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**Name of Work: Designing and Printing of University Coffee Table Book
(with High Resolution Photography)**

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**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING
PART OF THE BID DOCUMENT**

Guru Gobind Singh Indraprastha University (GGSIPU) invites online bids from the agencies fulfilling eligibility criteria prescribed in the bid document in two bid system (Technical bid & Financial Bid) for the following work:

NIT No	01/USMC/GGSIPU/2023-24
Name of Work and Location	Designing and Printing of University Coffee Table Book(with High Resolution Photography) GGSIPU, Sector 16C, Dwarka, New Delhi-110078
Estimated cost put to bid	Rs. 20,00,000.00
Earnest Money	Rs. 40,000.00
Stipulated period of completion of work	75 Days
Pre-Bid Meeting and Location	20.07.2023 at 11:30AM USMC, GGSIPU, Dwarka
Last date of online submission of bid, copy of receipt of deposition of original EMD and other documents as specified in the bid document	Up to 3:00 PM on 26.07.2023
Time and date of opening of technical bid	3:30 PM on 26.07.2023

1. Agencies who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - (a) Should have satisfactorily completed the works as mentioned below during the last seven years ending last day of the month previous to the one in which bids are invited.
 - (i) Three similar works each costing not less than Rs. 8,00,000/- or
 - (ii) Two similar works each costing not less than Rs. 12,00,000/- or
 - (iii) One similar work costing not less than Rs.16,00,000/-.

Similar work shall mean work of ‘Designing and Printing of a Coffee Table Book or Year Book etc’.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of submission of bids.

- b) Should have had Average Annual Financial Turnover of Rs. 6,00,000/- on works during the last three financial years ending 31st March 2022 (Scanned copy of Certificate from Chartered Accountant (CA) with Unique Document Identification Number (UDIN) to be uploaded). The value of annual turnover figures shall be brought to the current value by enhancing the actual turnover figures at simple rate of 7% per annum.
- c) Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five financial years ending 31st March 2022 duly audited and certified by the CA.
2. The intending bidder must read the terms and conditions of bid document carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
 3. This information and instructions for bidders posted on website shall form part of bid document.
 4. The bid document consisting of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://govtprocurement.delhi.gov.in> free of cost.
 5. Earnest money deposit amounting to Rs. 40,000/- in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt (drawn in favour of Registrar, GGSIPU, New Delhi) or Bank Guarantee of any Commercial Bank shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in office of Dean, USMC, GGSIPU Sector 16C Dwarka Campus New Delhi-110078 in an envelope marked 'EMD' before the stipulated date and time. The Name of Work, NIT No., due date of opening should be mentioned on the envelope. Alternatively, EMD can also be deposited in online mode as per details below:

RTGS/ECS 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.	Account type	SB (Saving)
7.	CBS Code/Branch Code	02029
8.	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi-110078
9.	Banker's Phone No.	011-28035244

In case of EMD submission in online mode, copy of receipt with UTR number shall be scanned and uploaded to the e-tendering website within the period of tender submission and physical submission of receipt of online mode is not required.

The earnest money given by all the bidders except the lowest bidder should be refunded immediately after the expiry of stipulated bid validity period or immediately after acceptance

of the successful bidder, whichever is earlier.

6. Those agencies who are not registered or have not updated their profile on the website mentioned above, are required to get registered/update their profile beforehand. The necessary training materials including the videos with step to step process are available on download section of <http://govtprocurement.delhi.gov.in>
7. On opening date, the bidder can login and see the bid opening process.
8. Bidder can upload documents in the form of JPG format and PDF format.
9. Certificate of Financial Turn Over: At the time of submission of bid bidder may upload Affidavit/Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from the bidder after opening of technical bids. There is no need to upload entire voluminous balance sheet.
10. Bidder must ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
However, if a bidder quotes nil rates against each item in item rate bid or does not quote any percentage above/below on the total amount of the bid or any section / sub head in percentage rate bid, the bid shall be treated as invalid and will not be considered as lowest bidder.
11. The Technical Bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
12. Pre-Bid conference shall be held on at 11:30 A.M. on 20.07.2023 to clear the doubt of intending bidders, if any.
13. The University reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified bidder to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

14. List of Documents to be scanned and uploaded within the period of bid submission:

14.1 Technical Bid

1	Copy of EMD or receipt with UTR number in favour of Registrar, GGSIPU
2	Certificates of Similar Work Experience in Format I
3	Certificate of Financial Turnover from Chartered Accountant on works during the last three years ending 31 st March 2022 in the Format II
4	Certificate of Profit/Loss from Chartered Accountant during the last five years

	ending 31 st March 2022 in the Format III
5	Affidavit as per Clause (1) (b) vi) under 'Initial Eligibility Criteria' under 'Evaluation and Award of Work'
6	Copy of GST Registration Certificate, if already obtained by the bidder
	If the bidder has not obtained GST registration as applicable, then he shall scan and upload following undertaking along with bid documents. "If work is awarded to me, I/we shall obtain GST registration certificate as applicable within one month from the date of receipt of award letter or before release of any payment by University, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards me/us on account of the work executed and/or for any action taken by University or GST department in this regard".

15. **Financial Bid** The bidders are required to quote their fees in Indian rupees (INR) inclusive of all prevailing taxes except GST in the prescribed format given in Appendix II. GST paid by the agency will be reimbursed by the University.

