F.No. IPU/Disposal of Unutilized A.B./2013/787   Dated: 03.09.2013

To,

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NOTICE INVITING QUOTATION

Sealed item rates quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi for disposal of unutilized/ unsold Admission Brochures (**@ Per Kilogram**) from the concerned vendor **on 'As is where is basis'** from the office premises of the University at Dwarka Campus, Delhi as per details given below:

Name of work	"Quotation for unutilized/ unsold Admission Brochures"
Last date, time and venue for submission of quotation	24.09.2013 upto 1.00 p.m. in the office of In-Charge (Store), Room No. 35, Admin. Block, GGSIPU, Sector 16-C, Dwarka, New Delhi - 110078
Date, time and venue for opening of bid	24.09.2013 at 2.30 p.m. in the office of In-Charge (Store), Room No. 35, Admin. Block, GGSIPU, Sector 16-C, Dwarka, New Delhi – 110078

This enquiry has also been uploaded on University website (www.ipu.ac.in).

A: **Scope of Work**

The items are presently kept/lying in the Stores Branch and can be inspected on any working day with prior information. The Lists of these items are available with the Store Keeper as per the following details:

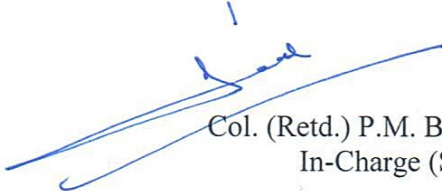| Sr. No.	Particulars	Qty./Weight (approx.)
1	Unutilized/ unsold Admission Brochures	77,000 Nos./ 7,500 Kg. approx.

3.9.13

B: **Eligibility**

Any person who is citizen of India and having a valid ID proof (Aadhar Card/ Voter ID Card/ Passport/ Driving License etc.) can participate.

C: **Terms & Conditions:**

1. The bidder will have to give his rates in the <u>format enclosed herewith</u> and place in separate envelop marked "Quotation for unutilized/ unsold Admission Brochures".
2. EMD of Rs. 5,000/- (Five Thousand only) in the form of Demand Draft drawn in favour of Registrar, GGSIP University, Dwarka, New Delhi and self attested photocopy of ID proof (Aadhar Card/ Voter ID Card/ Passport/ Driving License etc.) are to be deposited alongwith the quotations.
3. The rates should be quoted in figures and words.
4. **Rs. 20,000/- (Twenty Thousand only) as advance of the bid amount shall be deposited on the spot by the successful bidder** either in Cash in the Accounts Branch or by Demand Draft and the balance shall be deposited before lifting the material. The Demand Draft be drawn in favour of Registrar, GGSIP University, Dwarka payable at New Delhi.
5. The successful bidder will be responsible for transportation, handling, loading, unloading, weighing, etc. & collecting the materials from the University campus on his expenses within fifteen days from the date of the award of the aforesaid work failing which EMD and advance will be forfeited.
6. The quotations received without EMD/ conditional quotation/ received after due date & time shall be summarily rejected.
7. The EMD shall be refunded to the bidders whose offers are not accepted afte completion of tender process.
8. The University reserves the right to cancel the NIQ (disposal of above items) and call the fresh quotations without assigning any reasons.
9. For any unforeseen issues arising, and not covered by this NIQ, or in the event of differences of interpretation, the decision of the Vice-Chancellor of the University shall be final.
10. The vendor will summit a certificate that items collected will be used and recycled for authorized purpose and he will not misuse the same.
11. All disputes are subject to the jurisdiction of the Delhi Courts only.

Col. (Retd.) P.M. Bedekar
In-Charge (Stores)

FORMAT FOR INVITING QUOTATION

1. Name of the Dealer   :

2. Address   :

3. ID Proof (Attach copy)   :

4. <u>Rate quoted</u>   :

Sr. No.	Particulars	Qty. /Weight (approx.)	Rate Per K.g.	Details of EMD
1	Unutilized/ unsold Admission Brochures		Rs. _____ (in figures) (in- words)………………… ………………………… ………………………… …………………………	Rs. _____ DD No. _____ Date: _____ Bank: _____

     I have inspected the material. It is certified that items collected will be used and recycled for authorized purpose and I will not misuse the same.

Name _____

Signature _____

Date _____

Stamp _____