



**Guru Gobind Singh Indraprastha University**

**Sector 16C, Dwarka, New Delhi -110078**

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

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

**TENDER NO. GGSIPU/GA/BAK-BAN/2017-18/03**

**E-TENDER (NIT)**

Registrar, Guru Gobind Singh Indraprastha University invites e-tender from reputed and eligible contractors/firms in two bid system (Technical & Financial) for engagement of agency for providing and fixing of Backdrop, Banners, Signages, display/pin-up boards etc. The tender document can also be downloaded from Delhi Govt. e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in). The tender document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of work	Engagement of agency for providing and fixing of Backdrop, Banners, Signages, display/pin-up boards etc., for two (02) years extendable for another period of six (06) months with mutual consent and subject to satisfactory performance at Guru Gobind Singh Indraprastha University, Sector-16- C, Dwarka, New Delhi – 110 078
2.	The EMD along with covering letter must be submitted as per the last date, time and venue for submission ( <b>No other documents need to be submitted in hard copy</b> ).  The last date and time of uploading technical and financial bid on e-procurement website.	15 <sup>th</sup> November, 2017 Up to 3:00 p.m. in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of Technical bid	15 <sup>th</sup> November, 2017 at 3:30 p.m. in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
4.	EMD	Rs.10,000/- (Ten Thousand Only) in favour of Registrar, GGSIP University payable at New Delhi
5.	Cost of Works	<b>Rs. 2 Lakhs (approximately) (Rupees Two Lakhs only)</b>
6.	The bids shall be submitted in two stages viz.(i) <i>Technical bid</i> (ii) <i>Financial bid</i> . Detailed specification of the item(s) to be provided & fixed is placed at Annexure-F. <b>The Technical &amp; Financial bid should be uploaded on e-procurement website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a> (No documents need to be submitted in hard copy other than EMD).</b>	
7.	Financial bid shall be opened after evaluation of Technical bid/time notified thereafter on e-tender website <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a>	

**(REGISTRAR)**



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

TENDER DOCUMENT

FOR

“Engagement of agency for providing and fixing of  
Backdrop, Banners, Signages, Display/Pin-up Boards etc.

AT

**Guru Gobind Singh Indraprastha University**

*[A state University under Govt. of NCT of Delhi]*

Sector 16 C, Dwarka, New Delhi 110 078

*Dy. Registrar (General Administration)*

*Room No. 36, Ground Floor, Administrative Block,*

*GGSIPIU, Sector -16C, Dwarka, New Delhi 110 078*

*Contact Nos.011- 25302138-39*

*Email :gaipudwarka@gmail.com.*

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## Section-I

### INSTRUCTIONS TO BIDDERS

1. **Scope :-**  
Engagement of agency for providing and fixing of Backdrop, Banners, Signages, Display/Pin-up Boards in the GGSIPU Campus, Sector-16-C, Dwarka, New Delhi – 110078 for a period of two (2) years extendable for another period of six months.
  
2. **Definitions:**
  - 2.1 **GGSIPU** means Guru Gobind Singh Indraprastha University, Delhi
  - 2.2 **University** means Guru Gobind Singh Indraprastha University, Delhi
  - 2.3 **Employer** means the Registrar, GGSIPU and his successor
  - 2.4 **Bidder** means the proprietary firm, partnership firm, Limited Company private or public or corporation who participate in this bid/tender.
  
3. **Who can apply:-**
  - 3.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, Contact details etc.
  - 3.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
  - 3.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
  - 3.4 The bidder should have the business in Delhi region mentioning the type of business as Backdrop, Banners, Signages, Display/pin-up Boards.
  - 3.5 Bidder should have minimum average turnover of Rs.5 Lakhs during last 3 years ending March 2017 duly certified by Chartered Accountant.
  - 3.6 Bidder should have the 5 years of similar work experience of Backdrops, Banners, Signages, Display/pin-up boards etc, in the Govt. offices (Central or State/Semi Govt. etc./PSUs/MNCs/University, Higher Education Institutions, Govt. Institutions, exhibitions in Delhi and NCR.
  - 3.7 Bidder should not have incurred loss in last 2 years ending March, 2017
  - 3.8 Joint Venture/ Consortiums traders are not accepted.

