



Guru Gobind Singh Indraprastha University
Sec 16 C Dwarka New Delhi 110078

NOTICE INVITING QUOTATION

Sealed item rate quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi from eligible Printers for Printing of University Admission Brochures 2014-15 as per details below :

1.	Name of work:-	Printing of University Admission Brochures 2014-15
2.	Last date, time and venue for sale of quotation document.	02.01.2014 Up to 3.00 PM- Admissions Branch, Administrative Block, GGSIPU, Sector 16 C, Dwarka, New Delhi - 110078
3.	Last date, time and venue for submission of quotation	03.01.2014 Up to 3.00 PM - Admissions Branch, Administrative Block, GGSIPU, Sector 16 C, Dwarka, New Delhi - 110078
4.	Date, time and venue for opening of technical bid	03.01.2014 from 3.30 PM - Admissions Branch, Administrative Block, GGSIPU, Sector 16 C, Dwarka, New Delhi - 110078
5.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter.	
6.	Earnest Money Deposit	Rs. 3,00,000/- (Rupees Three Lakh only)
7.	Cost of Quotation document	Rs.1000/- (Rs. One thousand only)

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

Other details such as eligibility, terms & conditions etc. are placed in the Technical Bid & Financial Bid.

- (1) *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.*
- (2) *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.*
- (3) *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.*
- (4) *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.*
- (5) *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.*

(6) *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.

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

REGISTRAR

PART : I

TECHNICAL BID

OF QUALITY OFFSET PRINTERS

For printing of University Admission Brochures : 2014-15
(Number of pages 1-8: Part:I)

The firm will seal Part -I (Technical Bid) in separate envelope indicating it by writing "Technical Bid" on the top of the envelope. Part -II (Financial Bid) in separate envelope indicating it by writing "Financial Bid" on the top of the envelope. The EMD will be placed in a third envelop indicating "EMD". The firm will keep all these three sealed envelopes (Technical Bid, Financial Bid & EMD) in a bigger envelope addressed to:

Registrar, Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi - 110078.

Superscribed "Quotation for Printing of University Admission Brochures -
(2014-15)".

Name of your firm should be clearly indicated on each envelope

Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi - 110078

Website : www.ipu.ac.in

Price: Rs.1000/-
(Both Technical Bid & Financial Bid)

Guru Gobind Singh Indraprastha University

Tender Document No.....

F.No : IPU-7/Printing/Admission Bulletin/2014-15

Date of issue :

Important: (Kindly seal Part -I (Technical Bid) in separate envelope and Part -II (Financial Bid) in separate envelope and the EMD in a third envelop then keep all these sealed envelopes in a bigger envelop addressed to: Registrar, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi -110078. Superscribed "Quotation for Printing of University Admission Brochures : 2014-15"

(Name of your firm should be clearly indicated on each envelope.)

To,

M/s.....

.....

.....

Sub : Inviting of Quotation (Technical Bid) for the Printing of Admission Brochures through offset printing

Sir / Madam,

1. SPECIFICATIONS

(a) Names of the Work : **PRINTING OF ADMISSION BROCHURES**
Admission Brochure - I
Admission Brochure -II
Admission Brochure - III
and more if required.

Note: It is a single job and the rates will be compared for the complete work and not the individual item.

(b) Process of Printing : **Photo Offset Process — Printing to be done by CtP (Computer to Plate) Technology.**

(c) Number of Copies (Approx.) :

i)	Admission Brochure- I	- 80,000
ii)	Admission Brochure-II	- 60,000
iii)	Admission Brochure- III	- 30,000

Note: The actual quantity may increase or decrease as per the actual requirement.

- (d) **No. of pages (Excluding cover)** : Admission Brochure- I , 200 Pages (approx.)
Admission Brochure-II, 200 Pages (approx.)
Admission Brochure- III, 120 Pages (approx.)

(However number of pages may increase or decrease at the discretion and actual requirement of the University).

- (e) **Trimmed Size** : A-4 (210X297 mm)

- (f) **Number of colours** : Four Colours

- (g) **Raw Material (Paper)** : **Text** : Art Paper (Mat Finish) Sinarmas, 100 GSM
Cover : Art Card (Mat Finish) Sinarmas, 220 GSM

Important : Press must enclose at least one full size sheet of Paper/Card proposed to be used as sample, duly stamped and signed on each.

