



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, NEW DELHI – 110078**

Phone No. 011-25302149  
011-25302150

**Dated: 17.12.2014**

**Tender No.:- 11/PUR/GGSIPU/2014-15**

**E-Tender (NIO)**

Sealed item rate quotation is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi **from eligible manufacturers/distributors/authorized dealers for Supply of stationary items** as per details given below:-

1.	Name of work	<b>Supply of stationary items as per Annexure-I</b> at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD and Technical bids documents	02.01.2015 Upto 02.00 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bid	02.01.2015 at 02.30 p.m.
4.	EMD	Rs.20,000/- (Twenty Thousand Only) in favour of Registrar, GGSIP University payable at Delhi
5.	Estimate Cost of Work	Rs.10 Lacs (approximately)
6.	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>	
7.	Interested suppliers can visit the Purchase Branch to see the samples and specification of the required items to have an idea before submitting their bids.	

The bids shall be submitted in two stages viz.(i) *Technical bid* (ii) *Financial bid*. Detailed specification of the item(s) to be supplied is placed at **Annexure-I**. **The Technical & Financial bid should also be uploaded on e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in)**

**Eligibility:-**

**All eligibility documents with EMD must also be submitted in hard copy as per the date and time mentioned above.**

1. Undertaking by the agency in its Letterhead that:-
  - a. that it has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central or State PSU.
  - b. that it will ensure fair trade practice.
  - c. that the proprietor/partners of the agency do not have any relative employed with GGSIP University.
2. Should have valid registration with DVAT.
3. Should have minimum average annual financial turn over of Rs.10 Lakh during the financial year 2011-12, 2012-13 & 2013-14 duly certified by **Chartered Accountant and a copy of Balance Sheet to be enclosed.**
4. Should have valid PAN Card.
5. The bidders should have to submit their samples for each item in the Purchase Branch with the technical bid. The Financial bids of only those bidders whose samples are found as per specification and passed by the Committee will be opened.

## **Terms & Conditions:-**

- (1) All items must be quoted. The total order will be **“treated as a Package”** and lowest bid will be considered on total of all items.
- (2) The bidder shall place his bid in the envelop marked “Technical Bid”. All documents in support of eligibility as well as another envelop containing DD/Pay order for EMD shall be placed in the envelope marked “Technical Bid”.
- (3) Bids without EMD will be summarily rejected.
- (4) Conditional Bids will be summarily rejected.
- (5) Bids received after due date & time shall be summarily rejected.
- (6) The technically qualified bidders will have to submit their samples for each item in the Purchase Branch of the University within 7 day from the date of uploading/completing technical evaluation. The Financial bids of only those bidders whose samples are found as per specification and passed by the Committee will be opened.
- (7) Delivery :- F.O.R. GGSIP University/CIP New Delhi, Sector 16 C, Dwarka, New Delhi
- (8) Delivery period:- 45 days from the date of supply order.
- (9) The EMD of unsuccessful bidders shall be refunded.
- (10) In case the successful bidder fails to supply the materials, the EMD shall be forfeited to GGSIP University absolutely. The EMD of the successful bidder will be refunded after receive and inspect the material supplied by the bidder.
- (11) In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- (12) The validity of the bid will be 120 days from the date of opening of financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited to GGSIP University absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotation process.
- (13) The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.
- (14) University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
- (15) Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder’s cost & risk.
- (16) The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
- (17) In case of any dispute relating to manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
- (18) 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.
- (19) The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
- (20) 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.
- (21) 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.
- (22) Force Majeure.  
For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor'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 contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor 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.

(Dr. Abha Vermani)  
Dy. Registrar (Purchase)

**Technical Specification for stationary items:-**

<b>S. No.</b>	<b>Description</b>
1.	<b>White Cloth Bags</b> (as per sample) Large Cloth Bag: Good Quality Heavy Cloth bag of Size : 50 c.m. (L), 45 c.m. (W) & 100 c.m. (H)
2.	<b>Blue Stick Box</b> (as per sample) with printing
3.	Envelop size (16"x12") yellow with cloth pasted made from 120 GSM paper of good quality/branded name with printing as per the sample
4.	Envelop size (12"x9.5") yellow with cloth pasted made from 120 GSM paper of good quality/branded name with printing as per the sample
5.	Envelop size (17"x15") plastic made from 125 micron of good quality/branded name with printing as per the sample
6.	Envelop size (10"x12") white with laminated made from 120 GSM paper of good quality/branded name with printing as per the sample
7.	Envelop size (10"x12") white with jail pasted made from 120 GSM paper of good quality/branded name with printing as per the sample
8.	Envelop size (9"x6") brown made from 120 GSM paper of good quality/branded name with printing as per the sample
9.	Envelop size (10"x4.5") white made from 120 GSM paper of good quality/branded name with printing as per the sample
10.	Envelop size (10"x4.5") white made from 120 GSM paper of good quality/branded name with printing as per the sample

### Financial/Commercial Bid

S. No.	Description/specification	Qty.	Unit Price in figure	Total Price in figure	Total Price in words
1.	<b>White Cloth Bags</b> (as per sample) Large Cloth Bag: Good Quality Heavy Cloth bag of Size : 50 c.m. (L), 45 c.m. (W) & 100 c.m. (H)	2500			
2.	<b>Blue Stick Box</b> (as per sample) with printing	1000			
3.	Envelop size (16"x12") yellow with cloth pasted made from 120 GSM paper of good quality/branded name with printing as per the sample	5000			
4.	Envelop size (12"x9.5") yellow with cloth pasted made from 120 GSM paper of good quality/branded name with printing as per the sample	5000			
5.	Envelop size (17"x15") plastic made from 125 micron of good quality/branded name with printing as per the sample	5000			
6.	Envelop size (10"x12") white with laminated made from 120 GSM paper of good quality/branded name with printing as per the sample	5000			
7.	Envelop size (10"x12") white with jail pasted made from 120 GSM paper of good quality/branded name with printing as per the sample	5000			
8.	Envelop size (9"x6") brown made from 120 GSM paper of good quality/branded name with printing as per the sample	5000			
9.	Envelop size (10"x4.5") white made from 120 GSM paper of good quality/branded name with printing as per the sample	5000			
10	Envelop size (10"x4.5") white made from 120 GSM paper of good quality/branded name with printing as per the sample	5000			
<b>All Taxes (VAT etc.) if any</b>					
<b>Total Amount in (Rs.) inclusive all taxes</b>					

**Note:-**All items must be quoted. The total order will be "**treated as a Package**" and lowest bid will be considered on total of all items

**(SEAL, SIGNATURE & NAME OF THE BIDDER)**