



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

Phone No. 011-25302149
011-25302150

Dated: 15.01.2016

Tender No.:-16/PUR/GGSIPU/2015-16

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 Supply of Mementoes for annual festival “Annugoonj-2016”** as per details given below:-

1.	Name of work	Supply of Mementoes for annual festival at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD, Technical Bid and Financial Bid documents	25.01.2016 Upto 02.00 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bid	25.01.2016 Upto 02.30 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
4.	EMD	Rs.10,000/- (Ten Thousand Only) in favour of Registrar, GGSIP University payable at Delhi
5.	Estimated Cost of the work	Rs.2 lacs approx.
6.	Interested suppliers can visit the Purchase Branch of the University to see the samples and specification of the memento to have an idea before submitting their bids on all working days.	

The bids shall be submitted in two stages viz.(i) *Technical bid* (ii) *Financial bid*.

Eligibility:-

- Undertaking by the agency in its Letterhead:-
 - that it has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central or State PSU.
 - that it will ensure fair trade practice.
 - that the proprietor/partners of the agency do not have any relative employed with GGSIP University.
- Should have valid registration with DVAT department.
- Should have valid PAN Card.
- Should have minimum average annual financial turn over of Rs.5 Lakh during the financial year 2012-13, 2013-14 & 2014-15 duly certified by **Chartered Accountant and a copy of Balance Sheet to be enclosed.**
- The bidders have to submit their samples for memento in the Purchase Branch with the technical bid. The Financial bids of only those bidders whose samples are found as per University memento specification and passed by the Committee will be opened.

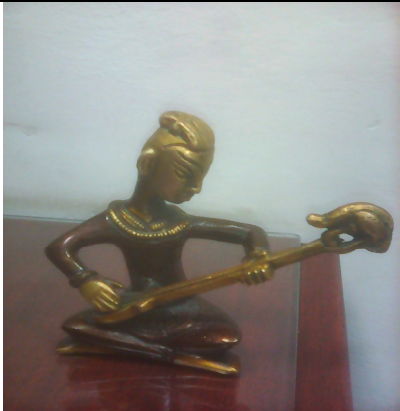
Terms & Conditions:-

- Bids without EMD will be summarily rejected.
- Conditional Bids will be summarily rejected.
- Bids received after due date & time shall be summarily rejected.
- Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi
- Delivery period:- 07 days from the date of issue of purchase order.

- (6) The EMD of unsuccessful bidders shall be refunded immediately.
- (7) In case the successful bidder fails to supply the materials within seven days from the date of issue of purchase order, the EMD shall be forfeited to GGSIP University absolutely.
- (8) 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.
- (9) The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) In case of any dispute relating to 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.
- (14) In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGS Indraprastha University.
- (15) 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.
- (16) 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.
- (17) 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.
- (18) 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)
Dy. Registrar (Purchase)

Technical Specification for Medals, Memento and Trophy:-

S. No.	Description	Picture
1.	<p><u>Memento</u></p> <p><u>Specification:-</u> Metal--Brass Minimum Height of brass memento-4 (inch) Polish—Brass polished Minimum weight of brass memento-375 gram Wooden base dimension --- 5x3.5 (inch) with 2 inch height University logo & printed matter as approved on golden strip Packing of memento in cardboard box.</p>	

Financial/Commercial Bid

Description/specification	Qty.	Unit Price	Total Amount
<u>Memento</u> <u>Specification:-</u> Metal--Brass Minimum Height of brass memento-4 (inch) Polish—Brass polished Minimum weight of brass memento-375 gram Wooden base dimension --- 5x3.5 (inch) with 2 inch height University logo & printed matter as approved on golden strip Packing of memento in cardboard box.	350		
All taxes (VAT etc.) in any			
Total Amount in Rs. inclusive of all taxes			

(SEAL, SIGNATURE & NAME OF THE BIDDER)