



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.: **014/AU/REG/NIQ/25-26**

Date: 10/09/2025

Sub: Sealed Quotations are invited from the Chartered Accountant Firm to Prepare Bank Reconciliation Statement (BRS) of Aliah University for 44 Accounts with various banks.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations from the Chartered Accountant Firm to Prepare Bank Reconciliation Statement (BRS) of Aliah University for 44 Accounts with various banks.** The tentative quantity of the required job along with technical configuration are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of service. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **18/09/2025 at 03 P.M (Strictly)** 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.** In this regard Techno-Commercial Bids has been invited in single fold basis i.e. Technical Bid and Financial Bid in a single bid. Interested bidders are requested to provide their Quotes following the **Application Format in Annexure- II** 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 service 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. 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 **Finance Section, Newtown Campus** of Aliah University. Information may also seek from the following e-mails to storeandpurchase@aliah.ac.in; with a copy to registrar@aliah.ac.in; the emails will be forwarded to the respective Department.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	10/09/2025 at 02 P.M
2	Bid submission start date	11/09/2025 at 12 P.M
3	Bid Submission closing	18/09/2025 at 03 P.M
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160.	19/09/2025 at 12 P.M (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)

Sd/-
Registrar
Aliah University

Scope of Work:

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

ANNEXURE I: GENERAL TERMS & CONDITIONS

1. **The Chartered Accountant Firm** must start their work within 7 days from issue of work order.
 2. **The rates (Basic Rate +GST)** if any as per instruction in the workorder. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹).
 3. The quoted price would be valid upto 180 days from the submission date of the NIQ.
 4. 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
 5. The bidder must know the accounting and finance policies of Government of West Bengal and also have the experience of Audit and Finalisation of Accounts of one or more State University.
 6. The Chartered Accountant firm cannot outsource the work.
 7. The information provided in the application by the Chartered Accountancy firm must be current, relevant and free from misstatements on the date of application.
 8. The Authority is not bound to accept the lowest bid and reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
 9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
 10. 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.
 11. **Payment terms:** 100% payment will be released after completion of Job As per Work Order and condition duly certified by the concern authority. The payment will be made by Electronic Fund Transfer mode only. **Hence, following information must be clearly written in the Price Bid for ELECTRONIC 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.**
12. The Quotations are liable to be rejected if the foregoing 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 selected Chartered Accountancy firm shall be free from any disqualification under the C.A. Act, 1949 and Companies Act, 2013 or any other relevant Act.
 14. The selected Chartered Accountancy firm will be required to furnish certificate of Registration with ICAI.
 15. All bidders must submit all Qualification/Technical Documents as per Annexure II otherwise their bid will be cancelled.
 16. The Chartered Accountant Firm has to be proactive, to assist the Institute rather than just pointing out the lapses and mistakes.
 17. **The bidder must visit the site (Finance and Accounts Section, Aliah University, IIA/27, New Town, Kolkata – 700 160, West Bengal) to know the scope of work.**

Details of Bank Accounts:

Bank account details of SBI Bank			
Sl. No.	Name of Account	Bank Branch	Date of Opening
1	Aliah University	Sector-V	27.05.2008
2	A.U. AUAT	Sector-V	24.01.2014
3	A.U. (NSS)	Sector-V	24.01.2014

