



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR-16 C, DWARKA, NEW DELHI-110 078**  
Tel. No. 011-25302138/139  
Website: www.ipu.ac.in, Email:gaipudwarka@gmail.com

**NOTICE INVITING e-TENDER**

Online tenders for and on behalf of the Registrar, Guru Gobind Singh Indraprastha University are invited in two bids system (Eligibility & Price Bid) from specialized agencies dealing with repair and maintenance of office, lab, hostel, class room & other academic related furniture items as per detail given below:-

NIT No.	Name of Work & Location	Estimated Cost of the Work	Earnest Money Deposit	Last Date of Submission of Bid Online	Last Date of Submission of Hard Copies of Uploaded Documents	Date of Opening of Eligibility Bid
1	2	3	4	5	6	7
GGSIPU/GA/REPAIR OF FUR./2017-18/(1)	Name of Work: Repair & Maintenance of office, lab, hostel, class room & other academic related Furniture Items at Dwarka Campus of GGSIP University, Sector-16 C, Dwarka, New Delhi.	Rs20,00,000/-	Rs1,00,000/-	Upto 01/09/2017 (15:00 hrs)	Upto 01/09/2017 (15:00 hrs)	01/09/2017 at 15:30 hrs

1. The work involves '**Repair and Maintenance of office, lab, hostel, class room & other academic related Furniture Items at Dwarka Campus of Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi.**

2. The specialized agencies who fulfill the following requirements shall be eligible to apply (Joint ventures are not accepted):

a) Should have satisfactorily completed the work as mentioned below during the last 05 (Five) years ending last day of receipt of tender

Three similar work each costing not less than Rs.8,00,000/- or Two similar work each costing not less than Rs.12,00,000/- or One similar work costing not less than Rs.16,00,000/.

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

Similar work shall mean "**Repair and Maintenance of office, lab, hostel, class room & other academic related Furniture Items in Central Govt. /State Govt./ Autonomous Bodies/Universities/Ministries/Research Institutes/ Reputed Private Institutions.**"

In case of private establishment, copy of form 26A / TDS certificate issued by client for same work shall be submitted.

Copies of performance certificate issued by the officers of the client department of the rank of Asstt. Registrar / Administrative Officer or equivalent will have to be submitted. Performance certificate must indicate date of completion, nature of work (to establish similar work), name and address of client, value (completion) of work.

- b) Should have valid PAN No.
  - c) Should have valid Service Tax Registration No.
  - d) Should have valid DVAT Registration No. /GST as applicable issued by Govt. of NCT of Delhi.
  - e) Should have valid Registration of Firm for Carpentry/Furniture work from Govt. authority.
  - f) Should have not been blacklisted by any organization in last 05 (Five) years.
  - g) Should have not incurred loss in preceding 02 (Two) years ending March, 2017.
  - h) Should have minimum average annual financial turnover of **Rs. 20,00,000/-** during the last three years ending March 2017 along with Balance Sheet duly certified by Chartered Accountant (Copy of P&L A/c and Balance Sheet to be uploaded ).
  - i) To become eligible for opening of price bid, the bidders shall have to furnish an affidavit as under:-  
I/we undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in GGSIPU in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the University shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.
3. The intending bidder must read the terms and conditions of the bid. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
  4. Information and instructions for bidders shall form part of bid document.
  5. The bid document consisting of the schedule of quantities of various types of items to be executed and the set 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> or [www.ipu.ac.in](http://www.ipu.ac.in) free of cost.
  6. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
  7. Contractor can upload documents in the form of **PDF** format.

8. Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
9. Eligibility bid will be opened first on due date and time as mentioned above. Price bid of only those bidders shall be opened whose eligibility documents are found in order and approved by Competent Authority. Time and date of opening of price bid will be intimated to those bidders who are found eligible.
10. **Self attested copy of List of Documents to be scanned and uploaded within the period of bid submission:-**
  - a) EMD in favour of the Registrar, GGSIPU.
  - b) Performance certificate issued by officers of the client department of the rank of Asstt. Registrar / Administrative Officer or equivalent.
  - c) Copy of a certificate issued by Chartered Accountant showing the annual turnover of the firm and further certificate that no loss has been incurred during the last 03 (Three) financial years ending March 2017.
  - d) Copy of valid PAN Card
  - e) Copy of valid Service Tax Registration No.
  - f) Copy of DVAT Registration No. /GST as applicable issued by Govt. of NCT of Delhi
  - g) Copy of Registration of the Firm for Carpentry/Furniture work from Govt. authority.
  - h) Affidavit for not subletting the work.
  - i) Form 26 A / TDS certificate issued by client.
  - j) Declaration for fair business by the contractor / agency.
  - k) An affidavit that the firm has not been black listed during last 05 (Five) year.
11. Earnest Money Deposit amounting to Rs.1,00,000/- in the form of Demand Draft in favour of Registrar GGSIPU, New Delhi shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in office of Deputy Registrar, General Administration Branch, Room No. 36, Administrative Block, GGSIPU, Sector-16C, Dwarka Campus, New Delhi-110078 alongwith the hard copies of all uploaded documents before or on due date of submission of bid.
12. The bid of the firm uploading the incomplete or illegible documents will be summarily rejected.

