



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
Phone No.-011-25302138, 139
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Dated 07th February, 2022

(NOTICE INVITING QUOTATION)

Sealed quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi by **two bid system (Technical & Financial)** from eligible bidders for engagement of agency for dry-cleaning of cushioned chairs & sofa as per details given below:-

1.	Name of work	Engagement of agency for dry-cleaning of Cushioned Chairs & Sofa as per details given below, at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Estimated Cost of Work	Rs.2,00,000/- (Rupees Two Lakh) Approx. for 02 (Two) Years
3.	Period of the Contract	Initially for a period of 02 (Two) years extendable for maximum of another 03 (Three) years on the basis of year to year extension subject to the satisfactory performance and mutual consent.
4.	Last Date & time of Submission of Bid	On 17/02/2022 up to 03:00 PM
5.	Opening of Technical Bid and Financial Bid of Technically Qualified Bidders	On 17/02/2022 at 03:30 PM onwards
6.	Address for Communication	<i>Dy. Registrar (General Administration)</i> <i>Room No. 36, Ground Floor, Administrative Block,</i> <i>GGSIU, Sector 16C, Dwarka, New Delhi 110078</i> <i>Contact Nos. 011-25302138-39-45</i> <i>Email: gabranh@ipu.ac.in</i>

Eligibility Criteria for Technical Evaluation:-

- Submit valid copy of registration of GST.
- Submit valid copy of PAN Card.
- Submit valid copy of Aadhar Card

Financial Bid:-

- Financial Bid of only those bidders will be opened who will qualify eligibility criteria for technical evaluation, as per parameters given above, successfully.
- Bidders are required to quote their item wise rate in the prescribed format, as given in **Annexure 'A'**, in their Letter Head.
- L1 bidder will be considered on the basis of 'Total Quoted Rates of all the items'.**
- If the quoted rates are observed too much high as compare to prevailing market rate, University reserves the right to cancel or negotiate with L1 bidder. **Hence, bidders are expected to quote more competitive rates so as to justify the reasonability of rates.**

Terms & Conditions:-

1. Sealed Quotations/Bids must be submitted/sent in the office of Dy. Registrar (GA), Room No. 36, Ground Floor, Admin Block, GGSIP University, New Delhi – 110078 latest by 17th February, 2022 at 03:00 PM.
2. University reserves the right to reject any or all the bids or accept them in part without assigning any reason.
3. The successful bidder will have to provide dry-cleaning services as per the L1 approved rates, irrespective of the quantity of items.
4. **The work will be awarded to L1 bidder for two (02) year from the date of work award letter. The Contract can be extended for maximum of three (03) years on year to year basis extension on the same rates, terms and conditions, with mutual consent.**
5. The successful L1 bidder to which contract will be awarded shall be required to deposit an amount of **Rs.6,000/- (i.e. 3% of estimated cost of works)** as “**Performance Guarantee**” in the form of FDR or Bank Guarantee (BG) of any scheduled bank in favour of “**Registrar, Guru Gobind Singh Indraprastha University**”, payable at New Delhi (**Validity of FDR or BG should be 26 months**) at the time of award of work alongwith acceptance letter, which is refundable on satisfactory completion of contract after the stipulated period of time. In case of extension, bidder would be required either to extend the earlier Performance Security or to submit a fresh performance security for equal amount. No interest will be payable on this security deposit money. **If the L1 bidder fails to submit Performance Guarantee within 10 days of issue of award letter, the contract will be awarded to L2 bidder at the rates quoted by L1 bidder, if agreed.**
6. The Company shall use good quality washing material for dry-cleaning of cushion chairs and sofa etc.
7. The Contract is not transferable.
8. The agency shall fix the items at appropriate place after dry-cleaning.
9. If the work is done outside the University Campus, the cost of transportation etc. shall be borne by the agency.
10. The agency/vendor shall attend the work within 48 hours of receipt of written or telephonically order/complaints otherwise the work will be done from open market and the amount will be deducted from the agency/vendor bill.
11. The rates of item should be quoted excluding GST. All taxes shall be paid by the University at the time of billing as per approved Govt. norms.
12. In normal due course, payment will be released within 30 days after producing bill by the vendor alongwith satisfactory work completion report duly signed by the user department.
13. In case of any dispute relating to supply of the self-inking/rubber stamps, 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. The decision of Competent Authority of University will be binding to both the parties in such case.

-S/d-
(Dr. Pankaj Agrawal)
Dy. Registrar (GA)

FINANCIAL BID

Financial Bid in respect of quoting rates for dry-cleaning of Cushioned Chairs & Sofa as per details given below, at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078

1. Name of Contractor :-

2. Address :-

S. No.	Items	Unit	Rate	
			In Figures	In Words
1.	Cushioned Chair (Seat & Back complete)	Per Chair		
2.	Sofa (Seat & Back complete)	Per Seat		
	Total Quoted rate			

Details of work in last two year available at Annexure 'B'

Note:

The rates of item should be quoted excluding GST and same shall be paid by University at the time of billing.

Stamp:

Date: _____

Place: _____

Signature of Authorized signatory

Volume of work of last two year

S. No.	Item/Description	Financial Year	Qty/Seat
1.	Cushioned Chair	2019-20	350
		2020-21	1362
2.	Sofa	2019-20	80
		2020-21	300