



جامعة عاليه Aliah University

NOTICE INVITING QUOTATION

Ref No 07/AU/REG/Quot./16-17

Date: 18-01-2017

Sub: Sealed Quotations are invited from the bonafide and resourceful Manufacturers/Distributors/Agents for Purchase of 01 Digital Lectern and 30 Headphones for Training and Placement Cell of Aliah University.

Aliah University, Kolkata an Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites Sealed Quotations from the bonafide and resourceful contractors/suppliers/service providers for Supply and Installation of **(1)** One Number of Digital Lectern and **(2)** Thirty (30) Numbers of Headphones for the Training and Placement Cell of the University.

Interested **Manufacturers/Distributors/Agents** may submit their Quotation complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700156, West Bengal, India by 27th January, 2017 at 2 PM. The Technical Bid will open on 27nd December, 2017 at 03:30 PM.

Tender document can be downloaded from Website of Aliah University, <http://www.aliah.ac.in>.

Scope of Work:

To organize Campus Initiative from Training and Placement Cell, Aliah University. In this regard NIQ 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 27th January, 2017 at 2 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 quotations following the format in **Annexure- II in their official letter heads along with signed Application and Declaration (Annexure- III).**

- i. Annexure I : General Terms & Conditions
- ii. Annexure II : 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 OF QUOTATIONS: 27th January, 2017 up to 2 P.M.

DATE OF OPENING OF THE QUOTATIONS: 27th January, 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,**

Eligibility Criteria and Documents to be Submitted

The following are the eligibility criteria for the above stated jobs.

The Contractor should have –

- a. Minimum Two (2) successful supply of such work undertaken for Central/State Government/Public Sector Undertaking/Autonomous Body and Educational Institutes/Reputed Private Concern. (updated documentary evidence to this effect should be enclosed)
- b. The vendor applying for empanelment should not have been blacklisted by any organization at any point of time. (An undertaking in this regard should be submitted duly signed by the authorized person of the Organization).
- c. **Self-attested** photocopies of Registration Certificate of Incorporation (in case of company) / partnership deed (in case of firm), and Valid Trade License etc should be enclosed with the Application.
- d. An undertaking for Bank Solvency should be submitted duly signed by the authorized person of the Organization
- e. **Self-attested** photocopies of valid PAN card, VAT/CST, Insurance, I.T. Returns for the Assessment Years 2015-16, 2014-15 and 2013-14 are to be enclosed with the said application form.

Annexure I: General Terms & Conditions

1. The work must be completed within ten (10) days from the date of placing work order.
2. Ownership of materials shall rest with the supplier until the same is delivered to this University in good condition.
3. Warranty for the products must be for 2 years
4. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
5. The prices quoted should be in Indian Rupees and should include VAT, Central Excise and customs Duty if any, Packing freight to destination, Insurances and levies and should be for delivery and fixing at designated places at Aliah University
6. 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
7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
8. 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.
9. 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. 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
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.

Annexure II : Application Format

1	Name of the organization (In Block Letters)	
2	Date of Establishment	
3	Registered Office Address (with telephone no. & email address)	
4	Day to day correspondence Office Address (with telephone no. & email address)	
5	Registration No./Trade License No. (if any)	
	PAN Registration No	
	VAT Registration No	
	CST Registration No	
6	Address of Kolkata Office (with telephone no. & email address)	
7	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	
8	Name of the Directors/Partner/Proprietor (i) (ii)	
9	Name & address of Chief Executive/Proprietor	
10	Name of the Representative(s) indicating Designation who would be calling and attending to our work (designation, email id and mobile phone number)	
11	Name of the large corporate clients (Banks/PSUs/Universities/ Autonomous Bodies/Govt. Org./reputed companies)	1. 2. 3. 4.
12	Details of experience	1. 2. 3. 4
13	Whether the Agency faced any litigation with any organization earlier,	
14	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
14	Any other information	

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

List of Documents enclosure:-

- (i)**
- (ii)**
- (iii)**
- (iv)**
- (v)**
- (vi)**

(Please include extra sheet/s to include more enclosure)

Annexure - III

Price Bid

Reference No: - 07/AU/REG/Quot./16-17

Date: 18/01/2017

Sl . No.	ITEM	Quantity	PRICE (All Inclusive) (Refer Point 5 of Annexure I)
1.	Digital LECTERN Specification: <ul style="list-style-type: none">• Built-in 60W Amplifier, one tweeters and three woofers and built-in MIC• With 2 VHF handheld or collar MICs, maximum range 100 meters• Flexible goose neck MICs/Flexible Gooseneck lamp• Wooden top and steel bottom and body.• Two MIC inputs, one line input and four AUX inputs.• Color: Black• With required cables and installation kits	01	
2.	Head Phone with Micro Phone Specification: <ul style="list-style-type: none">• Impedance : 32Ohms• Sensitive : 105dB/mV• Frequency response : 20,000Hz• Rated Power : 100mw• Power handling capacity : 1000w	30	

SCHEDULE

Schedule for

NIQ Reference No:

07/AU/REG/Quot./16-17

Last Date for Submission of Quotation:

27th January 2017, 02.00 PM

Opening Date and Time of Quotation:

27th January 2017, 03:30 PM

For Any Enquiry

Please Contact:

The Registrar

Aliah University, Kolkata

Email: registrar@aliah.ac.in

anowarhossain10@gmail.com

and copy to ith.kolkata@gmail.com

Ref. NO: 07/AU/REG/Quot./16-17

Dated: 18/01/2017

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.

-Sd/-

Registrar