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(Deputy Registrar)  
General Administration Branch

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR  
e- TENDERING FORMING PART OF NIT**

1. Information and instructions for contractors will form part of NIT.
2. The tender document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder. But the bid can only be submitted after uploading the mandatory scanned documents.
3. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
4. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
5. When bids are invited in three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
6. On opening date, the contractor can login and see the bid opening process.
7. Contractor can upload documents in the form of **PDF** format.
8. It is mandatory to upload scanned copies of all the documents as stipulated in the tender document. If such document is not uploaded his bid will become invalid and shall be rejected.
9. If the contractor is found ineligible after opening of bids, his bid shall become invalid and shall be rejected.
10. 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 contractor, the bid shall become invalid and shall be rejected.
11. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0" (Zero). Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "**0**" (**ZERO**).
12. **Payment of Cost of Tender Documents:** The collection of cost of tender document is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of the bidders participating in e-procurement solution. The bidders can view / download the tender documents from the website **<http://govtprocurement.delhi.gov.in> or [www.ipu.ac.in](http://www.ipu.ac.in).**
13. **Submission of bids:** The bidders who are desirous of participating in 'e' procurement shall submit their price bids in the standard formats prescribed in the tender documents, displayed at **<http://govtprocurement.delhi.gov.in>**. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the

<http://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.

14. **Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of **Demand Draft of a scheduled bank issued in favour of “Registrar, Guru Gobind Singh Indraprastha University”** payable at New Delhi. Xerox copy of the Demand Draft is to be scanned and uploaded alongwith the Bid, and the original Demand Draft shall be sent to the O/o Deputy Registrar (General Administration), GGSIPU so as to reach before the date and time mentioned in NIT. Failure to furnish the original Demand Draft as EMD and other documents before date and time mentioned in NIT will entail rejection of bids.
15. **Price Bid Opening:** The Price Bids will be opened online by the inviting officer of GGSIPU at the specified date & time and the result will be displayed on the <http://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders.
16. **Processing of Tenders:** The concerned officer / officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
17. **Mode of selection:** The University may consider L1 bidder on the basis of quoted lowest rates for maximum number of items or overall rates of the contesting firms will be taken for the comparison and accordingly. The University reserves the right to select the firm in its interest.
18. **Participation of Bidders at the time of opening of bids:** Bidders have 02 (Two) options to participate in tendering process at the time of opening of bids:
  - i) Bidders can come to the place of opening of bids (electronically) as done in the conventional tender process.
  - ii) Bidders can see the process online.
19. **Signing of Agreement:** After the award of the contract, an agreement shall be signed as done in conventional tenders.
20. **AMC Period:** The time period for this AMC will be minimum period of 01 (One) year from the date of acceptance of award of work which can further be extended on the same rates, terms & conditions on yearly basis upto 03 (Three) year after receiving the satisfactory services reports.

## INDEX

**Name of Work:**      **Repair & Maintenance of office, lab, hostel, class room & other academic related Furniture Items at Dwarka Campus of GGSIP University, Sector-16 C, Dwarka, New Delhi.**

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## **GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

### **Tender Document**

**Name of Work: Repair & Maintenance of office, lab, hostel, class room & other academic related Furniture Items at Dwarka Campus of GGSIP University, Sector-16 C, Dwarka, New Delhi.**

## NOTICE INVITING e-TENDER

Online tenders are invited on behalf of GGSIPU from specialized agencies dealing in repair & maintenance of Furniture Items:-

**Name of Work:**        **Repair & Maintenance of office, lab, hostel, class room & other academic related furniture Items at Dwarka Campus of GGSIP University, Sector-16C, Dwarka, New Delhi.**

The work is estimated to cost of **Rs. 20,00,000/-**. This estimate, however, is given merely as a rough guide.

**1. Eligibility Criteria :** The specialized 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 05 (Five) years ending last day of receipt of tender

Three similar works each costing not less than Rs.8,00,000/- or 02 (Two) similar works each costing not less than Rs.12,00,000/- or One similar work costing not less than Rs.16,00,000/.

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

Similar works shall mean “**Repair & Maintenance of office, lab, hostel, class room & other academic related Furniture Items in Central Govt. /State Govt./ Autonomous Bodies/Universities/Ministries/Research Institutes/ Reputed Private Institutions.**”

In case of private establishment, copy of form 26A / TDS certificate issued by client for same work shall be submitted.

Copies of performance certificate issued by the officers of the client department of the rank of Asstt. Registrar / Administrative Officer or equivalent will have to be submitted. Performance certificate must indicate date of completion, nature of work (to establish similar work), name and address of client, value (completion) of work.

- b) Should have valid PAN No.
- c) Should have valid Service Tax Registration No.
- d) Should have DVAT Registration No. /GST as applicable issued by Govt. of NCT of Delhi.
- e) Should have valid Registration of the Firm for Carpentry/Furniture work from Govt. authority.



- f) Should not have been blacklisted by any organization in last 05 (Five) years.
- g) Should not have incurred loss in preceding 03 (Three) years ending March, 2017.
- h) Should have minimum average Annual Financial Turnover of Rs.20,00,000/- During the last 03 (Three) years ending March, 2017 along with Balance Sheet duly certified by Chartered Accountant (Copy of P&L A/c and Balance Sheet to be uploaded).
- i) To become eligible for opening of price bid, the bidders shall have to furnish an affidavit as under:-  
I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for bidding in GGSIPU in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the University shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.

## **2. Definitions**

- a) The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the Competent Authority on behalf of the GGSIPU and the Contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Officer-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- b) In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:
  - i) The expression works or work shall, unless there be something either in the subject or context repugnant to such work, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.
  - ii) The Site / Location shall mean the places where work is to be executed under the contract.
  - iii) The Agency / Contractor / Tenderer shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company.
  - iv) The GGSIPU means the Guru Gobind Singh Indraprastha University represented by the Registrar and his successors. The University has been established by Govt. of Delhi under the provision of Guru Gobind Singh Indraprastha University Act, 1998. The University is recognized by the University Grant Commission (UGC), India under Section 2(f) and 12(b) of the UGC Act.

- v) The Competent Authority / Officer-In-Charge shall mean the Registrar, GGSIPU or his authorized representative.
- vi) Schedule(s) referred to in these conditions shall mean the relevant schedule(s) annexed to the tender papers, with the amendments thereto issued upto the date of receipt of the tender.
- vii) Department means Guru Gobind Singh Indraprastha University or authorized by GGSIPU to work on their behalf.
- viii) District Specifications means the specifications followed by the State Government in the area where the work is to be executed.
- ix) Tendered value means the value of the entire work as stipulated in the letter of award.

### **3. Scope of Work**

- a) The work includes repair/renovation, addition/alteration and preparation of other customized work of all type of furniture items (wooden/steel) of University Offices, Laboratories, Hostels, Guest Houses, Canteen, Mess Seminar Halls like tables, chairs, racks, sofa, cushioned chairs, almirahs, file cabinets etc .
  - b) The repair work is to be carried out in the premises of the GGSIPU as far as possible.
  - c) If any item is required to be taken out by the agency from the University for repair/replacement, no transportation charges shall be paid by the University. The agency shall arrange its own transportation and prior approval required from the concern department for this.
  - d) The agency/contractor shall ensure that the reported complaint is attended to and the complaint/work done immediately, within 02 (Two) working days of receipt of calls/complaints otherwise action shall be initiated as per Condition of Contract.
  - e) Any loss or damage of any item during repair within the premises of the GGSIPU or at the workshop of the contractor shall be the liability of the contractor and the GGSIPU may, at its discretion, deduct total cost to the item or any part thereof from the bill of the contractor.
  - f) The contractor shall use materials of standard quality only, for repair/polishing of furniture items. For change of upholstery of sofa set and stitching of curtains etc. the sample should be got approved by the user officer.
  - g) The contractor shall maintain job card/ for each repair work undertaken by him, the card should be got signed by the official concerned after satisfactory completion of work.
4. The contractor is required to render services through his skilled staff, tools/safety measures etc. to maintain the installation/servicing/equipments efficiently.

