



# 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](http://www.aliah.ac.in)

## **NOTICE INVITING QUOTATION**

Ref No **046/AU/REG/NIQ/24-25**

Date 26/03/2025

**Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents for Supply of Stationary Items for WBDST Project at the Department of Bio Sciences, Aliah University, New Town Campus.**

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 Supply of Stationary Items for WBDST Project, at the Department of Bio Sciences, Aliah University, New Town Campus.** The tentative quantity of the required items along with technical specification of each items are mentioned at Annexure (A) separately. Aliah University is looking for interested bidders who have experience in supplying of mentioned (Annexure A) type of items. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **03/04/2025 at 03 P.M.** 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 format in Annexure- II i.e. Technical Documents (A) and Compliance Sheet (B)** 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 Bio Sciences, Aliah University, New Town Campus**. Information may also seek from the following e-mails to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in); [storeandpurchase@aliah.ac.in](mailto:storeandpurchase@aliah.ac.in) and the emails will be forwarded to the respective Department/Section.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	26/03/2025 at 04 P.M.
2	Bid submission start date	27/03/2025 at 12 P.M.
3	Bid Submission closing	03/04/2025 at 03 P.M. (Strictly)
4	Techno Commercial Bid opening date O/o <b>The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.</b>	04/04/2025 at 03 P.M. <b><u>(The Bid Opening date and time is tentative and could be open on availability of Project Committee Members)</u></b>

Sd/-  
Registrar (Officiating)  
Aliah University

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

- The material must be supplied** within 30 days of issuing work order to the Department of Bio Sciences, Aliah University, New Town Campus.
- Warranty:- As per OEM
- The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Size and weights of packing case shall take into

consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

4. The Quotationer should bear all the transportation & insurance risk till the on door delivery point. The insurance shall be in an amount equal to 100 % of the value of the Goods from "Warehouse to final destination" on "All Risks" valid for a period not less than 1 month after installation and commissioning and issue of acceptance certificate by the Aliah University. Should any loss or damage occur, the Supplier shall – (a) Initiate and pursue claim till settlement, and (b) Promptly make arrangements for repair and/or replacement of any damaged item/s irrespective of settlement of claim by the underwriters. 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.
5. Aliah University may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions, epidemic/pandemic and strikes (only those which exceed a duration of ten continuous days) at successful Bidders factory.
6. **The rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, packing freight to destination, Insurances and levies and necessary installation and fixing at designated places at Aliah University and all charges i.e. cost of Equipment and other incidental charges for supplying at destination level and delivery charges up to the point of delivery at proper destination level and as per instruction in the work/ supply order. 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.
7. 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. After delivery of the materials to the respective points by selected bidder (s), authority reserves the right to collect the samples of supply the materials at random basis and send those materials for testing to ensure the quality of products etc. If it is found that materials are not according to the specification, the authority has every right to cancel the total lot or otherwise forfeit the security money, blacklisting the respective Manufacturer / Supplier and terminate the contract.
8. 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
9. **Partial quotations is not allowed for this tender i.e. bidder must quote all items. For overall items lowest bidder (L1) will be selected.**
10. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
11. 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.
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 Tender 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 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 of reputed brand and preferably with **B.I.S/I.S.I** code.

15. The rates quoted will remain valid for one year from the date of acceptance of this award of contract. However, the contract can be extended for a further period at the discretion of this University on the same rates and the same terms and conditions.

16. The Honorable Vice Chancellor, Aliah University reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

17. **Inspection and Quality Control tests** before evaluation, prior to shipment of Goods and at the time of final acceptance are as follows: Inspection of Goods including functional testing, burning tests and mains fluctuation test at full load, facilities etc., as per the standards may be done at factory site of the Supplier before award of the Purchase Contract, by the Aliah University; Provided that the Aliah University may, at its sole discretion, waive inspection of goods having regard to the value of the order and/or the nature of the goods and/or any other such basis as may be decided at the sole discretion of the Aliah University meriting waiver of such inspection of goods.

