



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302137, 145, 138, 139

Website: <http://ipu.ac.in>

NOTICE INVITING e-TENDER

Tender Reference No.: GGSIPU/GA/2025/01

1. General

On behalf of Registrar, Guru Gobind Singh Indraprastha University (GGSIPU), a State University under Government of NCT of Delhi, Dwarka, New Delhi, online bids are invited through GeM portal (under two bid system Technical & Financial Bid) from eligible bidders for engagement of agency for providing/supply of good quality Self-Inking Rubber Stamp, Rubber/Wooden Stamp, Signature Stamp, Dater Stamp, Alphabet/Symbol Stamp and Brass Seal Stamp etc. **on as and when requirement basis** at Guru Gobind Singh Indraprastha University, Dwarka, New Delhi – 110078. The bid documents can also be viewed on the University website i.e. www.ipu.ac.in.

2. Estimated Cost of the tender: Rs. 3.25 Lakh (Rupees Three Lakh Twenty Five Thousand) approx. for 01 (One) Year.

3. Scope of Work:

The successful bidder is required to providing/supply of good quality Self-Inking Rubber Stamp, Rubber/Wooden Stamp, Signature Stamp, Dater Stamp, Alphabet/Symbol Stamp and Brass Seal Stamp etc. **on as and when requirement basis** in GGSIP University, Dwarka Campus.

Sl. No.	Items with Specifications	Tentative Qty. (per year)
1.	Self-Inking Rubber Stamp Maximum Line for Text - 5 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic	200
2	Self-Inking Rubber Stamp Maximum Line for Text - 4 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic	200
3	Self-Inking Rubber Stamp Maximum Line for Text - 2 Print on Stamp – Name, Designation etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic	100

4	Self-Inking Rubber Stamp (Dura/Presto) Maximum Line for Text - 5 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic	100
5	Self-Inking Rubber Stamp (Dura/Presto) Maximum Line for Text - 4 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic	50
6	Self-Inking Rubber Stamp (Dura/Presto) Maximum Line for Text - 2 Print on Stamp – Name, Designation etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic	50
7	Rubber/Wooden Stamp Ordinary Size (upto 05 Lines)	500
8	Rubber/Wooden Stamp Ordinary Size (upto 04 Lines)	400
9	Rubber/Wooden Stamp Ordinary Size (upto 02 Lines)	250
10	Rubber/Wooden Stamp Ordinary Size (upto 01 Lines)	250
11	Signature Stamp	100
12	Round/Oval Stamp	100
13	Dater Stamp	50
14	Dater Stamp with official seal	50
15	Alphabets/Symbol Stamp	100
16	Brass Seal Stamp	100

Specimen pictures of all above said stamps is enclosed for sample & reference at **Annexure- 'B'**.

The successful bidder will have to execute/complete the work of provide and supply of Stamp as per given work order and credentials within **02 days after receipt of the work order with final design.**

University will issue separate work orders of stamp, as and when required, to fulfill the requirement of the University during the contract period.

4. Period of the Contract

Initially for a period of 01 (one) year, extendable for another (02) two years, on year to year basis (1+1) subject to satisfactory performance and mutual consent.

5. Bid Submission & Technical Bid Evaluation Criteria

The bids shall be submitted in two stages viz. (i) *Technical bid* (ii) *Financial bid*. The Technical & Financial bid should be uploaded on GEM portal (No documents need to be submitted in hard copy).

Following documents forming part of Technical Bid must be uploaded on **GeM portal** by due date and time.

The bidder meeting the following “**Technical Eligibility Criteria**”, and upload the relevant document in this regard would be considered as ‘technically qualified’ for technical evaluation: -

- i. The bidder should have PAN card of firm/company/individual.
- ii. The bidder should have valid GST Registration Certificate.
- iii. The bidder should have minimum average annual turnover of Rs. 2,00,000/- in last 03 years ending at March 2024. (*A certificate to this effect issued and stamped by a Chartered Accountant with UDIN No. and counter signed by bidder*).
- iv. The registered office of the bidder must be located in Delhi/NCR areas. It may note that bidders of other States will not be eligible to participate in this Bid.
- v. The bidder should have past experience in the similar work in respect of (i.r.o.) providing/supply of good quality Self-Inking Rubber Stamp, Rubber/Wooden Stamp, Signature Stamp, Dater Stamp, Alphabet/Symbol Stamp and Brass Seal Stamp etc., during the last 03 years ending as on 31.03.2025, in different departments of Central Govt./State Govt./Ministries/ PSUs/Educational institutes located in Delhi/NCR.