5. The intending bidder must read the terms and conditions of the bid. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
6. Information and instructions for bidders shall form part of bid document.
7. The bid document consisting of the schedule of quantities of various types of items to be executed and the set 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> or [www.ipu.ac.in](http://www.ipu.ac.in) free of cost.
8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of **PDF** format.
10. Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
11. Eligibility bid will be opened first on due date and time as mentioned above. Price bid of only those bidders shall be opened whose eligibility documents are found in order and approved by Competent Authority. Time and date of opening of price bid will be intimated to those bidders who are found eligible.
12. **Self attested copy of List of Documents to be scanned and uploaded within the period of bid submission:-**
  - a) EMD in favour of the Registrar, GGSIPU.
  - b) Performance certificate issued by officers of the client department of the rank of Asstt. Registrar / Administrative Officer or equivalent.
  - c) Copy of a certificate issued by Chartered Accountant showing the Annual Turnover of the firm and further certificate that no loss has been incurred during the last 03 (Three) Financial Years ending March 2017.
  - d) Copy of valid PAN Card.
  - e) Copy of valid Service Tax Registration No.
  - f) Copy of DVAT Registration No./GST as applicable issued by Govt. of NCT of Delhi.
  - g) Copy of Registration of the Firm for Carpentry/Furniture work from Govt. authority.
  - h) Affidavit for not subletting the work.
  - i) Form 26A / TDS certificate issued by client.
  - j) Declaration for fair business by the Contractor / Agency.
  - k) Should not have been blacklisted by any organization in last 05 (Five) years.
13. The bid of the firm uploading the incomplete or illegible documents will be summarily rejected.
14. Agreement shall be drawn with the successful bidder on stamp paper of Rs.100/-. The bid document shall form part of the agreement.
15. The agreement shall be valid for 02 (Two) year from the date of award of the work. The University reserves the right to get the work executed as and when required with a short notice of 2 (Two) days.

16. After submission of the bid, the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
17. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
18. Earnest money deposit amounting to **Rs.1,00,000/-** in the form of Demand Draft (**drawn in favour of “Registrar, Guru Gobind Singh Indraprastha University”** payable at **New Delhi**) shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in O/o **Deputy Registrar (General Administration) GGSIPU, Sector-16 C, Dwarka, New Delhi-110078** in separate envelope marked ‘EMD’.
19. Copy of performance certificates of similar work, Form 26A / TDS Certificate, copy of the following documents shall be scanned and uploaded on e-tendering website within the period of tender submission. Copies of these documents shall be submitted in envelope marked as other eligibility documents upto the period of submission.
20. Both the envelopes i.e. envelope marked EMD and envelope marked other eligibility documents shall be placed in another envelope with due mention of name of work, date & time of opening of tenders and to be submitted in the O/o Deputy Registrar (General Administration) GGSIPU, New Delhi, upto the period for submission.
21. In case of non submission of original EMD, the bidder shall be considered as ineligible.
22. **The bid submitted shall be opened at 03.30 P.M. on 01/09/2017.**
23. Online price bid submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and other documents placed in the envelope are found in order and meets the eligibility criteria.
24. The bid submitted shall become invalid if:
  - a) The bidder is found ineligible.
  - b) The bidder does not upload all the documents as stipulated in the bid document.
  - c) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically in the office of tender opening authority.
  - d) If the bidder does not submit hard copies of other documents and /or EMD in original before the last date as notified.
25. The contractor whose tender is accepted shall be required to deposit an amount equal to 10% of the tendered value of the work as **“Performance Guarantee”** within the period as specified in the bid document in the form of **Demand Draft (DD) of any scheduled bank in favour of “Registrar, Guru Gobind Singh Indraprastha University”**. The security deposit shall be released after issue of completion certificate from the Competent Authority and issue of certificate from the Deputy Registrar, GA that the work has been completed satisfactorily and there is no damage to any furniture items and there is no damage to the floors, walls etc.

26. Intending Tenderers are advised, if wish, can visit the University after obtaining prior permission to see the furniture items to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost the services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and local conditions and other factors having a bearing on the execution of the work.
27. The Competent Authority on behalf of the Registrar GGSIPU, does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
28. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
29. The Competent Authority on behalf of the Registrar GGSIPU reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
30. The contractor shall not be permitted to tender for works in GGSIPU, responsible for award and execution of contracts in which his near relative is posted in the University on any grade. 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 GGSIPU, Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this department.
31. No Officer of Gazetted rank or other Gazetted officer employed in GGSIPU is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous 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 had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
32. The tender for the works shall remain open for acceptance for a period of 90 (**Ninety Days**) from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to

the department, then GGSIPU shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.

33. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer / contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of the Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming the part of the tender as uploaded at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

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Deputy Registrar  
General Administration

## **GENERAL RULES AND DIRECTIONS**

1. Notice Inviting e-Tender will state the work to be carried out as well as the date for submission and opening of tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited at the time of submission of tender.
2. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
3. Receipts for payment made on account of work, when executed by a firm, must also be signed by all the partners, except where contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the Schedule of Quantity form, stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected. No single tender shall include more than one work, but contractors who wish to tender for 02 (Two) or more works shall submit separate tenders for each. Tender shall have the name and number of the works to which they refer, written on the envelopes.
5. The officer inviting tender or his duly authorized representatives will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money forwarded at the time of purchase of tender shall thereupon be given to the contractor. In the event of a tender being rejected, the earnest money of unaccepted tenders shall thereupon be returned to the contractor, without any interest.
6. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
7. The receipt of an accountant or clerk for any money paid by the contractor will not be considered as any acknowledgement or payment to the officer inviting tender and the contractor shall be responsible for seeing that he procures a receipt signed by the officer inviting tender or a duly authorized cashier.
8. The tenderers shall sign a declaration under the officials Secret Act 1923, for maintaining secrecy of the tender documents drawings or other records connected with the work given to them. Use of correction fluid, anywhere in tender document is not permitted. Such tender is liable for rejection.

9. In the case of any tender where unit rate of any item / items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.
10. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Officer-in-Charge shall be communicated in writing to the Officer-in-Charge.
11. DVAT,GST, Service Tax, or any other tax in respect of this contract shall be payable by the Contractor and GGSIPU will not entertain any claim whatsoever in respect of the same.
12. The contractor shall give a list of both gazetted and non-gazetted GGSIPU employees related to him.
13. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render, tenders of the contractors tendering, as well as witnessing the tender, liable to summary rejection.
14. A proper place with electricity facility shall be provided to the selected vendor for smooth functioning.



## **CONDITIONS OF CONTRACT**

1. While working/servicing the equipments, agency should protect the floors, walls and door etc.
2. No extra charges shall be paid by the University for any kind of transportation.
3. In case the firm does not respond within the stipulated time i.e. within 24 hours of receiving telephonic/written complaint and fails to make the furniture items repair, liquidated damage would be recovered from the contractor's bill at the rate of Rs. 500/- per day for each complaint.
4. All disputes are subject to the jurisdiction of the Court in the City of Delhi.
5. In the event of cancellation of contract, University reserves the right to forfeit the performance guarantee deposited by the agency without any notice.
6. The work has to be done carefully so that no damages occur, however, otherwise, liquidated damages will be recovered from the contractor.
7. The agency will be solely responsible for safe & secure transit of goods to the satisfaction of the University. In event of any damages, the loss will be charged by the University in any manner as deemed fit by the University.
8. The agency shall indemnify University against all losses, it has suffered during any accident/incident during the execution of this job.
9. The agency is required to take all safety and security measures of men and materials.
10. All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses from local bodies etc. required for execution of this work shall be responsibility of the agency and cost of which shall be deemed to be included in the rates.
11. Any time after award of work, University may abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the agency shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.
12. In all matters, the orders/ interpretation of the Competent Authority of the University shall be final & binding on the Agency.

## **SPECIAL CONDITIONS**

1. The contractor or his authorized representative should always be available at the site of work to take instructions from the Competent Authority and ensure proper execution of work.
2. No work shall commence in the absence of contractor's authorized representative.
3. The contractor shall execute the different items simultaneously, as far as possible, so that minimum breakage and repairs are involved.
4. The contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants of adjacent properties and to the public in general and to prevent any damage to such properties and any pollution of environment and waterways.
5. He shall make good at his own cost and to the satisfaction of the Officer-in-Charge, any damage to public or private property whatsoever caused by the execution of the work or by traffic brought thereon by the contractor. Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the occupants/users of adjoining buildings.
6. The site may be at one or more places within the campus and at any for which nothing extra shall be paid.
7. The contractor shall be bound to follow the instruction and restrictions imposed by the Administration / Police Authorities on the working and movement of labour / material / vehicles etc. and nothing extra shall be paid on this account.
8. The contractor will follow all electricity safety rules and also the required safety precautions while doing work on the equipments. The contractor will also arrange to supply all safety equipments required for repair work of furniture items.
9. Dismantle parts shall be return to department in full quantity.
10. The tenderers are advised to visit the site of work to acquaint themselves with the type and details of works. The inventory list attached with the schedule is to indicate the type of equipment but not exhaustive. Tenderers are advised to visit the site and may take the all knowledge of the equipments, risks, contingencies involved in the work and all minor details not mentioned in the list attached, but the same shall be the part of contract. No extra claim on this aspect shall be entertained.
11. Any damage to the installation or building during repairs /maintenance of furniture items shall be made good by the firm and no extra cost shall be paid on this account.
12. After carrying out the schedule maintenance/repairs, the firm has to clean the site of work.
13. The agency has to follow the security restrictions as laid down by security agency and nothing extra shall be paid on account of idle labour.

