



**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**

Tender Document

Name of Work

**Designing and Printing of University Yearbook 2020
(with High Resolution Photography)**

**Director (Students' Welfare)
Shopping Complex, First Floor
GGSIPU, Sector- 16C, Dwarka,
New Delhi – 110078
Contact: 25302801, 803**

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Name of Work: Designing and Printing of University Yearbook 2020 (with High Resolution Photography)

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Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi-110078

NOTICE INVITING e-TENDER

1. Guru Gobind Singh Indraprastha University invites sealed tenders under two-bid system (Technical and Financial) from eligible agencies for printing, designing, artistic conceptualization, packaging, binding, proof reading and supply of Yearbook 2020 for the University including high resolution photography for the purpose.
2. The work is estimated to cost Rs. 10,00,000/-. This estimate, however, is given merely as a rough guide. Tenderer shall quote his rates as per various terms and conditions specified in this tender document.
3. Tender documents consisting of conditions, the scope of work/specifications of the work to be done and the set of terms & conditions of contract to be complied with by the Tenderer whose tender may be accepted and other necessary documents can be seen and downloaded from website <http://govtprocurement.delhi.gov.in> in free of cost.
4. **A pre-bid meeting shall be held on 29.06.2021 at 02:30 P.M.** in the Directorate of Students Welfare, GGSIP University with the interested and prospective bidders to resolve their queries and to issue clarification (if any).
5. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
6. Information and Instructions for bidders posted on website shall form part of bid document.
7. On opening date, the Tenderer can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
8. Tenderer can upload documents in the form of PDF format.
9. Tenderer must ensure to quote rate of the item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
10. **Evaluation and Award of Work:**

(1) **Initial Eligibility Criteria (Stage-I)**

- a) The purpose of this stage is only for preparing a list of all eligible applicants.
- b) The initial eligibility (stage-I) shall be decided on the basis of evaluation of documentary evidence provided by the applicants in support of their eligibility according to the Initial Eligibility Criteria as listed below.

Individual agency that fulfils the following requirements shall be eligible to apply:-

- a) Individual agency should have satisfactorily completed similar works during last seven years ending last day of receipt of bids:-
 - i) Three similar work each costing not less than 40% of the estimated cost or two similar works each costing not less than 60% of the estimated cost or one similar work costing not less than 80% of the estimated cost in the some central / state government organization / central autonomous body / central public sector undertaking / government educational institution / government university/ private organization etc.

Note: Similar work shall mean designing and printing of highest quality jobs like yearbook/coffee table book. The value of similar work for eligibility as above should be for one work. Similar work part of rate contract or multiple works will be evaluated as separate works for eligibility. The bidder to provide value of similar work forming part of rate contract completed duly certified by client. Performance certificate of the works executed by the agency to be submitted in **Form 'B'** signed by officer of rank by the Administrative Officer or equivalent or higher.

- b) The agency should have valid GST registration. Copy of registration to be attached.
- c) The agency should attach copy of PAN card.
- d) The agency should have minimum Average Turnover of Rs.10,00,000/- in last 03 Financial Years duly certified by Chartered Accountant ending 31.03.2020.
- e) The Tenderer should have office in DELHI also (Documentary proof to be submitted).
- f) EMD in form of Bid Security Declaration.

2) **EVALUATION OF TECHNICAL BID (Stage-II):**

All applicants qualifying INITIAL ELIGIBILITY CRITERIA (Stage 01) shall be evaluated for their technical capability according to the prescribed evaluation criteria listed below:

Sl. No	Criteria	Maximum Marks	
1.	Past Experience- similar work	25	
	Minimum eligibility as per initial eligibility criteria		(i) 60% of Maximum Marks of 25
	Double of the minimum eligibility criteria		(ii) 100% of Maximum Marks of 25
	Pro-rata in between (i) & (ii)		
2	Quality of Similar Works Excellent : 10 Very Good : 08 Good : 06 Satisfactory : 04 Poor : 0	10	
3	Average Annual Turnover for the last 03 Financial Years	15	
	Minimum eligibility as per initial eligibility criteria		(i) 60% of Maximum Marks of 15
	Double of the minimum eligibility criteria		(ii) 100% of Maximum Marks of 15
	Pro-rata in between (i) & (ii)		
4	Technical Presentation Concept / Idea / scheme for the Designing and Printing of University Yearbook 2020 Past work of Yearbook/ Coffee Table book	50	
Technical Marks		100	

