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F. NO. GGSIPU/GA/AMC/FA/2019/

DATED: 19/03/2019

**NOTICE INVITING QUOTATION**

To,

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

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Sir,

Sealed quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi from eligible bidders/vendors for **engagement of agency for Comprehensive Annual Maintenance Contract (CAMC) of five (05) fish aquariums**. Please quote the rates as per following details. The annually estimated cost of the work is Rs.1,00,000/-

Quotation is to be submit in the office of Deputy Registrar (General Administration Branch), Room No. 36, Admin. Block, GGSIP University, Sector 16C, Dwarka, New Delhi-110078 alongwith all relevant documents on or before dated 29/03/2019 up to 3:00 p.m.. Quotation shall be opened on 29/03/2019 at 3:30 p.m.

S. No.	Detail of work/job	Qty	Rate per Month (in Rs.)	Total Amount (in Rs.)
1.	<b>Comprehensive Annual Maintenance Contract which includes:-</b> i) Change of water & fish (as required). ii) Cleaning of glass, rocks, gravel, imported plants, filter, pump etc. iii) Maintenance of aquarium equipments and upkeep of water level. iv) Repairing/change of aquarium accessories i.e. water heater, lighting, plants, rocks, gravles, toys, leaves, plant, pump, filter, temperature control, waterfalls etc (as required). v) Supply of medicine & food on regular interval before consumption of the earlier stock. <b>Note: Rates shall be inclusive of all taxes and charges.</b>	05		

**ELEGIBILITY CRITERIA:-**

- 1) That the proprietor/partners of the agency do not have any relative employed with GGSIP University if found after award of work the contract shall be cancelled and action will be taken as per procedure..
- 2) Should have valid GST registration No. (please submit a copy)

*[Handwritten signatures and initials]*

*[Handwritten initials]*



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- 3) Should have valid PAN No. (please submit a copy)
  - 4) Earnest Money Deposit (EMD) of Rs.5,000/- shall be submit 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. Conditional Bids will be summarily rejected.
3. Bids received after due date & time shall be summarily rejected.
4. The University may consider L1 bidder on the basis of total of overall rates quoted by the firms for the comparison.
5. The rates will be valid for one year from the date of issue of work order, which can be extended on the same rates, terms and conditions if work is satisfactory.
6. The EMD should remain valid for a period of three months (03 Months). 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.
7. The successful bidder will have to deposit Performance Security Money for an amount equal to 10% of the tender value/cost of the work as "Performance Guarantee" in the form of FDR/Bank Guarantee (BG) of any scheduled bank in favour of Registrar, GGSIP University (Validity of FDR/BG should be 14 (Fourteen) months. The security deposit shall be released on the completion of work after issue of satisfactory certificate from concerned department.
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 maintenance work 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. The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceeding shall be English. The Law Governing the substantive issue between the parties shall be the law of India. All disputes are subject to Jurisdiction of Delhi Court only.
13. It is also a term if the Contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also term of Contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issue notice to both the parties calling them to submit their statement of claims and counter statement of claims.



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14. The Contract is not transferable.
  15. If the work is done outside the University Campus, the cost of transportation etc. shall be borne by the agency.
  16. The agency/vendor shall attend the work within 24 hours of receipt of written or telephonically complaints otherwise the work will be done from open market and the amount will be deducted from the agency/vendor bill.
  17. Medicine & Food supply on regular interval before consumption of the earlier stock.
  18. If the services of the agency are found not satisfactory, the CAMC may be cancelled at any time and action will be taken as per procedure.
  19. Payment will be released monthly after producing satisfactory report from user department.

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Deputy Registrar,  
General Administration Branch

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C. S. Singh