14. After completion of work the contractor shall handover the complete installation and its accessories in healthy conditions to the department. Any defect/shortcoming/missing parts notice at the time of handing over shall be made good by the contractor.
15. The contractor is fully responsible for safety and conduct of his representative.
16. The contractor shall furnish name & contact number of the person, who should be contacted during emergency. The contractor should have telephone facility round the clock for immediate contact.
17. The University reserves the right to terminate the contract in full or part, as required, without assigning any reason.
18. The contractor shall replace the staff, in the event of misconduct by him or as directed by in-Charge or his authorized representative.
19. All workers of the agency shall be in proper neat & clean uniform and the agency shall issue identify cards to all workers, copy of the same shall also be issued to University and should also be kept with himself.
20. Payment will be made on basis of actual work done, after producing satisfactory report from user department (in the prescribed format). Income-tax, TDS and other statutory levies, as applicable from time to time, shall be deducted from the bills for which certificate can be issued by the GGSIPU on request.
21. Rates shall remain fixed and valid during the period of contract. This office will not entertain any claim on account of any tax for the material used for executing the work awarded under the contract and all such taxes should be paid by the firm itself' TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted'.

## **22. Arbitration and Settlement of Disputes:**

- 22.1 University and the contractor shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.
- 22.2 If after thirty (30) days from the commencement of such informal negotiations, University and the contractor have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
  - 22.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.

- 22.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
- 22.2.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only.
- 22.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. 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.

**LETTER OF TRANSMITTAL**

From,

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

To,

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

**Sub: Submission of tender document for the engagement of agency for rate contract of repair and maintenance of office, lab, hostel, class room & other academic related furniture items at Dwarka Campus.**

Sir,

Having examined the details given in tender document for the above work, I / we have submitted bid online and hereby submit the relevant information:

1. I / we hereby certify that all the statement made and information supplied in the enclosed annexures / 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 authorize the GGSIPU to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / we have read and examined the NIT, all terms & conditions and other contents of tender document.

SEAL, SIGNATURE & NAME OF THE CONTRACTOR

**Financial Bid (Schedule of Quantity)**

Name of Work: **Repair & Maintenance of office, lab, hostel, class room & other academic related furniture items GGSIPU campus at Sector-16C, Dwarka, New Delhi.**

S. No.	Description of Items	Make/Brand	Unit	Rate in Figure (Rs.)	Rate in words (Rs.)
<b>1</b>	<b><u>STEEL CANED CHAIRS</u></b>				
	a) Replacement of New Wooden Seat/Back (duly Canned & Polished)	----	One		
	b) Replacement of wooden Arms (Polished / Paint)	----	One		
	c) Replacement of Rubber Shoes/cap	----	One		
	d) P/F of steel strips/pipe for support with welding	----	One		
<b>2</b>	<b><u>STEEL TABLES</u></b>				
	a) P/F of New Locking system	Reena/Prakash/Bhatia	One		
	b) Replacement of Lock	Reena/Prakash/Bhatia	One		
	c) Adjustment of Drawer	----	One		
	d) Opening/Providing of key	----	One		
	e) Repair of Lock	----	One		
	f) P/F of complete Drawer with lock & key in 18 mm MS Sheet	Fabricated (MS)	One		
	g) Replacement of Handle (3-4 inches)	Reena/Prakash/Bhatia	One		
	h) P/F of New Drawer Channel	Hectic/telescopic	One		
	i) P/F of legs of 25mm square pipe 18 gauge with paint	Fabricated (MS)	Running ft		
	j) P/F of rubber shoes	----	One		
	k) Repair of Table	-----	One		
<b>3</b>	<b><u>STEEL ALMIRAH</u></b>				
	a) Replacement of Lock	Reena/Prakash/Bhatia	One		
	b) Replacement of Handle (5-6 inch)	Reena/Prakash/Bhatia	One		
	c) Repair of Locking system	----	One		
	d) Adjustment of shelves	----	One		
	e) Opening/ Providing of key of any make of Almirah	----	One		
	f) P/F of New Leg (Base) 18 mm MS sheet with paint	Fabricated (MS)	One		
	g) P/F of New Bush	----	One		
	h) Repairing of Door	----	One		
	i) P/F of New Shelves	Fabricated (MS)	Per sq. ft		
	j) P/F of New Locking System	Reena/Prakash/Bhatia	One		
	k) Repair of leg with welding etc.	----	One		
	l) P/F of Glass in Glass Almirah with rubber beading	Modi/Saint-Gobain/HNG	Per Sq.ft		
<b>4</b>	<b><u>STEEL FILING CABINET</u></b>				
	a) Replacement of lock	Reena/Prakash/Bhatia	One		
	b) Repairing of cabinet	----	One		
	c) Overhauling & Greasing	----	One		