16. **Duties and Taxes**

All duties and taxes excluding GST are deemed to be included in rates quoted by bidder. No claim shall be entertained by GGSIPU on any duties, taxes and other levies payable by the bidders in respect of transaction between the bidder and their other agencies. However, in case of any new statutory tax/duty is levied by State/Central Government or rate of existing taxes/duties are increased or decreased by state/Central Government after the last date of receipt of bid and which is applicable on this assignment then the change/additional tax/duty shall be reimbursed/recovered separately.

17. Agreement shall be drawn with the successful bidder on the agreement format as given in the bid document.

18. Time allowed for the carrying out the work will be 75 days.

19. After submission of the bid, the agency can re-submit revised bid any number of times but before last time and date of submission of bid as notified.

20. While submitting the revised bid, bidder can revise the rates of one or more item(s) any number of times (he needs to re-enter rate of all the items) but before the last time and date of submission of bid as notified.

21. The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:

The bidder is found ineligible.

- (ii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
 - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
 - (iv) If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
 - (v) If original EMD is not submitted.
22. The competent authority on behalf of Registrar, GGSIPU does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
 23. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the bidders contractor who resort to canvassing will be liable for rejection.
 24. The competent authority on behalf of the Registrar, GGSIPU reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
 25. The bidder shall not be permitted to bid for works in the Dean, USMC, GGSIPU responsible for award and execution of contracts, in which his near relative is posted. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the GGSIPU.
 26. No Gazetted Officer employed in Delhi Government is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who has not obtained the permission of the Government as aforesaid before submission of the bid or engagement in the contractor's service.
 27. The bid for the works shall remain open for acceptance for a period of 30 (thirty) days

from the date of opening of technical bids. Further

- (i) If any bidder withdraws his bid or makes any modification in the terms & conditions of the bid which is not acceptable to the University within 7 days after last date of submission of bids, then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (ii) If any bidder withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the University after expiry of 7 days after last date of submission of bids, then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (iii) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in the rebidding process of the same work.
28. The Bidder shall be deemed to have satisfied himself before bidding as to the correctness and sufficiency of his bid for the work and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the work.
 29. If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the bidder.
 30. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the work or release the Tenderer from the execution of the whole or any part of the work.
 31. The successful bidder shall make all arrangements towards safety and completion of work as directed by Dean, USMC. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.

On non-Judicial stamp paper of a minimum of Rs 100

(Guarantee offered by Bank to University in connection with the execution of contracts)

Form of Bank Guarantee for Earnest Money Deposit/Performance Guarantee

1. WHEREAS, the Dean, USMC, GGSIPU, Dwarka, New Delhi-110078 on behalf of the Registrar GGSIPU (hereinafter called "The Government,") has invited bids under NIT number 01/USMC/GGSIPU/2023-24 dated..... for work of '**Designing and Printing of University Coffee Table Book(with High Resolution Photography)at Guru Gobind Singh Indraprastha University (GGSIPU), Sector 16C, Dwarka, New Delhi-110078**'. The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupees only) valid upto (date)*..... as Earnest Money Deposit from (name and address of contractor) '.....'....., (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the Dean, USMC on behalf of the Registrar GGSIPU (hereinafter called "The Government,") has entered into an agreement bearing number with(name and address of the contractor). (hereinafter called "the Contractor,") for execution of work..... .. name of work) " " " " The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid upto (date)..... as Performance Guarantee from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (herein after referred to as the Bank,), hereby undertake to pay to the Government an amount not exceeding Rs.,.....,..... (Rupees "" ""..... only) on demand by the Government within 10 days of the demand.
3. We, (indicate the name of the Bank) do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall, be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly).
4. We, (indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank

Guarantee shall be a valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.

5. We, (indicate the name of the Bank) further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. we, (indicate the name of the Bank) further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.
8. We, (indicate the name of the Bank), , undertake not to revoke this guarantee except with the consent of the Government in writing.
9. This Bank Guarantee shall be valid up to Unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to rs (Rupees.....only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date.....

Witnesses:

- | | |
|---------------------------------------|--|
| 1. Signature.....
Name and Address | Authorized signatory
Name
Designation
Staff Code No.
Bank Seal |
| 2. Signature.....
Name and Address | |

*Date to be worked out on the basis of validity period of 90 days where only financial bids are invited and 180 days for two/three bid system from the date of submission of tender'

**In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for earnest money or for performance guarantee, as the case may be.

Evaluation and Award of Work

(1) Initial Eligibility Criteria

- a) The purpose of this stage is only for preparing a list of all eligible Applicants. Documents of only those applicants shall be scrutinized for initial eligibility whose Earnest Money deposit is found to be in order. **Bids without earnest money deposit in requisite shape and amount shall be summarily rejected.**
- b) The initial eligibility (stage-I) shall be decided on the basis of evaluation of documentary evidence provided by the applicants in support of their eligibility according to the Initial Eligibility Criteria as listed below.
- i) Joint ventures are not allowed.
 - ii) Applicant should have average annual turnover not less than Rs. 6,00,000/- during the last three financial years ending 31st March 2022. (The year means F.Y. from 1st April to 31st March). Year in which no turnover is shown would also be considered for working out the average considering zero turnover for that year.
 - iii) Applicant should not have incurred any loss in more than two years during the last five consecutive financial years ending 31st March 2022. In case of zero profit or zero loss in any financial year, it should be explicitly clarified and same shall be consider as year with no loss.
 - iv) Applicant should have satisfactorily completed the works as mentioned below during the last seven years ending last day of the month previous to the one in which bids are invited.
 - (i) Three similar works each costing not less than Rs. 8,00,000/- or
 - (ii) Two similar works each costing not less than Rs. 12,00,000/- or
 - (iii) One similar work costing not less than Rs.16,00,000/-.

