Guru Gobind Singh Indraprastha University  
Dwarka, New Delhi – 110078  
(General Administration)

F.NO.GGSIPU/GA/Misc./2016-17/ 56

OFFICE ORDER

Dated: 29.11.17

In continuation to Office Order No.GGSIPU/GA/Misc./201/1022, dated 21/09/2016. Biometric machines for maintaining the attendance of Outsourced/Contractual TEACHERS / EMPLOYEES have been successfully installed with training. The copy of the installation and training report is enclosed.

All the Depts/Branch Heads are requested to lodge complaints in respect to operation and maintenance of their Biometric machines directly to M/s eWit Infotech P. Ltd., mail Id: accounts@ewit.in, Website:www.ewit.in. Contact number: 9818410006, 9210410005-06, 9211792006-09. The warranty period is 24 months from the date of supply, installation, testing and training to the staff which is mentioned in the Purchase Order(copy enclosed).

(Dr. Pankaj Agrawal)  
Deputy Registrar(GA)

Copy forwarded to the following for information:

1. All Deans & Directors
2. Proctor
3. Controller of Finance
4. Controller of Examination
5. Librarian
6. Chief Warden.
7. Director, CEPS
8. All HODs / Branch In-charge /All Wardens
9. AR to Hon’ble Vice-Chancellor
10. Wardens (Girls/Boys Hostel)
11. SO to Pro-Vice Chancellor
12. AR to Registrar
13. Medical Officer of University Health Center
14. Chairman,- UITS – with a request to upload a copy of the circular on the University website.
15. Guard File.

Encl:
1. Copy of Installation Report
2. Copy of Purchase Order

(Kamal Kishor)  
Section Officer(GA)
Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110018
Website: www.ipu.ac.in

Phone No: B8: 2530149
011-2530240
Fax No: 2530149
Dated: 14-09-2016

To,
Mrs. eWii Infotech P. Ltd.,
2, Thakar Samay Singh Fort,
Kalka Village, Dwarka,
New Delhi-110078

Subject: Purchase order for Comprehensive Supply, installation, testing, training to the staff and commissioning of Biometric Machines.

With reference to our e-tender No 16/PUR/GGSIPU/2016-17 dated 24.08.2016 and your quotation for supply and installation, testing, training to the staff and commissioning of Biometric Machines, you are requested to supply the following items as per specifications and quantity indicated against the item:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description/ Specification of Items</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Comprehensive supply, installation, testing, staff training and commissioning of Biometric Machines.</td>
<td>16</td>
<td>19750</td>
<td>316000</td>
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<tr>
<td>2.</td>
<td>Compatible Software with functionality in consonance with the technical specifications (for all machines)</td>
<td></td>
<td></td>
<td>25000</td>
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<td></td>
<td>(A) Total Amount (in Rs.) (inclusive of all taxes)</td>
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<td>341000</td>
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Annual Maintenance Charges (per year) for the period of three years after the expiry of warranty period for all machines:

- First Year: 34100
- Second Year: 40920
- Third Year: 51150

(B) Total Amount (in Rs.) (inclusive of all taxes) 126170

Grand Total (A+B) (in Rs.) (inclusive of all taxes) 4,67,170

Terms & Conditions as per tender document:

1. FOR: Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi
2. Payment: After supply and installation, testing, training to the staff and commissioning of Biometric Machines and the AMC charges will be paid only after completion of each year AMC period.
3. Delivery: Within 30 days from the date of issue of Purchase Order
4. Warranty: 24 Months from the date supply and installation, testing, training to the staff and commissioning of Biometric Machines or the warranty as provided by the manufacturer, whichever is more.
5. Performance Security: 10% value of P.O. for a period of Sixty Six months. shall be submitted within 15 days from the issuance of purchase order
6. Material will be delivered along with triplicate copies of Chillan's, Bills and Purchase Order to "Dy. Registrar, University Central Store, Room No.35, Ground Floor, "A" Wing, Administrative Block, GGSIPU, Sector-16C, Dwarka, New Delhi (Ph: 011-2530240,41)" between 10.00 a.m. to 04.00 p.m. with prior intimation to Dy. Registrar, University Central Store.
7. Indenting Officer: Head, UITS

(Sunita Sharma)
Dy. Registrar (Purchase)
Dated: 14-02-2016

Copy to following for information and necessary action, if any:

- Dy. Registrar, University Central Store with a request to receive the material and send the Bills/Chillan’s to Purchase
- Branch after necessary stock entry
- AR. office of Hon’ble Vice Chancellor
- AR. office of Registrar
- Head, UITS with a request to coordinate with the central store branch
- PS to CO
- Guard file
- Office copy

(K.N. Daboo)
Dy. Registrar (Purchase)
<table>
<thead>
<tr>
<th>Sh. Rounder, MTS</th>
<th>CIPS</th>
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<tbody>
<tr>
<td>Sh. Bhal Vyas, L-A-1</td>
<td>LWD</td>
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<td>Sh. Deepak Khurana</td>
<td>UTS</td>
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<tr>
<td>Sh. Himanshu K. Assan</td>
<td>BH-1</td>
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<tr>
<td>Sh. Praveen M. Khalsa</td>
<td>L-A-1</td>
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<tr>
<td>Mrs. Kushagga Shama</td>
<td>GH-II</td>
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<tr>
<td>Mrs. Meena J. Assan</td>
<td>GH-I</td>
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<tr>
<th>Sh. Anand</th>
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<tr>
<td>Sh. Shailendra K.</td>
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<tr>
<td>Sh. C. P. Bhatia</td>
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