



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 QUOTATION

Ref No: **012/AU/REG/Quot./17-18**

Date: **21 /11/2017**

**Sub: Sealed Quotations are invited from the bonafide and resourceful Vendors/Printing Press/Suppliers/Agents for Printing and Supplying Student' Attendance Register, Certificate of Efficiency and Certificate of Honour for Aliah University.**

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 Vendors/Printing Press/Suppliers/Agents for Printing and Supplying Student' Attendance Register, Certificate of Efficiency and Certificate of Honour for Aliah University.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of materials.

NIQ document will be downloaded from **Website** of Aliah University, <http://www.aliah.ac.in>.

**Quotation** must be submitted on or before **05/12/2017** at 3 PM at the **Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700156, 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.

**i. Annexure I : General Terms & Conditions**

**ii. Annexure II : Technical Bid Application Format and Price Bid**

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	<b>23/11/2017</b> at 2 PM
3	Quotation submission start date	<b>24/11/2017</b> at 12 PM
4	Quotation Submission closing	<b>05/12/2017</b> at 3 PM
5	Techno Commercial Bid opening date the O/o The <b>Registrar, Aliah University, New Town (Tentative)</b>	<b>06/12/2017</b> at 3PM

Sd/-  
Registrar  
Aliah University

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

- Student' Attendance Register, Certificate of Efficiency and Certificate of Honour** must be **supply** within 14 days of issuing work order.
- Rates quoted should be on F.O.R., Various Location of Aliah University, on Door Delivery basis inclusive of all Taxes for the items supplied. **Items should be delivered at Stores & Purchase Section, New Town Campus of Aliah University at free of cost by the bidders.**
- Prices can be quoted in Indian Currency only (₹).No extra payment will be made for carrying of materials.
- The Participants are be requested to submits the sample of the specified items along with the NIQ ensuring that they are quoting their rates for the said items as per our requirement. **All bidders must visit Stores and Purchase Section** of Aliah University at New Town, IIA/27, Kolkata – 700 156 for verification of samples. Sample of the items required to submit with the BID for Technical Evaluation at Aliah University New Town Campus. The samples of the unsuccessful bidders will be returned only

after finalization of the financial bid on submission of the application. Aliah University is not bound to pay delivery charges or any other charges for the supplied samples.

5. The Vendor will have to install and commission the material up to satisfaction of Respective Authority.
6. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
7. On the door delivery will be necessary.
8. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted
9. **Liquidated Damage:** If a firm accepts an order and fails to execute the order in full as per the terms and conditions stipulated therein, it will be open to this institute to recover liquidated damages from the firm at the rate of 1% per week of the order value subject to a maximum of 10% of the order value. It will also be open to this institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon
10. If any kind of defect in equipment/ machine or deviations from the specification are detected and reported, the supplier should replaced or rectify the defect immediately
11. **Payment Condition:-** 100% payment will be released after receiving of items in good order and condition and successful installation, demonstration and commissioning duly certified by the concern authority. Successful vendor should arrange to submit a **Performance Bank Guarantee** to the tune of 10% amount of the total purchase value at the time of submitting the bill. This Performance Bank guarantee should be issued from any Nationalized Bank and validity of the same will be till **warranty period +60 days** from the date of delivery / installation of the material. The payment will made by RTGS / FUND Transfer mode only. **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
  - f. VAT/TIN No (Required from the vendors belongs to West Bengal)
12. The categories of items 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.
13. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
14. 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 and Price Bid**  
**(Please attach all relevant documents)**

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

**Sub: Printing and Supplying Student' Attendance Register, Certificate of Efficiency and Certificate of Honour for Aliah University.**

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>Registered Office Address with telephone no. &amp; email address</b>
<b>1.3</b>	<b>Authorized Service Station</b>

	<b>Name, address, contact person name, phone number, e-mail</b>	
<b>2. TECHNICAL DOCUMENTS</b>		
<b>2.1</b>	Company Registration No./Trade License No./Partnership Deed No.	
<b>2.2</b>	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)	
<b>2.3</b>	GST Registration No (if any) (Photocopy Required to Be Submitted along with NIQ)	

**COMPLIANCE STATEMENT AND PRICE BID**

Sl	Para of Quotation Enquiry Specification	Unit (nos)	Specification Complied (Yes/No)	Unit Rate (INR) Inclusive of all Taxes, delivery & warranty
<b>1</b>	<b>Students Attendance Register</b> <ul style="list-style-type: none"> <li>Cover Page, Yellow Colour Hard Board in the 8 (Eight) Sheet Normal Paper</li> <li>With Writing</li> </ul> <i>[Sample available for observation at Stores and Purchase Section of Aliah University]</i>	<b>5,000</b>		
<b>2</b>	<b>Certificate of Efficiency</b> <ul style="list-style-type: none"> <li>240 GSM Paper, Digital Print)</li> <li>With Writing</li> </ul> <i>[Sample available for observation at Stores and Purchase Section of Aliah University]</i>	<b>1,000</b>		
<b>3</b>	<b>Certificate of Honour</b> <ul style="list-style-type: none"> <li>240 GSM Paper, Digital Print)</li> <li>With Writing</li> </ul> <i>[Sample available for observation at Stores and Purchase Section of Aliah University]</i>	<b>1,000</b>		
Total Amount Quoted				
<b>Total Amount in Word:-</b>				

Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date

\_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact no : \_\_\_\_\_  
E mail address : \_\_\_\_\_  
Postal Address: \_\_\_\_\_

Seal

**Reference No: - 012/AU/REG/Quot./17-18**

**Date: 21/11/2017**

Copy to:

- The Chairman, General Purchase Committee, Aliah University
  - Notice Board at New Town Campus, IIA/27, New Town, Rajarhat, Kolkata – 700 156
  - Notice Board at Park Circus Campus, 17, Gora Chand Road, Kolkata – 700 014
  - Notice Board at Main Campus, 21, Haji Md. Mohsin Square, Kolkata – 700 016
- 5. Website: [www.aliah.ac.in](http://www.aliah.ac.in)**

Sd/-  
**REGISTRAR**

**Writing Specimen: - Students Attendance Register**

# STUDENTS' ATTENDANCE REGISTER

DEPARTMENT OF .....

SESSION ..... SECTION .....  
YEAR/SEMESTER

Course/Paper :  
← SUBJECT NO. ....

Name of the  
TEACHER .....

STUDENTS ATTENDANCE REGISTER



**ALIAH UNIVERSITY**  
(Erstwhile Calcutta Madrasah College)  
KOLKATA







Writing Specimen: - Certificate of Honour

جامعة عالية  
Aliah University  
No. .... Department has  
represented this University in ..... Inter University /  
Inter University East Zone ..... Games/Events held at  
..... in the Year.....  
DN-41, Sector-V, Salt Lake City, Kolkata - 700-091  
Certificate of Honour  
No or D/o .....  
Registrar \_\_\_\_\_  
Sports Officer \_\_\_\_\_  
Kolkata .....20



**Writing Specimen: - Certificate of Efficiency**

**جامعة دارالدين**  
**Aliah University**

  
Department of Education, Skill and Culture

DN-41, Sector -V, Salt Lake City, Kolkata - 700 091

**Certificate of Efficiency**

This is to certify that.....

S / o or D / o..... of .....

Department of this University has participated in Annual Sports / Inter House  
Major Games in the Year ..... and secured ..... position in  
..... Event .....

Registrar \_\_\_\_\_

Kolkata .....20

Sports Officer \_\_\_\_\_

No.....