Similar work shall mean works of Designing and Printing of a Coffee Table Book or Year Book etc’.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of submission of bids.

- v) Applicant should have valid GST registration.
- vi) At the time of submission of bid, the applicants have to furnish an **affidavit** as under:

“I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another consultant on back to back basis. Further that if such a violation comes to the notice of University, then I/We shall be debarred from tendering

in GGSIPU contracts in future. Also if such violation comes to the notice in University at any stage, the University shall be free to take action against me/us as deem fit and also to forfeit the entire amount of earnest money or performance guarantee as the case may be.

2) Evaluation Of Technical Bid(Stage-I):

Applicants qualifying **Initial Eligibility Criteria** shall be evaluated for their **Technical Capability** according to the prescribed evaluation criteria listed below:

S. No.	Attribute	Evaluation				Maximum Marks
1	Financial Strength Average Annual Turnover	i) 60% marks for minimum eligibility criteria ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis				20
2	Experience in similar class of work	i) 60% marks for minimum eligibility criteria ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis				20
3	Performance of work (Time over run)					20
	Parameter	Calculation for points			Score	
	If TOR=	1.00	2.00	3.00	>3.50	
	(i) Without levy of compensation	20	15	10	10	
	(ii) With levy of compensation	20	5	0	-5	
	(iii) Levy of compensation not decided	20	10	0	0	
	TOR = AT/ST, where AT= Actual Time; ST= Stipulated Time in the Agreement plus (+) justified period of Extension of Time Note: Marks for value in between the stages indicated above is to be determined by straight line variation basis					
4	Performance of work (Quality)	Excellent		40 Marks		40
		Very Good		30 Marks		
		Good		20 Marks		
		Fair		10 Marks		
		Poor		0 Marks		
		Report Not Submitted		0 Marks		

		Nothing Mentioned in Report	0 Marks	
Note for points 2,3 & 4: Only those similar works which were considered in Initial Eligibility Evaluation. For more than one work considered in Initial Eligibility, average marks shall be calculated				
Total 1 to 4			100	
Note:				
1. Attribute at S.No 1 (Average Financial Turnover) - To be evaluated based on information submitted by the bidder in Format II				
2. Attributes at S.No 2, 3 & 4 - To be evaluated based on information submitted by the bidder in Format I				

3) Evaluation Of Technical Bid (Stage-II):

S. No.	Attribute	Evaluation	Maximum Marks
1	Presentation before the Board of Assessors (Concept/Idea/Scheme for designing and Printing of University Coffee Table Book.)	To be marked/evaluated by the Board of Assessors after the presentation	100
Total Marks			100

- (i) The applicants who have scored equal to or more than 65% marks in the Evaluation of Technical Bid Stage – I shall be considered as eligible for next stage of Evaluation of Technical Bid Stage-II i.e. Presentation before the Board of Assessors.
- (ii) Presentation: The eligible bidders will have to make presentation of their proposals for assessment by Board of Assessors. On the basis of the presentation, the bidders will be awarded marks out of 100 by Board of Assessors.

4) Financial bid: The Bidder shall also submit this financial bid (through online mode only) quoting rate in the format given under Appendix II along with the online submission of technical bid.

5) Opening and Evaluation of Financial Bid

- (i) Financial bids of top 3 marks in the presentation before the Board of Assessors shall be opened in the presence of bidder or their representatives who choose to attend. The date of opening of financial bid will be notified separately.
- (ii) Financial Score: The lowest financial proposal (FM) will be given a financial score of 100 points. The Financial Score (FS) of the other proposal will be computed as follows:

$$FS = 100 \times FM/F$$

(F = Cost/Amount of financial proposal under consideration)

- (iii) The final evaluation will be done according to the Combined Weighted Score using the weightage as given below:

$$\text{Combined Weighted Score} = (0.20 \times \text{Marks achieved in Technical Bid Stage – I}) + (0.50 \times \text{Marks achieved in Technical Bid Stage –II}) + (0.30 \times \text{Financial Score})$$

- (iv) On the basis of the Combined Weighted Score as calculated above, the qualified Bidder shall be ranked. The proposal obtaining the highest Combined Weighted Score shall be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The bidder ranked H-1 may be invited for negotiations, if required and shall be recommended for award of contract.
- (v) In case more than one bidder has same highest Combined Weighted Score in the overall evaluation, then the bidder scoring higher marks in Technical Bid Stage – I & II combined together shall be recommended for award of work. In case, more than one bidder has same marks in Technical Bid Stage – I & II combined together, then the bidder scoring higher marks in Technical Bid Stage – II shall be recommended for award of work.

(vi) **Illustrative Example:**

- a) Suppose financial bid of 3 bidders, namely, A, B and C, are opened.
- b) The Financial Scores of A, B and C as explained in the para 5 (ii) above, work out to be 83, 100 and 91 respectively.
- c) The marks scored by A, B and C in Technical Bid Stage – I & II are (75 & 70), (80 & 85) and (70 & 90) respectively.
- d) The Combined Weighted Score of three bidders i.e. A, B and C according to the methodology given at para (iii) above will be as given below

Bidder	Marks/Score			Combined Weighted Score	Rank
	Technical Bid Stage – I	Technical Bid Stage – II	Score (Financial Bid)		
A	75	70	83	$0.20 \times 75 + 0.50 \times 70 + 0.3 \times 83 = 74.90$	H-3
B	80	85	100	$0.20 \times 80 + 0.50 \times 85 + 0.3 \times 100 = 88.50$	H-1
C	70	90	91	$0.20 \times 70 + 0.50 \times 90 + 0.3 \times 91 = 86.30$	H-2

The above three proposals in the combined Technical and Financial Evaluation will be ranked as given below:

Bidder	Combined Weighted Score	Rank
Bidder A	74.90	H-3
Bidder B	88.50	H-1
Bidder C	86.30	H-2

Bidder B, therefore, will be declared as the winner of the selection procedure and recommended for negotiation/approval to the Competent Authority.

