



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078 Website: <http://ipu.ac.in>

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## General Administration Branch

GGSIU/GA /Signages/2015-16

Dated

To,

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### **NOTICE INVITING QUOTATION**

**(Through e-procurement portal of Govt. of NCT of Delhi - <https://govtprocurement.delhi.gov.in>)**

<b>Name of Work</b>	Engagement of Agency for the arrangement of Flex Board, Banners, Vinyl sheet with sun board/Plastic/acrylic sheets etc.
<b>Earnest money deposit</b>	Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft in favour of the Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi.
<b>Issue of Tender Document</b>	Tender document may be seen and downloaded from e-procurement portal - <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> or University website: <a href="http://www.ipu.ac.in">www.ipu.ac.in</a>
<b>Last date and time of submission of tender</b>	Upto 05:00 p.m. on 14.12.2015
<b>Opening of technical bid in the presence of authorized representatives of bidders if any.</b>	At 4:00 p.m. on 04.01.2016
<b>Tender Value</b>	Rs.2.5 Lac (Rupees Two Lakh Fifty Thousand only)
<b>Validity of tender</b>	120 days from the date of submission of tender in the University

## **Information and instruction for the bidders:**

1. **Introduction:** The item rate tenders are invited in two bid system – (Technical & Financial Bid) on behalf of the Guru Gobind Singh Indraprastha University from reputed & eligible agencies through e-procurement portal of GNCT of Delhi-<https://govtprocurement.delhi.gov.in>
2. **Scope of work:** Engagement of Agency for providing Flex Board, Banners, Vinyl sheet with sun board/Plastic/acrylic sheets etc. The work is inclusive of fitting charges and one year warranty of material.
3. **Definitions:**
  - i) GGSIPU means Guru Gobind Singh Indraprastha University, Delhi
  - ii) University means Guru Gobind Singh Indraprastha University, Delhi
  - iii) Bidder / Supplier means the individual, proprietary firm, partnership firm, limited company private or public or corporation
  - iv) “Year” means “Financial year” unless stated otherwise.
4. **Eligibility criteria:**
  - i) The bidder should have shop and establishment certificate issued by the local authority and should have the business in Delhi region mentioning the type of business as signages, display panels, etc.
  - ii) Bidder should have minimum average turn over of Rs.5 Lakhs during last 5 years March ending 2015 duly certified by Chartered Accountant.
  - iii) Bidder should have the 5 years of experience of Flex Board, Banners, Vinyl sheet with sun board/Plastic/acrylic sheets etc in the University system, higher education institutions, govt. institutions, exhibitions in Delhi and NCR, Multi National Company/PSUs/Government (Central or State/Semi Govt. etc.)
  - iv) Bidder should not have incurred loss in last 2 years ending March 2015.
  - v) Joint venture is not accepted.
  - vi) Following documents are also required to be submitted:-
    - A. Self attested copy of PAN No. card;
    - B. Self attested copy of Service Tax Registration Number;
    - C. Self attested copy of Valid Registration No. of the Agency/Firm;
    - D. Proof of Average Annual turnover as stated in **Clause 4.ii** supported by audited Balance Sheet by chartered accountant (**Annexure-A**);
    - E. Proof of experience as stated in **Clause 4.iii** supported by documents from the concerned organizations (**Annexure-C**)
    - F. An undertaking on Non Judicial Stamp Paper of Rs.10/- to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
    - G. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
    - H. Bid Security(EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of DD

**5. Submission of bids:**

- i) The bids shall be submitted online through e-procurement portal of GNCT of Delhi.
- ii) A hard copy of the bid shall be submitted alongwith Earnest Money Deposit in a sealed envelope by the bidder in the office of Deputy Registrar, General Administration Branch, Administrative Block, GGSIPU, Sector-16C, Dwarka, New Delhi before or on due date/time.

**6. Evaluation and opening of financial bids:** The financial bids of only those bidders which qualify the initial eligibility criteria will be opened in the presence of intending bidders. The date and time of opening of financial bids shall be intimated separately to the bidders who satisfy the initial eligibility criteria. The lowest financial bidder in overall shall only be considered for award of work.

