



**UNIVERSITY SCHOOL OF MANAGEMENT STUDIES  
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

Sector – 16 C Dwarka, New Delhi – 110078 (India)

Phone No: (91-11) 25302125, 126

Email: cod.usms@gmail.com

Ref: GGSIPU/USMS/2016/

Date: 11.01.2016

**QUOTATION NOTICE**

Sealed quotations are invited from manufacturers or authorized dealers/distributors/suppliers for the supply and installation of Equipment and Items in Organizational Development Lab under UGC-SAP-(DRS) Project at USMS, D-112, First Floor, D-Block, School of Management Studies, GGS Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078 as per the Terms and Conditions provided at the end of this document. The last date is 25.01.2016, 1.30 pm. Quotations will be opened on the same day at 4.00 p.m in Room No: 305, D-Block, Third floor, University School of Management Studies, GGSIPU, Dwarka.

Sr. No.	Name of the Item	Brand	Model	Qty
1	Paper Shredder	Avanti or equivalent	H-8Cd	01
2	Bluetooth Speaker	Sony or equivalent	1QT-040	01
3	Voice Recorder – 4GB	Sony Black Digital or equivalent	ICD-UX533	01
4	DVD Player	Sony	DVPSR510H	01
5	Refrigerator	Godrej or equivalent	185 Ltrs.	01
6	Pen Drive - 1 TB	Sony or equivalent	HD-B1/BC2 IN 1 TB Normal External Hard Drive	01
7	Digital Camera with recording system	Nikon or equivalent	D3200 24.2MP Digital SLR Camera (Black) with AF-S 18-55mm VR II Kit and AF-S NIKKOR 50mm f/1.8G Twin Lens 8GB Card, Camera Bag	01

**Terms and Conditions:**

1. Sealed quotation envelopes must be superscribed with the name of the equipment and addressed to Coordinator UGC-SAP (DRS) University School of Management Studies, GGS Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078.
2. The vendor/supplier should be a registered firm, should possess PAN and VAT registration with Govt. of NCT Delhi as applicable and MUST attach documentary proof thereof.
3. Only a manufacturer or its authorized distributor/dealer/supplier may participate in the bid, enclosing the proof of authorization and other credentials of the firm in India.
4. The firm should have ideally supplied elsewhere the item being quoted, and should provide a list of users, with their contact details.
5. The EMD (refundable) as indicated against the name of each equipment should be submitted in the form of demand draft/FDR of Rs. 5,000/- in favour of the Registrar, GGSIPU payable at Delhi. The refund will be made after the supply and satisfactory installation of the equipment. Only firms listed as registered suppliers with the National Small Industries Corporation are exempted from submitting bid security or EMD, provided they submit proof of being a registered supplier with NSIC for equipment.

6. The rates quoted should be in Indian Rupees, for CIF, New Delhi (for imported items, forex price and rupee price at current exchange rate to be mentioned). The final price should be quoted legibly in figures as well as in words, without any cutting, overwriting or erasing in the rates or specifications. If there is any difference in the rates of words and figures in a tender the figure written in words will be considered as final. The rates should be strictly in accordance with the actual specifications met by the item. Some basic accessories that are essential for the ability of the equipment to meet all the specifications should be included in the basic price (with breakup, if appropriate), and any other accessories may be quoted separately.
7. The specifications must provide full details as declared by the manufacturer, preferably enclosing manufacturer's brochure/catalog. Non-compliant quotations will be rejected.
8. A compliance/deviation statement for all the specifications mentioned here must be provided with each quotation.
9. The quotation should clearly mention the life of the equipment, the availability of spares, the local technical support, after sales service, the cost involved in limited/comprehensive AMC, free services if any etc.
10. Excise duty and Customs duty exemption certificates and other documents for clearance will be provided by as applicable.
11. The tender may be rejected in full or in any part at the discretion of the university.
12. An affidavit on a non judicial stamp paper worth Rs. 100/- stating that (1) the firm has not been debarred/blacklisted by any university/autonomous organization/ govt./semi govt. organizations; (2) will observe fair dealing in the business and that this equipment has not been sold at less than the price quoted (3) has no personal dealing with any of the employees of this university.
13. Payment will be made upon delivery and installation (preferably), or by sight draft (for imported equipment only) to be released upon delivery and installation
14. Successful bidders who fail to supply the item or complete the requirement of bank guarantee (BG) within the stipulated time will forfeit their EMD and are likely to be debarred from further participation in any bid in the university.
15. The firm will facilitate the inspection team to visit the premises as and when required by the committee. However, the expenses will be met by the purchasing organization

#### **Validity**

16. The rates should be valid for at least six months from the date of opening of the tender.

#### **Warranty/Guarantee**

17. On site comprehensive warranty of at least 2 years since installation is a must.
18. The successful bidders will have to submit a performance guarantee of 10% of the quoted price in the form of FDR/BG which should have a validity of three months beyond the warranty period, within ten days from the day of the purchase order.

#### **Time period for the supply**

19. The equipment should be supplied within four weeks for indigenous and eight weeks for imported goods.

### Penalty


20. The equipment is to be supplied within the stipulated time frame. A penalty of 0.5% of the purchase order will be charged for the delay per week or part thereof. The penalty will be charged to a maximum of 5% of the supply order. The same is also applicable for not supplying the equipment in good condition as stipulated in the purchase order as per specification.
21. In case of the supply of defective/damaged equipments, the firm will remove the same and replace it with brand new equipment with the said specification in good working condition at the cost of the firm/supplier. No extra cost to this effect will be borne by this university. No rectification or repair will be permitted during the time of installation.
22. The penalty will be deducted from the bill, and if, the equipment is not supplied as per the specification, the penalty will be recovered from the EMD/performance security/other payment pending with the university.
23. In case of non supply/defective supply the university may also take penal action.

### Rejection of the tender

24. The bid without bid security (EMD) will summarily be rejected.
25. Late tender(s) will not be accepted.
26. No separate covers other than the consolidated sealed cover for tender will be accepted.
27. The terms and conditions other than those stipulated in the above tender will not be considered. Conditional tenders are likely to be rejected.

### Legal

28. All the disputes are subjects to the jurisdiction of Delhi only.

  
(Anu Singh Lather)  
Coordinator & Member Secretary  
UGC-SAP-DRS (I) Project  
Room No. D-305, D-Block (IIIrd Floor)  
GGS Indraprastha University  
Sector 16-C, Dwarka  
New Delhi 110078  
Telephone: 011-25302125, 126