(vii) The University is not bound to accept any or all the proposals submitted and reserves the right to reject all the proposals without any liability to the bidder(s).

6) Award of Contract

i) The selection of agency will be at the sole discretion of the University, which reserves the right to accept or reject any or all the proposals without assigning any reason. The University also reserves the right to call for additional information from the bidders as & when required at a later stage.

ii) The contract shall be awarded to the highest scorer. However, the University reserves the right to call the successful bidder for negotiation, if need be. The decision of the University shall be final and binding in this regard.

iii) **The Applicant whose bid is accepted will be required to furnish performance guarantee at 5% of the tendered amount within the 7 Days of the issue of letter of acceptance of bid.** This guarantee shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in accordance with the prescribed form. EMD of the successful bidder shall be returned after receipt of valid performance guarantee and its verification, if required. No interest shall be paid on EMD. EMD of unsuccessful bidders shall be returned without interest after opening of financial bids and identification of successful bidder.

Time for deposit of Performance Guarantee may be extended for a further period of 3 Days with a late fee @0.1% of Performance Guarantee amount, per day.

In case the selected agency fails to deposit the Performance Guarantee within the period stipulated above, their EMD shall be forfeited in full. The decision of the University shall be final & binding in this regard.

Agreement

This Agreement is made on the ____ day of _____, 2023 Between the GGSIPU through the Dean, USMC, GGSIPU, Sector-16 C, Dwarka , New Delhi, India (hereinafter referred to as “**the Owner**” which expression shall, unless exclude by or repugnant to the context, be deemed to include his successors in office and assigns) of the one part AND the _____ having its registered office at _____, India through Shri _____(Designation) (hereinafter referred to as “**the Agency**” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, executors, administrators, legal heirs, representatives and assigns) of the other part.

Whereas the Owner is desirous of taking the “**Designing and Printing of University Coffee Table Book (with High Resolution Photography)**”

And whereas the Owner has invited the Bids from eligible agencies fulfilling the eligibility criteria for services for “**Designing and Printing of University Coffee Table Book(with High Resolution Photography)**”, and whereas the Owner has accepted the offer of the Agency, on the terms and conditions hereafter appearing.

NOW, THEREFORE, THIS AGREEMENT WITNESSES AS FOLLOWS: –

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract (hereinafter referred to as the “Conditions of Contract”).
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, namely: –
 - I. Information and Instructions for e-tendering;
 - II. Form of Bank Guarantee for Earnest Money Deposit / Performance Guarantee
 - III. Evaluation and Award of Work
 - IV. Scope of Work
 - V. Work Completion Schedule
 - VI. Payment Schedule
 - VII. Condition of Contract
 - VIII. Appendix - I (Formats of Technical Format)
 - IX. Appendix - II (Formats of Financial Format)

- X. Minutes of Pre Bid Meeting
- XI. Any Corrigendum issued prior to opening of bid
- XII. Any correspondence after opening of bid leading to award of work
- XIII. Letter of Acceptance of bid
- XIV. Letter for Commencement of Work

- 3. In consideration of the fee to be paid by the Owner to the Agency as agreed to between the parties, the Agency hereby covenants with the Owner to provide the services in conformity in all respect with the provisions of this Contract.
- 4. The Owner hereby covenants to pay the Agency in consideration of the provision of services, the contract price at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties have signed this Agreement on the day and the year first herein above written.

**FOR AND ON BEHALF OF
GGSIPU**

FOR AND BEHALF OF THE(AGENCY)

(Sh.)

(Sh.)

Witnesses:

- 1.
- 2.

Witnesses:

- 1.
- 2.

Scope of Work

Specification / Scope of Work: Designing and Printing of University Coffee Table book (with High Resolution Photography) as mentioned below:

For Coffee Table book	
Components	Specifications
Format	High Quality Picture Book(Coffee Table Book)
Size	13inchesX13inches
Number of copies	1000 copies are required
Number of pages	200 pages*+4pagesEndpaper +Hard back cover
Paper	170 GSM CHIC PAPER or similar) (Paper to be finalized after seeing the paper – raw & with print)
Endpaper	150GSMImportedMattEndPaper
Jacket	Jacket should be printed on 220 GSM art card with crystal uv, silver/golden foiling and flat sandy textured uv
Pre-press production	<p>A. Vendor will engage an experienced and trained Art & Editing Team which will carry out the following jobs:</p> <ol style="list-style-type: none"> 1. Carry out type setting, fonts election and copy editing of text 2. Carry out the search for stock photographs/graphic visuals relating to the text and provide/ procure upto 50a esthetically pleasing stock photographs/ graphic visuals to dress up the page layout 3. Select150-200 photographs inconsultation Dean, USMC from among those provided by the University 4. Provide appealing visual effects and aesthetically pleasing texture and ground during pagination 5. Give treatment to tables as objects with aesthetic appeal 6. Will colour correct/ enhance all 150-200 images 7. Will do final page- make up including designing & composing, placing of photographs, creative handling of tables, and finalize an aesthetic layout and design in consultation with and to the satisfaction of Dean, USMC 8. Will design the cover