3) **Opening and Evaluation of Financial Bids**

- (i) All the applicants who have scored equal to or more than 70% marks in the Evaluation of Technical Capability shall be considered for opening Financial Bid. In case, however, the number of such applicants, who have scored equal or more than 70% is less than 3, then the top 3 applicants who have scored equal to or more than 60% marks shall be considered as eligible for opening of Financial Bid.
- (ii) After opening of the Financial proposals, the bidder with Lowest quote (L1) will be considered for negotiation / award.

11. Bid can only be submitted after uploading the mandatory scanned documents as below:

- I. **EMD in form of Bid Security Declaration as per “Annexure-1”.**
- II. Self attested copy of PAN Card.
- III. GST registration
- IV. Copy of experience of similar work
- V. Copy of Average Turnover duly certified by Chartered Accountant alongwith Income Tax returns for the last three financial years (2017-18, 2018-19, 2019-20) (Attach attested copies).
- VI. Proof of registered office in Delhi/NCR

Copy of PAN card, GST registration, copy of experience of similar work, annual turnover shall be scanned and upload to the e-tendering website within the period of tender submission and only the lowest bidder has to submit the certified copies within 07 days after opening of Financial Bid.

No documents need to be submitted in hard copy, as per details as given in the tender document.

The bid submitted shall be opened online at **04:00 P.M. on 09.07.2021.**

12. Last date for submission of tender document is **09.07.2021** upto 15.00 Hrs and same shall be opened on same date at 16:00 hrs.
13. Tender documents consisting of specifications and the set of terms and conditions of contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen from website <http://govtprocurement.delhi.gov.in> free of cost.
14. After submission of the bid the vendor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
15. While submitting the revised bid, vendor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
16. The bid submitted shall become invalid if:
 - i. The bidder is found ineligible.
 - ii. The bidder does not upload all the documents as stipulated in the bid document.
 - iii. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically in the office of tender opening authority
17. All work related to designing and printing of University Yearbook 2020 (with high resolution photography) shall be completed and delivered to the Directorate of Students Welfare, GGSIP University, Sector 16C, Dwarka, New Delhi-110078 within the stipulated time period i.e. within **Ninety days from the issue of Work Order.**
18. The Tenderer whose tender is accepted will be required to furnish performance guarantee in favour of Registrar GGS IP University equivalent to 3% of the tendered amount within 7 days. This guarantee shall be in the form of Banker's Cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank or Fixed Deposit Receipts of any Schedule Bank or in the form of an irrevocable bank guarantee bond of any scheduled nationalized bank in accordance with the form prescribed. The performance guarantee shall be valid upto 60 days beyond stipulated date of completion. Upon receipt of performance guarantee, a letter of commencement shall be issued to the successful bidder and time period of completion will be counted for the date of letter of commencement. Performance guarantee shall be returned after successful completion of work. No interest shall be paid on performance guarantee. In case bidder does not submit performance guarantee within the stipulated time period, the bidder will be suspended for participating in tender of GGS IP University for a period of 3 years from the date of intimation.
19. Copies of documents pertaining to the works will be open for inspection by the tenderers at the office of Director (Students Welfare). A tenderer shall be deemed to have full knowledge of the

printing work and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

20. The competent authority on behalf of the GGSIPU does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
21. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Tenderer who resort to canvassing will be liable to rejection.
22. The competent authority on behalf of GGSIPU reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
23. The Tenderer shall not permitted to tender for works in the Office of Director(Students Welfare) responsible for award and execution of, in which his near relative is posted. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in the GGSIPU. Any breach of this condition by the Tenderer would render him liable to be removed from the approved list of Tenderer of this Department.
24. The tender for the works shall remain open for acceptance for a period of (90) Ninety days from the date of opening . If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the GGSIPU, then the GGSIPU shall, without prejudice to any other right or remedy, be at liberty to suspend the tenderer from being eligible for bidding in any contract with the GGSIPU for the period of time 03 years from the date of intimation of suspension.