(Copy of Contract/Work order or execution/completion letter in the similar work i.r.o. Providing/Supply of good quality Self-Inking Rubber Stamp, Rubber/Wooden Stamp, Signature Stamp, Dater Stamp, Alphabet/Symbol Stamp and Brass Seal Stamp etc. to be uploaded).

6. After the Technical Evaluation of the Bids, the University will open the ‘Financial Bids’ of only those bidders who have qualified in the **Technical Eligibility Criteria**.

7. Financial Bid Evaluation:-

- a) The bidders are required to quote their rate and submit/upload their financial bid in the requisite format as given in **Annexure ‘A’**.
- b) Financial bid will be opened i.r.o. technically qualified bidders only as per technical eligibility criteria mentioned in clause 5 of tender document.
- c) Among all technically qualified bidders, the bidder, who will quote the **lowest rate for all items (in total), will be selected as L1 bidder**.
- d) If the quoted rates are observed too much high as compared to prevailing market rate, the University reserves the right to cancel the tender. Hence, bidders are expected to quote more competitive rates so as to justify the reasonability of rates.

8. Award of Work:-

The work for providing/supply of good quality Self-Inking Rubber Stamp, Rubber/Wooden Stamp, Signature Stamp, Dater Stamp, Alphabet/Symbol Stamp and Brass Seal Stamp etc. will be awarded to L1 bidder after the opening of financial bid with the approval of Competent Authority.

9. Performance Security

The Performance Security of 3% of the estimated cost of tender work will be deposited by the successful bidder within the 10 days of the award of Contract. The Performance Security shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-

- a) Fixed deposit receipt (FDR) of a Nationalized Bank (valid for 14 months (12+02) from the award of work)
- OR
- b) Bank Guarantee of a Nationalized Bank (valid for 14 months (12+02) from the award of work).

However, if the contract of the selected bidder is extended further, the selected bidder shall be required to extend the period of FDR/Bank Guarantee for a period of three months over and above the period of extension.

10. General Terms & Condition:-

1. Online bids are invited through GeM portal under two bid system (Technical & Financial Bid) from eligible bidders at Guru Gobind Singh Indraprastha University, Dwarka, New Delhi – 110078. Bids must be uploaded on GeM portal latest by 04th June, 2025 at 03:00 PM.
2. University reserves the right to reject any or all the bids or accept them in part without assigning any reason.
3. Conditional Bids will be summarily rejected.
4. The successful bidder will have to provide/supply of good quality Self-Inking Rubber Stamp, Rubber/Wooden Stamp, Signature Stamp, Dater Stamp, Alphabet/Symbol Stamp and Brass Seal Stamp etc., on as and when requirement basis, as per the L1 approved rates & sample, irrespective of the quantity of items.
5. The L1 bidder will be considered on the basis of lowest total rate of all items, quoted by the bidders.
6. The Contract will be terminated by order of the Competent Authority in the event of any kind of breach of contract/negligence of work/unsatisfactory performance.
7. The Contract is not transferable.
8. The rates of item should be quoted excluding GST. All taxes shall be paid by the University at the time of billing as per approved Govt. norms.
9. The successful bidder shall carry out the work at its own risk and cost. No extra payment for cartage towards providing/supply of Stamp will be paid by the University.
10. If the quality of the Stamp(s) is found inferior/blurred/un-cleared at the time of supply, the agency will be bound to provide another Stamp(s) in replacement. No extra payment shall be made by the University on this account.