	<p>9. Will provide print ready product of the entire book</p> <p>B. Content Writer</p> <ol style="list-style-type: none"> 1. Write and create a synchronized content for the Coffee Table book. 2. Co-Relate the content with the existing photographs and newly clicked photographs. 3. Write good messages for the concerned dignitaries. <p>C. Photographer</p> <ol style="list-style-type: none"> 1. The successful bidder will submit proposal for engagement of photographer along with required credential to the University for approval, only approved photographer will be engaged for the work of photography for various Department Profile Photography, Group, Lab, Building, and Facilities Photography.
Printing	High Quality four colour offset printing both sides Aqueous coating of all pages
Binding	Coffee table book must have golden/silver gilding on all 3 visible edges .Section sewn with good quality and sturdy hard case binding with gloss plastic laminated cover (PLC) should be printed on 120 gsm lithe textured sheet in 4+1 color with golden debossing
Endpaper	Offset printing as per design
Cover	UV Leaf on cover, with embossing as per design
Outer Slip case	Outer slip case should be made on 2.5 mm kappa board with leatherite and golden/silver foiling.
Final book	Individual book should be shrink wrapped and 5 copies to be individually packed in 5 ply virgin craft corrugation box
Proofing	<p>Vendor / Press will submit digital proofs in the page form in the same size of book for approval.</p> <p>If required vendor/ press may have to submit re-proofs of corrected pages. Vendor/ Press will also show final format in the same size of book before proceeding for final printing.</p>

Above specifications are minimum required for the designing and printing of University Coffee Table book. In case any additions/deletions are required to improve the quality, the said addition/deletion

shall be furnished by the vendor/ press and nothing extra shall be paid on this account. Decision of the University in this regard shall be final & binding.

Implementation Schedule and Deliverables

The Implementation Schedule and Deliverables will be as follows:

SL. No.	Time Frame (From the Date of Commencement of Work)	Stage of Work/Activity	Deliverables
1.	20 Days	Stage 1	Concept Visualisation content Development (Including writing & photography) layouting proof reading of content.
2.	20 Days	Stage 2	Page to page designing & layout with written matter & photographs creating dummy of book.
3.	10 days	Stage 3	Working on iterations suggested on Dummy 1 to create Dummy 2.
4.	10 Days	Stage 4	Finalising of the Dummy 2 scope of changes. Print ready version.
5.	15 day	Stage 5	Printing of the book.
	Total (75 days)		

General Conditions of The Contract

1.0 Definitions

1.1 For the purpose of this Agreement, the following words and expressions shall have the meaning hereby assigned to them, except where the context requires otherwise: –

1.1.1 “Contract” shall mean the agreement signed by the parties to which these general conditions are attached together with all related documents

1.1.2 “Owner” means Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi

1.1.3 “Employer” means “Guru Gobind Singh Indraprastha University” represented by the Dean, USMC, GGSIPU or his/her authorized representative.

1.1.4 “Dean” means the Dean, USMC, GGSIPU

1.1.5 “Work-in-Charge” means the Representative/Officer of GGSIPU who shall supervise and be in-charge of the work and who shall sign the contract on behalf of the GGSIPU

1.1.6 “Administrative Head” means Registrar, GGSIPU

1.1.7 “Personnel” means persons hired by the Agency as employee and assigned to the performance the services or any part there of;

1.1.8 “Party” means the Owner or the Agency, as the case may be and parties mean both of them;

1.1.9 “Services” means the work to be performed by the Agency pursuant to this contract for the purpose of the work as described in Scope of Work and Notice Inviting Tender (NIT).

1.1.10 “Agency” shall mean the person, firm and/or company whose offer for the works is/are accepted by the employer which includes its authorized representatives, and legal heirs, engaged by the Agency for undertaking the design.

1.1.11 “Year” Means "Financial Year" until and unless stated otherwise.

1.1.12 “Technical Bid” means the technical proposal submitted by the Agency;

1.1.13 “Approved” shall mean approval granted by the Employer or accepted by him for incorporation in the works

1.2 Law Governing Contract

This contract, its meaning, interpretation, and the relation between the Parties shall be

governed by the Applicable Laws.

1.3 Language

This contract shall be executed in English language, which shall be binding and controlling language for all matters relating to the interpretation of this contract.

1.4 Heading

The heading shall not limit, alter or affect the meaning of this contract.

1.5 Payment

1.5.1 In consideration of the services performed by the Agency under this Contract, the Employer shall make to the Agency such payments and in such manner as is provided by the condition of this contract.

1.5.2 All payment shall be made in Indian Rupees (INR) only and after satisfactory completion of work.

1.5.3 Professional fees payable to the Agency will be subject to tax deductions at source at the rate as applicable at that point of time

1.5.4

1.5.5 e. The professional fees payable to the Agency shall remain fixed for deviated quantities up to any extent as well, if there is any increase in the quantities of the items taken in the financial bid.

1.6 Abandonment of Work

If the Agency abandons the work for any reasons whatsoever or becomes incapacitated from acting as Agency as aforesaid, the Employer may make full use of all or any of the scheme/material etc prepared by the Agency and that the Agency shall be liable to pay such damages as may be assessed by the Employer subject to a maximum of 10% (Ten percent) of the total fee payable to the Agency for all the causes under this agreement. The Employer may make full use of all or any of the material prepared by the Agency and proceed from the stage from where the Agency left the work.

