



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI – 110078

Phone No. 011-25302149

011-25302150

Date: 07.11.2016

Tender No.:- 21/PUR/GGSIPU/2016-17

E-Tender (NOTICE INVITING QUOTATION)

Sealed item rate quotation is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi **from eligible manufacturers/distributors/authorized dealers** for rate contract of One Year for **Supply & Installation of Furniture (Desks & Benches)** as per details given below:-

1.	Name of work	Supply & Installation of Furniture (Desks & Benches) at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD and Technical bids documents	29.11.2016 Upto 01.00 p.m. in the office of Jt. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bid	29.11.2016 at 02.30 p.m.
4.	EMD	Rs.25,000/- (Rupees Twenty Five Thousand Only) in favour of Registrar, GGSIP University payable at Delhi
5.	Estimated Cost of Works	Rs.5 Lacs (approximately)
6.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter on e-tender website www.govtprocurement.delhi.gov.in	

The bids shall be submitted in two stages viz.(i) *Technical bid* (ii) *Financial bid*. **The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in.** Further copy of Technical bid along with original EMD of Rs.25,000/- in favour of Registrar, GGSIP University payable at Delhi along with following document should also be submitted in the office of Jt. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078 latest by 29.11.2016 at 01.00 pm.

1. Certificate of Authorized dealership/distributor/manufacturer. (in case of manufacturer, they will self certify so. Authorized dealers/distributor shall attach attested copies of dealership/distributorship certificates issued by the manufacturer)
2. Undertaking by the agency in its Letterhead that:-
 - a. That the bidder/ organization has not been blacklisted/debarred by any of the Central/State Government/Departments /Organizations/ Central or State PSU
 - b. That it will ensure fair trade practice.
 - c. That none of the employee of GGSIP University is having relation.
3. Copy of valid registration with DVAT department and copy of valid PAN Card.
4. Should have minimum average annual financial turn over of Rs.5 Lakhs during the last three years ending March 2016 duly certified **by registered Chartered Accountant and a copy of Balance Sheet to be enclosed.** There should not be any loss to the company for more than two years during last three years ending March 2016.
5. Should have satisfactorily executed at least 01 nos. of similar supply amounting Rs.2.5 lacs or two numbers of similar supply amounting Rs.1.25 lacs each for any educational institutions including University, public sector undertakings, Govt. departments (central or state) or research institutes in India for the financial year 2015-16 details of the works order/Purchase order with compilation certificate issued by the officer Incharge of the concerned organization must be attached with technical bid.
6. That the item(s) supplied under this contract shall have on-site and comprehensive warranty for 12 months from the date and satisfactory installation of the items.

Terms & Conditions:-

- (1) The bidder shall place his/her bid in the envelopes marked "Technical Bid". All documents in support of eligibility as well as another envelop containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid" for **Supply & Installation of Furniture (Desks & Benches)**.
- (2) Bids without EMD of the required amount will be summarily rejected.
- (3) Conditional Bids will be summarily rejected.
- (4) Bids received after due date & time shall be summarily rejected.
- (5) The "Financial bid" of only those bidders whose technical bids have qualified will only be opened.
- (6) Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi
- (7) Delivery period:- 45 days from the date of issue of purchase order.
- (8) The EMD of unsuccessful bidders shall be refunded.
- (9) The successful bidder have to submit a Performance Security Deposit @ 5 % of the quoted value in the form of Demand Draft/Pay order/FDRs drawn in favour of Registrar, GGSIP University, Delhi within 15 (fifteen) days of the communication accepting the bid. The Performance Security Deposit shall be refunded without interest after completion of the guarantee period of two months.
- (10) In case the successful bidder fails to deposit the Performance Security within the stipulated 15 (fifteen) days of the communication accepting the bid, the EMD shall be forfeited to GGSIP University absolutely.
- (11) In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- (12) The payment will be made after delivery, satisfactory installation and satisfactory inspection by the University. No advance payment will be made.
- (13) Taxes etc., if any, leviable shall be deducted at source.
- (14) The validity of the bid will be 120 days from the date of opening of financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited to GGSIP University absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotation process.
- (15) **The rate contract for Supply & Installation of Furniture (Desks & Benches) will be for a period of One year.**
- (16) University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
- (17) Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk.
- (18) The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
- (19) In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
- (20) 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 given by sole arbitrator shall be final and binding upon the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGSIP University and it shall be no ground to contest the award on the ground that arbitrator was appointed by the University or that the arbitrator is an employee of University
- (21) The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
- (22) The venue of arbitration proceedings 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 Jurisdiction of Delhi Courts only.
- (23) It is also a term of the contract that if any fee payable to the arbitrator, 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 in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- (24) The bidder should quote the rate exclusive of all taxes & levies, as well as cost of transportation & installation at the GGSIP University at Dwarka for each items as per detailed specifications given in Financial Bid. all taxes & levies (including import duties, if any), as well as cost of transportation & installation, if any, should be quoted separately in the financial bid. Incomplete quote shall be summarily rejected.
- (25) Force Majeure.
For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not

limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

(Sunita Shiva)
Jt. Registrar (Purchase)

Financial/Commercial Bid

S.No.	Name of items & Specifications	Qty.	Unit Price	Total Amount in Rs.	Total Amount in Words
01	<p>Desk & Benches - DESK Frame Work: Stainless steel frame (grade SS 202) made out of 16 SWG and 35mm square section, welded using Tig welding technique. The frame will be matt finished. The frame will have provision of floor grouting at the bottom to ensure stability. Table top: The table should be as per the drawing. The sizes of the desk will be 375 mm in depth made of solid teak wood of 35mm thickness duly polished in spirit and raisin (Lakhdana). The half round curve to be provided on the length side of the top. Shelf: The desk should have book keeping shelf below the tabletop (as per the drawing) made of 18 mm thick compressed ply with laminated top and half round polished teak wood beading on edges. The book shelf will be 350 mm deep. Modesty /Face Panel: The modesty/ face panel of the desk will be of 12 mm thick ply branded make laminated/veneer on both sides in the approved shade and make. The modesty/ face panel will be provided on three side of the table on the front row and two side on the next rows. BENCH Frame Work: Stainless steel frame (grade SS 202) made out of 16 SWG and 35mm square section, welded using Tig welding technique. The frame will be matt finished. The frame will have provision of floor grouting at the bottom to ensure stability. The table & Benchs will be joint as per drawing. Seat: The bench should be as per the drawing. Seat made of solid teak wood planks of 75 mm x 35 mm thick duly polished in spirit and raisin (Lakhdana) Back: The back of the bench will be of solid teak wood planks of 75 mm x 35 mm thick (3 nos. as per drawing) duly polished in spirit and raisin (Lakhdana)</p>	28			
Taxes if any (DVAT)					
Total Amount in Rs. (Inclusive of all taxes)					

(SEAL, SIGNATURE & NAME OF THE BIDDER)