4	A.U. Collection A/c	Sector-V	18.04.2009
5	A.U. Collection A/c	Sector-V	25.01.2011
6	A.U. E.P.F.	Sector-V	28.05.2010
7	A.U. Corpus Fund	Sector-V	10.01.2013
8	A.U. Project Fund	Sector-V	02.12.2009
9	A.U. NSS UNIT I	Sector-V	22.03.2023
10	A.U. NSS UNIT II	Sector-V	22.03.2023
11	Aliah University	Sector-V	
12	Aliah University	Sector-V	
13	Aliah University	Sector-V	
14	Aliah University	Sector-V	
15	Aliah University	Sector-V	
Bank account details of Bank of Baroda			
Sl. No.	Name of Account	Bank Branch	Date of Opening
16	A.U. Project Fund	Gen-Next	19.08.2011
17	Aliah University	Gen-Next	22.10.2011
18	A.U. (R&D/UGC)	Gen-Next	30.05.2014
19	Aliah University IIPC	Gen-Next	30.05.2014
20	A.U. (R&D/CSIR)	Gen-Next	30.05.2014
21	A.U. Scholarship	Gen-Next	04.09.2014
22	A.U. (MSDP)	Gen-Next	01.01.2015
23	A.U. Brotherhood Fund	Gen-Next	19.08.2011
24	A.U. Fees Collection A/c.	Gen-Next	04.09.2014
25	A.U. (ICSSR-IMPRESS 3615)	Gen-Next	14.02.2020
26	ALIAH UNIVERSITY (ICSSR-0877)	Gen-Next	25.11.2019
27	ALIAH UNIVERSITY (ICMR-1536)	Gen-Next	14.10.2020
28	A.U. DST	Gen-Next	
29	ALIAH UNIVERSITY ENERGY EFFICIENT BUILDING ME	Gen-Next	11-01-2019
30	Aliah University PM Vidyalaxmi	Gen-Next	12-02-2025
31	Aliah University Relief Fund	Gen-Next	02-01-2025
32	ICAME 2020 ALIAH UNIVERSITY	Gen-Next	06-04-2019
33	ALIAH UNIVERSITY FEES COLLECTION	Gen-Next	22-01-2019
34	ALIAH UNIVERSITY FEES COLLECTION	Gen-Next	23-12-2016
35	ALIAH UNIVERSITY FEES COLLECTION	Gen-Next	17-10-2016
36	ALIAH UNIVERSITY	Gen-Next	29-01-2020
Bank account details of IDBI Bank			
Sl. No.	Name of Account	Bank Branch	Date of Opening
37	Aliah University	Teghoria/ Gopalpur	01.02.2018
38	Aliah University	Teghoria/ Gopalpur	05.02.2018
39	Aliah University AUAT	Teghoria/ Gopalpur	22.03.2018

40	Aliah University Fees Collection	Teghoria/ Gopalpur	16.05.2018
Bank account details of AXIS Bank			
Sl. No.	Name of Account	Bank Branch	Date of Opening
41	Aliah University	Rajarhat	19.10.2019
Bank account details of ICICI Bank			
Sl. No.	Name of Account	Bank Branch	Date of Opening
42	EMD Aliah University	Rajarhat	28.02.2020
Bank account details of Bank of Maharashtra			
Sl. No.	Name of Account	Bank Branch	Date of Opening
43	Aliah University DST 1817	Salt Lake	18.02.2023
Bank account details of Union Bank of India			
Sl. No.	Name of Account	Bank Branch	Date of Opening
44	Aliah University SERB 1819-PFMS	Salt Lake	

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 Prepare Bank Reconciliation Statement (BRS) of Aliah University for 44 Accounts with various banks.**

Ref:- _____ N.I.Q. Nodated

Sir,

1. ABOUT THE ORGANIZATION		
1.1	Name of the Firm	
1.2	Name of Authorized Person	
1.3	Contact person name, phone number & email address	
1.4	Registered Office Address (Complete)	
2. TECHNICAL/QUALIFICATION 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)	
2.4	The selected Chartered Accountancy firm will be required to furnish certificate of Registration with ICAI.	
2.5	List of Government/ Semi-Government/ Autonomous Client. (Photocopy of work order must be enclosed)	

Sl. No.	Name of Client	Work Order Value(In INR.)

ANNEXURE III COMPLIANCE STATEMENT

S1	Para of Quotation Enquiry Specification of Items Offered	Compliance to Quotation specification whether YES/ NO Please “√” on right place	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous Term.
1	<u>Chartered Accountant Firm to Prepare Bank Reconciliation Statement (BRS) of Aliah University for 44 Accounts with various banks.</u>	YES <input type="text"/> NO <input type="text"/>	

Price Bid

Sl. No.	Description	Gross Total	GST in Amount and in %	Total Amount with Taxes Altogether
1	2	3	4	(3+4) = 5
01	Professional Fee to Prepare Bank Reconciliation Statement (BRS) of Aliah University for 44 Accounts with various banks.			
Total Amount				

DECLARATION

I, Sri/Smt. The Managing Director/Proprietor/Partner (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 service 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 provide services 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 Quotation. We 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: 014/AU/REG/NIQ/25-26

Dated: 10/09/2025

Copy to:

1. Finance Officer, Aliah University
2. Website: www.aliah.ac.in
3. Aliah University Notice Board
4. Guard File

Sd/-
Registrar