



**Estate & Security Branch**  
**Guru Gobind Singh Indraprastha University**  
**Sector 16-C, Dwarka, New Delhi – 110 075**  
Tel: 011-25302245, 25302247, Fax:011-25302111, website: ipu.ac.in

*F.No: GGSIPU/E&S /2013*  
*Dated: 10<sup>th</sup> April, 2013*

**NOTICE INVITING QUOTATIONS**

Guru Gobind Singh Indraprastha University invites sealed quotations from reputed and eligible contractors/firms in two bid system (Technical & Financial) for running the Photocopier/ Computer Printing / binding / stationary items/ Teaching Material at the Dwarka Campus for the period of Three year at GGSIP University, Sector 16C, Dwarka, New Delhi-110078. Tender Document contains details terms & conditions can be obtained from 10.00 a.m. to 02.00 p.m. upto 02<sup>nd</sup> May, 2013 from the office of Office of Estate, Room No. L023, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi-110078. Tender document can also be downloaded from University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in). Duly completed tender document are to be dropped in the tender box at in the Office of Estate, Room No. L023, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi-110078 latest by 02.00 p.m. on 02<sup>nd</sup> May, 2013. The tenders (Technical Bids) shall be opened at 3.00 p.m. same day i.e. on 02<sup>nd</sup> May, 2013 in the presence of tenderers or their representatives, if any.

**(Dr. Vijay Kumar)**  
**Assistant Registrar(Estate)**



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*F.No: GGSIPU/E&S /2013*

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### **NOTICE INVITING QUOTATIONS**

**Name of work: - Allotment of Shop for running the Photocopier/ Computer Printing / binding /stationary items/ Teaching Material at the Dwarka Campus for the period of Three year.**

Sealed quotations are invited from the Agencies for running the Photocopier/ Computer Printing / binding / stationary items/ Teaching Material at the Dwarka Campus for the period of Three year (as per annexure 'I'). The reserved License fee is Rs. 5000/- (Rupees Five Thousand only) per month. However, the agency quoting the highest license fee shall be awarded the contract. The quotations should be submitted on your letter head duly signed and stamped as per format enclosed.

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

##### **1.0 Eligibility Criteria**

- 1.1 A firm (Proprietary / partnership) or an organization (registered under the company act) should be registered with Trade and Taxes Deptt, Govt. of NCT of Delhi and should have a Permanent Account Number (PAN).
- 1.2 The agency shall have minimum of 02 years experience of similar nature in the Educational Institutions / Universities.

##### **2.0 Submission of Quotation**

- 2.1 The Agencies should submit the quotations in following two bids:
  - A) Technical Bid- In one sealed envelope with Technical Bid and should contain the documents mentioned vide Para 2.3 to 2.5 of the Document.
  - B) Financial Bid- In another sealed envelope marked with Financial bid and should have only prices/rates quoted by the agency.
- 2.2 Above Two envelopes (The technical bid and the financial bid) are to be put in a bigger cover which should also be sealed and duly superscribed “ Quotation for “**Shop for the Photocopier/ Computer Printing / binding /stationary items/ Teaching Material**”
- 2.3 The agency will deposit EMD (refundable) of Rs. 10000/- (Rupees Ten Thousand Only) with quotation in the form of demand draft in favor of “Registrar, Guru Gobind Singh Indraprastha University,” payable at New Delhi 110075. The quotation without EMD

will be summarily rejected. Earnest Money will not be accepted in any other form such as Cash/Cheque/ Money Order/Bank Guarantee

- 2.4 The certificate /proof of registration with Trade and Taxes Deptt. Govt. of NCT of Delhi. Attach a copy of PAN (Permanent Account Number), VAT/TIN Registration Certificate / Service Tax Registration
- 2.5 The experience of minimum of 02 years of similar nature in the Educational Institutions / Universities
- 2.6 Quotation complete in all respect and duly signed on each page should be submitted by the agency or their authorized representative in the Room No-L023, Library Building, GGSIP University, Sector 16-C, Dwarka, New Delhi-110075 between **10:00 AM to 02:00PM latest by 02<sup>nd</sup> May 2013**. Any Quotation received after the specified time/date will not be entertained and the University shall not be responsible for any delay.
- 2.7 Incomplete quotations will not be entertained

### **3.0 Evaluation Criteria**

- 3.1 The Evaluation committee of the University will examine the technical bid, whether the bid is fulfilling the eligibility criteria as specified in the quotations and all the documentation and EMD has been provided.
- 3.2 Subsequently to the technical bid evaluation, the qualified agency will be informed for financial bid opening date and time and their financial bids will be opened in the presence of authorized representatives, who wish to be present on the occasion.