If at any time after acceptance of offer of work, Employer decides to abandon or reduce the scope of work for any reason whatsoever, the Employer shall give notice to the Agency in writing to that effect and he shall act accordingly. The Agency has no claim to any payment of compensation or otherwise whatsoever. The Agency shall be entitled to all such fee for the services rendered and liable to refund the excess payment, if any made to him over and above what is due in terms of this agreement.

1.7 Determination or Rescission of Agreement

Subject to other provisions contained in this clause, the Employer may, without prejudice to his any other rights or remedy against the Agency in respect of any delay, inferior work, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases:

- 1.8.1 If the Agency having been given by the Employer a notice in writing or that the work is being performed in an inefficient or otherwise improper or un-workman like manner shall omit to comply with the requirement of such notice for a period of seven days thereafter.
- 1.8.2 If the Agency has, without reasonable cause, suspended the progress of the work or has failed to proceed with the work with due diligence and continues to do so after a notice in writing of seven days from the Employer.
- 1.8.3 If the Agency fails to complete the work within the stipulated date or items of work with individual date of completion, if any stipulated, on or before such date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Employer.
- 1.8.4 If the Agency persistently neglects to carry out his obligations under the contract and/ or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Employer.
- 1.8.5 If the Agency shall offer or give or agree to give to any person in Government service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for Government.
- 1.8.6 If the Agency shall enter into a contract with Government in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Employer.
- 1.8.7 If the Agency had secured the contract with Government as a result of wrong Bidding or other non-bonafide methods of competitive Bidding or commits breach of integrity agreement.
- 1.8.8 If the Agency being an individual, or if a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made

against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or if any application be made under any Insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors.

1.8.9 If the Agency being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.

1.8.10 If the Agency shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days.

1.8.11 If the Agency assigns, transfers, sublets (engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer, sublet or otherwise parts with the entire works or any portion thereof without the prior written approval of the Employer. When the Agency has made himself liable for action under any of the cases aforesaid, the Employer shall have powers:

- (a) To determine the contract as aforesaid (of which termination notice in writing to the Agency under the hand of the Employer shall be conclusive evidence). Upon such determination, the Earnest Money Deposit, Security Deposit already recovered and Performance Guarantee under the contract shall be liable to be forfeited and shall be absolutely at the disposal of the Government.
- (b) After giving notice to the Agency to measure up the work of the Agency and to take such whole, or the balance or part thereof, as shall be un-executed out of his hands and to give it to another Agency to complete the work. The Agency, whose contract is determined as above, shall not be allowed to participate in the Bidding process for the balance work. In the event of above courses being adopted by the Employer, the Agency shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of the contract. And in case action is taken under any of the provision aforesaid, the Agency shall not be entitled to recover or be paid any sum for any work thereof or actually performed under this contract unless and until

the Employer has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

In case, the work cannot be started due to reasons not within the control of the agency within 1/8th of the stipulated time for completion of work or one month whichever is higher, either party may close the contract. In case agency wants to close the contract, he shall give notice to the Employer stating the failure on the part of Employer. In such eventuality, the Performance Guarantee of the agency shall be refunded. Neither party shall claim any compensation for such eventuality. This clause is not applicable for any breach of the contract by either party.

When the Agency has made himself liable for action under any of the cases aforesaid the Employer shall have power:

- a) To determine or rescind the agreement.
- b) To engage another Agency to carry out the balance work debiting the Agency the excess amount if any so spent.
- c) In the event of the above, the Performance Guarantee and security deposit will stand forfeited in favour of Employer.

1.8 Dispute Resolution

Except where otherwise provided in the contract all questions and disputes relating to the design, scheme and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the works or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, design, scheme, specifications, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

- (i) If the Agency considers any work demanded of them to be outside the requirements of the contract or disputes on any design/scheme, record or decision given in writing by the Work-in-charge on any matter in connection with arising out of the contract or carrying out of the work, to be unacceptable, they shall promptly within 15 days request the Dean in writing for written instruction or decision.
- (ii) Thereupon, the Dean shall give his/her written instructions or decision within a period of one month from the receipt of the Agency's letter. If the Dean fails to give his/her instructions or decision in writing within the aforesaid period or if the Agency is dissatisfied with the instructions or decision of the Dean, the Agency may, within 15 days of the receipt of Dean

decision, appeal to the Administrative Head who shall offer an opportunity to the Agency to be heard, if the latter so desires, and to offer evidence in support of their appeal. The Administrative Head shall give the decision within 30 days of receipt of Agency's appeal. If the Agency is dissatisfied with this decision, the Agency shall within a period of 30 days from receipt of the decision, may give notice to the Vice Chancellor for appointment of arbitrator failing which the said decision shall be final, binding and conclusive and not referable to adjudication by the arbitrator.

- (iii) Except where the decision has become final, binding and conclusive in terms of sub- Para (i) or (ii) above, disputes or difference shall be referred for adjudication through arbitration by a sole arbitrator appointed by the Vice Chancellor. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason, whatsoever another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it wall left by his predecessor.
- (iv) It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the rejection by the Administrative Head of the appeal.
- (v) It is also a term of this contract that no person other than a person appointed by such Vice Chancellor, as aforesaid should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all.
- (vi) It is also a term of the contract that if the Agency does not make any demand for appointment of arbitrator in respect of any claims in writing as aforesaid within 120 days of receiving the intimation from the Work-in-Charge that the final bill is ready for payment, the claim of the Agency shall be deemed to have been waived and absolutely barred and the Owner/Employer shall be discharged and released of all liabilities under the contract and in respect of these claims.
- (vii) The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- (viii) It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each dispute and claim referred to him and, in all cases, where the total amount of the claims by any party exceeds Rs. 1,00,000/- the arbitrator shall give reasons for the award.

