



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

Phone No. 011-25302149

011-25302150

Dated: 16.08.2016

**Tender No.:-14/PUR/GGSIPU/2016-17**

**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 medals, memento, team trophy and chief guest mementoes** as per details given below:-

1.	Name of work	<b>Supply of medals, memento, team trophy and chief guest mementoes</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	07.09.2016 Upto 02.00 p.m. in the office of Jt. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bids	07.09.2016 at 03.30 p.m. in the office of Jt. Registrar (Purchase), Ground Floor, Library 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 Delhi
5.	Cost of Work	<b>Rs.2 Lacs (approximately)</b>
7.	<b>The bidders will have to submit their samples for each item in the Purchase Branch of the University alongwith technical bid. The Financial bids of only those bidders whose samples are found as per specification and passed by the Committee will be opened.</b>	

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**.

**Eligibility:-**




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 department and a copy of last VAT return.
3. Should have minimum average annual financial turn over of Rs.3 Lakh during the financial year 2012-13, 2013-14 & 2014-15 duly certified by **Chartered Accountant and a copy of Balance Sheet to be enclosed.**
4. Vender/bidder should have experience of at least three years for selling of the above mentioned items. Minimum one purchase order with minimum value of Rs.50 thousand for the financial year 2015-16.
5. Should have valid PAN Card.
6. The bidders have to submit their sample for each item in the Purchase Branch with the bid. The Financial bids of only those bidders whose sample is found as per specification and passed/approved by the Committee will be opened.

### **Terms & Conditions:-**

- (1) All items in one category must be quoted by the bidder. The total order will be "**treated as a Package**" and lowest bid will be considered as an average of all items for each category.
- (2) 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 **Supply of medals, memento, team trophy and chief guest mementoes** at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078.
- (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 bidders will have to submit their samples for each item in the Purchase Branch of the University alongwith bid. 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, Sector 16 C, Dwarka, New Delhi
- (8) Delivery period:- 15 days from the date of supply order.
- (9) The EMD of unsuccessful bidders shall be refunded after approval of competent authority, GGSIPU.
- (10) The EMD of successful bidder will be treated as performance security after award of tender and it will be refunded after successful compilation of work/supplies as award of work, after approval of competent authority.
- (11) In case the successful bidder fails to supply the materials, the EMD shall be forfeited to GGSIP University absolutely.
- (12) 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.
- (13) 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.
- (14) The rates of successful bidder will be valid for 12 months from the date of issue of work/purchase order.
- (15) 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.
- (16) 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.
- (17) 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.
- (18) 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.
- (19) 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.
- (20) 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.
- (21) 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.
- (22) 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.
- (23) 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.

(Sunita Shiva)  
Jt. Registrar (Purchase)

**TECHNICAL SPECIFICATION FOR SUPPLY OF MEDALS, MEMENTO, TEAM TROPHY AND CHIEF GUEST MEMENTOES:-**

S. No.	Description	Qty	EMD Amount
S. No.	Description/specification	Qty.	Rs.10,000/-
1.	<b><u>Medals (Gold/Sliver/Bronze)</u></b> Size of the medal should be 2.5 inch in round shape made of Copper/Cuscut. The weight of each medal should be 60 grams with University logo on one side and 14 <sup>th</sup> sports meet 2016 other side.	270 set	
2.	<b><u>Trophy</u></b> Size of the trophy should be 15"-17" inch and 13"-15" inch in cup shape without cap. The base size should be according to trophy. Base should be made ABS (plastic). The bidders may quote their rate for Brass and Metal trophies separately. The trophy will contain the plate of winner and runner trophy with university name and logo. 	26 (Size 15"-17") 26 (Size 13"-15") (Total-52)	
3.	<b><u>Memento</u></b> Size of the memento should be 8"-9" inch long with 3"-5" inches breadth with base. Thickness 12 mm. the size may vary according to sample and contain with given and printing contains by the university. 	200	
4.	<b><u>Chief Guest Memento</u></b> Size of the memento should be 17-22 x 14-17 with Wooden base. 	20	

## Financial/Commercial Bid

### SUPPLY OF MEDALS, MEMENTO, TEAM TROPHY AND CHIEF GUEST MEMENTOES

S. No.	Description/specification	Qty.	Unit Price in figure	Unit Price in words	Total Amount
1.	<b><u>Medals (Gold/Sliver/Bronze)</u></b> Size of the medal should be 2.5 inch in round shape made of Copper/Cuscut. The weight of each medal should be 60 grams with University logo on one side and 14 <sup>th</sup> sports meet 2016 other side.	270 set			
2.	<b><u>Trophy</u></b> Size of the trophy should be 15"-17" inch and 13"-15" inch in cup shape without cap. The base size should be according to trophy. Base should be made ABS (plastic). The bidders may quote their rate for Brass and Metal trophies separately. The trophy will contain the plate of winner and runner trophy with university name and logo.	26 (Size 16.5) 26 (Size 14.5) (Total-52)			
3.	<b><u>Memento</u></b> Size of the memento should be 8"-9" inch long with 3"-5" inches breadth with base. Thickness 12 mm. the size may vary according to sample and contain with given and printing contains by the university.	200			
4.	<b><u>Chief Guest Memento</u></b> Size of the memento should be 17-22 inch x 14-17 inch with Wooden base.	20			
<b>All Taxes (VAT etc.) if any</b>					
<b>Total Amount in (Rs.) inclusive all taxes</b>					

(SEAL, SIGNATURE & NAME OF THE BIDDER)