Sd/-
Director, Students' Welfare
GGSIPU, Dwarka

INFORMATION AND INSTRUCTIONS FOR TENDERER FOR e-TENDERING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE

1. Information and instructions for Tenderer will form part of NIT.
2. The Bid Document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder. But the bid can only be submitted after uploading the mandatory scanned documents.
3. After submission of the bid the Tenderer can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
4. While submitting the revised bid, Tenderer can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
5. On opening date, the Tenderer can login and see the bid opening process.
6. Tenderer can upload documents in the form of **JPG** format and **PDF** format.
7. It is mandatory to upload scanned copies of all the documents as stipulated in the bid document. If such document is not uploaded his bid will become invalid and shall be rejected.
8. If the Tenderer is found ineligible after opening of bids, his bid shall become invalid and shall be rejected.
9. Tenderer must ensure to quote rate of the item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue.
In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0".
Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (**ZERO**).
10. **Payment of cost of Tender documents:-** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of the bidders participating in e-procurement solution. The bidders can view/download the tender documents, from the <http://govtprocurement.delhi.gov.in> and www.ipu.ac.in
11. **Submission of bids:** The bidders who are desirous of participating in **e-procurement** shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at <http://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc., on the <http://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.
12. **Payment of Bid Security (Earnest Money Deposit):** EMD (Bid Security), Bidders are now only required to upload a signed Bid Security Declaration as per Annexure-1.
13. **Price Bid Opening:-** The Price Bids will be opened online by the Director, Students Welfare at the specified date & time and the result will be displayed on the <http://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders.
14. **Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
15. **Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:
 - i) Bidders can come to the place of opening of bids (electronically) as done in the conventional tender process.
 - ii) Bidders can see the process online.

INTEGRITY PACT

To,

Sub: NIT for the work of Designing and Printing of University Yearbook 2020 (with High Resolution Photography)

Dear Sir,

It is here by declared that GGSIPU is committed to follow the principle of transparency, equity and competitiveness in public procurement. The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the GGSIPU.

Yours faithfully

Director (Students Welfare)

INTEGRITY PACT

To,

Director (Students Welfare)
GGSIPU, Dwarka

Sub: NIT for the work of Designing and Printing of University Yearbook 2020 (with High Resolution Photography)

Dear Sir,

I/We acknowledge that GGSIPU is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document. I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed Integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT. I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by GGSIPU. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement. I/We acknowledge that in the event of my/our failure to sign and accept the Integrity

Agreement, while submitting the tender/bid, GGSIPU shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours Faithfully

(Duly authorized signatory of the Bidder)

INTEGRITY PACT

INTEGRITY AGREEMENT

THIS Integrity Agreement is made at _____ on this _____ day of _____ 2021

BETWEEN

GGSIPIU represented through Director, Studentsø Welfare, (Hereinafter referred as the -Principal/Ownerø which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

_____ through _____ (Hereinafter referred as theøBidder/Tendererø and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal/Owner has floated the Tender (herein after referred to as øTender/Bidö) and intends to award, under laid down organizational procedure, contract for ø Sub: NIT for the work of Designing and Printing of University Yearbook 2020 (with High Resolution Photography) hereinafter referred to as the øContractö.

And WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Tenderer(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement(hereinafter referred to as øIntegrity Pactö or øPactö), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants in this pact, the parties hereby agree as follows and this pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- 1) The Principle/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

- c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Tenderer(s)

- 1) It is required that each Bidder/Tenderer (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government/Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The bidder(s)/Tenderer(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The bidder(s)/Tenderer(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Tenderer(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Tenderer(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Tenderer(s) will not use improperly (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s)/Tenderer(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Tenderer(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - e) The Bidder(s)/Tenderer(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Tenderer(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Tenderer(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of other and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidder(s)/Tenderer(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision

through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach or this Integrity Pact by the Bidder(s)/Tenderer(s) and the Bidder/Tenderer accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Tenderer(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the Tenderer shall have powers to disqualify the Bidder(s)/Tenderer(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Tenderer from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) Forfeiture Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1) the principal/owner apart from exercising any legal right that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Performance Guarantee and Security Deposit of the Bidder/Tenderer.
- 3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Tenderer, or of an employee or a representative or an associate of a Bidder or Tenderer which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The bidder declares that no previous transgressions occurred in the last 5 year with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Tenderer as deemed fit by the Principal/Owner.
- 3) If the Bidder/Tenderer can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Tenderer/SubTenderer

- 1) The Bidder(s)/Tenderer(s) undertake(s) to demand from all sub Tenderer a commitment in conformity with this Integrity Pact. The Bidder/Tenderer shall be responsible for any violation (s) of the principles laid down in this agreement/Pact by any of its Sub-Tenderer/Sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Tenderer.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6: Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Tenderer/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, GGSIPU.

Article 7: Other Provisions

- 1) This pact is subject to Indian Law, place of performance and jurisdiction is the headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Tenderer is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact or any action taken by the Owner/Principal in accordance with this Integrity agreement /pact interpretation thereof shall not be subject to arbitration.

Article 8: Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal/Owner)

(For and on behalf of Bidder/Tenderer)

WITNESSES:

1. _____

2. _____

Place:

Dated:

GENERAL RULES AND DIRECTIONS

1. Notice Inviting Tender will state the work to be carried out, as well as the date for submission and opening of tenders and the time allowed for carrying out the work, the performance Guarantee to be deposited by the successful tenderer. Copies of the conditions, and any other documents required in connection with the work signed for the purpose of identification by the officer inviting tender shall also be open for inspection by the Tenderer at the office of officer inviting tender during office hours.
2. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
3. Receipts for payment made on account of work, when executed by a firm, must also be signed by all the partners, except where Tenderer are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the financial bid, stating at what rate he is willing to undertake the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected. No single tender shall include more than one work.
5. The officer inviting tender or his duly authorized representative, will open tenders in the presence of any intending Tenderer who may be present at the time.
6. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
7. Only rates quoted shall be considered. Any tender containing percentage below/ above the rates quoted is liable to be rejected. Rates quoted by the Tenderer in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the Tenderer shall unless otherwise proved be taken as correct. If the Tenderer does not work out the amount or it does not correspond with the rates written either in figures or in words, then the rates quoted by the Tenderer in words shall be taken as correct. Where the rates quoted by the Tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the Tenderer will unless otherwise proved be taken as correct and not the amount.
8. All rates shall be quoted on the financial bid. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word -Rs.ø should be written before the figure of rupees and word -Pø after the decimal figures, e.g. -Rs.2.15 Pø and in case of words, the word, -Rupeesø should precede and the word -Paiseø should be written at the end. Unless the rate is in whole rupees and followed by the word -onlyø it should invariably be upto two decimal places. While quoting the rate in schedule of quantities, the word -onlyø should be written closely following the amount and it should not be written in the next line.
9. The Tenderer whose tender is accepted will be required to furnish performance guarantee in favour of Registrar GGS IP University equivalent to 3% of the tendered amount within 7 days. This guarantee shall be in the form of Bankerø Cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank or Fixed Deposit Receipts of any Schedule Bank or in the form of an irrevocable bank guarantee bond of any scheduled nationalized bank in accordance with the form prescribed. On acceptance of the tender, the name of the accredited representative(s) of the Tenderer who would be responsible for taking instructions from the Director, Studentsø Welfare shall be communicated in writing to the office of Director, Studentsø Welfare. The performance guarantee would be forfeited in case the successful bidder is unable to supply the items or execute the work as per the conditions given in Tender Document.
10. The Tenderer must furnish Income Tax returns for the last three financial years (2017-18, 2018-19, 2019-20) alongwith their bid documents.
11. GST, purchase tax, turnover tax or any other tax in respect of this contract shall be payable by the Tenderer and GGSIPU will not entertain any claim whatsoever in respect of the same. GST shall be paid / reimbursed, as applicable, extra over and above the rates quoted by agency.
12. The Tenderer shall give a list of both gazetted and non-gazetted GGSIPU employees related to him.
13. The tender for the work shall not be witnessed by a Tenderer or Tenderer who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render, tenders of the Tenderer tendering, as well as witnessing the tender, liable to summary rejection.

