



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

[Central Stores Department]

[Email: central.stores@ipu.ac.in] 25302141

Ref.: GGSIPU/CS/Quotation/2014/
Date: September 15, 2014

M/s.....
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Subject: Quotations for auction of the un-serviceable, condemned furniture items.

This office proposes to dispose off its old un-serviceable, condemned furniture items from this office premises at Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 on "**As-is-where-is-basis**". The items are presently stocked in the University Campus. The detail of the item is given below.

| SN | Name of Item | Weight (Approx.) |
|----|--------------------------------|------------------|
| 1 | Iron Scrap | 4000 Kg |
| 2 | Wooden Items | 2000 Kg. |
| 3 | Plastic Chair & Table (Broken) | 50 Kg. |

In case you are interested in Purchase of these items, you may inspect the material as per your conveniences and schedule given above and then forward your rates per Kg "As-is-where-is-basis" for complete lot in a sealed cover to the office of the Incharge (Store) Room No.35, Admin Block, GGS Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 by 11:00 AM latest by **26/09/2014**. Quotations shall be opened at 11:30 AM on 26/09/2014 in the presence of intending intenders or their representative.

The Earnest Money Deposit (EMD) of **Rs. 2,000/-** (Rupees Two Thousand only) in the form of Bank Draft drawn in favour of **Registrar, GGSIP University**, Dwarka, New Delhi alongwith self attested photocopy of ID proof (Aadhar Card/ Voter ID Card/ Passport/ Driving License etc.) are to be deposited in one envelop and quotation /rates in another envelop. The quotation without EMD shall not be entertained and will be treated as cancelled.

You price quotations should be in numerical terms as well as in words. The cost of transportation and loading of the material shall be borne by you.

[R.P. Kansal]
In-charge (Stores)

Enclosure: **Terms & Conditions**
and format for inviting quotation

FORMAT FOR INVITING QUOTATION

1. Name of the Dealer :
2. Address :
3. ID Proof (Attach copy) :
4. Rate quoted

| SN | Particulars | Qty. /Weight (approx.) | Rate Per K.g. | Details of EMD |
|-----------|-----------------------------------|---------------------------------------|----------------------|----------------------------|
| 1 | Iron Scraps | 4000 Kg | Rs. | Rs.2,000/- |
| 2 | Wooden Items | 2000 Kg. | Rs..... | DD No. _____ |
| 3 | Plastic Chair & Table (Broken) | 50 Kg | Rs..... | Date: _____ Bank: _____ |

I have inspected the material.

Name _____

Signature _____

Date _____

Stamp _____

Terms & Condition for Sale of Unserviceable Furniture Items “As-is-where-is” basis

1. The sale will be on “**AS IS WHERE IS**” basis.
2. The bidder will have to give his rates in the format enclosed herewith and place in envelop marked “Quotation for condemned furniture items”.
3. EMD of **Rs. 2,000/-** (Rupees Two Thousand only) in the form of Demand Draft drawn in favour of **Registrar, GGSIP University**, Dwarka, New Delhi and self attested photocopy of ID proof (Aadhar Card/ Voter ID Card/ Passport/ Driving License etc.) are to be deposited alongwith the quotations.
4. Quotation / tender received without EMD of Rs.2000/ will be rejected.
5. The EMD amount of Rs.2000/- will be adjusted towards the payment of items.
6. Interested parties may visit the University to inspect the items during office time after obtaining the permission from Incharge (Stores), GGS Indraprastha University, Dwarka.
7. The Registrar, GGS Indraprastha University reserves the rights to accept or reject any quotation / tender without assigning any reason thereof.
8. The successful bidder has to pay the total amount within two days failing which the security deposit will be forfeited, and next successful bidder will be given the opportunity.
9. The successful bidder after making full payment will be required to remove the items form the University premises within two days after payment of total amount
10. The successful bidder will be responsible for transportation, handling, loading, unloading, weighing, etc. & collecting the materials from the University campus on his expenses within 2 days from the date of the award of the aforesaid work failing which EMD will be forfeited.
11. In case the successful bidder fails to remove the items within the specified period after full payment, University will charge Rs.200/ per day for unauthorized stay in the University campus, the University will not be responsible for any damage.
12. The duly completed Tender in sealed envelop along with EMD should be deposited in the office of Incharge (Store) between 11:00 AM to 3:30 PM on any working day from Monday to Friday.
13. The tenders will be opened on **Friday, 26/09/2014** at 11:30 AM by the Committee in the presence of tenderers or their authorized representative who wish to be present on the occasion.
14. Tenderers should ensure that no overwriting and cutting while quoting rates.
15. Your price quotation should be in numerical terms as well as in words.
16. In case of any dispute arising between the tenderer and University the decision of the Hon’ble Vice Chancellor shall be final and binding on the tenderer.
17. All legal disputes shall be subject to Jurisdiction Delhi Courts.

[R.P. Kansal]
In-charge (Stores)