



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
East Delhi Campus, Surajmal Vihar
Delhi - 110092

NOTICE INVITING TENDER FOR THE ALLOTMENT OF STATIONARY SHOPS IN GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, EAST DELHI CAMPUS, SURAJMAL VIHAR, DELHI

Name of Work- Allotment of Shop for running the stationary shop as per the details below at the East Delhi Campus for the period of 03 years.

Shop No.	Shop Title	Shop Area	Reserved License Fee (Per Annum)	EMD at 3% of Tender Value of Rs. 5,07,600/-
001	Books Cum Stationary Shop/Lamination Photocopier/Spiral Binding Printing and Plotting	15.00 sq. mtr.	Rs. 1,69,200/- plus 18% GST or as applicable from time to time	Rs. 15,228/-

Sealed Tenders are invited from the agencies for running Books cum Stationary Shop (detailed above) at East Delhi Campus of the University for a period of 01 year which is further extendable upto 02 years on yearly basis. The eligible agency quoting the **highest license fee (H-1)** shall be awarded the contract. The Tender should be submitted on letterhead duly signed and stamped as per format enclosed.

1.0 Eligibility Criteria:-

Technical bid containing all eligibility documents and EMD must be submitted as per the date and time mentioned below under the heading 'Bid Submission'. The detail of documents required is as under:

- 1.1 Registration with GST, if not covered under GST an affidavit on Rs.100/- non judicial stamp paper as the firm is out of preview of GST is to be submitted.
- 1.2 PAN of the firm or individual.
- 1.3 EMD as per the table as mentioned above and must be attached with technical bid. EMD kept in Financial Bid envelope will not be considered and the bid will be rejected.
- 1.4 Affidavit on Rs.10/- non-judicial stamp paper regarding compliance of all statutory requirements for obtaining license etc. as per law.
- 1.5 Three years of experience of similar nature of work.
- 1.6 Declaration should be attached that the firm has not been blacklisted by any Central Government/State Government/Autonomous body during the last three years from the date of issue of this NIQ.

2.0 Submission of Tender

2.1 Bids Submission:

1.	Last date, time and venue for submission of EMD, Technical bids and Financial bids	18.09.2026 upto 2:00 pm in the General Administration Branch, 1 st Floor, 'D Block, GGS Indraprastha University, East Delhi Campus, Surajmal Vihar, Delhi-110032
2.	Date time and venue for opening of bids	18.09.2026 at 2:30 p.m. on the same venue as mentioned above

- A. The bids shall be submitted in two stages viz (1) Technical Bid (2) Financial bid in the form attached herewith and both of them to be kept separately in the large envelope containing shop number on it.

- B. Technical bid containing all eligibility documents and EMD must be submitted as per the date and time mentioned above. The bid will stand rejected if the bidder is found ineligible on the basis of evaluation of Technical Bid.
 - C. Financial Bid shall be opened after evaluation of Technical Bid on time notified only for those bidders who are found technically qualified.
- 2.2 Bids received after due date & time shall be summarily rejected.
 - 2.3 The agency will deposit EMD (refundable) as per above table in the form of demand draft in favor of "Registrar, Guru Gobind Singh Indraprastha University," payable at New Delhi. Earnest Money will not be accepted in any other form such as Cash/Cheque/Money Order/etc. The Earnest money will bear no interest. This is to be kept with 'Technical Bid'. The Tender without EMD will be summarily rejected.
 - 2.4 There will be 10% increase in License fee after the successful completion of 01 year. (see clause 4.2)
 - 2.5 The rate lists which are annexed in the tender may be treated as maximum rate of the items. The rate list annexed will be displayed by the successful bidder on the notice board of the shop. If rates are charged more than the list annexed, the contract of the bidder shall be terminated and performance security will be forfeited

3.0 Evaluation Criteria

- 3.1 The Committee of the University will examine and evaluate the Technical Bids on the basis of requirement **as per criteria mentioned in point No.1.1 to 1.6.**
- 3.2 Subsequent to the Technical Bid evaluation, the Financial Bids of qualified agencies only will be opened on the date and time notified (see clause 2.1 above).