CONDITIONS OF CONTRACT

1. The Contract means the documents forming the tender and acceptance thereof, together with the documents referred to therein including these conditions and instructions issued from time to time by the Officer-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
2. In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:
 - i) The Agency/Tenderer/Tenderer/Contractor shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company.
 - ii) The GGSIPU means the Guru Gobind Singh Indraprastha University and his successors.
 - iii) The Officer-in-Charge means the Director (Students Welfare) or his authorised representative
 - iv) Excepted Risk are risks due to riots (other than those on account of Tenderer's employees), war (whether declared or not) invasion, act of foreign enemies, hostilities, civil war, rebellion revolution, insurrection, military or usurped power, any acts of Government, damages from aircraft, acts of God, such as earthquake, lightening and unprecedented floods, and other causes over which the Tenderer has no control and accepted as such by the Accepting Authority or causes solely due to use or occupation by Government of the part of the works in respect of which a certificate of completion has been issued or a cause solely due to Government's faulty design of works.
 - v) Department means Guru Gobind Singh Indraprastha University.
 - viii) Tendered value means the value of the entire work as stipulated in the letter of award.
3. Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.
4. Headings and Marginal notes to these General Conditions of Contract shall not be deemed to form part thereof or be taken into consideration in the interpretation thereof or of the contract.
5. Specification / Scope of Work: Designing and Printing of University Yearbook 2020 (with High Resolution Photography) as mentioned below:

Specification for Yearbook 2020	
Components	Specifications
Format	High Quality Picture Book (Yearbook 2020)
Size	12 inches X 12 inches
Number of copies	700
Number of pages	200 pages + 4 pages Endpaper + Hardback cover
Paper	130 GSM Imported Texture Super White Fine Paper (GALGO/WHITE AURUM/FABINI or similar)
Endpaper	130 GSM Imported Texture Super White Fine Paper Or 130 GSM Imported Matt End Paper

Pre- press production	<p>A. Vendor will engage an experienced and trained Art & Editing Team which will carry out the following jobs:</p> <ol style="list-style-type: none"> 1. Carry out typesetting, font selection and copy editing of text 2. Carry out the search for stock photographs/graphic visuals relating to the text and provide/provide/procure up to 50 aesthetically pleasing stock photographs/graphic visuals to dress up the page layout 3. Select 100-150 photographs in consultation with Convenor /Director (Students Welfare) from among those provided by the University 4. Provide appealing visual effects and aesthetically pleasing texture and ground during pagination 5. Give treatment to tables as objects with aesthetic appeal 6. Will colour correct/enhance all 150-200 images 7. Will do final page- make up including designing & composing, placing of photographs, creative handling of tables, and finalize an aesthetic layout and design in consultation with and to the satisfaction of Convenor /Director (Students Welfare) 8. Will design the cover 9. Will provide print ready product of the entire book <p>B. Photographer</p> <ol style="list-style-type: none"> 1. The successful bidder will submit proposal for engagement of photographer alongwith required credential to the University for approval, only approved photographer from University will be engaged for the work of photography for various Department Profile Photography, Group, Lab, Building, and Facilities Photography. 2. The photographer engaged by successful bidder should fulfill following criteria:- <ol style="list-style-type: none"> (i) Should have minimum of 05 years in working with University or college (ii) Should have 02 year Diploma in photography (iii) Should have carried out photography in prestigious functions such as NAAC Accreditation , Cultural Festival, Sports Meet, Expert Visits, Convocation
Printing	High Quality four colour offset printing both sides Aqueous coating of all pages
Binding	Section sewn with good quality and sturdy hard case binding with gloss plastic laminated cover (PLC) drawn on 3mm board along with cover design matching headbands and tags
End paper	Offset printing as per design
Cover	UV Leaf on cover, with embossing as per design
Proofing	Vendor / Press will submit digital proofs in the page form in the same size of book for approval. If required vendor/ press may have to submit re-proofs of corrected pages. Vendor/ Press will also show final format in the same size of book before proceeding for final printing.

