جامعة عالية
Aliah University
(An autonomous Institution under the Department of Minority Affairs & Madrasah Education, Govt. of WB)
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal
Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No: **009/AU/REG/NIQ/2026-27** Date: **19/08/2026**

Sub: Sealed quotations are invited from eligible and experienced vendors for the establishment and operation of the Xerox, Printing and Binding Facility and Convenience/Stationery Store at Amenity Centre, Aliah University, Park Circus Campus.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	**19/08/2026 at 02 P.M..**
2	Bid submission start date	**20/08/2026 at 12 P.M.**
3	Bid Submission closing	**11/09/2026 at 03 P.M. (Strictly)**
4	Technical Bid opening date O/o The **Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700160. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)**	**14/09/2026 at 12 P.M..**
5	**Interview Date (Tentative)**	Will be notified to shortlisted bidders

Sd/-
Registrar (Officiating)
Aliah University

Aliah University, Kolkata a Premier Educational Institute under the Dept. of MA&ME, GoWB, invites **Sealed quotations are invited from eligible and experienced vendors for the establishment and operation of the Xerox, Printing and Binding Facility and Convenience/Stationery Store at Amenity Centre, Aliah University, Park Circus Campus.** NIQ document will be downloaded from Website of Aliah University, http://www.aliah.ac.in. Tender must be submitted on or before **11/09/2026 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.** 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)**. 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 clarification or site visit, bidders may contact: Dr. Md. Jamaluddin Member, Amenity Centre Development Committee, and Assistant Professor, Department of Education, Aliah University Park Circus Campus Mobile: 7003395522.** Information may also seek from the following e-mails to **storeandpurchase@aliah.ac.in; with a copy to registrar@aliah.ac.in;** the emails will be forwarded to the respective Department.

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. **The selected vendor (Rank 1) must start operation within 15 days of receiving the purchase order. Park Circus Campus, Aliah University. Failing which, the offer will be given to the next eligible vendor in the merit list. The University reserves the right to accept or reject any or all quotations without assigning any reason.**

2. **Scope of Work** The selected vendor shall establish, equip, operate, and maintain the following facilities inside the University campus: 1. Xerox, Printing & Binding Centre 2. Convenience Store (without sin/unauthorized goods).
3. **Shop Size** Xerox & Printing Centre and Convenience Store Park Circus Campus – 97.88 sq. ft. (Approx.)+ 95.56 sq. ft. (Approx.) 193.44 Sq Ft.
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. **Financial Terms:-**
    - **License Fee**:- Vendor shall pay Rs. 3,000/- per month as License Fee within first 7 days of each month to Finance and Accounts Section of Aliah University.
    - **Security Money**:- Selected vendor must deposit Rs. 10,000/- (Rupees Ten Thousand only) as Security Money, refundable after successful completion of contract. The security money deposit in form of Performance Bank Guarantee (This PBG will be kept at Aliah University up to Contract period+60 days). Selected Bidders submitting Bank Guarantee from a Scheduled Bank Other than ICICI Bank Must ensure that the issuing bank sends SFMS IFN 760 message through ICICI Bank, IFSC ICIC0001056, Branch Salt Lake City, Sector V, in BG text to establish authenticity of the given Bank Guarantee (This has been asked to ensure Bank Guarantee repository System By Finance Department Memo No. 6010F(Y) dated 01/11/2023.
7. **Electricity Charges**:- Shall be borne by the vendor at the applicable University/utility rate. Besides, the bidder shall also be liable to pay the electricity charges on an actual consumption basis to the Accounts Section at the prevailing rates along with the payment of the monthly License fee. For this purpose, there shall be a meter installed in the outlet by the Institute. The electricity charges shall, however, be subject to revision/change from time to time which shall be payable by the bidder as aforesaid at the then prevailing rates. University Electrician should keep the monthly meter reading and Finance and Accounts Section will forward the bill to vendor through Amenity Centre Development Committee.
8. **Penal Clause for Non-payment**
    - Delay in monthly License Fee payment: 2–5% penalty.
    - Non-payment for 3 consecutive months will result in:
        a. Termination of contract
        b. Forfeiture of Security Deposit
        c. Possible blacklisting by the University
        d. In case of non-payment of electricity charges in time, the bidder shall be bound to pay the penalty towards delayed payment @ 5% per month of actual dues (to be rounded off) over and above the bill. Further, if the dues of electricity consumption remain unpaid for up to three months, the electricity connection shall be disconnected without giving any notice on this behalf.
9. **Selection Procedure**

    A. Technical Qualification Evaluation will be based on:
    - Statutory documents
    - Experience
    - Equipment & manpower
    - Compliance with NIQ terms

    B. Interview of Qualified Bidders All technically qualified bidders must attend an interview conducted by the Amenity Centre Development Committee.
10. **OPERATIONAL & ADMINISTRATIVE TERMS CONTRACT PERIOD**:-

    Initially 2 years, extendable annually based on satisfactory performance.
    - Shop Timings:- 7:00 AM to 10:00 PM (all days unless restricted by University).
    - University may revise timings during examinations or emergencies.

