



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

Phone No. 011-25302138
011-25302139

GGSIPU/DR(GA)/EMPANELMENT/2013-14/

Dated: _____

To,

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NOTICE INVITING QUOTATION

Subject: Empanelment of Agency(s) for providing job work/hiring for the arrangement of backdrop/banner, podium logo, direction panels, signages, name plates and photography, etc. for the meetings/conferences/events organized by GGSIP University for a period of two years on Rate Contract (hiring basis).

You are requested to submit your offer in sealed cover for Empanelment of Agency(s) for providing job work/hiring for the arrangement of backdrop/banner, podium logo, direction panels, signages, exhibition stall, name plates and photography, etc. for the meetings/conferences/events organized by GGSIP University for a period of two years on Rate Contract (hiring basis) as per details given below:

Name of Work	Empanelment of Agency(s) on Rate Contract (Hiring basis) for the following works: Work no. 1: Engagement of Agency(s) for the arrangement of backdrop, podium logo, direction panels, signages, name plates on various materials like flex, thermocol, vinyl, etc., Work no. 2: Photography etc.
Earnest money deposit	Work no. 1: Rs. 10,000/- Work no. 2: Rs. 10,000/- (only in the form of demand draft in favour of The Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi)
Performance Security	Selected Lower bidder(s) will be required to submit Performance Security of Rs 20,000/- (Rupees Twenty Thousand only) for each work in the form of Fixed Deposit Receipt and hypothecated in favour of The Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi within seven days of the contract failing which contract will be awarded to the next lower bidder and bid security (EMD) shall be forfeited.
Issue of NIQ Document	NIQ document may be downloaded from the University website, www.ipu.ac.in Or May be obtained on all working days from 10:00 a.m. to 3:00 p.m. from the office of Deputy Registrar (General Administration), Room # 36, B-wing, Administrative Block, GGSIP University, Sector-16C, Dwarka, New Delhi-110078.

Last date and time of submission of NIQ	Upto 3:00 p.m. on 22.08. 2013 (Day Thursday)
Opening of technical bid in the presence of authorized representatives of bidders if any.	At 4:00 p.m. on 22.08. 2013 (Day Thursday)
Validity of tender	120 days from the date of submission of tender in the University.

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

1. Eligibility:-

- i. Bidder should have the 5 years of experience in the University system, higher education institutions, Govt. institutions, exhibitions in Delhi and NCR, Multi National Company/PSUs/Government (Central or State/Semi Govt. etc.) for the works mentioned above with a single work or Annual Rate Contract For Back Drop & Banners value of Rs. 2 Lakh per year.
- ii. The bidder must be registered with Trade and Taxes Department, Delhi/Service Tax Department and shall submit a copy of permanent account number (PAN) along with bid.
- iii. The bidder must have minimum average annual financial turn over of Rs.5 Lacs during the previous financial year (i.e. 2011-12) Latest return copy of sale Tax/Service tax.
- iv. Joint venture is not accepted.
- v. Following documents are required to be enclosed with Annexure -A and Annexure-B
 - A. Self attested copy of PAN No. card;
 - B. Self attested copy of Service Tax Registration Number (if applicable)
 - C. Self attested copy of Valid Registration with Trade and Taxes Department, Delhi No. of the Agency/Firm;
 - D. An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
 - E. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
 - F. Bid Security (EMD) of Rs.10,000/- in the form of DD to be kept in separate envelop for each work separately.

2. **Introduction:** The sealed single quotations are invited on behalf of the Guru Gobind Singh Indraprastha University from reputed & eligible agency(s) for Work no. 1 and Work no. 2 separately.

3. **Scope of work:** Empanelment of Agency(s) on Rate Contract (Hiring basis) for the following work:

Work no. 1: Engagement of Agency(s) for the arrangement of backdrop, podium logo, direction panels, signages, exhibition stalls, name plates on various materials like flex, thermocol, vinyl, etc.,

Work no. 2: Photography etc.

4. **Evaluation and opening of financial bids:** The “Bill of Quantities/Schedule of Rates” of Work no.1, & Work no. 2 of only those bidders which qualify the initial eligibility criteria mentioned at S. No. 1 above will be considered in the presence of intending bidders. The lowest rate quoted bidder shall only be considered for award of work. University may empanel one or more agencies for each work at the lowest quoted rates in each work.

5. Performance security:

Selected Lower bidder(s) will be required to submit Performance Security of Rs 20,000/- (Rupees Twenty Thousand only) for each work in the form of Fixed Deposit Receipt (FDR) of a nationalized bank (3 months beyond the time period of contract) and hypothecated in favour of The Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi within seven days of the contract failing which contract will be awarded to the next lower bidder and bid security (EMD) shall be forfeited. The University may consider debar/black list the successful bidder.

6. Agreement and validity of rates: The rates of successful bidder will be valid for 24 months from the day of award of work.

The bidder will have to enter into regular agreement on the receipt of acceptance of the NIQ and shall abide by all the rules and regulations embodied therein. The rates of successful bidder will be valid for 24 months from the date of award of work.

During the period of contract, the rates will not be revised on any pretext. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.

The successful bidder will have to sign an agreement on a Rs 100/- non judicial Stamp Paper within 7 days of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.

7. Price Basis:

- i) The prices quoted by the firm should be valid till the complete execution of the contract. No escalation on whatsoever account shall be paid under this contract unless provided in the special conditions of the contract.
- ii) All charges such as designing, art work, cost of material & consumables, to and fro transportation/handling & freight, display & dismantling at site, should be included in the quoted price. Any claim (later) in this regard shall not be considered/allowed at all.
- iii) The rates should be quoted in figures as well as in words in the enclosed "Bills of Quantities/Schedule of Rates". The bidders are advised in their own interest to visit the office and ascertain the conditions and quantum of work before quoting. The bidder shall take care of the statutory taxes/duties, license fee, etc. applicable for such type of contract before submitting the bid. The rate quoted by the bidder shall be all-inclusive for provision of all the incidental expenses necessary for proper execution and completion of the work in full in accordance with the terms & condition of the bidding document. The bidder shall submit the rate of each item as detailed in Bill of Quantities/Schedule of rates. The item against which no rates are entered by the bidder shall be deemed to be included in the other item's rate in the price schedule and will not be additionally paid for by the GGSIP University.
- iv) The bid price shall also be inclusive of Service Tax (if applicable on such services). In case of any variation in the Service Tax, an equitable adjustment of the contract price shall be made to fully take into account any such change by addition/deductions to the contract price.
- v) The payment/reimbursement of statutory variations in the rate of tax and/or new tax, duty or levy imposed under statute or law in India, would be restricted only to direct transactions between the owner and the contractor.
- vi) The owner shall be entitled to make necessary deductions at source as per the prevalent laws.

8. Terms and conditions:

- i. Contractor/Manufacturer/Supplier/Service provider shall mean the bidder whose bid will be accepted by the owner for the award of the works and shall include such successful Bidder's legal representatives, successors and permitted assigns.
- ii. Contractor shall in no case lease/transfer/sublet/appoint caretaker for whole or any part of the work in any manner provided the contractor may with the prior written approval of GGSIP University, sub-contract any particular work or part of the work to a sub-contractor approved by the GGSIP University. However, the contractor shall be and shall remain exclusively responsible to the owner for the due and proper performance of the contract.
- iii. No other person except Contractor's authorized representative shall be allowed to enter GGSIP University Campus. Contractor shall also not entertain any outsider or extend any service beyond GGSIP University Campus.
- iv. Within the GGSIP University Campus, the contractor's personnel shall not do any private work other than their normal duties.
- v. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep GGSIP University indemnified against all losses, damages and claims arising thereof.
- vi. The personnel engaged by contractor shall be subject to security check by the GGSIP University security staff while entering/leave the Campus.
- vii. Contractor shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any new act or order of Government. GGSIP University shall have no liability whatsoever in this regard.
- viii. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- ix. List of persons employed by Contractor for the subject work mentioning qualifications, experience, and residential address shall be submitted to GGSIP University. In case of any revision, the same shall be informed to GGSIP University from time to time.
- x. All consumable & material used by Contractor shall be of standard make and approval of Engineer shall be taken for the same.
- xi. Office hours for the working staff shall be as specified in the 'Technical Specification'. Normal GGSIP University office hours which at present are from 9:00 a.m. to 5:30 p.m. (on all working days with Saturday and Sunday as holidays) shall be followed in case the working hours are not specified in the 'Technical Specification'. In addition other holidays as notified by GGSIP University shall be followed. However, GGSIP University reserves the right to demand Contractor's services on holidays as well as beyond the specified working hours, by giving a prior notice of one day for the same.
- xii. GGSIP University reserves the right to ask the contractor to remove particular(s) from site with immediate effect if in the opinion of GGSIP University his behavior/performance is not up to the mark and/or found indulging in unlawful activities. Contractor shall immediately comply with such instructions. Supply/work execution completion time will be 48 hours after receipt of the work (final design).
- xiii. University at its discretion may empanel one or more agencies for the job.
- xiv. Damage to any material/items shall be recoverable from the Vendor.
- xv. The vendor shall use the good quality flex, vinyl, iron frame, wooden frame, etc.
- xvi. No other terms & conditions will be accepted.
- xvii. In event of any dispute related to above, the decision of Hon'ble Vice-Chancellor shall be final and will be binding on all Vendors.
- xviii. Final bill will be made by actual quantity or uses. All material will be on hire basis for the duration of the event.
- xix. All disputes are subject to Delhi jurisdiction only.
- xx. All orders will be placed without giving any advance.
- xxi. Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