- (ix) It is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties.
- (x) It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fee of the arbitrator, if any, shall be paid before the award is made by both the parties on fifty percent each basis. The cost of the reference and of the award shall be at the discretion of the arbitrator who may direct of the parties any by whom and in what manner, such costs or any part thereof shall be paid and fixed or settle the amount of costs to be so paid.
- (xi) Arbitration proceedings will be held at Delhi/New Delhi only.

1.9 Compensation For Delay

The time allowed for carrying out the work shall be strictly observed by the agency and shall be deemed to be the essence of the contract on the part of the agency. The work shall, throughout the stipulated period of the contract be proceeded with all diligence and in the event of failure of the Agency to complete the work within time schedule, as specified in the document or within the validity of extended time period, the Agency will be liable for a compensation at the rate of 2.5% (Two Decimal Five Percent) of agreed fee per Week (7 days) of delay to be computed on per day basis subject to maximum of 15% (Fifteen percent) of agreed fee shall be levied on the agency for all the causes in this agreement. The decision of Employer/Administrative Head as to the period of delay on the part of the agency and the quantum of compensation for such delay shall be final and binding on the agency.

1.10 Extension of Time

1.10.1 If the work(s) be delayed by:–

- i) force majeure, or
- ii) abnormally bad weather, or
- iii) serious loss or damage by fire, or
- iv) civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
- v) delay on the part of other agency or tradesmen engaged by Employer in executing work not forming part of the contract, or
- vi) non-availability of stores, which are the responsibility of Government to supply or
- vii) non-availability or break down of tools and Plant to be supplied or supplied by Government or

any other cause which, in the absolute discretion of the Employer is beyond the Agency control.

Then upon the happening of any such event causing delay, the agency shall immediately give notice thereof in writing to the Employer but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Employer to proceed with the works. The Agency shall have no claim of damages for extension of time granted for events listed in sub clause 1.11.1

1.11.2 If the Agency is unavoidably hindered in carrying out the work on account of delayed decision or the approval by the Employer, the Agency shall be allowed fair and reasonable extension of time by the Employer/Administrative Head concerned. Such extension of time shall be without prejudice to any other right or remedy of the parties in contract or in law; provided further that for concurrent delays under this sub clause and sub clause 1.11.1 to the extent the delay is covered under sub clause 1.11.1 the Agency shall be entitled to only extension of time and no damages.

1.11 Additions and Alterations

The Employer shall have the right to request in writing changes, additions, modifications in the scheme or to request in writing additional work in connection therewith and the Agency shall comply with such request. If the Employer deviates substantially from the approved original scheme which involves extra services, expenses and extra labour on the part of the Agency for making changes and modifications or other documents rendering major part or the whole of his work infructuous the Agency may then be compensated for such extra services and expenses on quantum merit basis at mutually agreed rates in line with the terms and conditions of the contract, unless such changes, alterations are due to Agency's own omission and / or discrepancies including changes proposed by the Agency or required at the time of approval of various forums/University bodies. The decision of the Employer shall be final and binding on whether the deviations and additions are substantial and required any compensation to be paid to the Agency. However, for the minor modification or alteration which does not affect the entire design, planning etc. no extra amount will be payable.

The Agency shall not make any deviations, alterations, additions, omission in the approved drawings / specifications etc. without approval of the Employer.

1.12 Intellectual Property Right:

1.12.1 The intellectual property right of the concept, design, idea, printing including all photography shall remain vested with University. The University will have full right to produce, reuse

the design, idea and concept.

1.12.2 The Agency will provide softcopy of the complete final design including all photograph, write-ups, formatting in the original resolution as considered for printing. The soft copy should be such that the same can be used for reprint.

1.13 General Conditions

- i. The Agency shall be fully responsible for the technical soundness of the proposal including those of specialists engaged if any, by him.
- ii. The Employer will have the liberty to supervise and inspect the work of Agency at any time by any officer nominated by him, who shall be at liberty to examine the records/documents.
- iii. The Agency shall render every assistance, guidance and advise in general to the Employer on any matter concerning the technical aspects of the work.
- iv. The Agency shall promptly notify the Employer of any change in the constitution of his firm. It shall be open to the Employer to terminate the Agreement on the death, retirement, insanity or insolvency of any person being Director in the said firm, or on the addition or introduction of a new Director not promptly informed in writing to the Employer. But until its termination by the Employer as foresaid, this Agreement shall continue to be in full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its Director or addition or introduction of any new Director. In case of death or retirement, the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance of all the terms and conditions of this Agreement.
- v. The fees of the Agency shall be inclusive of all cost related to visits to the site, attending meetings, conferences and making suitable presentations.
- vi. Agency's fees is also inclusive of responsibilities of carrying out modifications in design and drawings
- vii. The Agency shall exercise all reasonable skill, care and diligence in the discharge of duties hereby agreed to be performed by them

1.14 Responsibility of Accuracy of Project Proposal

The Agency shall be responsible for accuracy of the data collected and the designs/scheme prepared by him as a part of the work.

1.15 Jurisdiction of Court

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to by all disputes, if any, arising out of this agreement between the parties.