    Approved Service Rates
    - A4 Xerox (B/W): Rs. 1.50 per copy at maximum
    - Black & White Printing: Rs. 4 per page at maximum
    - Colour Printing: Rs. 7 per page at maximum
    - Binding starts at Rs. 30 (or may be lesser as per the nature of binding and number of pages)

    Price Control
    - All stationery items must be sold at or below MRP.
    - Price revision may be considered once every 12 months, subject to University approval.

    Prohibited / Unauthorized Goods The following items strictly must not be sold:
    - Tobacco, cigarette, bidi, gutka

- Alcohol, intoxicants
- E-cigarettes or vapes
- Pornographic materials
- Any banned item under Govt. of India regulations

Hygiene & Cleanliness

Vendor must:

- Maintain cleanliness inside and around the shop
- Use dustbins and proper waste disposal
- Ensure pest-free operations

Safety & Electrical Compliance Vendor must:

- Ensure no electrical overloading
- Use only ISI-approved appliances
- Keep a small functional fire extinguisher

Subletting Prohibited

The vendor is strictly prohibited from subletting, leasing, or outsourcing the shop or any portion thereof.

Responsibility for Damage

Any damage caused to University property by the vendor or their staff must be repaired or compensated by the vendor.

Staff Conduct & Verification

- Staff must behave politely with students and employees
- Staff must wear proper ID cards
- Police verification may be required by the University

11. Additional Arrangements

Vendors must set up and maintain their facilities at their own cost, including:

- Counters, shelves, furniture
- Machines, computers, printers
- Consumables, stock, and manpower

12. Space Allocation by the University (Updated)

The University will provide the following spaces to the selected vendor:

- One standard room for the Xerox, Printing & Binding Facility
- One standard room for the Convenience/Stationery Store
- **Additional provisions**:

  a. Electric connection points will be provided in both rooms.

  b. Any additional furnishing or interior arrangements shall be done by the vendor at their own cost.

  c. The vendor must maintain the rooms in clean and good condition throughout the contract period.

13. Termination Clause

The University may terminate the contract with immediate effect for:

- Selling unauthorized/sin goods
- Misbehavior with students/staff
- Violation of terms of NIQ/agreement
- Absence from service for more than 7 days without intimation
- Tampering with electricity/water connection
- Poor service or repeated complaints

14. Agreement Execution Selected vendor must sign a formal Agreement/MoU with the University before commencement of work.

15. 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.

16. Technical evaluation is qualifying in nature, and only qualified bidders will be called for the interview.

17. Multiple bids from single bidder must be avoided. In that case all bids may be rejected.

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

To,
The Registrar
Aliah University
IIA/27, New Town,
Kolkata-700160

Sub: Application for establishment and operation of the Xerox, Printing & Binding Facility and Convenience/Stationery Store at Amenity Centre, Aliah University, Park Circus 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		
2.1	**Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)**	
2.2	**PAN Registration No (Photocopy Required to Be Submitted along with NIQ)**	
2.3	**GST Registration No (Photocopy Required to Be Submitted along with NIQ)**	
2.4	**Minimum 2 years of relevant experience in operating photocopy/ printing/ stationery/convenience store facilities (with supporting documents)**	
2.5	**Proof of financial capability:- Audited Profit and Loss Account, Balance Sheet for Last Financial Year with signature of Chartered Accountant.**	
2.6	**List of available equipment (printers, photocopiers, computer systems, binding machine, etc.)**	
2.7	**Details of manpower available**	
2.8	**Signed acceptance of all terms and conditions of this NIQ**	

Compliance Sheet

Para of Quotation Enquiry Specification	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**
As per NIQ document	**Terms and Conditions of NIQ (Annexure I)**		

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: 009/AU/REG/NIQ/2026-27 **Dated:** 19/08/2026

Copy to:
1. Chairman, Amenity Centre Development Committee, Park Circus campus, Aliah University
2. Website: www.aliah.ac.in
3. Aliah University Notice Board
4. Guard File

Sd/-
Registrar (Officiating)
Aliah University