



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078 Website: <http://ipu.ac.in>

F.13.3 (18)IPU/PUR/ Misc./G.A/PRO/2013-14/1276

Dated: 24<sup>th</sup> January, 2014

To

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## Name of Work: Quotation for Purchase of Telephone Instruments for Dwarka Campus.

Sealed quotations are invited from agencies/Vender (s) for purchase of Telephone Instruments for Dwarka Campus. The details are as follows:-

Name of Work	Purchase of Telephone Instruments for GGSIP University, Dwarka Campus, Sector 16C, Dwarka, New Delhi - 110078
Last date, time and venue for collection of quotation document	13.02.2014 (Thursday) at 02.30 P.M. from the office of Dy. Registrar (Purchase), Room No. L010, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi - 110078
Last date, time and venue for submission of quotation	13.02.2014 (Thursday) at 03.00 P.M. in the office of Dy. Registrar (Purchase), Room No. L010, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi - 110078
Date and time for opening of quotation in presence of the authorized representatives of bidders, if any.	13.02.2014 (Thursday) at 04:00 P.M.
Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi

This enquiry has also been posted on **University website**. Please **superscribe the sealed envelope containing quotation with reference no. of the quotation and quotation for purchase of telephone instruments**.

**The bid shall be submitted in two stages viz. (i) Technical Bid (ii) Financial Bid.**

### Eligibility Criteria:-

1. Tenderer must produce latest Authorization Certificate from the OEM or Distributor addressed specifically to the Registrar, GGSIP University, in this regard should be attached in original with the Technical Bid. The Manufacturer/Authorized Dealer should also have an authorized service centre in Delhi NCR only (proof to be enclosed).
2. Should have valid registration with DVAT Deptt. of Govt. of Delhi.
3. The bidder should have at least three year's experience (minimum 2 orders per year must be executed) in supplying such items to Government Departments/PSUs. (Proof to be enclosed).
4. 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 have not any relative employed with GGSIP University.

5. The bidder should give an undertaking to provide services, in case of emergency, on Sunday, Holidays or even after office hours. The declaration in the prescribed proforma given in this tender document should be submitted alongwith the technical bid. (Mentioned at Annexure-I).
6. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft from a commercial bank drawn in favour of "Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi". The Demand Draft should be valid for 6 months from the date of publishing of this tender.
7. That the item(s) supplied under this contract shall have warranty for 12 months from the date of supply.
8. Approved make of Telephone Instruments : Beetal, Panasonic, LG, Tata

### **Terms & Condition:-**

- (1) *The bidder shall place his bids in two separate envelopes marked "Technical Bid" and "Financial 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". The offered rates shall be placed in the envelop marked "Financial bid". Both these bids should be superscribed with name of work and shall be placed in a third envelop which shall be superscribed "Quotation for Purchase of Telephone Instruments at GGSIP University".*
- (2) *Bids without EMD will be summarily rejected.*
- (3) *Conditional Bids will be summarily rejected.*
- (4) *Bids received after due date & time shall be summarily rejected.*
- (5) *The "Financial bid" of those bidders whose technical bids have qualified will only be opened.*
- (6) *The declaration in the prescribed proforma given in the tender document should be duly signed and have the company seal and submitted alongwith the technical bid and should be put in the same envelope containing the technical bid. (Mentioned at Annexure-I).*
- (7) *Rate must be quoted in the schedule of quantities attached to this NIQ only in Indian Rupees only net in figures & words inclusive of taxes, levies, cartage handling, loading, unloading etc.*
- (8) *Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi*
- (9) *University will provide the custom duty exemption certificate.*
- (10) *Delivery period: 10 (Ten) days from the date of supply order.*
- (11) *The EMD of unsuccessful bidders shall be refunded immediately.*
- (12) *The successful bidder have to submit a Performance Security Deposit of Rs. 10,000/- in the form of Demand Draft/Pay order drawn in favour of Registrar, GGSIPU, Delhi within 7(seven) days of the communication accepting the bid. EMD shall be adjusted toward Performance Security Deposit. The Performance Security Deposit shall be refunded without interest after completion of the warranty period of 12 months.*
- (13) *In case the successful bidder fails to deposit the Performance Security within the stipulated 7 (seven) days of the communication accepting the bid, the EMD shall be forfeited to GGSIP University absolutely.*
- (14) *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.*
- (15) *The payment will be made after delivery and satisfactory inspection of the equipment.*
- (16) *Taxes etc., if any, leviable shall be deducted at source.*
- (17) *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-quotationing process.*

- (18) *The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.*
- (19) *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.*
- (20) *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.*
- (21) *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.*
- (22) *In case of any dispute relating to meaning, scope, 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.*
- (23) *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.*
- (24) *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.*
- (25) *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.*
- (26) *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.*
- (27) *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.*

This NIT has also been uploaded on University website ([www.ipu.ac.in](http://www.ipu.ac.in))

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

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director / Authorized Signatory  
of \_\_\_\_\_ am competent to sign this declaration and execute this tender  
document;
2. I have carefully read and understood all the terms and conditions of the tender and are fully acceptable to  
me;
3. The information / documents furnished along with the above application are true and authentic to the best of  
my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information /  
fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution  
under appropriate law.

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Full Name:  
Company's Seal :

**TECHNICAL BID FORM**

1.	Name of Bidding Firm	
2.	Full Address	
(a)	Telephone & Fax No.	
3.	Details of Earnest Money Deposit : Rs. 10,000/- (Rupees Ten thousand only)	
(a)	D.D. / P.O. No. & Date	
(b)	Drawn on Bank	
(c)	Valid upto	
4.	Tenderer must produce latest Authorization Certificate from the OEM or Distributor addressed specifically to the Registrar, GGSIP University, in this regard should be attached in original with the Technical Bid. The Manufacturer/Authorized Dealer should also have an authorized service centre in Delhi NCR only (proof to be enclosed)	
5.	Should have valid registration with DVAT Deptt. of Govt. of Delhi.	
6.	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 have not any relative employed with GGSIP University.	
7.	The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft from a commercial bank drawn in favour of "Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi". The Demand Draft should be valid for 6 months from the date of publishing of this tender.	
8.	That the item(s) supplied under this contract shall have warranty for 12 months from the date of supply.	
9.	Name of Make (Approved make of Telephone Instruments : Beetal, Panasonic, LG, Tata)	
10.	Give details of the similar contracts awarded to the bidder by Government Departments/PSUs during the last three years as on 31.12.2013, in the following format (proof to be enclosed):	
	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Total Value of Contract (Rs.)
A		
B		
C		
D		
E		
F		
11.	Additional information, if any	

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Full Name:  
Company's Seal :

**FINANCIAL BID FORM**

**Schedule of Quantity**

<b>Name of items &amp; Specifications</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total Amt. (incl. taxes)</b>	<b>Total Amt. in words</b>
30 incoming call memory VIP Number Storage Hands Free Dialing Programmable Flash (110 ms, 600 ms and 1000 ms) Default 300 msec Dual Mode DTMF/FSK Compatible 16 Digit LCD Single Display Real Time Clock with Year, Date and Month Display 6 Step LCD Contrast Adjustable 10 Outgoing Memory 31 Digits Redial Memory 16 digit single LCD display Redial Pre-Dialing and Clearing Functionk Call Back Facility Pre-Dialing and Clearing Function Toggle Mute Function Pause Ringer LED Indication 2 Step Mechanical Lock (Optional)	200			
Total Amount in Rs. (inclusive of taxes)				

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Name:  
Company's Seal: