



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

Phone No. 011-25302149
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F.13.3 (27)/IPU/PUR/ Misc./ Estate/2013-14/541

Dated:05.07.2013

To,

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NOTICE INVITING QUOTATION

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 ride on mowing grass cutting machine and diesel lawn mower machine** as per details given below:-

1.	Name of work:-	Supply of ride on mowing grass cutting machine and diesel mower machine at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of quotation	25.07.2013 Upto 01.00 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bid	25.07.2013 at 02.30 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
4.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter.	

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 A**.

Eligibility:-

- Certificate of Authorized dealership/distributor/manufacturer. (in case of manufacturer, they will self certify so. Authorized dealers/distributor shall attach attested copies of dealership/distributorship certificates issued by the manufacturer)
- Undertaking by the agency in its Letterhead that:-
 - An affidavit on Rs.10/- (non-judicial stamp paper) declaring that the bidder/ organization has not been blacklisted/debarred by any of the Central/State Government/Departments /Organizations/ Central or State PSU
 - That it will ensure fair trade practice.
- Certificate/undertaking that the proprietor/partners of the agency have no relative employed with GGSIP University.
- Should have valid registration with VAT department Govt. of NCT of Delhi and PAN.
- That the item(s) supplied under this contract shall have on-site and comprehensive warranty for 24 months from the date of supply including free replacement of spare parts.
- Should have minimum average annual financial turn over of Rs.20 Lakhs during the last three financial years ending March 2013 duly certified by **Chartered Accountant and a copy of Balance Sheet to be enclosed.**
- Vender/bidder should have experience of at least Two year for selling of the above mentioned items. The Manufacturer should have an authorized service centre in Delhi or NCR, should have executed at least 03 nos. of similar work during the financial year 2012-13. Copies of the works order should be attached with technical bid. This should be certified by an officer of the client organization not below the rank of Executive Engineer/Director/ Administrative Officer on their letter-head that the supplied equipment are working satisfactorily.
- The bidder should quote the rate inclusive of all taxes & levies (including import duties, if any) as well as cost of transportation & installation at GGSIP University at Dwarka for each items as per detailed specifications given in Financial Bid. Incomplete quotation shall be summarily rejected.

Terms & Conditions:-

- (1) 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 ride on mowing grass cutting machine and diesel lawn mower machine** at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078.
- (2) Bids without EMD will be summarily rejected.
- (3) Conditional Bids will be summarily rejected.
- (4) Bids received after due date & time shall be summarily rejected.
- (5) The “Financial bid” of those bidders whose technical bids have qualified will only be opened.
- (6) Rate must be quoted in INR only in figures & words inclusive of taxes, levies, cartage handling, loading, unloading etc.
- (7) Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi
- (8) Delivery period:- 25 days from the date of supply order.
- (9) The successful bidder have to submit a Performance Security Deposit @ 10% of the quoted value in the form of Demand Draft/Pay order 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 guarantee period of 24 months.
- (10) 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.
- (11) In case the successful bidder fails to supply the item(s) within the specified 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.
- (12) The payment will be made after delivery and satisfactory installation of the equipment. No advance payment will be made in any case.
- (13) Taxes etc., if any, leviable shall be deducted at source.
- (14) 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.
- (15) The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.
- (16) 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.
- (17) 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.
- (18) 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.
- (19) 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.
- (20) 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.
- (21) 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.
- (22) 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.
- (23) 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.
- (24) 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.

(Dr. Abha Vermani)
Dy. Registrar (Purchase)

Annexure A

Financial/Commercial Bid – ‘Separate Envelope’. No cutting and overwriting condition shall be permitted.

S. No.	Name of items & Specifications	Qty.	EMD (Rs.)	Unit Price in figure (inclusive taxes)	Unit Price in words (inclusive taxes)
1.	Ride on mowing grass cutting machine Engine Guard-Standard, Fuel Capacity-10-15 litres, Mowing Deck-105-115 cm, 2-blade, recycler, Ground Speed Options (maximum forward/reverse)-10-13 km/h/5-7 km/h, Tires-25-30cmx10x12cm Smooth, Seat-45-50cm extra-tall	01	10000/-		
2.	Diesel Lawn Mower Machine 5-7HP Greaves Engine, 24” with six blades, extra trolley system with side wheel	02			
Total Amount in (Rs.) inclusive all taxes					

Date and time of opening of Financial Bid shall be intimated after evaluation of Technical Bid of Eligible agencies/bidders. Incorporate

(Dr. Abha Vermani)
Dy. Registrar (Purchase)