**7. Performance security:**

- i) The Performance Security of 10% of the total tendered value will be deposited by the tenderers within the 10 days of the award of Contract. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-
  - a) Fixed deposit receipt (FDR) of a nationalized bank (3 months beyond the time period of contract),
  - b) Bank Guarantee(As per Annexure-E)(3 months beyond the term of contract),
- ii) In case of non submission of Performance Guarantee alongwith the Agreement within specified time, the earnest money will be forfeited and the University may consider to debar/black list the successful bidder.
- iii) In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument. The loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.

**8. Agreement and validity of rates:** The rates of successful bidder will be valid for 24 months from the day of award of work.

The bidder will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein. The rates of successful bidder will be valid for 24 months from the date of award of work.

During the period of contract, the rates will not be revised on any pretext. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.

The successful bidder will have to sign an agreement on a Rs 100/- non judicial Stamp Paper alongwith the Performance Security at the rate of 10% of the tendered /contract value within 10 days of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.

Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

**9. Terms and conditions:**

1. Supply/work execution completion time will be 48 hours after receipt of the work (final design).
2. University at its discretion may empanel one or more agencies for the job.
3. Damage to any material/items shall be recoverable from the Vendor.
4. The vendor shall use the good quality flex, vinyl, iron frame, wooden frame, etc.
5. No other terms & conditions will be accepted.
6. In event of any dispute related to above, the decision of Hon'ble Vice-Chancellor shall be final and will be binding on all Vendors.
7. Final bill will be made by actual quantity or uses. All material will be on hire basis for the duration of the event.
8. All disputes are subject to Delhi jurisdiction only.
9. All orders will be placed without giving any advance.

**11. Penalty Clause:**

1. If matter or design is not as per proof checked and provided to the agency the payment will not be made for that lot
2. If the material is not supplied / fixed before scheduled date and time 50% payment will be deducted of that lot only.

**FINANCIAL INFORMATION**

- 1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

<b>Item</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-14</b>	<b>2014-15</b>
Gross Annual turn over on works					
Profit/Loss					

- 2) Proposed Financial arrangements for carrying out the proposed work

Signature of Chartered Accountant with seal

Signature of Bidder(s) with seal

**BIDDER'S DETAILS**

- 1. NAME & ADDRESS of CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2. OWNERS NAME: \_\_\_\_\_
  
- 3. INCOME TAX/(PAN) NO.: \_\_\_\_\_
  
- 4. TELEPHONE NO.: \_\_\_\_\_
  
- 5. RESIDENTIAL ADDRESS: \_\_\_\_\_
  
- 6. BANKER'S NAME & ADD: \_\_\_\_\_
  
- 7. EXPERIENCE (In YEARS): \_\_\_\_\_
  
- 8. LIST OF MAJOR CLIENTS: (1) \_\_\_\_\_  
Enclose COPY OF CONTRACT (2) \_\_\_\_\_  
ALONGWITH DETAILS  
(3) \_\_\_\_\_
  
- 9. PERFORMANCE REPORTS IF ANY: \_\_\_\_\_
  
- 10. REFERENCES: \_\_\_\_\_
  
- 11. ANY OTHER INFORMATION/S DOCUMENTS, WHICH MAY HELP IN ASSESSING TENDERS CAPABILITIES FOR AWARD OF CONTRACT \_\_\_\_\_  
\_\_\_\_\_

**BIDDERS SIGNATURE/ OFFICIAL SEAL/ STAMP**

**NOTE: DETAILS IN BRIEF BUT NOT IN MORE THAN ONE PAGE MAY BE ENCLOSED**

**ANNEXURE-C**

Format for Technical Bid for the Engagement of Agency for the Flex Board, Banners, Vinyl sheet with sun board/Plastic/acrylic sheets etc in GGSIP University