### **4.0 Other Terms and conditions**

- 4.1 Minimum 02 Nos. Photocopy Multipurpose machine for black & white (with min 70PPM), 01 No. Photocopy Multipurpose machine for color (with min 40PPM), 01 No. Plotter, 01 No. Color Laser Printer should be provided. The requirement of the machines may be increased with the work. The machine should be in good conditions with high speed and not more than 02 years old.
- 4.2 The agency will provide copy of the bills of the machine in the University within 15 days from the issue of letter of intent.
- 4.3 If any information furnished by the agency is found to be incorrect or false at any time, the agency will be liable to be terminated without any notice and the earnest money is liable to be forfeited.
- 4.4 The University reserves the right to terminate the successful agency without assigning any reason by giving the agency one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the agency shall come to an end without prejudice to any right or remedy.
- 4.5 The space shall be vacated within 15 days by the contractor on expiry/termination of the contract failing which the material/equipment lying in the premises shall be forfeited.

- 4.6 The successful agency shall indemnify the University against all damages/charges and expenses for which the University may be held liable or pay on account of the negligence of the agency or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
- 4.7 In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the quotation, will be subject to jurisdiction of Courts of Delhi/ New Delhi.
- 4.8 That the machine shall be installed in the space allotted by the University.
- 4.9 The successful agency to which contract will be awarded shall have to submit a Security Deposit money of Rs. 50,000/- (Rupees Fifty Thousand Only) in form of demand draft in favor of “Registrar, Guru Gobind Singh Indraprastha University,” payable at New Delhi at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor/vendor fails to pay security deposit within 7 days of issue of acceptance letter, the contract will stand cancelled. In the event the EMD will be forfeited absolutely and the NIQ will be recalled upon which the vendor shall not be allowed to quote his rates.
- 4.10 In case of any breach of contract, the security of Rs. 50,000/- (Rupees Fifty Thousand only) shall be liable to be forfeited.
- 4.11 The reserved License fee is Rs. 5000/- (Rupees Five Thousand) per month. However, the agency quoting the highest license fee shall be awarded the contract. The license fee shall be deposited by 7<sup>th</sup> of each month with the cashier of GGSIP University and a receipt in token of deposit shall be obtained. A photocopy of the receipt is also to be deposited in the Estate & Security Branch, GGSIP University, Dwarka campus by the contractor.
- 4.12 That the electricity charges shall be payable to GGSIP University in addition to the license fee. The sub-meter shall be installed in the premises and the charges for the electricity shall be as per prevailing commercial rates as per actual consumption on the rates as billed by BSES to University. Bill raised by UWD shall be paid within time schedule specified therein.
- 4.13 That the allotment shall be initially for a period of Three year and can be extended further on terms and conditions as decided by the University.
- 4.14 The area of the shop is 23.53 Sqm. (7.4 mtr x 3.18 mtr.)
- 4.15 That the said job work facilities shall be made available from 9.00 a.m. to 9.00 p.m. including Saturdays and Sundays. The Contractor shall be bound to provide services only to the students, teachers and staff of the University and under no circumstances the contractor shall be allowed to take any job from outside. The Contractor or his workers shall not stay in the premises under any circumstances after working hours. But for working on holidays or late hour, approval of the Incharge, Estates Branch may be taken in advance.

- 4.16 The contractor should ensure timely completion of work assigned, failing which penalty of Rs. 1000/- will be charged on each instance.
- 4.17 That the University shall have the right of free access to the working place.
- 4.18 That the Contractor shall be responsible for maintenance and proper upkeep of the space allotted to him.
- 4.19 That the contractor will be responsible for the damages caused to the University property due to his negligence and the cost of repair/replacement shall be recovered from the contractor.
- 4.20 That in case of any complaint about the contractor and their workers' misbehavior, over-charge, harassment, the University has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In such case the security deposit shall be forfeited absolutely and the vendor will be debarred in participating any future NIQ/tender etc. in the University.
- 4.21 That the said job shall be undertaken by the allottee only and in no case the activity shall be passed on to any third party.
- 4.22 I-cards to the contractor and his supporting staff shall be issued by Estate & Security Branch of GGSIP University Dwarka campus and workers with valid I-card only will be allowed inside the campus and the Id should be properly displayed inside the campus
- 4.23 The contractor shall ensure all work of good quality in terms of paper, legibility and durability of the impression.
- 4.24 Contractor shall display on printed board, the rates of each services with clear specification.
- 4.25 The Earnest money will bear no interest.
- 4.26 The furniture / counters etc. shall be installed by agency on its own cost.