4.0 Other Terms and Conditions

- 4.1 If any information furnished by the agency is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the earnest money shall be forfeited.
- 4.2 The allotment shall be initially for a period of one year and can be extended further for two years on yearly basis on terms and conditions as decided by the University.
- 4.3 The University reserves the right to terminate the contract 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 contract of agency shall come to an end without prejudice to any right or remedy.
- 4.4 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 on expiring/termination of the contract. The University shall be liable to compensate for any loss damage of whatsoever and licence fee for that period may be paid and obtained 'No Dues Certificate'.
- 4.5 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.
- 4.6 In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the quotation/or otherwise will be subject to jurisdiction of Courts of Delhi/New Delhi.
- 4.7 All equipments/machines can only be installed in the space allotted by the University.
- 4.8 The successful agency to which contract will be awarded shall have to submit a Performance Security of Rs. 26,000/- in form of demand draft/FDR valid 60 days past contract end in favour 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 10 days of issue of allotment letter, the contract will stand cancelled in that event the EMD will be forfeited. Such vendor is liable to be blacklisted by the University.
- 4.9 In case of any breach of contract, the Security amount shall be liable to be forfeited.



- 4.10 The agency quoting the highest license fee shall be awarded the contract. The license fee shall be deposited by 7th Day of each month to the **Cashier of GGSIP University Dwarka Campus or direct transfer to the University account as per the detail given.** A photocopy of the receipt is also to be deposited in the office of General Administration Branch, GGSIP University, East Delhi Campus by the contractor. The delay in payment of monthly License Fee beyond 7th of every month attracts penalty interest 18% Per Annum compounded quarterly.
- 4.11 The Electricity Charges shall be payable to GGSIP University in addition to the license fee. The sub-meter shall be installed by the vendor in the premises and the charges for the electricity shall be as per prevailing Commercial Rates in the higher slab as per actual consumption. Bill raised by UWD shall be paid within time schedule specified therein with intimation to UWD and General Administration Branch. Any other utilities charges shall also be borne by the bidder itself.
- 4.12 That the closing time of the shops will not exceed beyond 7.00 pm on days of opening of shop. The Contractor or his workers shall not stay in the premises after working hours. But for any exigency the approval of General Administration Branch may be taken in advance.
- 4.13 That the University shall have the right of free access to the Shop.
- 4.14 That the Agency shall be responsible for maintenance and proper upkeep of the space allotted to it. No agency will be allowed to use the space outside the allotted areas. The agency will make necessary arrangements with regard to waste disposal so that hygienic conditions in and around the shops are maintained.
- 4.15 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
- 4.16 That in case of any complaint about the contractor and their workers' misbehaviour, harassment etc, 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 and the vendor will be debarred in participating any future NIQ/Tender etc in the University.
- 4.17 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.
- 4.18 I-cards/Authority letters to the contractor and his supporting staff shall be issued by the Office of General Administration, East Campus and workers with valid I-card only will be allowed inside the campus and the ID should be properly displayed.
- 4.19 Successful Vendor will have to maintain the high standards of quality & hygiene during its tenure in the University.
- 4.20 The furniture/counters shall be installed by agency on its own cost.
- 4.21 University advises all the interested parties to visit the site before filling up their bid so as to make themselves aware about the ground position and/or any clarification/information if they so desire. All the agencies shall be required to understand the requirement of University staff and students for which the facilities need to be setup.
- 4.22 The rates fixed for printing/plotting/scanning in difference sizes in colour/B/W are annexed with the NIQ. Revision of rates, if deemed essential, can be made only with prior approval of the University. Rates will have to be displayed prominently at the shop.
- 4.23 No product shall be allowed to be sold on more than its MRP.
- 4.24 Agency giving any false information may be blacklisted by the University.
- 4.25 Successful agency will have to enter into a contract agreement with the the GGSIP University on Non Judicial Stamp paper.
- 4.26 GGSIP University reserves the right to cancel/reject the tender/bid without assigning any reason.
- 4.27 Any dispute between the parties shall first be resolved through talks of negotiation between the Parties. If Parties fail to settle the dispute among themselves through talks or negotiation, then the said dispute shall be adjudicated as per the provisions of the Arbitration and Conciliation Act, 1996 (as amended till date). The Arbitral Tribunal shall compromise of a Sole Arbitrator mutually appointed by the Parties. The Venue and place of the Arbitration shall be Delhi and language of the Arbitration shall be English.
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4.28 **Penalties**