#### 4. Sealing and Marking of Bids

- 4.1 Technical Bid must be submit on e-procurement website of each item and the respective EMD only should be submitted in the office.
- 4.2 The bidder shall place three separate envelopes (called inner envelopes) marked “Technical Bid”, “Financial Bid” and “Earnest Money Deposit” in one outer envelope. No other documents need to be submit in hard copy. The inner envelopes will have marking as follows:
- (A) Earnest Money Deposit (EMD)
  - (B) Technical Bid
  - (C) Financial Bid
- 4.3 The envelop shall be addressed to Dy. Registrar (General Administration), Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi – 110078.
- 4.3 The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

#### 5. Bid Submission:

- 5.1 All the documents as per the **Clause-6** must be uploaded on the e-tender website.
- 5.2 The envelop named “**Earnest Money Deposit**” shall comprise of EMD amount of the tender document and the document comprise of the Technical Bids should be uploaded on e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) **only** (Not to be submitted in hard copy)
- 5.3 The “**Financial Bid**” shall comprise of the price bids uploaded on e-tender website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in)
- 5.4 Each page of the Technical Bid, Tender Document must be signed by the authorized signatory of the bidder.
- 5.5 Conditions other than those laid down in the Tender document will not be entertained.

#### 6. Eligibility Criteria for Technical Bid

The formats/Annexure for the documents to be submitted, with Technical bids are placed at **Section –II (Annexure – A, A1, B, C, D & E)**:

6.1	Letter of Transmittal	Annexure-A
	Declaration by Bidder	Annexure-A1
	That the bidder/agency has not been blacklisted/debarred by any of the Government/Public Sector Agencies in India. A declaration of fair business practice by the Bidder.	Attach certificate
6.2	Organizational Structure: - Legal status of the Company/Agency with legal proof along with certified copies.	Annexure-B
6.3	Income Tax Registration (PAN No.)	Attach certified copies
	GST Registration No.	

6.4	Average Financial turnover of <b>Rs.5 Lacs (Rupees Five Lacs Only)</b> during the immediate last three consecutive Financial Years, duly audited, signed & stamped by a Chartered Accountant.  The bidder should not have incurred losses in more than 02 years in the last 03 consecutive Financial Years, duly certified by Chartered Accountant, along with copies of audited profit and loss account of last 03 years.	Annexure-C
6.5	The bidder should submit Certificate of authorized service provider in favour of Registrar, GGSIP University.	Attach Certified Copy
6.6	The bidder should submit a list of Govt. Departments/PSUs/ Reputed Educational Institutions/Public Service Commissions or reputed private firms where the firm has provided/fixed the Backdrop, Banners, Signages, Display/pin-up boards etc., shall be enclosed along with copies of work orders of Govt. Departments/PSUs/Reputed Educational Institutions/Public Service Commissions or reputed Private firms etc.	Annexure-D
6.7	The bidder will have to furnish the information regarding the Client Satisfaction Report/Performance Report of the works of all works of similar nature completed during the last 03 years ending last day of the month of March 2017.	Annexure – E

## 7. Evaluation Criteria:

7.1 The “**Technical Eligibility Criteria**” prescribed in **para 6.1 to 6.7** above in respect of experience in similar class of works Completed, Financial Turnover, Profitability and Valid Registration will first be scrutinized and bidder eligibility for the work be determined.