**(Signature of the Prop./ Authorized Signatory)**  
**With Name and seal**

Place:.....  
Dated:.....

**Rate List****(A) Plotting Machine**

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	Black & White	Colour
1.	Plotting – Printing (Drawing / Text)	A4	0.75	5.00
2.	Plotting – Printing (Drawing / Text)	A3	1.50	12.00
3.	Plotting – Printing (Drawing / Text)	A2	15.00	20.00
4.	Plotting – Printing (Drawing / Text)	A1	24.00	29.00
5.	Plotting – Printing (Drawing / Text)	A0	39.00	49.00

**(B) Photocopy Machine**

S. No.	Description of work	Paper Size	Black & White
1.	Photocopy (Single Side)	A4	0.50
2.	Photocopy (Single Side)	A3	0.75
3.	Photocopy (Double Side)	A4	0.80
4.	Photocopy (Double Side)	A3	1.50

**(C) Spiral Binding**

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	A4 Size	A3 Size
1.	Spiral Binding		15.00	20.00

**(D) Laser Printing**

S. No.	Description of work	Rate Quoted (in Rs.)	
		A4 Size	A3 Size
1.	Printing (Black & White)	0.75	1.50
2.	Printing (Colour)	5.00	10.00

**(E) Scanning**

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	B & W	Colour
1.	Scanning (Drawing / Text)	A4	1.00	2.00
	Scanning (Drawing / Text)	A3	2.00	5.00
	Scanning (Drawing / Text)	A2	10.00	20.00
	Scanning (Drawing / Text)	A1	20.00	30.00
	Scanning (Drawing / Text)	A0	30.00	40.00

**(F) Stationary Items / Teaching materials (minimum 10% discounts on MRP)**

(Signature of the Prop./ Authorized Signatory)  
With Name and seal

**To,**  
**Registrar**  
Guru Gobind Singh Indraprastha University,  
Sector- 16C, Dwarka, New Delhi

**Quotation Form**

- 01 Name, of the agency
- (i) Address and of the agency
- (ii) Telephone No. of the agency
- 02 PAN
- 03 VAT NO
- 04 Service Tax Registration No.
- 05 Registered Office Address
- 06 Address of Correspondence
- 07 Experience for rendering such services in any educational institution (attach details )
- 08 Details of Earnest Money
- (i) Draft/Pay order No
- (ii) Dated
- (iii) Bank
- (iv) Amount

I/ We the undersigned being the agency as mentioned above, hereby apply to the University for Allotment of Shop for running the Photocopier/ Computer Printing / binding /stationary items/ Teaching Material at the Dwarka Campus for the period of Three year in accordance with the terms and conditions of the NIQ. I/ We have read and understood the terms and conditions of the NIQ and hereby unequivocally accept the same.

The terms and conditions of the document and NIQ are also signed and being submitted with the Quotation form

**(Signature of the Prop./ Authorized Signatory)**  
**With Name and seal**

Place:.....

Dated:.....

\*Any correction in the quotation form should be fully signed by the authorized signatory.

\* All pages of the quotation form should be fully signed by the authorized signatory

**(Should be given on agency letter head in sealed cover)**

**Financial Bid**

**Name of work: Allotment of Shop for running the Photocopier/ Computer Printing / binding /stationary items/ Teaching Material at the Dwarka Campus for the period of Three year.**

The reserved License fee is Rs. 5000/- (Rupees Five Thousand) per month.

I/ We are hereby quoting Rs...../- per month for running the Photocopier/ Computer Printing / binding /stationary items/ Teaching Material shop.

I/ We also undertake that we will also pay Electricity Charges and other charges in addition to the above, as per tender document.

**(Signature of the Prop./ Authorized Signatory)  
With Name and seal**

Place:.....  
Dated:.....



