



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

Date: 29/10/2018

Sub: Sealed Quotations is invited from reputed vendors for Supply and Installation of One (01) Multifunction Printer with Colour Printing Facility for Deputy Registrar, Aliah University, Park Circus Campus.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations is invited from reputed vendors for Supply and Installation of One (01) Multifunction Printer with Colour Printing Facility for Deputy Registrar, Aliah University, Park Circus Campus.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Interested **Bidders** may submit their **Quotations** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **14/11/2018 at 02 P.M. The Sealed Envelop must be submitted with NIQ Reference Number and Subject.**

Scope of Work:

In this regard NIQ has been invited in two fold basis i.e. Technical Bid and Financial Bid.

Interested bidders are requested to provide their Quotes following the format in **Annexure- II in their official letter heads along with signed Compliance Statement and Price Bid (Annexure- III). They must read and accept Terms and Conditions of this NIQ as per Annexure- I.**

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 and copy to store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	NIQ Uploading Date	30/10/2018 at 12 P.M
2	Bid submission start date	30/10/2018 at 02 P.M
3	Bid Submission closing	14/11/2018 at 02 P.M
4	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)	15/11/2018 at 02 P.M

Sd/-
Registrar
Aliah University

ANNEXURE I: GENERAL TERMS & CONDITIONS

- Multifunction Printer with Colour Printing Facility** must be supplied within 07 days of issuing work order to the O/o Deputy Registrar, Park Circus Campus, 17, Gorachand Road, Kolkata-14
- 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.
- The Total rates will be calculated with Unit Rate+ Installation Cost+ GST+ Delivery Cost+ Commissioning+ Insurance+ Warranty.** if any 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. The quoted price would be valid upto 180 days from the submission date of the NIQ.

4. **Warranty will be as per OEM or One (01) year whichever is higher, all warranty related documents must provide with the Article.**
 5. All necessities cables and adapters for functioning of the equipments to be supply along with the Work
 6. 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
 7. **The bidder will be selected on overall rate only.**
 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 receiving of items in good order and condition and successful installation, demonstration and commissioning 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 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. GST/TIN No (Required from the vendors belongs to West Bengal)
- Any request for any sort of advance payment shall not be entertained.**
11. 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.
 12. 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 will 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

Sub: **Application for Supply and Installation of One (01) Multifunction Printer with Colour Printing Facility for Deputy Registrar, Aliah University, Park Circus 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	PAN Registration No (Please attach documentary evidence)
2.2	GST Registration No (If any) (Please attach documentary evidence)
2.3	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

	Para of Quotation Enquiry Specification of Items Offered	QTY & UNIT	Compliance to Quotation specification whether YES/ NO (Please Tick (√) on Correct	TOTAL RATE Inclusive Insurances, levies, delivery & warranty & Installation		
				Unit Rate	GST (%)	Total Amount
1	Multifunction Laser Printer with Colour Printing Facility Specification: Supports printing on upto 220 gsm media intuitive colour touch screen. Print Speed (A4)- Mono 25-30 PPM Print Speed (A4)- Color 25-30 PPM Network Capable Both Simplex and Duplex Resolution 600x600 dpi Paper Size A4 Paper Tray Capacity 230-270 Number Paper Trays less than 3 Memory 125-128 MB Print Language Postscript Level 3 emulation Ports - 1 Hi-Speed USB 2.0	1 pc	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Make..... and Model.....Warranty.....						
TOTAL QUOTE IN RUPEES						
TOTAL QUOTE IN WORD						

Signature of the Bidder
Name _____
Designation _____
Seal

Date _____

Ref. No: 024/AU/REG/NIQ/18-19

Dated: 29/10/2018

- Copy to:
1. Chairman, Purchase Committee (Computer and Software)
 2. Dy. Registrar, Aliah University, Park Circus Campus
 3. Website: www.aliah.ac.in
 4. Aliah University Notice Board
 5. Guard File

Sd/-
Registrar