



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 QUOTATION

Ref No: **014/AU/REG/NIQ/18-19**

Date: 18/07/2018

Sub: Sealed Quotations are invited from the Chartered Accountant Firm to Prepare Bank Reconciliation Statement (BRS) of Aliah University for 20 Accounts for the FY 2016-17 and 2017-18.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations from the Chartered Accountant Firm to Prepare Bank Reconciliation Statement (BRS) of Aliah University for 20 Accounts for the FY 2016-17 and 2017-18.**

The tentative requirement of service along with technical configuration of the same are mentioned at Annexure separately.

Interested **Bidders** may submit their **Quotations** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **02/08/2018 at 03 P.M.**

Scope of Work:

In this regard NIQ has been invited in two fold basis i.e. Technical/ Qualification 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- III). They must read and accept Terms and Conditions of this NIQ as per Annexure- I.**

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 Email: registrar@aliah.ac.in and **copy to store&purchase@aliah.ac.in**

| Sl. | Schedule | Date & Time |
|-----|---|-----------------------------|
| 1 | Date of uploading of NIQ (Publishing Date) at Aliah University Website | 20/07/2018 at 02 P.M |
| 2 | Bid submission start date | 23/07/2018 at 12 P.M |
| 3 | Bid Submission closing | 02/08/2018 at 03 P.M |
| 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) | 03/08/2018 at 02 P.M |

Sd/-
Registrar
Aliah University

1. **The Chartered Accountant Firm** must be start their work within 21 days from issue of work order
2. **The rates (Basic Rate +GST)** if any as per instruction in the work/ supply order. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹).
3. The quoted price would be valid upto 180 days from the submission date of the NIQ.
4. 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
5. The bidder must know the accounting and finance policies of Government of West Bengal.
6. The Chartered Accountant firm cannot outsource the work.
7. The information provided in the application by the Chartered Accountancy firm must be current, relevant and free from misstatements on the date of application.
8. The Authority is not bound to accept the lowest bid and reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
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:** 100% payment will be released after completion of Job As per Work Order and condition duly certified by the concern authority. The payment will be made by Electronic Fund Transfer mode only. **Hence, following information must be clearly written in the Price Bid for ELECTRONIC 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
 - f. GST/TIN No (Required from the vendors belongs to West Bengal)
12. **Any request for any sort of advance payment shall not be entertained.**
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.
13. **The selected Chartered Accountancy firm shall be free from any disqualification under the C.A. Act, 1949 and Companies Act, 2013 or any other relevant Act.**
14. **The selected Chartered Accountancy firm will be required to furnish certificate of Registration with ICAI.**
15. All bidders must submit all Qualification/Technical Documents as per Annexure II otherwise their bid will be cancelled.
16. The Chartered Accountant Firm has to be proactive, to assist the Institute rather than just pointing out the lapses and mistakes.
17. **The bidder must visit the site (Finance and Accounts Section, Aliah University, IIA/27, New Town, Kolkata – 700 160, West Bengal) to know the scope of work.**

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

To,

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

Sub: **Sealed Quotations are invited from the Chartered Accountant Firm to Prepare Bank Reconciliation Statement (BRS) of Aliah University for 20 Accounts for the FY 2016-17 and 2017-18.**

Ref: - _____N.I.Q. 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/QUALIFICATION DOCUMENTS | | |
| 2.1 | IT Return for A.Y. 2016-'17 and 2017-'18. | |
| 2.2 | PAN Registration No (Please attach documentary evidence) | |
| 2.3 | GST Registration No (If any) (Please attach documentary evidence) | |
| 2.4 | Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ) | |
| 2.5 | List of Government/ Semi-Government/ Autonomous Client with Order Value (Photocopy of Work order must be given) Minimum 01 (One) Work Order at least Rs. 50,000/- must be provided with the NIQ application | |
| Sl No | Name of Client | Work Order Value (In INR) |
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ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

| Sl | Para of Quotation Enquiry Specification of Items | Compliance to Quotation | TOTAL RATE Inclusive Insurances and levies and |
|----|--|-------------------------|--|
|----|--|-------------------------|--|

| | Offered | specification whether YES/ NO Please “√” on right place | should be for delivery & warranty, fixing& Installation Charges (if any). | | |
|------------------------------|--|---|--|------------|------------------------|
| | | | Basic Rate | GST | Total Quote |
| 1 | Professional Fees for Prepare Bank Reconciliation Statement (BRS) of Aliah University for 20 Accounts for the FY 2016-17 and 2017-18. | YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| TOTAL QUOTE IN RUPEES | | | | | |
| TOTAL QUOTE 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 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
Name _____
Designation _____

Date _____

Seal
Ref. No: 014/AU/REG/NIQ/18-19

Dated: 18/07/2018

- Copy to:
1. Finance Officer, Aliah University
 2. Website: www.aliah.ac.in
 3. Guard File

Sd/-
Registrar