Appendix -I

Formats of Technical Proposal

LETTER OF TRANSMITTAL

From:

To

The Dean, USMC,
GGSIPU, Dwarka
New Delhi-110078

Subject: Submission of bids for the work of ‘ Designing and Printing of University Coffee Table Book(with High-Resolution Photography)

Sir,

Having examined the details given in tender document for the above work, I/ we here by submit the bid and other relevant information.

1. I/ we hereby certify that all the statement made and informations uploaded in the enclosed Forms and 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 authorize the officer in charge to approach individuals, employers, firms and corporation to over if your competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

Name of work

Certificate from

Enclosures:

Seal of bidder

Date of submission:

Signature(s) of Bidder(s).

Format-I

Performance Report of Works Completed and Referred

1.	Name of Agency	:	
2.	i) Name of Work/ Project & Location	:	
	ii) Name of Client/Owner and Address	:	
3.	Agreement No./ Work Order No.	:	
4.	Estimated Cost of Work (in Rs)	:	
5.	Tendered Cost of Work (in Rs)	:	
6.	Actual cost of completion (in Rs)	:	
7.	Date of start	:	
8.	Date of completion of project	:	
	i. Stipulated date of completion	:	
	ii. Actual date of completion	:	
	iii. Justified extended date of completion, if any	:	
9.	Details of compensation levied for delayed completion, if any (in Rs)	:	
	(a) Whether case of levy of compensation for delay has been decided or not? Owner/Client is requested to only mention either Yes or No against this option. Option of writing "Not applicable" is only acceptable where work is completed before stipulated date of completion.	:	
	(b) If Extension of Time case has been decided i.e answer to (a) above is Yes, then please intimate amount of compensation (In Rs) levied for delayed completion.	:	
10.	Overall Performance Report of the agency considering (Strike off whichever is not applicable)	:	
	Quality of work	:	Excellent/Very Good/Good/Fair/Poor
	Financial soundness	:	Excellent/Very Good/Good/Fair/Poor
	Technical proficiency	:	Excellent/Very Good/Good/Fair/Poor
	Resourcefulness	:	Excellent/Very Good/Good/Fair/Poor
	General behavior	:	Excellent/Very Good/Good/Fair/Poor
11.	Brief details of work	:	
12.	Details of Client/Owner	:	
	(a) Name	:	
	(b) Address	:	
	(c) Phone	:	
	(d) E-mail	:	

Dated:

(Signature & Stamp of Project Manager of Client/Owner, or Equivalent)

Certificate: This is to certify that no adverse action has been taken by the Client/Owner concerned against me/us. I/We understand that if any information is found incorrect, our bid is liable to be cancelled.

Self-attestation by Bidder

Note:

1. This format shall be filled up separately for all the eligible works proposed for work experience.
2. This format shall be signed & stamped by the Bidder's Client.
3. The above certificate can be in any form, but should contain all the information as above.
4. In case nothing is mentioned regarding overall performance same shall be considered as Poor and evaluated accordingly.

Format-II

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that the following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3(three) financial years

Name and registered address of individual/firm/company:.....

S.No.	Financial Years	Annual Turnover on Works in Rs. lakhs
1	2018-19	
2	2019-20	
3	2021-22	

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

Format-III

Profit and loss account of last consecutive five years ending 31.03.2022 duly certified by the Chartered Accountant (Audit reports need not be submitted).

Financial Year	Profit in Rs.	Loss in Rs.
2017-18		
2018-19		
2019-20		
2020-21		
2021-22		

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

Appendix -II

Format of Financial Proposal/Bid

Schedule of Quantity

Name of work: Designing and Printing of University Coffee Table Book (with High-Resolution Photography)

S. No.	Item Description	Unit	Quantity (in Nos)	Unit Rate (In Rs.)	Total Amount (In Rs.)
1	Designing, artistic conceptualization, proof reading of the University Coffee Table book including high-resolution photography for the purpose	Job	1.0		
2	Printing, packaging, binding and supply of Coffee Table book	Number	1000		
	Total Amount				

(GST Shall be paid/reimbursed, as applicable, extra over and above the rate quoted by agency)

**(Signature of the Authorized Signatory)
With Name and Seal**

Place.....

Date.....

Sample Letter of Acceptance of Bid

From
GGSIPU

To
(Name and address of the agency)

Name of Work: Designing and Printing of University Coffee Table Book(with High-Resolution Photography)

Dear Sir (s),

Your bid for the work mentioned above has been accepted on behalf of the Registrar, GGSIPU at your tendered/negotiated tender amount of Rs.....(Rupees.....only), which is% below/above the estimated cost of Rs.(Rupees... only).

2. You are requested to submit the Performance Guarantee of Rs..... (Rupees..... only) within days of issue of this letter. The performance guarantee shall be in the prescribed form as given in the bid document, and shall be valid up to

3. On receipt of the prescribed performance guarantee, necessary letter to commence the work shall be issued.

4. Please note that the time of(days/weeks/months) allowed for carrying out the above work shall be reckoned from theday after the date of issue of this letter

Yours faithfully,

For and on behalf of Registrar, GGSIPU

Sample Letter of Commencement of Work

From
GGSIPU

To
(Name and address of the agency)

Name of Work: Designing and Printing of University Coffee Table Book(with High-Resolution Photography)

Dear Sir (s),

Ref:

1. Performance Guarantee submitted by you vide your letter no..... dated..... for the above work.
2. This office letter of acceptance of your bid issued vide no.....date

Dear Sir (s),

1. You are requested to contact the..... (complete address) for commencement of work.
2. You are requested to attend this office to complete the formal agreement within fifteen days from the date of issue of this letter.

Yours faithfully,

For and on behalf of Registrar, GGSIPU