18. Multiple bids form a single bidder is highly objectionable; in that case both bids may be rejected.

19. This is a Techno Commercial Bid

**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 Supply of Stationary Items for WBDST Project at the Department of Bio Sciences at Aliah University, New Town Campus.**

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

Sir,

<b>1. ABOUT THE ORGANIZATION</b>	
<b>1.1</b>	Name of the Organization
<b>1.2</b>	Name of Authorized Person
<b>1.3</b>	Registered Office Address with telephone no. & email address
<b>1.4</b>	Authorized Service Station Name, address, contact person name, phone number, e-mail
<b>2. TECHNICAL DOCUMENTS</b>	
<b>2.1</b>	Company Registration No./Trade License No./Partnership Deed No. (Please attach documentary evidence)
<b>2.2</b>	PAN Registration No (Please attach documentary evidence with this NIQ Document)
<b>2.3</b>	GST Registration No (Please attach documentary evidence with this NIQ Document)
<b>2.4</b>	Work Experience in Similar Job (Preferable) (Please attach documentary evidence with this NIQ Document)

## Technical Compliance Sheet

Para of Tender Enquiry Specification <b>For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site <u>Dept of Bio Sciences</u>, Aliah University New Town Campus, IIA/27, New Town, Kolkata - 700160</b>	Specification of Items Offered	Compliance to Tender specification whether <b>yes or no</b>	In case of noncompliance Deviation from Tender Specification to be indicated in unambiguous term.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Binder File 2 Ring - Small (ESPP)	Good Quality		
Binder File 2 Ring - A4 (White-ESPP)	Good Quality		
Binder File 2 Ring - Large (ESPP)	Good Quality		
Arch Box File Cardboard Rexine PVC Box Files A4 for Office Documents and Certificate (Multicolour)	Neel		
Box File Plastic	Good Quality		
Plastic Portable File Folder Case	Good Quality		
Metal Fish food (noodle) Making Machine	Good Quality		
A3 size Paper			
A4 size Photo Paper	KODAK		
A4 Size White Paper	JK		
CARBON PAPER (NOS)(NOS)	Kores		
CHART PAPER BLACK 56X71CM(NOS)	Good quality		
Digital Weighing Scale for Laboratories	NS (1 Kg to 100 mg)		
Cloth A+3 Size envelops	Good quality		
Cloth A4 Size envelops	Good Quality		
Brown Paper Envelops (Large)	Good Quality		
Brown Paper Envelops (Medium)	Good Quality		
Brown Paper Envelops (Small)	Good Quality		
White Paper Envelops (Large)	Signstick		
White Paper Envelops (Medium)	Signstick		
White Paper Envelops (Small)	Good Quality		
Brown Tape 2 Inch/48mm x 65metres	Cello		
Adhesive Cello Tape 1/2 Inch	Good Quality		
Battery (Pencil)	Everady		
Collin (Multi Surface)	Collin		
Dustbin (small)	Good quality		
Mosquito repellent	Good Night		
Hand wash	Dettol		
Room Freshner	Good quality		
Pen	Good quality		
Pencil	Good quality		
Sanitizer	Dettol		

Germ Protection Soap Bar 100g	Dettol		
Disposable Surgical Rubber Gloves Thickness: 280mm	Good Quality		
Stainless Steel Laboratory Mixing Spatula	Micro Scoop/Good Quality		
Disposable Surgical Caps	Medipack Blue/Good Quality		
Unisex Lab Coat/Apron Cotton White Colour	Alis/Good Quality		
Scissor	Good quality		
Metal (Steel) Scissor (Invertebrate)	Good Quality		
Tray	Good quality		