11. Repeated occurrence of Non-supply of requisite stamp within scheduled date and time as per clause 12 of Penalty Clause or in case, if material and details stamped on stamp are not in accordance with approved sample and credentials given in work order respectively, **a penalty of Rs.200/- per stamp per occasion may also be imposed.**
12. In normal due course, payment will be released within 30 days after submission of bill, duly completed in all respect, by the vendor.
13. After the award of the contract, L1 bidder has to enter into an agreement with the University on a non-judicial stamp paper of Rs.100/-.
14. In case of any dispute relating to providing/supply of good quality Stamp (s), manufacturing defect, or any kind of breach of contract thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation. The decision of Competent Authority of University will be binding to both the parties in such case.

11. Payment Terms:-

Payment will be released after a satisfactory certificate to be issued by the GA Branch that item supplied as per technical specification given in the tender document. Payment will be made directly in the given bank A/c detail of the vendor through online mode within 30 days of submission of bill complete in all respect.

12. Penalty Clause:-

Sl. No.	Cause	Penalty Imposed
A.	If matter or design not matched with the proof, as checked and finalized.	No payment will be made for that work.
B.	If the material not supplied/fixed before scheduled date and time.	No payment will be made for that work.
C.	If work has to be done from outside, in exigency as could not be executed by the bidder.	Equal payment, as made for this work to outside agency, will be deducted from the running/upcoming bill of agency/contractor.
D.	Repeated occurrence of Non-supply of Stamp within scheduled date and time or in case, if material and details stamped are not in accordance with approved sample and credentials given in work order respectively.	A penalty of Rs. 200/- per stamp per occasion may also be imposed.

13. Force Majeure:-

The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Govt. Authority, delays in obtaining licenses or rejection of application under the Statutes, power failure, accidents or disruption or operations arising from causes not attributable to any malafide acts of the firm, fire and floods.

FORMAT OF FINANCIAL BID

Format of financial bid to quote the rates for providing/supply of good quality Self-Inking Rubber Stamp, Rubber/Wooden Stamp, Signature Stamp, Dater Stamp, Alphabet/Symbol Stamp and Brass Seal Stamp etc. at Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078.

1. Name of Contractor: _____

2. Address: _____

S. No.	Items with Specifications	Rate per Stamp	
		In Rs.	In word
1.	Self-Inking Rubber Stamp Maximum Line for Text - 5 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic		
2	Self-Inking Rubber Stamp Maximum Line for Text - 4 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic		
3	Self-Inking Rubber Stamp Maximum Line for Text - 2 Print on Stamp – Name, Designation etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic		
4	Self-Inking Rubber Stamp (Dura/Presto) Maximum Line for Text - 5 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic		
5	Self-Inking Rubber Stamp (Dura/Presto) Maximum Line for Text - 4 Print on Stamp – Name, Designation, office address etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic		

6	Self-Inking Rubber Stamp (Dura/Presto) Maximum Line for Text - 2 Print on Stamp – Name, Designation etc. Available Ink Colour - Blue Stamp Base Shape - Rectangular Material of Handle – Plastic		
7	Rubber/Wooden Stamp Ordinary Size (upto 05 Lines)		
8	Rubber/Wooden Stamp Ordinary Size (upto 04 Lines)		
9	Rubber/Wooden Stamp Ordinary Size (upto 02 Lines)		
10	Rubber/Wooden Stamp Ordinary Size (upto 01 Lines)		
11	Signature Stamp		
12	Round/Oval Stamp		
13	Dater Stamp		
14	Dater Stamp with official seal		
15	Alphabets/Symbol Stamp		
16	Brass Seal Stamp		
Grand Total			

Note:








1. The bidder, who will quote the lowest rate for all items **(in total), will be selected as L1 bidder.**
2. The rates of item should be quoted excluding statutory taxes and same shall be paid by University at the time of billing.
3. No extra payment for cartage installation/fixing will be provided by the University.

Date: _____

Place: _____

Signature of Authorized Signatory & Stamp

Specimen picture of all Rubber Stamps

Name of Items	Picture
Self-Inking Rubber Stamp	
Self-Inking Rubber Stamp (Dura/Presto)	
Rubber/Wooden Stamp Ordinary Size (upto 05 Lines)	
Signature Stamp	
Round/Oval Stamp	
Dater Stamp	
Dater Stamp with official seal	
Alphabets/Symbol Stamp	
Brass Seal Stamp	