	d) Steel Ball	----	One		
	e) Repair of locking system	----	One		
	f) Opening/Providing of Key	----	One		
	g) Adjustment of drawer	----	One		
	h) P/F of New Channel	Hectic/telescopic	One		
	i) P/F of Push Button	----	One		
<b>5</b>	<b><u>Steel Revolving/Visitor Chair</u></b>				
	a) Replacement of Wheel ( ISI Mark)	Regal/Jatin	One		
	b) Overhauling & Greasing of Axle	----	One		
	c) Replacement of Spring	----	One		
	d) Providing of Steel Base 12"-16"	Saviton/SKI	One		
	e) P/F of Caster Bush with welding	----	One		
	f) P/F of PU Plastic Arms	Feda/Sevition/Prime Rose	One		
	g) Repair of Chair (Seat & Back)	----	One		
	h) P/F of New Revolving System	Sevition/Skind	One		
	i) Replacement of Hydraulic Cylinder	Bisma/Acon/Eashwar	One		
<b>6</b>	<b><u>Spray Painting including denting etc.</u></b>				
	a) Spray Painting including denting etc.	Berger/Asian	Per Sq. ft		
	b) Spray painting of steel table including denting	Berger/Asian	One		
	c) Spray painting of Steel Almirah including denting	Berger/Asian	One		
	d) Spray Painting of Steel Filing cabinet including denting	Berger/Asian	One		
	e) Spray Painting of Revolving/Visitor Chair including denting	Berger/Asian	One		
	f) Spray painting of stool including denting	Berger/Asian	One		
	g) Spray painting of Book Case including denting	Berger/Asian	One		
<b>7</b>	<b><u>STEEL BOOK CASE</u></b>				
	a) P/F of Lock	Reena/Prakash/Bhatia	One		
	b) P/F of Handle		One		
	c) P/f of Glass panel	Modi/HNG/SaintGobain	Per Sq.ft		
	d) Opening/Providing of Key	----	One		
	e) Repair of lock	----	One		
	f) Repair of Locking System		One		
<b>8</b>	<b><u>FOOT REST /STOOL</u></b>				
	a) Supply of New foot rest of standard size of 19 mm Commercial Board	----	One		
	b) Repair of Stool with nails and screw	----	One		
<b>9</b>	<b><u>SPIRIT /LACQUER/MELAMINE POLISH of Wooden Furniture</u></b>				
	a) Spirit/Lacquer/Melamine Polish	Wemlay/Asian/Berger	Per Sq. ft		
	b) Spirit/Lacquer/Melamine Polish of Sofa	Wemlay/Asian/Berger	Per Seat		
	c) Spirit/Lacquer/Melamine Polish of wooden chair	Wemlay/Asian/Berger	Per Chair		
<b>10</b>	<b><u>P/F of Normal Glass</u></b>				
	a) 6mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		