Above specifications are minimum required for the designing and printing of University Yearbook 2020. In case any additions / deletions are required to improve the quality, the said addition/deletion shall be furnished by the vendor/ press and nothing extra shall be paid on this account. Decision of the University in this regard shall be final & binding.

6. The Tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the work and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the work. The several documents forming the Contract are to be taken as mutually explanatory of one another.
7. If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the Tenderer.
8. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the work or release the Tenderer from the execution of the whole or any part of the work.
9. The successful bidder shall make all arrangements towards safety and completion of work as directed by Director, Students Welfare. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
10. In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGS Indraprastha University.
11. The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the Tenderer is specifically directed to do so by the University.
12. The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.
13. It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
14. Force Majeure.
For purpose of this clause, Force Majeure means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo. If a Force Majeure situation arises, the Tenderer shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the Tenderer shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

15. Implementation Schedule and Deliverables

On fulfillment of conditions precedent to signing of the contract and within seven days from the date of signing of contract between Director, Students Welfare and successful bidder, Letter of Award will be issued to the bidder. The work shall commence within 07 days from the date of commencement of award and complete within a period of **Three months**. The Implementation Schedule and Deliverables will be as follows:

SL. No.	Time Frame (From the Date of Commencement of Work)	Stage of Work/ Activity	Deliverables
1.	15 days	Stage I	Concept Refinement and print out of approved concept
2.	30 days	Stage 2	Digital print out of the lay-out of Cover, Front, Back and inner pages along with approved photographs and write-ups, data, information etc.
3.	45 days	Stage 3	First Dummy
4.	60 days	Stage 4	Subsequent revised Dummy /ies (up to 3 times), if required
5.	70 days	Stage 4	Digitally Printed Yearbook 2020 as per specifications with high Resolution Photographs, artwork, editable copy in CD/DVD/Pen Drive. Softcopy of Yearbook (High Resolution with ready to print format in CD/DVD/ Pen Drive) with Fonts.
6.	90 days	Stage 5	Final supply of Printed Yearbook 2020 in desired numbers.

16. Intellectual Property Right: The intellectual property right of the concept, design, idea, printing including all photography shall remain vested with University. The University will have full right to reproduce, reuse the design, idea and concept.
17. Agency will provide soft copy of the complete final design including all photograph, write-ups, formatting in the original resolution as considered for printing. The soft copy should be as such that the same can be used for reprint.
18. The payment will be released after receiving the material in good condition. Invoice should be submitted in duplicate clearly specifying Contact No., Goods description, quantity, unit price, GST and total amount etc. No advance payment will be made under any circumstances.

Special Conditions

The Tenderer shall be responsible to deliver the printing work at GGSIP University premises as stipulated date/time. The work is time bound and non-completion of work from the date of issue of order after 15 (Fifteen) days will attract penalty @Rs.1000/- per day.

1. The Tenderer shall be responsible for submitting digital proofs in the page form in the same size of book for approval. If required vendor/ press may have to submit re-proofs of corrected pages. Press will also show final format in the same size of book before proceeding for final printing.
2. All material, labour, transportation, incidental expenses, insurance etc deemed to be included in the rates quoted by the agency. No claim, whatsoever, shall be entertained in this account.
3. The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:
 - (a) Amend the scope and value of contract to the bidder.
 - (b) Reject any or all the applications without assigning any reason.
4. The bidder or his authorized representative should always be available to take instructions from Director, Students Welfare, and ensure proper execution of work.