1) Name of Firm/Person/Organization: \_\_\_\_\_  
 \_\_\_\_\_

2) Details of Registration with:  
 Labour Department (Central/State) \_\_\_\_\_

3) Full Address with Phone No. & FAX No \_\_\_\_\_

4) Name of the Proprietor/Partners/Directors  
 Together with Technical Qualification &  
 Experience in the Field: \_\_\_\_\_

5) Past Experience: The Tenderer should have sufficient experience of Flex Board, Banners, Vinyl sheet with sun board/Plastic/acrylic sheets etc services in 5 years (2010-2011, 2011-2012, 2012-13, 2013-14,2014-15) in the reputed University system, higher education institutions, govt. institutions, exhibitions in Delhi and NCR, Multi National Company/PSUs/Government (Central or State/Semi Govt. etc.) Full details to be given as under. Please enclose certified copies of experience.

Period of Contract		Name of the Firm/Organization with whom worked	Details of SERVICES Undertaken	Value of Contract & Other Details	Remark
From	To				

6) Copy of latest Balance Sheet, P& L A/C (Audited) of the firm:

7) PAN No. (with copy) .....

8) Service Tax No. (with copy) .....

9) Registration No. of the firm (with copy) .....

10) Have you ever been penalized by any legal authority concerning the job as required under this contract? .....  
 If so give details State Reasons, if your answer is affirmative: .....

11) Can you start the services within a week what is the time required. ....

12) Name and address of Bankers and Type of facility enjoyed: .....

13) References (from two respectable persons)

1. ....

2. ....

14) Details of Bank Draft

DD No..... Dated .....

Amount..... Bank .....

Branch .....

**Signature of Tenderer**  
**(Name & Address with date)**  
**Office Seal**





# Guru Gobind Singh Indraprastha University

Sector 16-c, Dwarka New Delhi-110075

## Financial Bid

ANNEXURE-D

1. Name of Contractor:-
2. Address:-
3. Demand Draft No. dated and Bank's Branch Name

Rates per inch/feet in words and in figure including providing and fixing charges and one year warranty is as under:-

S. No.	Job Descriptions	Unit	Rate (in Rs.)
1.	Flex Board with MS frame of 1" X 1" cubical pipe gauge 20" thickness using star/LG/3M Flex	Per Sq. Ft.	
2.	Flex Banner without Frame using star/LG/3M Flex	Per Sq. Ft.	
3.	Vinyl sheet 100 micron with Sun Board, Computerized Plastic Plate 4mm thickness	Per Sq. inch.	
4.	Vinyl sheet with Sun Board, Computerized single type 4mm thickness	Per Sq. inch.	
5.	Vinyl sheet 100 micron with Sun Board, Computerized single type 6mm thickness	Per Sq. inch.	
6.	Printing of guidelines of Seminar Halls, Community Center etc on 100 micron Vinyl sheet framed in 3mm thick acrylic sheet and 1" studs complete	Per Sq. Ft.	
7.	Symbol signage such as No Smoking, Smoking is an offence in the University, No Spitting, Drinking Water, Male Toilets, Female Toilets, No Entry, Exit, Entry, 24 Hrs Security, Security Surveillance, Green Room, Store Room, Keep Silence etc. signage of standard sizes as per conventional design / colour code on 100 micron Vinyl sheet with 3mm thick aluminium composite panel.	Per Sq. inch.	

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of authorized signatory  
(See clause 10 of Notice Inviting Quotation)

Stamp:

**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(Refer Clause 6 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called the “Bank”) of the one part and \_\_\_\_\_ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the “Department”) of the other part.

2. WHEREAS \_\_\_\_\_ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract Engagement of Agency for the arrangement of Flex Board, Banners, Vinyl sheet with sun board/Plastic/acrylic sheets etc on hire basis for Rs. \_\_\_\_\_ (Rupees in figures and words) (hereinafter called the “contract”) to M/s \_\_\_\_\_ (Name of the contractor) (hereinafter called the “contractor”).

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).

4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of \_\_\_\_\_ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract,

or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of  
the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named  
\_\_\_\_\_ in the presence of:

Witness-1.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Witness-2.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_