



GURUGOBINDSINGHINDRAPRASTHAUNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI – 110078

Phone No. 011-25302603

Dated: 20.06.2013

No:GGSIPU/U-Focus /2013-14/09

To

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NOTICE INVITING QUOTATION

Sealed item rate quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi from eligible Printers/Stationers for Printing & Supply U-Focus Vol. 13 (No.3)

1.	Name of work	Printing & Supply of U-Focus (University News Letter) Vol.13 (No.3), 1000 copies and same number of self adhesive envelopes (self covered) in English in Demy Quarto Size by Photo offset process for Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Estimated Cost	Rs. 1,80,000/- (Rupees..... One Lakh Eighty Thousandonly)
3.	Earnest Money Deposit	Rs. 5,000/- (Rupees Five Thousand only) {2 to 5 percent of the Estimated cost}
4.	Time allowed	One hundred twenty days (..... 120 ... days) in words
5.	Last date, time and venue for submission of quotation	27.06.2013upto 05.00 p.m. in the office of Editor, U-Focus, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
6.	Date, time and venue for opening of quotation	28.06.2013 at 02.30 p.m. in the office of Editor, U-Focus, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078

Detailed specification of the item(s) to be Printed& supplied is placed at Annexure A. **The rate must be quoted in this Annexure A only.**

Eligibility:

1. The Printer should be based at Delhi or having sufficient own power-backup, taking into consideration operational convenience of the University.
2. The bidder should not have been barred or blacklisted by any Universities/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities
3. will ensure fair trade practice.
4. the proprietor/partners of the bidding agency should not have any relative employed with GGSIP University.
5. Should have valid registration with DVAT Deptt. of Govt. of Delhi.

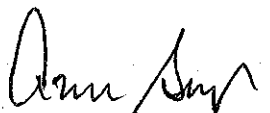
Terms & Conditions:

- (1) Bids without EMD will be summarily rejected. EMD should be valid for a period of 2½ months over & above the bid validity period.
- (2) Conditional Bids will be summarily rejected.
- (3) Bids received after due date & time shall be summarily rejected.
- (4) The "rates" should be submitted on Annexure A only.
- (5) **Rate must be quoted in Indian Rupees only net in figures & words inclusive of taxes, levies, cartage handling, loading, unloading etc.**
- (6) **Rates quoted in any other form except Annexure A of this NIQ shall not be considered.**
- (7) Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi
- (8) Delivery period:- days from the date of supply order.
- (9) The EMD of unsuccessful bidders shall be refunded immediately.
- (10) The successful bidder have to submit a Performance Security Deposit @ 10% of the quoted value in the form of Demand Draft/Pay order/Bank Guarantee issued by any Nationalized Bank 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 work.
- (11) 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.
 - (12) The Printer has to arrange for collection of the materials for printing from the office of Editor, U-Focus, GGSIPU and deliver proofs for approval.
 - (13) The printer has to ensure good quality job and timely delivery.
 - (14) In case the successful bidder fails to supply the item(s) within the delivery 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) No Advance Payment shall be made in any case. The payment will be made in INR after satisfactory delivery of the printed material.
 - (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-quotation process.
 - (18) The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance and the bidder shall be bound to supply any quantity over & above the quantity mentioned in Annexure A at the same rate and terms & conditions.
 - (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 have to be taken back by the bidder at his own cost, risk & consequences.
 - (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.


(Prof. Anu Singh Lather)
Editor, U-Focus
Room No. D-206, U.S.M.S, Block-D
Guru Gobind Singh Indraprastha University
Sec-16-C, Dwarka, New Delhi 110078
011-25302603, 25302604

SCHEDULE OF QUANTITIES

Name of work: Printing & Supply of U-Focus (University News Letter) Vol.13 (No.3), 1000 copies and same number of self adhesive envelopes (self covered) in English in Demy Quarto Size by Photo offset process for Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi - 110078

Approximate quantity: 1000 copies of U-Focus comprising about 70 pages in 4 colours along with same number of envelopes

S. No.	Particulars	Unit	Unit rate	Rate in figure
A	B	C	D	
1	Paper 170 GSM imported art paper (Matt Finish) for text per leaf, i.e. 2 pages	Per leaf		
2	Text composing in English in 10/11 pt. font size	Per page		
3	One piece planning of text - in 4 colour	Per page		
4	Scanning of colour pictures (drum scanning only)	Per picture		
5	Scanning of B & W pictures (drum scanning only)	Per picture		
6	PS Plate making charges (4 pages plates)	Per colour		
7	Printing of text per colour per thousand - 4 page form	Per thousand		
8	Binding - Center stitch	Per copy		
9	Perfect binding	Per copy		
10	Self adhesive Envelops for U-focus	Per piece		

Rate must be quoted in Indian Rupees only net in figures & words inclusive of taxes, levies, cartage handling, loading, unloading etc.

(Signature of the Authorized Signatory)
With Name and Seal)

Place:.....
Date:.....