



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302137, 138, 139

Website: <http://ipu.ac.in>

GGSIU/GA/Rubber Stamps/2015-16/527

Dated 14<sup>th</sup> December, 2018

## (NOTICE INVITING QUOTATION)

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Engagement of Agency for supply of Self-Inking / Rubber Stamps at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078**

Sir,

Sealed quotations are invited on behalf of Registrar, Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi from eligible bidders for engagement of agency for supply of self-inking/rubber stamps. Please quote the rates for the following items:

<u>S. No.</u>	<u>Name of Items</u>	<u>Unit</u>	<u>Rates (per piece)</u>
<u>1.</u>	<u>Self Inking Stamps (Normal)</u>	Ordinary Size (upto 05 Lines) Big size (more than 05 Lines)	
<u>2.</u>	<u>Self inking stamps (Dura/Presto)</u>	Ordinary size (upto 05 Lines) Big size (More than 05 lines)	
<u>3.</u>	<u>Rubber/Wooden stamps</u>	first Line additional Line signature stamp Round/Oval Stamp (Bilingual) stamp dater stamps dater stamp with official seal Alphabets stamp	

### Eligibility:-

- The proprietor/partner of the agency should not have any relative employed with GGSIP University.
- Should have valid registration with GST.
- Should have valid PAN Card.
- Earnest Money Deposit of Rs. 5,000/- in the form of Demand Draft in favour of Registrar, GGSIP University payable at New Delhi.

## **Terms & Conditions:-**

1. Bids without EMD will be summarily rejected.
2. 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 01<sup>st</sup> January, 2019 at 03:00 PM.
3. The successful bidder will have to make & supply the stamps as per the L1 approved rates and the rates will be valid for one year from the date of receiving of work order. The Contract can be extended for one more year on the same rates, terms and conditions, with mutual consent.
4. University reserves the right to reject any or all the bids or accept them in part without assigning any reason.
5. 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.
6. The Company shall use good quality material for making/manufacturing the self-inking/rubber stamps.
7. The Contract is not transferable.
8. The Company shall carry out the work at its own risk and cost.
9. The supply/work execution, completion time will be 02 days after receipt of the work order with final design.
10. 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.
11. No extra payment for cartridge, will be paid by the University.
12. If material or design is not as per proof checked and provided to the agency and the item is not supplied before scheduled date and time, the payment shall not be paid to agency.

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