



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 TENDER

Ref No: **012/AU/REG/NIT/17-18**

Date: **28/11/2017**

Sub: Sealed Tenders are invited from the bonafide and resourceful Vendors/Suppliers/Agents for Supplying and Installing Signage for Aliah at New Town Campus.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Tenders from the bonafide and resourceful Vendors/Printing Press/Suppliers/Agents for Supplying and Installing Signage for Aliah at 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.

NIT document will be downloaded from **Website** of Aliah University, <http://www.aliah.ac.in>.

Tender must be submitted on or before **11/12/2017 at 2 PM** 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.

i. Annexure I : General Terms & Conditions

ii. Annexure II : Technical Bid Application Format and Price Bid

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	29/11/2017 at 4 PM
3	Tender submission start date	30/11/2017 at 12 PM
4	Tender Submission closing	11/12/2017 at 2 PM
5	Techno Commercial Bid opening date (Tentative) the O/o The Registrar, Aliah University, New Town	11/12/2017 at 3 PM

Sd/-
Registrar
Aliah University,

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. The Signage must be **supply and installed** within 7 days of issuing work order
2. Rates quoted should be on F.O.R., Various Location of Aliah University, on Door Delivery basis inclusive of all Taxes for the items supplied. **Items should be delivered at Chairman, Signage Committee, New Town Campus of Aliah University at free of cost by the bidders.**
3. Prices can be quoted in Indian Currency only (₹). No extra payment will be made for carrying of materials.
4. **Warranty/Guarantee:** The material must be quoted with a minimum comprehensive Warranty / Guarantee period of **One (01) year** after the date of delivery and acceptance at final destination.
5. The Participants are be requested to submits the sample of the specified items along with the NIT ensuring that they are quoting their rates for the said items as per our requirement. If required they may visit Stores and Purchase Section of Aliah University at New Town, IIA/27, Kolkata – 700 156 for verification of samples. Sample of the items required to submit with the BID for Technical Evaluation at Aliah University New Town Campus. The samples of the unsuccessful bidders will be returned only after finalization of the financial bid on submission of the application. Aliah University is not bound to pay delivery charges or any other charges for the supplied samples.
6. The Vendor will have to install and commission the material up to satisfaction of Respective Authority.
7. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.

8. On the door delivery will be necessary.
9. The bid should be **complete** in all respects and **duly signed** wherever required. Incomplete and unsigned offer will not be accepted.
10. **Payment terms:** 90% payment will be released within (30) days only after successful installation and commissioning of the supplied items duly certified by the concern authority/committee. 10% payment will be released after 01 (One) year of **Warranty Period**. No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, and installation/testing. 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
11. The categories of items and quantity indicated in the NIT Document are tentative. Aliah University (AU), however, reserves **the right** to increase or decrease the quantity or delete some or all of the items depending on the needs of the AU and availability of funds without assigning any reasons. If later any other size is incorporated its price will be decided as per the lowest price accepted.
12. Bids shall remain **valid** for a period not less than 180 (One Hundred Eighty) days after the dead line date for Bid submission.
13. 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.

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

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

Sub: Supplying and Installing Signage for Aliah at New Town Campus.

Ref: - _____N.I.T. Nodated

Sir,

1. ABOUT THE ORGANIZATION	
1.1	Name of the Organization
1.2	Registered Office Address with telephone no. & email address
1.3	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. (Photocopy Required to Be Submitted along with NIT)
2.2	PAN Registration No (if any) (Photocopy Required to Be Submitted along with NIT)
2.3	VAT/GST Registration No (if any) (Photocopy Required to Be Submitted along with NIT)
2.4	Not Blacklisted Self Certification need to be attached
Without this document the Tender will not accepted	

COMPLIANCE STATEMENT AND PRICE BID

	Para of Tender Enquiry Specification	Materials	Unit	Specification Complied	Unit Rate (INR)	Total Rate (INR)
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	Board mentioning:			(Yes/No)		
						Inclusive of all GST & Taxes, delivery & warranty and Installation etc.
1	Name of Educational DEPARTMENT Size 60”X12”	ACP Cladding on MS Iron Framework <i>[Photo Sample must be supplied along with Tender]</i>	12 (nos)			
2	HEAD, DEPARTMENT of Size 32”X12”		12 (nos)			
3	Faculty List Size 20”X36”		12 (nos)			
4	WASH ROOM (FACULTY), One Way; Size 16”X5”		12 (nos)			
4	WASH ROOM (MALE), Both Ways; Size 16”X5”		12 (Nos)			
5	WASH ROOM (FEMALE), Both Ways; Size 16”X5”		12 (Nos)			
6	LIFT, 3 Pcs Both Ways; Size 16”X5”		12 (Nos)			
7	DRINKING WATER, One Way; Size 16”X5”		12 (Nos)			
8	STAIR CASE, One Way; Size 16”X5”		12 (Nos)			
9	FIRE EXIT, One Way; Size 16”X5”		12 (Nos)			
10	WASH ROOM FOR PERSONS WITH DISABILITIES Size 16”X5”		12 (Nos)			
11	OFFICE (DEPARTMENT OF), Size 16”X5”		12 (Nos)			
12	NAME OF LABORATORIES, Size 24”X12”		60 (Nos)			
13	CLASSROOMS alongwith YEAR, Size 16”X9”		100 (Nos)			
14	FACULTY ROOM, DEPARTMENT OF One Way; Size 20”X36”	12 (Nos)				
Total Amount Quoted						
Total Amount in Word:						

Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder
Name _____
Designation _____
Contact no : _____
E mail address : _____
Postal Address: _____

Date _____

Seal

Reference No: -012/AU/REG/NIT/17-18

Date: 28/11/2017

Copy to:

1. The Chairman, Signage Committee, Aliah University
2. Notice Board at New Town Campus, IIA/27, New Town, Rajarhat, Kolkata – 700 156
3. Notice Board at Park Circus Campus, 17, Gora Chand Road, Kolkata – 700 014
4. Notice Board at Main Campus, 21, Haji Md. Mohsin Square, Kolkata – 700 016
5. **Website: www.aliah.ac.in**

Sd/-
Registrar