



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
Phone No.-011-25302137, 138, 139
Website: <http://ipu.ac.in>

TENDER NO. 01/GA/GGSIPU/2019-20
TENDER (NIQ)

Sealed item rate quotation is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi from eligible bidders for Engagement of agency for providing and fixing of Backdrop, Banners, Signages, display/pin-up boards etc., as per details given below:-

1.	Name of work	Engagement of agency for providing and fixing of Backdrop, Banners, Signages, display/pin-up boards etc., at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of Tender/Bid along with EMD.	On 8.11.2019 at 3:00 p.m. in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, GGSIPU, Sector 16C, Dwarka, New Delhi – 110078.
3.	Date, time and venue for opening of Tender/ bid	On 8.11.2019 at 3:30 p.m. in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, GGSIPU, Sector 16C, Dwarka, New Delhi – 110078.
4.	EMD	Rs. 5000/- (Rupees Five Thousand Only) in favour of Registrar, GGSIP University payable at New Delhi. * “Micro & Small Enterprises are exempted from depositing EMD, on submission of attested copy of registration certificate as MSE from authority defined in the MSME Act”
5.	Cost of Work	Rs. 2.5 Lakhs (approximately)
6.	Detailed specification of the item(s) to be provided and fixed is placed at Annexure-1	

Eligibility Criteria:-

- 1) Undertaking by the agency in its letterhead that:-
 - a) That it has not been barred or blacklisted by any of the Central/State Government /Department/Organization/Central or State PSU that it will ensure fair trade practice.
 - b) That the proprietor/partners of the agency do not have any relative employed with GGSIP University.
- 2) Bidder should have valid registration with GST/DVAT department and a copy of last GST/VAT return.
- 3) Bidder should have valid PAN Card.
- 4) EMD of Rs.5,000/- in the form of Demand draft in favor of Registrar GGSIP University payable at New Delhi in original in hard copy in the office of Dy. Registrar (General Administration), Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078.

Terms & Conditions:-

1. Bids without EMD will be summarily rejected.
2. Conditional Bids will be summarily rejected.
3. Quotations/Bids must be sent / submitted in the office of Dy. Registrar (GA), Room No. 36, GA Branch, Ground Floor, Admin Block, GGSIP University, Sector 16C, Dwarka, New Delhi – 110078 latest by _____ at 03:00 PM.
4. Bids received after due date & time shall be summarily rejected.
5. The successful bidder (L1) will have to provide & fix the material on the rates quoted by him & approved by the University.
6. The rates will be valid for one year from the date of issue of work order, which can be extended for another one year on the same rates & terms and conditions.
7. The EMD should remain valid for a period of **Forty Five (45)** days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security as prescribed below. No interest on EMD would be payable by GGSIPU under any circumstances.
8. 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.
9. In case of any dispute relating to printing, providing & fixing, manufacturing 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.
10. In case the dispute cannot be settled amicably within 30 days of the rising of the dispute by either party may seek settlement of the dispute by arbitration in accordance with the provision of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all parties. The sole arbitrator shall be appointed by Vice-Chancellor of GGSIP University.

11. 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.
12. All disputes are subject to Jurisdiction of Delhi Court only.
13. 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.
14. The Company shall use good quality material for providing and fixing of Backdrop, Banners, Signages, display/pin-up boards, etc.
15. The Contract is not transferable.
16. The Company shall carry out the work at its own risk and cost.
17. The supply/work execution, completion time will be 12 hours after receipt of the work (final design).
18. The successful bidder shall submit the required Performance Security of Rs. 15,000/- in the form of FDR valid for a period of 2 months beyond the date of completion of contractual period in favor of Registrar, GGSIP University, New Delhi within (7) days of acceptance of offer, the earnest money will be returned after obtaining Performance Security and the agreement on non-judiciary stamp paper of Rs.100/-
19. The rate quoted by the agencies are valid for one year on same terms and conditions of the tender document which can be extended for another one year on the same rates, terms & conditions on mutual consent.

20. **Penalty Clause**

If matter or design is not as per proof checked and provided to the agency and the material is not supplied/fixed before scheduled date and time, the payment shall not be claimable by the agency for that work.

21. **Force Majeure**

The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Govt. Authority, delays in obtaining licenses or rejection of applications under the Statutes, power failure, accidents or disruption or operations arising from causes not attributable to any malafide acts of the firm, fire and floods.

Technical specification

<i>S.No</i>	<i>Name of Items</i>	<i>Specification</i>
1.	Backdrop/Signages	Backdrops/Signages on MS Frame of 1" x 1" pipe gauge 20 thickness using star/LG/3M Flex (on hiring basis)
2.	Flex Banner	Should be Flex Banner with Eyelets using star/LG/3M Flex
3.	Display/Pin-up Boards for Poster session during Conference/Seminars/Workshops etc.,	Should be stand on hiring basis from size 6x4 (feet)
4.	Flex Board	Should be with MS frame of 1"x1" gauge 20 thickness using star / LG / 3M Flex (For permanent use) with installation.

FINANCIAL BID

Financial Bid in respect of quoting rates for Engagement of agency for providing and fixing of Backdrop, Banners, Signages, Display/pin-up Boards, at Guru Gobind Singh Indraprastha University, Sector-16-C, Dwarka, New Delhi

1. Name of Contractor :-

2. Address :-

3. Demand Draft No. Dated and Bank's Branch Name

Rate Per inch/feet in Words & in figure including providing fixing charges:-

S.No.	Items/Specifications	Rate per Sq.Ft.
1.	Backdrops/Signages on MS Frame of 1" x 1" pipe gauge 20 thickness using star/LG/3M Flex (on hiring basis)	
2	Flex Banner with Eyelets using star/LG/3M Flex	
3	Display/Pin-up Board for poster session, during conferences/seminars/workshops, etc., size 6x4 feet/ 4x3 feet with stand on hiring basis	
4	Flex Board: Should be with MS frame of 1"x1" gauge 20 thickness using star / LG / 3M Flex (For permanent use) with installation.	
TOTAL		

Note:

- i) The rates of item should be quoted excluding statutory taxes and same shall be paid by University at the time of billing. Taxes / Charges Extra payable as per approved Govt. norms.
- ii) No extra payment for cartridge installation/fixing will be provided by the University.

Stamp:

Date: _____

Place: _____

Signature of Authorized signatory