



**Guru Gobind Singh Indraprastha University**  
Sector 16 C, Dwarka, New Delhi -110078  
**Contact No.-011-25302137, 138, 139**  
**Website: <http://ipu.ac.in>, e-mail- [gabbranch@ipu.ac.in](mailto:gabbranch@ipu.ac.in)**

**BID NO. 01/GA/GGSIPU/2022**

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, online bids are invited through **GEM portal under two bid system (Technical & Financial Bid)** from eligible bidders for engagement of agency for providing and fixing of Backdrop, Banners, Signages, display board etc. The bid document can also be viewed on the University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of work	Engagement of agency for providing and fixing of Backdrop, Banners, Signages, display board etc, at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Estimated Cost of Work	Rs.10,00,000/- (Rupees Ten 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.	Bid Security Declaration in lieu of EMD	<b>Annexure- ‘A’</b>
5.	Last date and time of submission of (Technical & Financial Bid)	On 18/04/2022 up to 03:00 PM.
6.	Date of Opening of Technical Bid	Technical bid shall be opened on the same day at 03:30 PM
7.	Performance Security	03 % of estimated cost of work
8.	The bids shall be submitted in two stages viz. (i) <i>Technical bid</i> (ii) <i>Financial bid</i> . The Technical & Financial bid should be uploaded on GEM portal (No documents need to be submitted in hard copy).	
9.	Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid at the date and time notified thereafter on GEM portal.	
10.	Address for Communication	<b><i>Dy. Registrar (General Administration)</i></b> <b><i>Room No. 36, Ground Floor, Administrative Block,</i></b> <b><i>GGSIPU, Sector 16C, Dwarka, New Delhi 110078</i></b> <b><i>Contact Nos. 011-25302138-39-45</i></b> <b><i>Email: <a href="mailto:gabbranch@ipu.ac.in">gabbranch@ipu.ac.in</a></i></b>

## INFORMATION & INSTRUCTIONS TO BIDDERS

### 1. Introduction

The online bids are invited under **two bid system (Technical & Financial Bid) through GEM portal** from eligible bidders for engagement of agency for providing and fixing of Backdrop, Banners, Signages, display board etc. The bid document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

### 2. Scope of Work

The successful bidder are required to execute following kind of works i.r.o. providing and fixing of Backdrop, Banners, Signages, display board etc in GGSIP University Campus (both for Dwarka Campus & Surajmal Vihar Campus) and/or other places also, as per requirement.

S. No.	Items with Specifications
1.	Providing & Fixing Banner with good quality eyelets for Conferences & Events <b>in star flex material</b>
2.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events <b>in star flex material (with compatible MS frame fixed on Stand)</b>
3.	Providing & Fixing Banner with good quality eyelets for Conferences & Events <b>in Cloth Media</b>
4.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events <b>in Cloth Media (with compatible MS frame fixed on Stand)</b>
5.	Providing & Fixing of <b>Display Board in Star Flex material for Permanent Display in University</b>
6.	Providing & Fixing of Thermocol CNC material cut-out design on Backdrops/Signages & Display Board etc.

### 3. Earnest Money Deposit (BID SECURITY):-

- a) In lieu of EMD (Bid Security), Bidders are now only required to sign a Bid Security Declaration (Annexure 'A'), accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids documents, they will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.
- b) In case of unsuccessful bidders, the Bid Security Declaration, as furnished by bidder, will be treated as 'Null and Void'.

### 4. Bid Submission & Technical Bid Evaluation Criteria:-

Following documents forming part of Technical Bid must be uploaded on **GEM portal** by due date and time.

The bidder meeting the following "**Technical Eligibility Criteria**", and upload the relevant document in this regard would be considered as 'technically qualified' for technical evaluation:-

1.	Bid Security Declaration	<b>Annexure-A</b>
2.	The bidder should upload unconditional <b>Letter of Transmittal</b>	<b>Annexure-B</b>
3.	The bidder should have <b>Income Tax Registration</b> (PAN card of firm/company/individual).	Upload valid copy of document
4.	The bidder should have <b>GST Registration Certificate.</b>	Upload valid copy of document
5.	The bidder should upload Declaration of Fair Business	<b>Annexure-C</b>
6.	Should have minimum average turnover of 30% of estimated cost of work of <b>Rs.10 Lakhs</b> (i.e. Rs. 3.00 Lakhs) or more in last 03 years ending at March 2021. (A certificate to this effect issued and stamped by a Chartered Accountant and counter signed by bidder).	Upload certificate issued by CA
7.	The bidder should have executed at least 03 separate works i.r.o. providing and fixing of Backdrop, Banners, Signages, display boards etc in last 05 years in different departments of Central Govt./State Govt./Ministries//PSUs/ Educational institutes/ MNC's located in Delhi/NCR. (Copy of work award letter for the relevant works to be uploaded).	Upload the relevant document

5. After the Technical Evaluation of the Bids, the University will open the 'Financial Bids' of only those bidders who have qualified in the **Technical Eligibility Criteria**.

6. **Financial Bid Evaluation:-**

The bidders are required to submit their financial bid in the requisite format as given in **Annexure 'D'**.

- a) Financial bid will be opened i.r.o. technically qualified bidders only as per technical eligibility criteria mentioned in clause 04 of tender document.
- b) Among all technically qualified bidders, the bidder, who will quote the lowest rate for all items (**in total**), will be selected as **L1 bidder**.

7. **Award of Work:**

The work for providing and fixing of Backdrop, Banners, Signages, display board etc. will be awarded to L1 bidder after the opening of financial bid with the approval of Competent Authority 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.

8. **Period of Contract:-**

The period of contract will be 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.

