



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
Phone No.-011-25302138, 139
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F. NO. GGSIPU/GA/MEDICALCARD/2020/

DATED:

NOTICE INVITING QUOTATION

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, e-tender is invited from reputed Vendor/Contactor for Engagement of Agency for Printing & Supply of Medical Cards of around 800 officials of this University. The tender document can also be downloaded from University website i.e. www.ipu.ac.in.

| | | |
|----|--|--|
| 1. | Name of work | Engagement of Agency for Printing & Supply of Medical Cards of Officials of this University. |
| 2. | Estimate Cost of Works | Rs. 1 Lakh (approximately) |
| 3. | EMD | Rs.3,000/- (Three Thousand Only) in the form of Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at New Delhi. |
| 4. | Time period | Initially for a period of two years (extendable for another three years) |
| 5. | Last Date & time of Submission of Bid Online | On 2nd March 2020 up to 03:00 PM and the same shall be opened on the same day at 04:00 PM. |

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(REGISTRAR)



A. Eligibility:-

1. The proprietor/partner of the agency should not have any relative employed with GGSIP University.
2. Valid registration with GST.
3. Valid PAN Card.
4. The bidder should have a minimum average annual turnover of Rs. 5 Lakhs in each of the last 3 years (FY 2018-19, 2017-18 & 2016-17). The Bidder / supplier should have done a minimum business of at least 2 lakhs per year for the 5 years exclusively for printing of Cards (**details to be attached**). Copies of Audited Financial Statement (Balance sheet and Profit & Loss Account) for the previous three financial years certified by the Statutory Auditor must be attached).
5. Earnest Money Deposit of Rs.3,000/- in the form of Demand Draft in favour of Registrar, GGSIP University payable at New Delhi in original in hard copy in the office of Dy. Registrar (General Administration), Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi – 110078 upto 2nd March 2020 till 03:00 PM
6. The sample Medical Card (blank as well as printed) are to be attached with tender along with the description of the quality of card viz. Polaroid, size (dimension) etc.

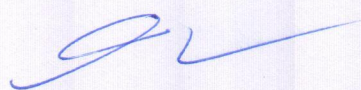
B. Terms & Conditions:-

- a. Bids without EMD will be summarily rejected.
- b. Duly filled in Quotations/Bids downloaded from the University Website i.e. www.ipu.ac.in along with Earnest Money Deposit of Rs.3,000/- in the form of Demand Draft in favour of Registrar, GGSIP University payable at New Delhi in original in hard copy shall be submitted in the office of Dy. Registrar (General Administration), Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi – 110078 upto 2nd March 2020 at 03:00 PM and the same shall be opened on the same day at 04:00 PM.
- c. L1 bidder will be decided on the basis of overall lowest rates quoted by the bidder as per **Annexure - I**.

- d. The successful bidder will have to print & supply the Medical cards as per the L1 approved rates and the rates will be valid for two year from the date of receiving of work order. The Contract can be extended for one more year on the same rates, terms and conditions, with mutual consent upto three years.
 - e. University reserves the right to reject any or all the bids or accept them in part without assigning any reason.
 - f. In case of any dispute relating to printing of the Medical card manufacturing or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicable by direct discussion/negotiation.
- C. **Bank account details of bidder:** Name of the Bank, A/c Number of the bidder & IFSC code of the Bank
- D. **Specification:**
- 1. Graphic quality PVC Medical Cards with customized printing on both sides.
 - 2. Multi-colour printing at both sides. Design will be shared once the tender process is over.
 - 3. Size 0.8 mm thick, 3.370 inches width & 2.125 inches height.
 - 4. Lanyard (with University logo) with Holder (Flat Lanyard with steel fish hook, length of Lanyard 1060 mm, width 12 mm with printing multi-colour.
- E. The Contract is not transferable.
- F. The Company shall carry out the work at its own risk and cost.
- G. **Supply**
- a. The printing execution, completion time will be 10 days from the issue of work order. Supply of the Cards should be done within 02 days after the receipt of final proof design from the University.
 - b. The printed items should be delivered at GGS IP University, Sector 16/C, Dwarka, New Delhi – 110078
- H. The rates of item should be quoted inclusive of all taxes & charges.
- I. The successful bidder acknowledges that all information, data, material, etc., shared by GGSIP University with the bidder, shall be regarded as part of confidential information by the bidder.

- J. Successful bidder shall have to submit the Performance Security of 10% of the quoted Tender amount in the form of FDR in favour of Registrar, GGSIP University, New Delhi within (7) days of acceptance of offer, the earnest money will be returned after obtaining Performance Security and the agreement on non-judiciary stamp paper of Rs.100/-.
- K. The successful bidder shall sign an agreement with the University within seven (7) days of the acceptance of offer on a Stamp paper of Rs. 100/- to be furnished by the bidder along with bid document which shall be valid for one (01) year which can be extended upto another three years subject to satisfactory performance and with mutual consent.
- L. No extra payment for cartridge will be paid by the University.
- M. If material or design is not as per proof checked and provided to the agency and the item is not supplied before scheduled date and time, then no payment shall be made to the agency for the concerned work.
- N. **Termination of contract**
1. If the printer fails to execute the printing and supply the material as per specified quality and quantity within the given time frame or any extension thereto, the University reserves its right to terminate this contract by giving one week notice and get the work done from any other agency at the cost and risk of the printer.
 2. The contract is liable to be terminated:
 - i.) if the printer fails to furnish Performance Security as required as per the tender document Clause;
 - ii.) if there is breach of any of the terms and conditions set out herein by the printer;
- O. **Dispute Resolution**
1. Any dispute arising out of non-observance of terms and conditions by either party shall be resolved through mutual consultation and decision of the University shall be final and binding on both the parties.
 2. In case of any legal remedy required, the jurisdiction of court(s) will be Delhi.

(Dr. Pankaj Agrawal)
Dy. Registrar (GA)



Annexure – I

Format for Financial Bid

1. Name of contractor : _____
2. Address of the contractor : _____

3. Contact No. : _____

| S. No. | Detail of work / job | Unit | Rate per Card (in Rs.) |
|--------|--|------|------------------------|
| 1. | Annual contract for Printing of Medical Card : Double Side printed PVC fused Medical Cards with bar codes. | Nos. | |
| 2. | Lanyard with Holder (Flat Lanyard (with University logo) with steel fist hook (Multi-colour printing) | Sets | |
| | TOTAL (inclusive of all taxes & charges) | | |

Note: Rates shall be inclusive of all taxes & charges.

Stamp, Name & Signature of Vendor