### 7.2 Technical Bid Evaluation:-

7.2.1 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:

7.2.1.1 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

7.2.1.2 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

### 7.3 Opening of Financial Bid and Evaluation:-

After the Technical Evaluation of the Bids, the University will open the ‘**Financial Bids**’ of all the bidders who have qualified in the **Technical Eligibility Criteria as per Clause 6**, at notified time, date and place in the presence of the qualified bidders or their representatives, if any. **The lowest financial bidder shall only be considered for award of work.**

## **8. Earnest Money Deposit:**

8.1 The Earnest Money Deposit (EMD) of **Rs.10,000/- (Rupees Ten Thousand only)** must be attached. The Earnest money shall be accepted with a minimum validity of Three (03) months in the following forms and shall be in favour of “Registrar, GGSIPU”, payable at Delhi:-

i. Demand Draft/Bankers Cheque

ii. Fixed Deposit Receipt (FDR)

8.2 Tenders with no Earnest Money deposit will summarily be rejected. In case of successful bidder of the Financial Bids, the earnest money will be returned after obtaining the required 10% Performance Security in the form of FDR alongwith the agreement on non-judiciary stamp paper of Rs.100/-.

8.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

## **9. Financial Bid:**

9.1 The bidder shall quote rates in Indian rupees (INR), both in words and figures in the Schedule quantities only. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in rates shall be allowed. The rates should be quoted exclusive of all taxes. The taxes will be extra as applicable from time to time.

9.2 The Work Contract Tax/Turnover Tax/Income Tax/GST or any other tax deductible at source shall be deducted at source at the rate that will be in force from time to time.

9.3 The rates will be valid for **24 months** from the date of issue of acceptance letter.

9.4 The contract will be for two years and can be extended for further six months with mutual consent and subject to the satisfactory performance.

## **10. General Terms & Conditions**

10.1. The Bid shall be submitted by 3:00 p.m. on or before 15<sup>th</sup> November, 2017 as per details given in Section-I.

10.2. The EMD should remain valid for a period of **forty five (45)** days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security as prescribed below. No interest on EMD would be payable by GGSIPU under any circumstances.

10.3. **Performance Security** The successful bidder will be required to furnish Performance Security amounting to Rs.20,000/- (10% of cost of work) in the form of Demand Draft/Fixed Deposit Receipt from a Commercial Bank in favour of Registrar, Guru Gobind Singh Indraprastha University within Ten (10) days of receipt of the order. The Performance Security would be retained by the University till satisfactory completion of contract period.

10.4. It should be clearly understood that in the event of the work not being completed as per the time schedule laid down by the University, the performance security is liable to be forfeited. This will be in addition to the liquidated damages/penalty, if any, which may be imposed as specified in the terms and conditions hereto. The EMD would be refunded to the successful bidder on receipt of

performance security. No interest on performance security would be payable by University under any circumstances.

- 10.5. Printed terms and conditions of the tender will not be considered as forming part of the bids. In case terms and conditions of the contract applicable to this invitation to tender are not acceptable to any bidder, he should clearly specify deviation in his bid. University reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the bid with such deviation.
- 10.6. Hypothetical and conditional bids will not be entertained.
- 10.7. All legal disputes arising out of the bids, if any, shall be subject to the jurisdiction of the Courts of Delhi only.
- 10.8. Each bidder shall enclose a certificate along with the Technical Bid certifying that all the terms and conditions of the NIT are acceptable to it.
- 10.9. The University reserves the right to terminate the contract at any time, if it is satisfied that the bidder has failed to fulfill its obligations as per the terms and conditions of the contract. The decision of the Registrar, GGSIP University in this regard would be final and binding.
- 10.10. The rates quoted in the Financial Bid shall remain valid for six months from the date of opening of Technical Bid and quoted for onsite providing and fixing basis. In case, the contract is awarded to the bidder, the rates shall remain firm for entire period of contract. The hike in duties/prices of material will not affect the tender and will not entitle the bidder to claim any difference in amount as a result of such hike. The effect of decrease in duties/taxes or prices of material shall, however, be passes on to University by the bidder.
- 10.11. Registrar of the University reserves the right to accept or reject any or all bids without assigning any reason and may empanel one or more agencies for the job.
- 10.12. The supply/work execution completion time will be 48 hours after receipt of the work (final design).
- 10.13. The Company shall use good quality material for providing and fixing of Backdrops, Banners, Signages, Display/pin-up boards.
- 10.14. If the services of the company are found unsatisfactory, the Competent Authority of the University shall have all rights reserved for cancellation of the contract at any time and action will be taken as per procedure.
- 10.15. The Contract is not transferable.
- 10.16. The Company shall carry out the work at its own risk and cost.
- 10.17. Taxes will be extra, as applicable.
- 10.18. **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 applications 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.
- 10.19. **Payment terms:** The payment would be made within 30 days after receipt of the original bills including satisfactory report of the user in proper order.