9. **General Terms & Condition:-**

- i) Bids without Bid Security Declaration will be summarily rejected.
- ii) Conditional Bids will be summarily rejected.
- iii) Bids must be uploaded on GEM portal latest by 18.04.2022 up to 03.00 PM.
- iv) Bids received after due date & time shall be summarily rejected.
- v) The successful bidder (L1) will have to provide & fix the material on the rates quoted by him as well as approved by the University.
- vi) The quoted rates will be valid initially for (02) Two years from the date of issue of work order. However, notional increase in rates @ 5% per annum on initially quoted rate will be considered on the request of contractor for extendable period of contract for maximum of another 03 (Three) years on the basis of year to year extension, subject to the satisfactory performance and mutual consent. The increase in rates would be rounded off to the next rupee.
- vii) 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.
- viii) In case of any dispute relating to Backdrop, Banners, Signages, display board etc 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.
- ix) 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.
- x) 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.
- xi) All disputes are subject to Jurisdiction of Delhi Court only.
- xii) If any fee stands payable to the arbitrator, the same 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.
- xiii) The agency/contractor shall use best quality material for providing and fixing of Backdrop, Banners, Signages, display boards etc.
- xiv) The Contract is not transferable.
- xv) The Company shall carry out the work at its own risk and cost.
- xvi) The supply /work execution, completion time will be 12 hours after receipt of final design of work.
- xvii) The successful bidder shall be required to submit **Performance Security** 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) @ 03% of estimated cost of work (i.e. Rs.30,000/-) as given in tender document within the 07 days after the

**award of work.** No interest will be payable on this security deposit money. In case, if the successful bidder fails to submit Performance Guarantee within stipulated time, the contract will be stand cancelled.

xviii) The Performance Security Deposit will be forfeited by order of the Competent Authority in the event of any kind of breach of commitment as per contract/negligence of work/unsatisfactory performance.

10. **Payment Terms:-**

Payment will be made directly in the given bank A/c detail of the vendor through online mode within 30 days of submission of bill complete in all respect.

11. **Penalty Clause:-**

S. No.	Cause	Penalty Imposed
A.	If matter or design not matched with the proof, as checked and finalized.	No payment will be made for that work.
B.	If the material not supplied/fixd before scheduled date and time.	No payment will be made for that work.
C.	If work has to be done from outside, in exigency as could not be executed by the bidder.	Equal payment, as made for this work to outside agency, will be deducted from the running/upcoming bill or from the Performance Security of agency/contractor

12. **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 application 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.

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**Form of Bid Securing Declaration**

Date:

Bid No.:

Alternative No.: [insert identification No if this is a Bid for an alternative]  
To: Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka,

We, the undersigned, declare that:

We understand that, according to terms & conditions of the Bid Document, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Guru Gobind Singh Indraprastha University for the period of time of 3 years starting from the date of opening of financial bid, if we are in breach of our obligation(s) under the terms & conditions of the Tender Document, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the agency during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with terms & conditions of the Tender Document.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed:

[insert signature of person whose name and capacity are shown]

In the capacity of

[insert legal capacity of person signing the Bid-Securing Declaration]

Name:

[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

[Insert date of signing]

Corporate Seal

(Where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

**(Stamp, Name & Signature of Bidder/Service Provider)**

(Signing this document)

**LETTER OF TRANSMITTAL**

From:

\_\_\_\_\_  
\_\_\_\_\_

To

**The Registrar**  
GGSIU University  
Sector 16 C, Dwarka,  
New Delhi -110078

**Sub: Submission of Bid Document for “providing and fixing of Backdrop, Banners, Signages, display board etc.” at GGSIU Campus, Sector- 16-C, Dwarka, New Delhi”.**

Sir,

Having examined the details given in Bid document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexure /Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorized the GGSIU to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I/we have read & examined the bid and all terms & conditions are acceptable to me as mentioned in the bid document.

**(Stamp, Name & Signature of Bidder/Service Provider)**  
(Signing this document)

**DECLARATION FOR FAIR BUSINESS BY THE CONTRACTOR/SERVICE PROVIDER**

(Affidavit on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary/Magistrate)

This is to certify that We, M/s\_\_\_\_\_ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Govt. Organization/PSUs/Institutions/Schools/Universities.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our business dealings will be banned.
- vii) We have not been punished/penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.
- ix) Neither any of our relative is presently working in the University nor I/We am/are engaged in this contract service within one year after the retirement from the post of gazette officer of any Govt. organizations.
- x) Will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University

**(Stamp, Name & Signature of Bidder/Service Provider)**  
(Signing this document)

**FORMAT OF FINANCIAL BID**

Format of financial bid to quote the rates for providing and fixing of Backdrop, Banners, Signages, Display Boards at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi.

1. Name of Contractor: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

S. No.	Items with Specifications	Rate per Sq. Ft.	
		In Rs.	In word
1.	Providing & Fixing Banner with good quality eyelets for Conferences & Events <b>in star flex material</b>		
2.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events <b>in star flex material (with compatible MS frame fixed on Stand)</b>		
3.	Providing & Fixing Banner with good quality eyelets for Conferences & Events <b>in Cloth Media</b>		
4.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events <b>in Cloth Media (with compatible MS frame fixed on Stand)</b>		
5.	Providing & Fixing of <b>Display Board in Star Flex material for Permanent Display in University</b>		
6.	Providing & Fixing of Thermocol CNC material cut-out design on Backdrops/Signages & Display Board etc.		
	<b>Grand Total</b>		

**Note:**

1. The bidder, who will quote the lowest rate for all items **(in total), will be selected as L1 bidder.**
2. The rates of item should be quoted excluding statutory taxes and same shall be paid by University at the time of billing.
3. No extra payment for cartage installation/fixing will be provided by the University.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized  
 Signatory & Stamp**