



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- gabranh@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 **e-procurement portal of Govt. of NCT of Delhi** (<https://govtprocurement.delhi.gov.in>) **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.

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.25,00,000/- (Rupees Twenty Five Lakhs) Approx. for 02 + 03 (Two + Three) 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.	Earnest Money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty thousand) in favour of “Registrar, GGSIPU”, payable at Delhi in the form of FDR/Bank Guarantee/ On-line transfer as per details given in Clause 3 of tender document.
5.	Last date and time of submission of (Technical & Financial Bid)	On 19/09/2022 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	Rs. 75,000/- (i.e. 3 % of estimated cost of work) 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 62 months).
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 e-procurement portal of Govt. of NCT of Delhi (https://govtprocurement.delhi.gov.in) (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 e-procurement portal of Govt. of NCT of Delhi.	
10.	Address for Communication	<i>Dy. Registrar (General Administration) Room No. 36, Ground Floor, Administrative Block, GGSIPU, Sector 16C, Dwarka, New Delhi 110078 Contact Nos. 011-25302138-39-45 Email: gabranh@ipu.ac.in</i>

INFORMATION & INSTRUCTIONS TO BIDDERS

1. Introduction

The online bids are invited under **two bid system (Technical & Financial Bid)** through **e-procurement portal of Govt. of NCT of Delhi** 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.

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 in star flex material
2.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events in star flex material (with compatible MS frame fixed on Stand)
3.	Providing & Fixing Banner with good quality eyelets for Conferences & Events in Cloth Media
4.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events in Cloth Media (with compatible MS frame fixed on Stand)
5.	Providing & Fixing of Display Board in Star Flex material for Permanent Display in University
6.	Providing & Fixing of Thermocol CNC material cut-out design on Backdrops/Signages & Display Board etc.

3. Earnest Money Deposit (Bid Security):

- (i) ***The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only)*** shall be in favour of “Registrar, GGSIPU”, payable at Delhi in the form of FDR/ Bank Guarantee/ On-line transfer as per following details :-

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIPU, Sector-16C, Dwarka, New Delhi-110078
9	Banker’s Phone No.	011-28035244

- (ii) Bids with no Earnest Money Deposit will summarily be rejected.
- (iii) The EMD should remain valid for a period of 45 days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalization of the Tender.
- (iv) The EMD of the successful bidder would be released after the receipt of Performance Security, as prescribed, in the form of FDR or Bank Guarantee (BG).
- (v) No interest on EMD both in online or offline mode would be payable by GGSIPU under any circumstances.
- (vi) The bidder shall submit “Earnest Money Deposit” in original in hard copy in an envelope. In case of online deposit of EMD, submission of hard copy is not required.
- (vii) The envelop shall be addressed to Dy. Registrar (General Administration), Room No. 36, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi – 110078.
- (viii) The envelope containing EMD, shall indicate the name and address of the firm/agency to enable the proposal of EOI to be returned un-opened in case it is declared late or is declared non-responsive. The envelope named “**Earnest Money Deposit**” shall comprise of EMD amount of the tender document. The envelope containing EMD must be submitted on or before due date & time. Late proposals shall be rejected.
- (ix) Conditions other than those laid down in the tender document will not be entertained. Conditional tender shall be summarily rejected.

4. Bid Submission & Technical Bid Evaluation Criteria:-

Following documents forming part of Technical Bid must be uploaded on **e-procurement 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.	Earnest Money Deposit (EMD)	EMD of Rs. 50,000/- as per Clause 3 of tender document
2.	The bidder should upload unconditional Letter of Transmittal	Annexure-A
3.	The bidder should have Income Tax Registration (PAN card of firm/company/individual).	Upload valid copy of document
4.	The bidder should have GST Registration Certificate .	Upload valid copy of document
5.	The bidder should upload Declaration of Fair Business.	Annexure-B
6.	Should have minimum average turnover of 30% of estimated cost of work of Rs. 25 Lakhs (i.e. Rs. 7.50 Lakhs) or more in last 03 years ending at March 2022. (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 ‘C’**.

- Financial bid will be opened i.r.o. technically qualified bidders only as per technical eligibility criteria mentioned in clause 04 of tender document.
- 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:-

- Bids without Bid Security Declaration will be summarily rejected.
- Conditional Bids will be summarily rejected.
- Bids must be uploaded on **e-procurement portal of Govt. of NCT of Delhi** latest by 19.09.2022 up to 03.00 PM.
- Bids received after due date & time shall be summarily rejected.
- The successful bidder (L1) will have to provide & fix the material on the rates quoted by him as well as approved by the University.
- The quoted rates will be valid initially for (03) Three years from the date of issue of work order. However, the contract is further extendable for maximum of another 03 (Three) years after completion

of initial 02 (two) years on the basis of year to year extension, subject to the satisfactory performance and mutual consent.

- 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 agency/contractor shall execute providing and fixing of Backdrop, Banners, Signages, display boards etc. within 24 hours from the date of order.
- xv) The Contract is not transferable.
- xvi) The Company shall carry out the work at its own risk and cost. No liquidity damage, if so incurred on this account, will be borne by the University.
- xvii) The supply /work execution, completion time will be 12 hours after receipt of final design of work.
- xviii) 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 62 months) @ 03% of estimated cost of work (i.e. Rs.75,000/-) 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.
- xix) 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.
- xx) After the award of work to the successful firm/agency, an agreement shall be signed on a Non-Judicial Stamp paper of Rs. 100/- by the firm/agency, as done in conventional tenders **within the 07 days after the award of work**. The expenses of Stamp paper etc. will be borne by the firm/agency.

10. Payment Terms:-

- (i) Payment will be made after satisfactory work certificate directly in the given bank account detail of the vendor through online mode within 30 days of submission of bill complete in all respect.
- (ii) No payment will be made for rejected goods/material/misprinted/defects/or any printing or typographical mistakes.

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.

LETTER OF TRANSMITTAL

From:

To

The Registrar
GGS IP 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 GGSIPU 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 GGSIPU 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 in star flex material		
2.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events in star flex material (with compatible MS frame fixed on Stand)		
3.	Providing & Fixing Banner with good quality eyelets for Conferences & Events in Cloth Media		
4.	Providing & Fixing Backdrop/Signages and Display Board for Conferences & Events in Cloth Media (with compatible MS frame fixed on Stand)		
5.	Providing & Fixing of Display Board in Star Flex material for Permanent Display in University		
6.	Providing & Fixing of Thermocol CNC material cut-out design on Backdrops/Signages & Display Board etc.		
	Grand Total		

Note:

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

Date : _____

Place : _____

Signature of Authorized
Signatory & Stamp