- 10.20. **Penalty Clause** :- If matter or design is not as per proof checked and provided to the agency and the material is not supplied/fixed before schedule date and time, the payment shall not be made for that lot.
- 10.21. **Risk Purchase Clause:** If the supplier after submission of tender and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of these tender documents, or fails to execute the work as per the requirement or time Schedule given or at any time repudiates the contract, the University will have the right to forfeit the EMD, invoke the performance security if deposited by the supplier and get the work done from other agencies at the risk and consequence of the contractor. The cost difference between the alternative arrangement and contractor tender value will be recovered from the contractor along with other incidental charges including taxes, freight and insurance, etc. In case University is forced to obtain the services of some other service provider if rates charged by that firm is lower, no benefit on this account would be passed on to contractor.
- 10.22. The contract will be initially valid for a period of two (2) year. However; Competent Authority of the University reserves the right to extend the contract for further period of six (6) months on the same terms & conditions and rates, on the basis of satisfaction report of users.
- 10.23. The above are the broad conditions for award of the work. The vendor will have to sign detailed agreement, if the work is awarded to him.
- 10.24. **Arbitration and Settlement of Disputes:**
- 10.24.1 The University and the contractor shall make every effort to amicably resolve all disputes and differences arising between them under or in connection with the present contract by direct negotiation.
- 10.24.2 If after thirty (30) days from the commencement of such informal negotiations, University and the Contractor have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- 10.24.3 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation, effect of this contract, the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice-Chancellor, GGS Indraprastha University.
- 10.24.4 The performance under this Contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
- 10.24.5 The venue of arbitration 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 the jurisdiction of the Delhi Courts only.
- 10.24.6 It is also a term of that if any fees are payable to the arbitrator, these 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 on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

**SECTION - II**

**INFORMATION REGARDING TECHNICAL ELIGIBILITY**

**(Annexure - A to E)**

**LETTER OF TRANSMITTAL**

From:

\_\_\_\_\_  
\_\_\_\_\_

To

**The Registrar**

GGSIU

Sector 16C, Dwarka,

Delhi -110078

**Sub: Submission of Tender Document for “Engagement of agency for providing and fixing of Backdrop, Banners, Signages, Display/pin-up Boards” at GGSIU Campus, Sector-16-C, Dwarka, New Delhi”.**

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexures / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility.

**Name & Signature(s) of Bidder(s) with seal**

**DECLARATION BY THE BIDDER**

We \_\_\_\_\_ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices and submitted in Financial Bid in separately sealed envelope. We confirm that rate quoted by us includes price for providing and fixing of Backdrop, Banners, Signages, Display/pin-up Boards as mentioned in item description.