**SECTION III
INFORMATION REGARDING PRE-QUALIFICATION**

LETTER OF TRANSMITTAL

From:

To

The Director, Students Welfare
GGSIPU, Dwarka
New Delhi 110078

Subject: Submission of bids for the work of designing and printing of University Yearbook 2020 (with high resolution photography)

Name of work: Designing and Printing of University Yearbook 2020 (with High Resolution Photography)

Sir,

Having examined the details given in pre qualification press notice and pre qualification document for the above work, I/we hereby submit the pre qualification bid and other relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed Forms A to C and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorize the officer in charge to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

Name of work

Certificate from

Enclosures:

Seal of bidder

Date of submission:

Signature(s) of Bidder(s).

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE
LAST SEVEN YEARS ENDING LAST DAY OF RECEIPT OF TENDER**

S.N.	Name of work	Owner or sponsoring organization	Cost of work in Rs Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name & Address / telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

* Dissimilar work should not be included

Signature of Bidder(s)

Note:

1. Above information is to be submitted separately for individual agency or lead agency and every associated agency for every trade / specialization whose letter of consent has been submitted by the lead agency.
2. Only those works which meet the eligibility criteria should be included in the list in above format.

PERFORMANCE REPORT OF WORKS REFERRED IN FORM 'A'

1. Name of Firm / Agency / Tenderer :
2. i) Name of work & Location :
- ii) Name of Client and Address :
3. Agreement No./ Work Order No. :
4. Estimated Cost : Rs.
5. Tendered Cost : Rs.
6. Actual cost of completion : Rs
7. Date of start :
8. Date of completion
 - i) Stipulated date of completion :
 - ii) Actual date of completion :
9. Amount of compensation levied for delayed completion, if any : Rs.
10. Amount of reduced rates item if any : Rs
11. Performance Report
 - 1) Quality of work Excellent/ Very Good/Good/Satisfactory /Poor
 - 2) Financial soundness Excellent/ Very Good/Good/Satisfactory /Poor
 - 3) Technical Proficiency Excellent/ Very Good/Good/Satisfactory /Poor
 - 4) Resourcefulness Excellent/ Very Good/Good/Satisfactory /Poor
 - 5) General behaviour Excellent/ Very Good/Good/Satisfactory /Poor
12. Details of Arbitration / Court cases, if any including amount of award for the claims and present position

Dated : (Signature & Stamp of Administrative Officer or above)

Note :

1. This FORM should be submitted separately for each work completed by the Bidder & associate agencies, whose letter of consent has been submitted, during last 7 (Seven) years and the works indicated in FORM 'A'
2. The above certificate can be in any form, but should contain all the information as above.

ORGANISATION STRUCTURE

S.No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the Agency	
3.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and the names of the Contact persons (The firm should have an office in Delhi NCR)	
4.	Whether computerized formatting, printing, binding and other facilities are available at one address. If not, give addresses for them separately.	
5.	Whether registered with all concerned Government Authorities (attested copies of all Licenses/Registrations to be enclosed)	
6.	EMD (Bid Security), Bidders are now only required to upload a signed Bid Security Declaration as per “Annexure-1.	
7.	An Undertaking by the bidder on a non judicial stamp paper of Rs. 100/- to the effect that: i) It has not been involved in any unfair trade practices. ii) It has not been blacklisted and/or debarred by any Govt. agency in the last three financial years (i.e. 2017-18, 2018-19, 2019-20). iii) It has not been convicted by any court of law for any of the offences under any Indian Laws.	
8.	Should have minimum average annual turnover of Rs. 10 Lacs for the preceding three financial years (2017-18, 2018-19, 2019-20). Note:-Copy of Annual Turnover to be submitted duly certified by Chartered Accountant.	
9.	Valid Registration no. of the Firm/company (attach attested copy of the Certificate).	
10.	Valid PAN No. of the Company/firm (Attach attested copy of the PAN card).	
11.	Valid GST Registration no. (Attach attested copy of the certificate).	
12.	Valid work orders awarded by the some central / state government organization / central autonomous body / central public sector undertaking / government educational institution / government university/ private organization etc to the intending bidders with respect to similar work, in the last seven years along with successful completion certificate from the respective clients:	

