



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078

ACADEMIC COORDINATION BRANCH

F.No.IPU/JR(Acad Coord)/I-Card/2013-14/317

Dated: 06/05/2013

Notice Inviting Quotation for Student Smart Identity Card

Reference above subject quotation is invited from the manufacturers the Smart Identity Card for Students etc.

1. The firm must have at least Three years experience in preparing Smart Identity Card for students/ employees (necessary work order/ certificate of work may be enclosed).
2. The firm must be registered in Delhi and must have Sale Tax Number and PAN Card.
3. The firm must have in house facilities for manufacture of Smart Identity Card (**agents who get the work done from other manufactures need not apply**).
4. The contract will be for a period of two years initially, subject to extension up to five years on mutual understanding and satisfaction of the University.
5. The Smart Identity Card must be of a good quality and must have capability to last 4-5 years i.e. till the end of the course.
6. The data will be provided by the University. It will be the responsibility of the vendor to pick up the same from the University and submit a proof and then final print of the Identity Cards to the University whenever required. No conveyance charges will be paid for this purpose.
7. All material will be the property of the GGSIP University and will be returned to the University after completion to the assigned job.
8. Final printed Identity Cards with Lanyard and Card Holder to be supplied within three working days from the date of receipt of data.
9. An EMD of Rs. 5,000/- will have to be deposited along with the application in the form of DD/ Pay Order in favour of the Registrar, Guru Gobind Singh Indraprastha University, Delhi.
10. The firm will be asked to deposit a performance guarantee of Rs. 10,000/- (refundable) which can be forfeited in event of any default.

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11. The application may be made on the letter head of the firm in the name of the Registrar, Guru Gobind Singh Indraprastha University giving all necessary documents as per this NIQ.
12. The cost of University Smart Identity Card must be given in the following format:

S.No.	Name of the firm	Name of proprietor/ signatory	Rates per Smart Identity Card along with Lanyard and Card Holder

13. The application in sealed cover super scribed "Notice Inviting Quotation for Student Smart Identity Card" must be submitted in the office of the Joint Registrar (Acad Coord) Room No. 12, B wing, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078 latest by 1:00 p.m. of 24.05.2013.
14. The quotation will be opened same day at 3:00 p.m. However, University reserves right to analyze the quotations keeping in view other terms & conditions of NIQ.
15. All disputes subject to Delhi Courts jurisdiction only.

(Registrar)