**SIGNATURE OF BIDDER :** \_\_\_\_\_

**NAME OF BIDDER :** \_\_\_\_\_

**COMPANY SEAL :** \_\_\_\_\_

**Note:** This declaration should be signed by the Bidder’s representative who is signing the bid.

**ORGANISATIONAL STRUCTURE**

1. Name & Address of the Bidder :
2. Telephone No. /Fax No. / E-mail :
3. Legal status of the Bidder (attach copies of Original document defining the legal status)
  - a) An Individual
  - b) A Proprietary firm
  - c) A firm in partnership
  - d) A Limited company or Corporation
  - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photocopy)
 

Organization /Place of registration	Registration No.....
-------------------------------------	----------------------
5. PAN No. ----- GST No.....
6. Names and Titles of Directors & Officers with Designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization: (Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Was the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a Court of Law? If so, give details. :
12. Any other information considered necessary but not included above. :

**(Stamp, Name & Signature of Bidder)**

**DETAILS OF ANNUAL TURNOVER****A. FINANCIAL DETAILS**

<b>Financial Years</b>	<b>Gross Annual Turnover on Printing (In Lakhs)</b>	<b>Profit/Loss (In Lakhs)</b>
2014-15		
2015-16		
2016-17		

**B. Audited Balance Sheet and Profit & Loss Account for above three (03) years certified by the chartered accountant to be submitted.**

**(Stamp, Name & Signature of Bidder)**

**DETAILS OF SIMILAR WORKS COMPLETED DURING LAST THREE (03) YEARS**

S. No.	Description of work	Postal Address of Client with Contact Numbers	Contract Value	Completed Value	Starting Date	Scheduled Completion Date	Actual Completion Date	Reasons for Delay if, any

NOTE: Performance Report issued by Client for all above job(s) shall be furnished alongwith the Bid as per Annexure - E.

(Stamp & Signature of Bidder)

**PERFORMANCE REPORT OF WORKS REFERRED IN ANNEXURE - D**

1. Name of work/ Project & Location :
2. Name of Client and Address with Contact details :
3. Agreement No. / Work Order No. :
4. Value of work as per Work order/Award : Rs.
5. Total value of actual work done : Rs.
6. Estimated Cost of award : 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. Amount of compensation not yet decided :
12. Performance Report
 

1)	Quality of work	Excellent/Very Good/Good/Fair/Poor
2)	Financial soundness	Excellent/Very Good/Good/Fair/Poor
3)	Technical Proficiency	Excellent/Very Good/Good/Fair/Poor
4)	Resourcefulness	Excellent/Very Good/Good/Fair/Poor
5)	General behaviour	Excellent/Very Good/Good/Fair/Poor

\_\_\_\_\_

(Signature & Stamp of Director/Registrar/Admin. Officer/Ex. Engineer or Equivalent)

Dated:

Note:

1. This Annexure should be submitted separately for each work completed by the Bidder during last five (05) years and the works indicated in **Annexure D**.
2. This ANNEXURE shall be signed & stamped by the Bidder's Client not below the rank of Executive Engineer or equivalent.
3. The Name, Address, Contact details (Mobile, Fax, Email, and Landline numbers) of Client should be indicated to facilitate confirmation of work.



**SECTION - III****FINANCIAL BID**

Financial Bid in respect of quoting rates for the arrangement of Backdrop, Banners, Signages, Display/pin-up Boards, at Guru Gobind Singh Indraprastha University, Sector-16-C, Dwarka, New Delhi

1. Name of Contractor :-
2. Address :-
3. Demand Draft No. Dated and Bank's Branch Name

Rate Per inch/feet in Words & in figure including providing fixing charges:-

S.No.	Items/Specifications	Rate per Sq.Ft.
1.	Backdrops/Signages with MS Frame of 1`x1` cubical pipe gauge 20” thickness using star/LG/3M Flex	
2	Flex Banner with Eyelets Frame using star/LG/3M Flex	
3	Display/Pin-up Board for poster session, during conferences/seminars/workshops, etc., size 6x4 feet/ 4x3 feet with stand on hiring basis	

**Note:**

- i) The rates of item should be quoted excluding statutory taxes and same shall be paid by University at the time of billing. Taxes / Charges Extra payable as per approved Govt. norms.
- ii) No extra payment for cartridge installation/fixing will be provided by the University.

Stamp:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized signatory  
(See Clause 10 of Notice Inviting Quotation)