- xxii. Contractor/Manufacturer/Supplier/Service provider shall indemnify and keep the University fully and effectively indemnified against:
1. Any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the University (the “Claims”); and
 2. Any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the University may pay or incur as a result of or in relation to any claims, which in any case arise directly or indirectly in connection with, out of or in relation the use of Community Centre by the applicant or any of his Related Persons including any loss, damage, injury or death
- xxiii. Contractor/Manufacturer/Supplier/Service provider shall indemnify and keep the University fully and effectively indemnified against any loss of or damage to any property of the University or of any of his employees, agents or contractors or any injury to or death of any employee, agent or contractor of the University arising out of the negligence of the applicant or any of his Related Persons.

9. Penalty:

In case the rectification of defects is not carried out within/before the commencement of function, a penalty of sum equivalent to price of that defective item(s) shall be levied. Subsequently, the rectification shall be carried out by the University at the risk and cost of the contractor.

10. 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)

FINANCIAL BID
(To be filled by the bidder)

Work Rate Contract for providing of Back Drops & Name Plates, etc.

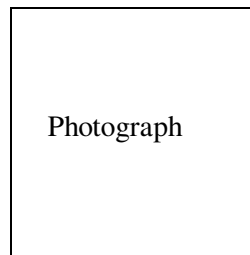
S.No.	Description of items	Unit	Rate (Rs.)
1.	BACKDROP		
	i) Providing backdrop of Thermocol Computerized cut-out letter/Text & Logo fixed on Superior quality of casement fabric with cloth back Masking and fixed on stand of MS Square Tube of Size 1" x 1" or more	sq. ft	
	ii) Providing backdrop on Star/LG (Black back Media) Flex with High Resolution consisting Text & Logo with cloth back Masking and fixed on stand of MS Square Tube of Size 1" x 1" or more	sq. ft	
2.	RESERVATION STAND		
	Providing reservation stand for VVIPs, VIPs, Media/Press etc. size A3, fixed on Steel stand	Nos.	
3.	NAME PLATE		
	i) Providing Name Plates size 18" in length and 4.5" height bilingual Laser Printing on 300 GSM White Ivory Sheet Size 19" x 9"	Nos.	
	ii) Providing Name Plate in Vinyl cut-out letters pasted on white ivory sheet size 19" in length and 5" in height for front side and Vinyl cut-out Letters pasted on separate ivory sheet size 19" x 1" for other side, fix it in the acrylic name plate holder.	Nos.	
4.	WELCOME PANEL/DIRECTION PANEL		
	Providing and fixing signage panel made from flex sheet duly fixed on pre-fabricated panel including flex printing as per directions of University with self-supporting stands. The panels shall be designed and fixed as per directions and approval of University.	Sq. ft.	
5.	PODIUM LOGO		
	Logo in digital printed, pasted on mounted panel frame, fixed on self-supporting stands.	Sq. ft.	
6.	SOFT BOARD		
	4' x 3' ft with self-supporting stand for display of photographs/press clippings	Nos.	

