



جامعة عليا

Aliah University

(A UGC & AICTE approved autonomous Institution under the Dept of MA&ME, GoWB)
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No **021/AU/REG/NIQ/24-25**

Date 23/09/2024

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents for One Time Supply and Fixing of Heating elements for Muffle furnace (14 X 150_300) at Foundry laboratory, Dept. of Mechanical Engineering, Aliah University, New Town Campus.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	23/09/2024 at 02 P.M
2	Bid submission start date	24/09/2024 at 12 P.M
3	Bid Submission closing	01/10/2024 at 03 P.M (Strictly)
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.	03/10/2024 at 12 P.M <u>(The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)</u>

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 the bonafide and resourceful Contractors/Service Providers/Agents for One Time Supply and Fixing of Heating elements (spiral type) for Muffle furnace (14 X 150_300) at Foundry laboratory, Dept. of Mechanical Engineering, Aliah University, New Town Campus.** 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 **01/10/2024 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 Quotationer, NIQ Reference Number and Purpose of NIQ.** Interested bidders are requested to provide **their Quotes following the format in Annexure- II i.e. Technical Documents and Compliance Sheet** in their official letter heads along with signed **Price Bid (Annexure- III)**. They must read and accept Terms and **Conditions and scope of work** of this NIQ as per **Annexure- I**. For any information in this regard **please visit Dept. of Mechanical Engineering, Aliah University, New Town Campus**. Information may also seek from the following e-mails to registrar@aliah.ac.in; storeandpurchase@aliah.ac.in and the emails will be forwarded to the respective Department/Section.

ANNEXURE I: GENERAL TERMS & CONDITIONS

- The Work to be start at Dept. of Mechanical Engineering, Newtown Campus at Aliah University, IIA/27, New Town, Kolkata – 700 160, West Bengal** and work to be completed within 15 working days of issuing work order.
- The Quotationer should bear all the transportation & insurance **risk**. Selected bidder shall take all possible care for Govt. Property & of any damages due to negligence of his workers; the bidder/Agency shall be responsible for all such damages & repair the same at his own cost.

3. **The rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, packing freight to destination, Insurances, installation (if any), **warranty (for one year/as per OEM whichever is higher for overall job)** and levies and necessary service delivery at designated places at Aliah University and all charges. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials involving head load/ trolley etc. The Total Quotation value would be including Tax, however if the bidders has quoted different GST rates then the Quotation Value may be calculated on Basic Price + GST (As applicable) basis.
4. All necessities cables and adapters for functioning of the equipments to be supplied
5. Warranty should be one year or as per OEM whichever is higher.
6. Supply of Items will be made in conformity with the specification & time as mentioned in the work order as decided by the authority. **No deviation in specification** will be accepted. If it is found that materials are not according to the specification, the authority has every right to cancel the contract and blacklisting the respective vendor and terminate the contract.
7. 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
8. **This is a Techno-Commercial bid. Partial Quotations are not allowed for this Quotation i.e. bidder may quote all item. For overall item lowest bidder (L1) may be selected.**
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. As Original Equipment Manufacturer's Service Guidelines & Electric Safety Norms all the Electrical Equipments and Electrical Panels with Breaker & Relay Mechanism needs annual preventive maintenance by OEM authorized or reputed service providers. Also all metering and protection uNIQs need to be calibrated one in every year for proper functioning and safety measures. So it is urgent need to perform Annual Preventive Maintenance for all the equipments & Panels as this is overdue since last four years
12. Payment Condition:-The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid. Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission. Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions. Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade License, etc. All such documents / certificates shall remain valid on the last date of Quotation submission. GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder. **100% payment will be released after completion duly certified by the concern authority and immediately on receipt of payment from the Govt. Department (within 60 days from the submission of bills).** 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
13. 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.
14. The products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code.
15. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may be cancelled.
16. **Multiple quotations submitted by any bidder will not be considered and all the quotation of the said bidder will be treated as rejected.**

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

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

Sub: Application for One Time Supply and Fixing of Heating elements for Muffle furnace (14 X 150_300) at Foundry laboratory, Dept. of Mechanical Engineering, Aliah University, New Town Campus.

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 DOCUMENTS		
2.1	Company Registration No./Trade License No./Partnership Deed No. (Please attach documentary evidence)	
2.2	PAN Registration No (Please attach documentary evidence)	
2.3	GST Registration No (Please attach documentary evidence)	
2.4	Work Experience in Similar Job (Preferable) (Please attach documentary evidence)	

Technical Compliance Sheet

Para of Quotation Enquiry Specification For any enquiry/ clarification /measurement bidders are requested to visit/Contact the Dept. of Mechanical Engg , Aliah University New Town Campus, IIA/27, New Town, Kolkata - 700160	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
Supply and fixing of Heating elements (spiral type) for Muffle furnace (14 X 150_300) at Foundry laboratory, Dept. of Mechanical Engineering, Aliah University, New Town Campus.	Heating elements (spiral type) for Muffle furnace (14 X 150_300)		

ANNEXURE III PRICE BID

Sl	Item Description (Specification as per Compliance Sheet)	QTY and UNIQ in Nos	Per UNIQ Rate	Total Rate (Cl 3 X Cl 4)	GST in Amount and in % On Cl 5	Total Amount With Taxes Altogether (Cl 5 + Cl 6)
1	2	3	4	5	6	7

1	Supply and fixing of of Heating elements (spiral type) for Muffle furnace (14 X 150_300) at Foundry laboratory, Dept. of Mechanical Engineering, Aliah University, New Town Campus.	6 nos				
Total Quoted Amount in Numeric						
Total Quoted Amount in Alphabet						

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 Quotation 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 Quotation are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
5. 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

Date _____

Name _____
Designation _____
Seal

Ref. No: 021/AU/REG/NIQ/24-25

Dated: 23/09/2024

Copy to:

1. **HoD, Dept. of Mechanical Engineering**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**

Sd/-
Registrar (Officiating)
Aliah University