### ANNEXURE III PRICE BID

SL	<b>Item Description</b> (Specification as per Compliance Sheet)	<b>Pack Size</b>	<b>QTY and UNIT in Nos</b>	<b>Per UNIT Rate</b>	<b>Total Rate (Cl 4 X Cl 5)</b>	<b>GST in Amount and in % On Cl 6</b>	<b>Total Amount With Taxes Altogether (Cl 6 + Cl 7)</b>
1.	2	3	4	5	6	7	8
1	Binder File 2 Ring - Small (ESPP)	1	10 No				
2.	Binder File 2 Ring - A4 (White-ESPP)	1	08 No				
3.	Binder File 2 Ring - Large (ESPP)	1	4 No				
4.	Arch Box File Cardboard Rexine PVC Box Files A4 for Office Documents and Certificate (Multicolour)	Pack of 8	2 (16 No)				
5.	Box File Plastic	1	10 No				
6.	Plastic Portable File Folder Case	1	2 No				
7.	Metal Fish food (noodle) Making Machine	1	1 No				
8.	A3 size Paper	1	2 No				
9.	A4 size Photo Paper	I Pack (100 Nos)	05 (500 No)				
10.	A4 Size White Paper	1	10 No				
11.	CARBON PAPER (NOS)(NOS)	1	100 No				
12.	CHART PAPER BLACK 56X71CM(NOS)	1	10 No				
13.	Digital Weighing Scale for Laboratories	1	1 No				
14.	Cloth A+3 Size envelops	1 (10 Nos)	5 (50 No)				
15.	Cloth A4 Size envelops	1 (50 Nos)	5 (250 No)				
16.	Brown Paper Envelops (Large)	1 (50 Nos)	5 (250 No)				
17.	Brown Paper Envelops (Medium)	1 (50 Nos)	5 (250 No)				
18.	Brown Paper Envelops (Small)	1 (100 Nos)	05 (500 No)				
19.	White Paper Envelops (Large)	1 (50 Nos)	04 (200)				

			No)				
20.	White Paper Envelops (Medium)	1(50 Nos)	04 (200 No)				
21.	White Paper Envelops (Small)	1 (100 Nos)	02 (200 No)				
22.	Brown Tape 2 Inch/48mm x 65metres	1 Roll	4 No				
23.	Adhesive Cello Tape 1/2 Inch	1 Roll	10 No				
24.	Battery (Pencil)	1 (10 Pc)	2 (20 No)				
25.	Collin (Multi Surface)	500 ml	5 No				
26.	Dustbin (small)	1	3 No				
27.	Mosquito repellent	1	10 No				
28.	Hand wash	200 ml	10 No				
29.	Room Freshner	200 ml	2 No				
30.	Pen	1 (pack of 10)	2 (20 No)				
31.	Pencil	1 (pack of 10)	1 (20 No)				
32.	Sanitizer	500 ML	4 No				
33.	Germ Protection Soap Bar 100g	1 (pack of 4 Nos 100g)	4 (16 No)				
34.	Disposable Surgical Rubber Gloves Thickness: 280mm	1 (Pack of 10 Pairs)	3 (30 No)				
35.	Stainless Steel Laboratory Mixing Spatula	1 Pack (13Pcs)	1 (13 No)				
36.	Disposable Surgical Caps	1 (200 Nos Pack)	1 (200 No)				
37.	Unisex Lab Coat/Apron Cotton White Colour	1	4 No				
38.	Scissor	1	1 No				
39.	Metal (Steel) Scissor (Invertebrate)	1	2 No				
40.	Tray	1	5 No				
<b><i>N.B: Amount of quantities may vary</i></b>							
<b><i>Total Quoted Amount in Numeric</i></b>							
<b><i>Total Quoted Amount in Alphabet</i></b>							

### **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 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 Tender. We confirm that the normal commercial warranty/guarantee of mentioned in this Tender 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: 046/AU/REG/NIQ/24-25**

**Dated:** 26/03/2025

Copy to:

- 1. Dr. Sk Kabita, Principal Investigator, WBDST Project, Dept of Bio Sciences, Aliah University**
- 2. Notice Board at Aliah University**
- 3. Website: www.aliah.ac.in**

Sd/-  
Registrar (Officiating)  
Aliah University