- <b>Experience</b> of supplying similar instruments since 03 years at renowned Government Technical institutes/Training or Educational Institute/Universities at least <b>Three (3)</b> nos			
SI	Name and Address of Central / State Government Organization / Autonomous Institution / University	Supply of Similar Items	Cost	Supporting Document like Work order/ Money Receipt.


#### 4. TRANSPARENCY AND DELIVERABLES

<b>4.1</b>	<b>Please Indicate the delivery period of tender.</b>	
<b>4.2</b>	<b>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.</b>	
<b>4.3</b>	<b>The bidder should clearly indicate the availability of service and maintenance facilities at Park Circus, Kolkata for the items quoted.</b>	
<b>4.4</b>	<b>Self Declaration to provide evidence about bank solvency</b>	
	<b>Declaration regarding annual turnover is more than/ equal to 5 lakh per annum</b>	
<b>4.5</b>	<b>Bank Details</b>	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
<b>4.6</b>	<b>Declaring that the products asked for very high standard and of reputed brand and with B.I.S/I.S.I code.</b>	

**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
DSLR Camera with Tripod	3 nos	<ul style="list-style-type: none"> <li>• 24.1 Megapixel DX-format CMOS image sensor</li> <li>• 3.0-inch 921,000-dot Vari-angle LCD display that swivels to nearly any position</li> <li>• Built-in HDR (high dynamic range) and pro-quality special effects and filters</li> <li>• Serious video capabilities: Full HD (1080p) recording at 30p, 25p, 24p and 60i, plus an ultra-high quality built-in stereo microphone</li> <li>• Wi-Fi photo sharing and camera control with the optional WU-1a Wireless Adapter</li> <li>• Single-lens reflex digital camera</li> <li>• Sensor Size 23.5 mm x 15.6 mm</li> <li>• IF-ED Twin Lens and Lens Aperture Instant-return type</li> <li>• Shutter Speed 1/4000 to 30 sec. in steps of 1/3 or 1/2 EV Bulb</li> <li>• Top Continuous Shooting Speed at full resolution 5 frames per second</li> <li>• Self-timer 2, 5, 10, 20 sec.; 1 to 9 exposures Timer duration electronically controlled</li> <li>• Autofocus Sensitivity -1 to +19 EV (ISO 100, 20°C/68°F)</li> <li>• Monitor Resolution 921,000 Dots</li> <li>• Monitor Adjustments Brightness, 3 levels Brightness control using ambient brightness sensor</li> <li>• Battery / Batteries One EN-EL14a Rechargeable Li-ion Battery or EN-EL14 Rechargeable Li-ion Battery with 500 shots CIPA</li> <li>• 32 GB Card and Camera Bag</li> <li>• <b>Tripod:-</b> Lightweight(3 pan head, bubble level, adjustable legs)</li> </ul>		
Projector	1 no	<ul style="list-style-type: none"> <li>• 2500lm Full HD Blu-ray 3D Supported</li> <li>• 1.31-1.57 (60"@2m) Throw Ratio</li> <li>• 1.2X Zoom</li> <li>• 13000:1 Contrast Ratio (Darkchip3)</li> <li>• SmartEco Technology</li> <li>• Native Resolution 720p (1280 x 720),</li> <li>• Display Color 1.07 Billion Colors, Image Size (Diagonal) 43"-300",</li> <li>• Lamp Type 210W,</li> <li>• Lamp Mode (Normal / Economic / Smart Eco / Lamp Save / Lumen Care) 4000/5000/6500/NA/NA hours</li> </ul>		
Projection Screen	1 no	White Color Tripod Projector Screen with Tripod (84" Diagonal, 70"W X 48") 6 feet by 8 feet		
Television 40"	1 no	<ul style="list-style-type: none"> <li>• Features: Built-in woofer for powerful bass sound with Slim Design, Clear Resolution Enhancer for detailed TV pictures with less noise</li> <li>• Power Supply: 50-60Hz, AC 100-240V Hz</li> <li>• Display Features: Full HD Features</li> <li>• Functionality: Gaming TV Units</li> <li>• Display Type: LED</li> <li>• Screen Size: 40 Inches</li> <li>• Connectivity: HDMI, USB</li> <li>• Resolution: 1920x1080</li> <li>• Number of selectable Picture Modes: 10</li> <li>• Selectable Sound Modes: 5</li> <li>• Audio Output: 16 Watts</li> </ul>		
Computer Speaker	1 no	<ul style="list-style-type: none"> <li>• Audio Features Max Output RMS - per Satellite (W) 5 W</li> <li>• Dimensions Satellite (Width x Height x Depth) 198 x 89 x 89 mm</li> <li>• Laptop/Desktop Speaker</li> <li>• Key Features 2.0 Channel Configuration, Total Output of 10 W RMS, 2 Satellites, 2 Channel Configuration</li> </ul>		
Audio Recorder	1 no	Recording Modes Linear PCM, Built-in Speaker, MP3 Playback, 4 GB Capacity, PC Connectivity, Noise Reduction, 1 AAA NiMH Rechargeable batteries, Recording Time in LPCM 6 hrs, LCD Display, With USB, Speaker Output Power 90 mW, MicroSD Card Slot, 4 GB MicroSD, Speaker Size 20 MM and Professional Quality Lapel MIC compatible with recorder		

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: - AU/REG/NIT-15/16-17**

**Date: 15/03/2017**

<b>Para of Quotation Enquiry Specification</b>	<b>Unit (nos)</b>	<b>Unit Rate 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</b>	<b>Total Quantity</b>	<b>Total Rate 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</b>
DSLR Camera with Tripod	1		3 nos	
Projector	1		1 no	
Projection Screen	1		1 no	
Television 40"	1		1 no	
Computer Speaker	1		1 no	
Audio Recorder	1		1 no	

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: AU/REG/NIT- 15/16-17**

<b>Sl.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	17/03/2017 at 2 PM
2	Pre-bid meeting to be held at Office of the Registrar, Aliah University	21/03/2017 at 2 PM
3	Bid submission start date	24/03/2017 at 2 PM
4	Bid Submission closing	05/04/2017 at 2 PM
5	Techno Commercial Bid opening date	07/04/2017 at 2 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:** AU/REG/NIT-15/16-17

**Dated:** 15/03/2017

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.

Sd/-  
Registrar