	<p>Three similar work each costing not less than 40% of the estimated cost or two similar works each costing not less than 60% of the estimated cost or one similar work costing not less than 80% of the estimated cost</p> <p>Note: Similar work shall mean designing and printing of highest quality jobs like yearbook/coffee table book. The value of similar work for eligibility as above should be for one work. Similar work part of rate contract or multiple works will be evaluated as separate works for eligibility. The bidder to provide value of similar work forming part of rate contract completed duly certified by client. Performance certificate of the works executed by the agency to be submitted in Form 'B' signed by officer of rank by the Administrative Officer or equivalent or higher.</p>	
13.	Income Tax returns for the last three financial years (2017-18, 2018-19, 2019-20) (Attach attested copies).	
14.	The bidder shall sign on all the statement, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.	

I/We the undersigned being the tenderer as mentioned above, hereby apply to the University for printing, designing, packaging and supply of Yearbook 2020 as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting e-Tender are also signed and being submitted with the tender Form

(Signature of the Authorized Signatory)
with Name and Seal)

Place:í í í í í .

Date:í í í í í í

- Any correction in the application form should be fully signed by the authorized signatory of the tenderer.
- All pages of the tender application form should be fully signed by the authorized signatory of the tenderer.
- Strikeout item whichever is not applicable

Form of Performance Security (Guarantee)

Bank Guarantee Bond

1. In consideration of the Guru Gobind Singh Indraprastha University (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called "the said Tenderer(s)") for the work ----- (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the Tenderer(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (hereinafter referred as "the Bank") hereby undertake to

(indicate the name of the Bank)

pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, ----- do hereby undertake to pay the amounts due and

(indicate the name of the Bank)

payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Tenderer(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the Tenderer(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Tenderer(s) shall have no claim against us for making such payment.

4. We, ----- further agree that the guarantee herein contained shall

(indicate the name of the Bank)

remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director, Students Welfare on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Tenderer(s) and accordingly discharges this guarantee.

5. We, ----- further agree with the University that the University
(indicate the name of the Bank)

shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Tenderer(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said Tenderer(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Tenderer(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Tenderer(s).

7. We, ----- lastly undertake not to revoke this guarantee except
(indicate the name of the Bank)

with the previous consent of the University in writing.

8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)

Signature & Seal of Bank

Form of Bid Security Declaration

Date: .

Bid No.:

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: Director, Students Welfare, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka,

We, the undersigned, declare that:

We understand that, according to terms & conditions of the Tender Document, bids must be supported by a Bid-Security Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Guru Gobind Singh Indraprastha University for the period of time of 3 years starting from the date of opening of financial bid, if we are in breach of our obligation(s) under the terms & conditions of the Tender Document, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Bank during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with terms & conditions of the Tender Document.

We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed:

[insert signature of person whose name and capacity are shown]

In the capacity of

[insert legal capacity of person signing the Bid-Security Declaration]

Name:

[insert complete name of person signing the Bid-Security Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder]

Dated on _____ day of _____, _____

[Insert date of signing]

Corporate Seal

(Where appropriate)

[Note: In case of a Joint Venture, the Bid-Security Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

FINANCIAL BID

Name of work: Designing and printing of University Yearbook 2020 (with high quality pictures)

S. No.	Item Description	Unit	Quantity (in Nos.)	Unit Price (in Rs.)	Total Amount (In Rs.)
1.	Designing, artistic conceptualization, proof reading for the University Yearbook 2020 including high resolution photography for the purpose	Job	01 (One)		
2.	Printing, packaging, binding and supply of Yearbook 2020	Numbers	700 (Seven Hundred)		
3.	Engagement of Photographer for work of photography for various Department Profile Photography, Group, Lab, Building, and Facilities Photography.	Man days	30 (Thirty)		
Total Amount					

(GST shall be paid/reimbursed, as applicable, extra over and above the rates quoted by agency)

(Signature of the Authorized Signatory)
with Name and Seal)

Place: í í í í í .

Date: í í í í í