



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 QUOTATIONS**

Ref No **013/AU/REG/NIQ/17-18**

Date: 21/12/2017

**Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents/Wholesalers/Suppliers for supplying Cooking Utensils at Aliah University Boys' Hostel New Town Campus (600+ Boarding Capacity Hostel for Boys).**

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites Sealed Quotations from the bonafide and resourceful **Contractors/Service Providers/Agents/Wholesalers/Suppliers for supplying Cooking Utensils at Aliah University Boys' Hostel New Town Campus (600+ Boarding Capacity Hostel for Boys)**. The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately.

Interested **Bidders** may submit their **Quotation** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700156, West Bengal, India by **04/01/2018 up to 3 P.M.** The Bid will tentatively open on **05/01/2018 up to 3 P.M**

### **Scope of Work:**

In this regard NIQ 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 Email: [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in) and copy to [store&purchase@aliah.ac.in](mailto:store&purchase@aliah.ac.in)

<b>Sl.</b>	<b>Schedule</b>	<b>Date &amp; Time</b>
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	26/12/2017 at 2 PM
3	Bid submission start date	27/12/2017 at 12 PM
4	Bid Submission closing	04/01/2018 at 3 PM
5	Techno Commercial Bid opening date (Tentative) O/o The <b>Registrar, Aliah University, New Town</b>	05/01/2018 at 3 PM

Sd/-  
**REGISTRAR**  
**ALIAH UNIVERSITY**

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

1. The Cooking Utensils must be supplied within 14 days of issuing work order
2. Rates quoted should be on F.O.R., Various Location of Aliah University, on Door Delivery basis inclusive of all Taxes/GST, packing freight to destination, Insurances and levies for the items supplied. Prices must be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials.
3. Items should be delivered on the door at the Aliah University Boys Hostel, New Town Campus (**600+ Boarding Capacity Hostel for Boys**) at free of cost by the bidders.
4. Warranty/Guarantee: The material must be quoted with a minimum comprehensive Warranty / Guarantee period of One (01) year after the date of delivery and acceptance at final destination.
5. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
6. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
7. Payment terms: 100% payment will be released within (30) days only after successful supply and commissioning of the cooking utensils 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. 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
8. The categories of items, dates and quantity indicated in the NIQ 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.
9. Bids shall remain valid for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
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.

## **Annexure II : Technical Bid Application Format**

**(Please attach all relevant documents)**

To The  
Registrar  
Aliah University  
IIA/27, New Town,  
Kolkata-700 156

Sub: **Supplying Cooking Utensils at Aliah University Boys' Hostel New Town Campus (600+ Boarding Capacity Hostel for Boys)**

Ref: - \_\_\_\_\_ N.I.Q. No .....dated .....

Sir,

<b>1. ABOUT THE ORGANIZATION</b>	
<b>1.1</b>	<b>Name of the Organization</b>
<b>1.2</b>	<b>Name of Authorized Person</b>
<b>1.3</b>	<b>Registered Office Address with telephone no. &amp; email address</b>
<b>1.4</b>	<b>Authorized Service Station Name, address, contact person name, phone number, e-mail</b>
<b>2. TECHNICAL DOCUMENTS</b>	
<b>2.1</b>	Organisation Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)
<b>2.2</b>	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)
<b>2.3</b>	VAT/GST Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)

### **COMPLIANCE STATEMENT AND PRICE BID:**

<b>Sl</b>	Para of QUOTATION Enquiry Specification of Items Offered	Quantity	Compliance to QUOTATION specification whether <b>YES/NO</b>	<b>TOTAL RATE</b> Inclusive of all Taxes, GST, customs Duty if any, packing freight to destination, Insurances and levies and should be for delivery & warranty
	<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>
1	Hari	2 Pcs.		
2	Dabu Karai	2 Pcs.		
3	Mug (Steel )	2Pcs.		
4	Flat Karai (Bhaja )	2 Pcs.		
5	Ringtab Baro	6 Pcs.		
6	Ringtab Choto	10 Pcs.		
7	Flat Gamla	6 Pcs.		
8	Balti Alluminium	6 Pcs.		
9	Long Tray	6 Pcs.		
10	Short Tray	6 Pcs.		
11	Carrybal Steel ( Gamla )	2 Pcs.		
12	Tea Container	2 Pcs.		
13	Toaster	1 Pc.		
14	Fry Pan Alluminium	3 Pcs.		
15	Hata Steel Choto	10 Pcs.		

16	Catcher Steel	6 Pcs.		
17	Hot Pot (Big )	1 Pc.		
18	Khunti Choto Steel	3 Pcs.		
19	Pire	3 Pcs.		
20	Belun	4 Pcs.		
21	Steel Small Plate	3 Pcs.		
22	Jug Steel	3 Pcs.		
23	Jug Alluminium	3 Pcs.		
24	Tawa Big	1 Pc.		
25	Chaku Big	3 Pcs.		
26	Gas Lighter Big	3 Pcs.		
<b>TOTAL QUOTED PRICE</b>				

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 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 \_\_\_\_\_  
Seal

Date \_\_\_\_\_

**Ref. NO:** 013/AU/REG/NIQ/17-18

**Dated:** 21/12/2017

Copy to:

1. **Chairperson, Hostel Management Committee, Aliah University**
2. **Notice Board at Aliah University**
3. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
4. **Guard File**

**Sd/-**  
**REGISTRAR**  
**ALIAH UNIVERSITY**