	b) 8mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		
	c) 10mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		
	d) 12mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		
<b>11</b>	<b>P/F of Beveled Glass with Brown Colour</b>				
	a) 6mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		
	b) 8mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		
	c) 10mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		
	d) 12mm thick	Modi/HNG/Saint Gobain	Per Sq.ft		
<b>12</b>	Renovation/Reconditioning of Sofa Set Complete (All things including as cloth, tat, cotton, jute, markin, Dori, Spring, Steel Jal, Foam Sheet 25/50 mm HD, rubber cushion, Polishing etc.) cloth decided by University)		Per Seat		
<b>13</b>	Repair of Sofa		One		
<b>14</b>	P/F of Steel Jali (SS)	(ISI Mark)	Per Mtr.		
<b>15</b>	P/F of Cover of Sofa, Complete (Cloth decided by University)		Per Seat		
<b>16</b>	Cloth Change of sofa, Complete (Cloth decided by University)		Per Seat		
<b>17</b>	Renovation of Cushion Chair (Visitor/revolving) Seat & Back Complete (all thing including as cloth, foam sheet 25/50 mm HD, rubber cushion etc., cloth decided by University)		One		
<b>18</b>	Cloth Change of Chair, Complete Seat & Back (Cloth decided by the University)		One		
<b>19</b>	P/F of Cover of chair, Complete (Cloth decided by the University)		One		
<b>20</b>	P/F of Mattress cover including leatherette stitching complete	(ISI standard)	Per sq.ft.		
<b>21</b>	P/F of rubber cushion(ISI mark) (21x22x4)	Supreme/Bell/Royal Puff	Per Sq. ft		
<b>22</b>	P/F of foam sheet 25mm (HD)	Supreme/Bell/Royal Puff	Per Sq. ft		
<b>23</b>	P/F of foam sheet 50mm (HD)	Supreme/Bell/Royal Puff	Per Sq. ft		
<b>24</b>	Stitching of Curtain Pleated with Eyelet	----	Per Mtr		
<b>25</b>	P/F of Hooks of Curtain (Steel)	----	Each		
<b>26</b>	Supply of cloth for curtains as per sample, approved	-----	Per Mtr		
<b>27</b>	P/F of Rod (25 mm) for Curtain	Wooden/Aluminum	Running Ft.		
<b>28</b>	P/F of Rod (28 mm) for Curtain	Wooden/Aluminum	Running Ft.		
<b>29</b>	<b>Wooden Furniture/Miscellaneous Items</b>				
	a) Ante Termite treatment to wooden partition, racks etc.	----	Per Sq.ft		
	b) P/F hard drawn steel wire fabric 75x25 mm mesh of weight not less than 7.25 kg per SQM including frame 40x40x5 mm or flat 40x5 mm beeding including painting fitting complete	----	Per Sq.ft		
	c) P/F 10 mm acrylic sheet/Glass wool sheet with tubular sections of size 50x50x3.2 mm with nuts and bolts		Per Sq. ft.		



	complete				
	d) P/F MDF commercial board with tubular sections of size 50x50x3.2 mm with nuts and bolts complete		Per Sq. ft.		
	e) P/F of Vertical Blinds (Complete)	Nova/GD	Per Sq.ft		
	f) Removing/Fixing of Notice Board/ Green Board/ White Board/Black Board, Name Plate/Photo/ Wall Clock etc	----	Each		
	g) P/F of Wooden Commercial Board (19 mm)	Alpine/Tigerhill/Lazer	Per Sq.ft		
	h) P/F of Wooden Beeding (1-2 m.m.)	Teak Wood	Running ft		
	i) Beading Polish	Wembley/Bestley	Running ft		
	j) P/F of Ply (2 mm)	Alpine/Tigerhill/Lazer	Per Sq.ft		
	k) P/F of Sunmica (0.8 mm)	Sundek/Goldtouch/Paradise	Per Sq.ft		
	l) P/F of Sunmica (1 mm)	Sundek/Goldtouch/Paradise	Per Sq.ft		
	m) Class Room Chair Flap Moving Machine	----	Each		
	n) Carpenter Remuneration (Semi Skilled)	----	Per Four Hour		
	o) Labour Remuneration (Unskilled)	----	Per Four Hour		
	p) Car Seat Cotton Cover with Stitching & Fixing (Complete)	----	Each Seat		
	q) P/F of Koni Support to Hang the Wooden/Steel Box	----	Each		
	r) Welding Per Point		Per Point		
	s) Repair of Key Board Tray of Computer Table	----	One		
	t) P/f of Table/Almirah/Storage made of 19 mm thick commercial Board with 4 mm thick teak veneer with drawers/shutters with complete hardware fittings and PU melamine polish with complete labour charges.	Board- Alpine/Tigerhill/Lazer  Sunmica- Sundek/Goldtouch/Paradise	Per Sq. ft		

**Note: The Rates should be quoted excluding statutory taxes & same shall be paid by the University at the time of billing.**

## **DECLARATION FOR FAIR BUSINESS BY THE AGENCY**

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- 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 Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- 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 tender 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 EMD in full will be forfeited and 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 05 (Five) years.

SEAL, SIGNATURE & NAME OF THE CONTRACTOR  
(Signing this document)