- Sale of items other than those the allottee is permitted to sell as per the tender document is prohibited. In case of violation of the condition by the Licensee at any time during the contract period, the University shall have power to terminate the contract and performance security deposited by the allottee shall be forfeited at the discretion of University.
 - Sale of items after the period of expiry date as mentioned by the manufacturer in accordance with law shall attract a penalty of **Rs. 1,000/-** for each instance of default and persistence of such defaults will result in action leading to termination of contract.
 - Any unfair trade practices viz, charging price in excess of MRP, inadequacies with respect to quantity, quality, etc. will attract a penalty of Rs. 500/- of each violation.
 - Misuse of the area of the shop is not allowed.
 - If the allottee fails to fulfil his obligation of the contract at any time during the contract period, the University shall have power to terminate the contract and in that case the performance security deposited by the allottee will be for forfeited at the discretion of University.
- 4.29 In the eventuality of discontinuation of operation at any stage due to unforeseen events, allottee will be given free access to take back machines and fixtures after clearing all/any dues to University.
- 4:30 The allottee shall not transfer assign sublet or otherwise part with the or change the permanent structure in the allotted space without prior written permission of the licensor.
- 4.31 Police verification of successful bidder shall be submitted in the University and if the verification is not found satisfactory the allotment of shop will be treated as cancelled and EMD/Performance security will also be forfeited.
- 4.32 In case of any dispute arising out of the agreement, the same shall be referred to an arbitrator under Arbitration and conciliation act 1996 and the Arbitrator shall be appointed by the Vice Chancellor of Guru Gobind Singh Indraprastha University.



Technical Bid Tender Form

(Tender No: GGSIPU/GA (EDC)/Stationary Shop/2026/)

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

For Shop No. (One shop per quotation)
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**PHOTOGRAPH OF
THE CONTRACTOR**

Shop Title: _____

01. Name of the Bidder: _____

(i) Address of the Bidder: _____

(ii) Telephone No. of the Bidder: _____

02. PAN of Bidder: _____

03. GST Number
(if not registered,
affidavit on non-judicial _____
Stamp paper of Rs. 100/-
as per clause 1.1):

04. Registered Office Address: _____

05. Address of Correspondence: _____

06. Experience as per clause 1.5: _____

07. Details of Earnest Money:

(i) Draft / Pay order number: _____

(ii) Dated: _____

(iii) Bank Name: _____

(iv) Amount: _____

08. Affidavit as per clause 1.4 attached: _____ Yes / No _____

09. Declaration as per clause 1.6 attached: _____ Yes / No _____

We the undersigned being the bidders as mentioned above, hereby apply to the University for Allotment of Shop for running the Shop No. _____ mentioned on top of this application at the East Delhi Campus for the period of Three years in accordance with the terms and conditions of the NIQ. 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.

(Signature of the Bidder)
With Name and Seal

Place: _____

Date: _____

- Any correction in the quotation form should be fully signed by the bidder.
- All pages of the quotation form should be fully signed by the bidder.

(To be sealed in the separate envelope)

Financial Bid

(Tender No. GGSIPU/GA (EDC) /Stationary Shop/2026/ _____)

Name of Work: a) Allotment of Shop No _____ at East Delhi Campus
b) Shop Title _____

I/we hereby quoting Rs. _____/- (Rupees _____) towards the license fee per annum and Rs. _____ as 18% GST per annum and any other taxes applicable as per government norms from time to time will be borne by me/us.

I/We undertake that we will also pay Electricity Charges/ utilities charges in addition to the above as per actual as stated in tender document.

(Signature of the Bidder)
with name and seal)

Place: _____

Dated: _____

***The license fee quoted by the bidder lesser than reserve license fee shall be rejected summarily.**



(Declaration format for Non-blacklisting Certificate)

Declaration

This is to certify that M/s.....is applying for allotment of Shop No.....forand our firm has not been blacklisted by any Central Govt./State Govt./Autonomous body. This statement is true from best of my knowledge and belief and knowledge. At any point of time, if it is found that my firm is blacklisted / debarred by any Central Govt. /State Govt. / Autonomous body, my allotment stand cancelled and my EMD / Security Deposit shall be forfeited without assigning any reason.

**(Signature of the Bidder)
with name and seal)**

Place: _____

Dated: _____



Approved Rate List for Printing/Scanning, etc.

Charges for Plotter/Drawing Printing, A3/A4 Colour & B/W Printing, Scanning

Paper Size	Colour Printing (Rs.)	B/W Printing (Rs.)	Scanning charges (Rs.)	Size (in inch)
A0	100/-	50/-	25/-	36 x 48
A1	50/-	30/-	15/-	24 x 36
A2	30/-	20/-	8/-	18 x 24
A3	15/-	5/-	2/-	11.5 x 17.5
A4	5/-	1/-	1/-	8.5 x 11.5

Charges for Binding Work

Paper Size	Hard Binding-Golden/Silver (Rs.)	Wiro Binding (Rs.)	Perfect Binding (Rs.)	Spiral Binding (Rs.)
A3	350/-	100/-	120/-	40/-
A4	200/-	50/-	70/-	20/-

All stationary items shall not be sold on more than its Maximum Retail Price (MRP)

