



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 – 700 160, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING TENDER

Ref No: **25/AU/REG/NIT/17-18**

Date: 16 / 03 / 2018

Sub: Sealed Tenders are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for Supply and Installation of Various Goods for Art and Craft Resource Centre of Department of Education, Aliah University, Park Circus Campus.

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/Wholesalers/Suppliers for Supply and Installation of Various Goods for Art and Craft Resource Centre of Department of Education, Aliah University, Park Circus Campus.**

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah. 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- 700160, West Bengal, India by **23/03/2018 up to 02 P.M** The Techno-commercial Bid will tentatively open on **23/03/2018 up to 3.45 P.M**

Scope of Work:

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

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- II).**

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 contact **phone 8584853812** Email: jhaakif@gmail.com, education.aliah@gmail.com and copy to registrar@aliah.ac.in; store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	16/03/2018 up to 03 P.M
3	Bid submission start date	16/03/2018 up to 03 P.M
4	Bid Submission closing	23/03/2018 up to 02 P.M
5	Techno Commercial Bid opening (Tentative) date O/o The Deputy Registrar, Aliah University, Park Circus Campus, 17, Gorachand Road, Beniapukur, Kolkata, West Bengal 700014	23/03/2018 up to 03.45 P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. **Supply and Installation of Various Goods for Art and Craft Resource Centre for Department of Education, Aliah University, Park Circus Campus** must be completed within 7 days of issuing work order at **Department of Education, Park Circus Campus, 17, Gorachand Road, Beniapukur, Kolkata, West Bengal 700014 Phone 8584853812**
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 satisfactory completion of warranty period. Guaranty/Warranty period for the products must be for 1 year/ As per OEM whichever is higher.
3. The tenderer should bear all the transportation & insurance **risk** till the on door 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 Equipment and other incidental charges for supplying at destination level and onsite warranty 1 (One) year/ As per OEM whichever is higher 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 necessaries 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. The bidder will be selected on overall rate only and the rate should be valid upto 180 days from issuing of Work Order
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
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: 90% payment will be released within (30) days only after successful installation and commissioning of the supplied items duly certified by the concern authority and rest 10% will be released after submission of **Performance Security Deposit** mentioned in the **Point No. 2 Of Annexure -I** . 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:**
Name of the Firm with complete postal address
Name of the Bank with Branch where the Account exist
IFSC CODE
ACCOUNT No
PAN No
12. 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.
13. The products asked for should be of very high standard and of reputed brand and preferably with **B.I.S/I.S.I** code.

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 Supply and Installation of Various Goods for Art and Craft Resource Centre for Department of Education, Aliah University, Park Circus Campus**

Ref: - _____ N.I.T. Nodated

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	
2.1	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIT)
2.2	PAN Registration No (If any) (Photocopy Required to Be Submitted along with NIT)
2.3	GST Registration No (If any) (Photocopy Required to Be Submitted along with NIT)
2.6	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.

COMPLIANCE STATEMENT AND PRICE BID:

				TOTAL RATE		
				Inclusive of GST, Insurances and levies and should be for delivery & warranty, fixing & Installation Charges		
SL.	NAME OF ITEMS	Quantity	Compliance to Quotation specification whether YES/ NO	Basic Price (Unit Price X Quantity)	GST	TOTAL Quote (RS.) (CI E + CI F)
A	B	C	D	E	F	G
1.	Steel Wall Almirah (3ft x 4ft x 1ft with 4 shelves with glass doors)	2				
2.	Steel Open Shelves with nut & bolt (7ft x 4ft x 2ft with 6 shelves. Open on all sides with nut and bolt facility)	2				
3.	Single student desk with glass on top (The desk will have glass on top giving visibility and with drawer facility below)	25				
4.	Light Tracing Table (2ft x 3ft x 2ft)	2				

5.	Steel Paper Rack (4ft x 4ft x 3ft with 5 drawers)	1				
6.	Steel Almirah (7ft x 3ft x 2ft with 5 shelves)	1				
7.	Table with Glass on top (6ft x 3ft x 2.5ft with 5 drawers on both side)	3				
8.	Bulletin Board (4ft x 3ft with 2" thickness)	2				
9.	Weight Machine (Electronic)	1				
10.	Revolving Chair (Steel stand with cushion seat)	25				
11.	Stitch machine	1				
12.	Drill machine (Electronic)	1				
13.	Hammer (Iron made)	5				
14.	Bucket (Plastic made of different quantity 10ltr 2pcs, 15ltr 3pcs, 20ltr 2pcs)	7				
15.	Plastic jar (4lts plastic made)	6				
16.	Iron khadhai (5ltrs)	1				
17.	Scissor (iron made)	8				
18.	Stove (single burner)	2				
19.	Tools (Knife, scissors, needle, single punch machine, double punch machine)	10				
20.	Bhumimetre (glass made)	1				
21.	Bowl (Aluminium made 4pcs 1ltr, 2pcs 2ltr, 2pcs 3lts)	8				
22.	A set of wood working tools	5				
23.	Set square set (Measuring geometry instrument)	5				
24.	Easel (wood)	10				
25.	Compressor machine with 2 spray gun (Iron Made)	1				
26.	Scale (2ft Iron Made)	5				
27.	Scale (1ft Iron Made)	5				
28.	Harmonium	1				
29.	Baya and tabla set	1				
30.	Tabla bag (Leather made)	1				
31.	Hammer for table (Iron Made)	1				
32.	Bero tabla	2				
33.	Tabla cover	2				
34.	Tanpura (Ladies)	1				
35.	Tanpura cover and bero	1				
Quoted Amount In INR						
Quoted Amount In Word						

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 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. 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: 25/AU/REG/NIT/17-18

Dated: 16/03/2018

Copy to:

1. Deputy Registrar and Chairman, Departmental Purchase Committee
2. HoD, Department of Education
3. Notice Board at Aliah University
4. Website: www.aliah.ac.in
5. Guard File

**Sd/-
Registrar**