



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 **018/AU/REG/NIQ/23-24**

Date 29/09/2023

Sub: Sealed Quotations are invited from the bonafide and resourceful Contractors/Service Providers/Agents for supply of A4 Size Computer Paper at 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 A4 Size Computer Paper at 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 **11/10/2023 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 NAAC Core Committee, 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

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	29/09/2023 at 01 P.M
2	Bid submission start date	03/10/2023 at 12 P.M
3	Bid Submission closing	11/10/2023 at 03 P.M (Strictly)
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.	12/10/2023 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
Aliah University**

- The work must be completed** within 3 weeks of issuing work order and handover to the Central Store, Aliah University, New Town Campus.
- 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.
- The rates** so quoted must be inclusive of GST, Central Excise, customs Duty if any, 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.

4. 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.
5. 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 10% 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
6. **Partial quotations is not allowed for this tender i.e. bidder must quote all items. For overall items lowest bidder (L1) will be selected.**
7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
8. 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.
9. **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 Licence, 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 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.

15. 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.

16. **Inspection and Quality Control tests** before evaluation, prior to at the time of final acceptance are as follows: Inspection of Works including functional testing 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.

17. Multiple bids form a single bidder is highly objectionable; in that case both bids may be 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 supply of A4 Size Computer Paper at 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 with this NIQ Document)
2.3	GST Registration No (Please attach documentary evidence with this NIQ Document)
2.4	Work Experience in Similar Job (Preferable) (Please attach documentary evidence with this NIQ Document)

Technical Compliance Sheet

Para of Tender Enquiry Specification For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site <u>NAAC Core Committee</u> , Aliah University New Town Campus, IIA/27, New Town, Kolkata -700160	Specification of Items Offered	Compliance to Tender specification whether yes or no	In case of noncompliance Deviation from Tender Specification to be indicated in unambiguous term.
1	2	3	4
Computer Paper A4 Brand JK Copier/ Double A/ Copy Power Colour White Quality 75 GSM			

ANNEXURE III PRICE BID

Sl	Item Description (Specification as per Compliance Sheet)	QTY and UNIT in Nos	Per UNIT 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	Computer Paper A4 Brand JK Copier/ Double A/ Copy Power Colour White Quality 75 GSM	126 Ream				
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 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) (Rupeesamount 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: 018/AU/REG/NIQ/23-24

Dated: 29/09/2023

Copy to:

1. **Chairman, NAAC Core Committee**
2. **Notice Board at Aliah University**
3. **Website: www.aliah.ac.in**

**Sd/-
Registrar
Aliah University**