FINANCIAL BID
Work Rate Contract for Photography & Videography
(To be filled by the bidder)

S.No.	Item	Unit	Rate
1.	Photographer fee for digital photography including Camera/equipments	4 hrs	
	Photographer fee for digital photography including Camera/equipments	8 hrs	
	Photographer fee for digital photography including Camera/equipments	10hrs	
	Developing/Printing of photos size:3" x 4"	Per photo	
	Developing/Printing of photos size:4" x 6"	Per photo	
	Developing/Printing of photos size:5" x 7"	Per photo	
	Developing/Printing of photos size:6" x 8"	Per photo	
2.	Per copy charge (for direct sale to participants)	Per copy	
3.	Photo Album (please submit sample)	each	
4.	CD of photos	Per CD	
	Videography (including installation, cost for team and all equipments required for shooting & editing) – 01 Camera with tapes	4hrslump sum	
5.	Videography (including installation, cost for team and all equipments required for shooting & editing) – 01 Camera with tapes	8hrs lump sum	
	Videography (including installation, cost for team and all equipments required for shooting & editing) – 02 Cameras with tapes	4hrslump sum	
6.	Videography (including installation, cost for team and all equipments required for shooting & editing) – 02 Cameras with tapes	8hrs lump sum	
	Videography (including installation, cost for team and all equipments required for shooting & editing) – 03 & more Cameras with tapes	4hrslump sum	
7.	Videography (including installation, cost for team and all equipments required for shooting & editing) – 03 & more Cameras with tapes	8hrs lump sum	
8.	Duplicating to CD (including cost of CD)	Per CD	

BIDDER'S DETAILS

1. NAME & ADDRESS of CONTRACTOR: _____



2. OWNERS NAME: _____

3. A. INCOME TAX/(PAN) NO: _____
(with attested copy)

B. TRADE AND TAXES DEPTT., DELHI NO. _____
(with attested copy)

C. SERVICE TAX DEPTT. REGN NO.: _____
(with attested copy)

4. TELEPHONE NO.: _____

5. RESIDENTIAL ADDRESS: _____

6. BANKER'S NAME & ADD: _____

7. EXPERIENCE (In YEARS): _____

8. LIST OF MAJOR CLIENTS: (1) _____

Enclose COPY OF CONTRACT (2) _____
ALONGWITH DETAILS

(3) _____

9. PERFORMANCE REPORTS IF ANY: _____

10. REFERENCES: _____

11. ANY OTHER INFORMATION/S DOCUMENTS, WHICH MAY HELP IN ASSESSING NIQS CAPABILITIES FOR AWARD OF CONTRACT _____

BIDDERS SIGNATURE/ OFFICIAL SEAL/ STAMP

NOTE: DETAILS IN BRIEF BUT NOT IN MORE THAN ONE PAGE MAY BE ENCLOSED

Format for Engagement of Agency for the arrangement of backdrop, podium logo, direction panels, signages, exhibition stalls, name plates on various materials like flex, thermocol, vinyl, etc. in GGSIP University (for each work separately)

1) Name of Firm/Person/Organization: _____

2) Full Address with Phone No. & FAX No _____

3) Name of the Proprietor/Partners/Directors
 Together with Technical Qualification &
 Experience in the Field: _____

4) Past Experience: The NIQer should have sufficient experience of providing backdrop, podium logo, direction panels, signages, exhibition stalls, name plates on various materials like flex, thermocol, vinyl, etc., services in 3 years (2009-10, 2010-11, 2011-12) in the reputed University system, higher education institutions, govt. institutions, exhibitions in Delhi and NCR, Multi National Company/PSUs/Government (Central or State/Semi Govt. etc.) Full details to be given as under. Please enclose certified copies of experience. **(Work No.1, Work No.2 & Work No.3 separately).**

Period of Contract		Name of Firm/Organization whom worked	the with	Details of SERVICES Undertaken	Value of Contract & Other Details	Remark
From	To					

5) Copy of latest Balance Sheet, 2012-13 P& L A/C (Audited) of the firm:

6) A. PAN NO:

B. Trade and Taxes Deptt., Delhi No.:

C. Service Tax No.:

7) Have you ever been penalized by any legal authority concerning the job as required under this contract?
 If so give details State Reasons, if your answer is affirmative:

8) Can you start the services within a week what is the time required.

9) Name and address of Bankers and Type of facility enjoyed:

10) References (from two respectable persons) 1.

2.

11) Details of Bank Draft

DD No..... Dated

Amount..... Bank

Branch

**Signature of NIQER
(Name & Address with date)
Office Seal**