



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: **015/AU/REG/NIQ/18-19**

Date: 13/07/2018

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Firms/Suppliers/Distributors for Supplying Electrical Equipments and Stationery Articles for New Town Boys' Hostel, 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 **Contractors/Firms/Suppliers/Distributors for Supplying Electrical Equipments and Stationery Articles for New Town Boys' Hostel, Aliah University.** 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- 700160, West Bengal, India by **07/08/2018 up to 03 P.M**

Scope of Work:

In this regard Techno-Commercial Bids has been invited in two fold basis i.e. Technical Bid and Financial Bid.

Interested bidders are requested to provide their Quotes following the **Application Format in Annexure-II** in their official letter head along with **signed Compliance Statement and Price Bid (Annexure- III)**. The Bidders are also requested to go through the **Annexure- I for relevant terms and conditions necessary for participation in this bid.**

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; store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	26/07/2018 at 02 P.M
2	Bid submission start date	27/07/2018 at 12 P.M
3	Bid Submission closing	07/08/2018 up to 03 P.M
4	Techno Commercial Bid opening date for O/o The Registrar, Aliah University, New Town Campus (The Bid Opening date and venue is tentative and may be change as per availability of Concerned Committee Members)	08/08/2018 at 02 P.M

Sd/-

Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The bidder will be selected on overall rate only and the rate should be valid upto 180 days from issuing of Work Order. Bidder must participate in all items otherwise their bid will be rejected
2. **Electrical Equipments and Stationery Articles should be supplied at New Town Boys' Hostel, Aliah University** within 21 days of after issue of Work Order
3. The Quotationer should bear all the transportation & insurance **risk** till the on door delivery point. 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.
4. **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 also 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.

5. Warranty 1 (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. 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.
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. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
9. 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.
10. **Payment terms:** 100% payment will be released after successful completion of **said work** and certified duly certified by the concern authority. The payment will make by RTGS / FUND Transfer mode only. **Hence, following information must be clearly written in the separately 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. GST/TIN No (Required from the vendors belongs to West Bengal)
11. **Any request for any sort of advance payment shall not be entertained.**
12. 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 products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code. **Products specification must be complied, if it is observed during sample verification that Items are not as per specification then the order will be not placed to L1 vendor.**
13. All bidders must submit all Technical Documents as per Annexure II otherwise their bid may be cancelled.

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

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

Sub: **Application for Supplying Electrical Equipments and Stationery Articles for New Town Boys' Hostel, Aliah University.**

Ref: - _____N.I.Q. Nodated

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	An undertaking should be given stating therein that the Firm has not been debarred or penalized for any reason and consequently thrown out of work by any Government Department.	
2.2	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)	
2.3	PAN Registration No (Photocopy Required to Be Submitted along with NIQ)	
2.4	GST Registration No (Photocopy Required to Be Submitted along with NIQ)	

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

Sl	Para of Quotation Enquiry Specification of Items Offered	QTY & UNIT	Compliance to Quotation specification whether YES/ NO (Please '√' and 'X')			TOTAL RATE		
						Inclusive Insurances and levies and should be for delivery & warranty, fixing & Installation Charges		
1		2	3			4		
						Rate (Quantity X Unit Price)	GST	Total
01.	LED Tube Light 21Watt, 4ft. (Philips)	50 Pcs.	Yes		No			
02.	Condenser 2.25 (Concap)	50 Pcs.	Yes		No			
03.	LED Night Lamp 0.2 Watt (Philips)	50 Pcs.	Yes		No			
04.	0.7sq.mm. Copper wire (Finolex)	02 Coil.	Yes		No			
05.	2.5 sq.mm. Copper Wire (Finolex)	02 Coil.	Yes		No			
06.	20Amps SP MCB (Havells)	25 Pcs.	Yes		No			
07.	10Amps SP MCB (Havells)	25 Pcs.	Yes		No			
08.	Fan Regulator 100 W (LegrandMylinec); <i>Material: pvc plastic Color: White Package Contents: Isolator</i>	25 Pcs.	Yes		No			
09.	Lock & Key 7 Liver Brass (Palam) <i>Type: Padlocks Size: 7 Leaver (65mm) Hardened with double locking system Material: Both are Brass (Body & Key) Strength: Shackle resists hacksaw cutting and rusting under normal atmospheric condition. Package Contents: 1 Lock and 3 keys</i>	50 Pcs.	Yes		No			
10.	6 Amps Switch (Legr andMylinec) Plastic made	30 Pcs.	Yes		No			
11.	6 Amps Socket (LegrandMylinec) Plastic made	30 Pcs.	Yes		No			
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. 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: 015/AU/REG/NIQ/18-19

Dated: 13/07/2018

Copy to:

1. Chairman, Hostel Management Committee
2. Notice Board at Aliah University
3. Website: www.aliah.ac.in
4. Guard File

**Sd/-
Registrar**