- (h) **Binding** : After folding, gathering, collating etc. the Admission Brochures will be bound by perfect binding and cover (duly creased and laminated) and trimmed to size.

- (i) **Packing and Forwarding** : Printed and bound copies in good condition, and packed with strong packing paper (good quality strong craft paper) in packing of 100 copies each to be supplied to the University 'FREE OF COST' at its Store.

- (j) **Print Quality** : A very high print quality is required by the University. There will be no compromise on the quality of printing. This may please be noted very carefully for strict compliance. Below standard of print quality may lead to the rejection of the entire job and / or a penalty to be decided by the University.

- (k) **Delivery Schedule:** Thirty percent (30%) of ordered quantity of Admission Brochures 1 to III shall be delivered within 10 days and remaining within three (3) weeks of placing the order.

2. IMPORTANT INSTRUCTIONS

- i) The Press will be provided text matter in the form of soft copy on CD or any other media by the University for processing and printing. The University, in their premises, will require the services of printer typesetter in compiling the manuscript. The Press will also show 2/3 cover designs and inside text pages designs/layouts of each brochure for the approval within five (5) days of placing of work order. The printer typesetter will bring his own laptop with necessary application software loaded in it.
- ii) Complete proofs will necessarily have to be shown to the University for approval before undertaking the final printing. The instructions/corrections marked by the University on the proofs will have to be carried out very carefully by the Press without any extra cost to the University. In some cases, wherever essential, another set of corrected prints may also have to be shown without any extra cost to the University.
- iii) The complete back-up (soft copy) of the design will become the property of the University. As such the complete back-up of the job may be taken on a CD or any other media as

directed by the **University** and same has to be returned to the **University** in good condition immediately after printed copies are supplied to the **University**.

iv) **The press should have :**

1. (a) Two C.P.C. four colour offset machines of 25" x 36" or bigger size
- (b) One C.P.C. four colour offset machines of 19" x 25" size
- (c) Two double colour offset machines of 19" x 25" or bigger size and

2. Drum and flat bed Scanning and System Planning facilities

3. Complete CtP (Computer to Plate) plate making unit

4. Complete processing equipment

5. Complete binding machinery i.e. automatic folding machines, section sewing machines, perfect binding machines, automatic cutting machines.

Important : All the facilities should be of the same firm/ press and preferably under one roof.

v) Firstly the technical bid will be opened and those printers who fulfill the requirements of technical bid, only their financial bid will be opened.

vi) **You must furnish the enclosed technical bid proforma** (relating to available infrastructure), as per **Annexure-'A'**.

vii) **The Earnest Money Deposit (EMD) of Rs. 3,00,000/- (Rs. Three Lakh only)** must be attached. The Earnest Money shall be accepted in the following forms and shall be in favour of "Registrar, GGSIPU", payable at Delhi:-

(a) Demand Draft / Bankers Cheque of a nationalized Bank.

(b) Bank Guarantee issued by a nationalized bank in the favor of "Registrar, GGSIPU".

viii) Technical Bids received without EMD will be rejected and the onus of such rejection will fall on the printer submitting the Bids. The EMD of the successful bidder will be refunded/adjusted on receipt of **Performance Security of Rs.7,50,000/- (Rs. Seven Lakh Fifty thousand only)** in the form of DD/BC/Bank Guarantee (Annexure II) issued by a Nationalized Bank in favour of "**Registrar, Guru Gobind Singh Indraprastha University**" **within 07 days of the communication accepting the bid. In case the Performance Security is not deposited within the said 07 days, communicating acceptance, the EMD will stand forfeited to University absolutely. Along with the Performance Security the successful bidder will also furnish the information as per prescribed at Annexure-B.** The performance Security will be retained by the University till the successful completion of the job and no interest will be paid by the University.

ix) On maximum two occasions, if required, the press will print the brochures (reprint or new brochures) to the tune of 500 copies on the pro-rata basis.

3. MOST IMPORTANT INSTRUCTIONS:

- I. The Tender Documents will be available for sale against by paying Demand Draft of Rs. 1000/- (One Thousand only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. A request letter from the firm on the Firm/Press letter head may be addressed to The Registrar, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi — 110078. The Tender Documents can be obtained from the Admissions Branch, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi — 110078 from 23rd December 2013 to 02nd January 2014 (10:00 a.m. to 3:00 p.m.) on all working days by paying a Demand Draft of Rs 1000/- (One thousand only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. Tender documents can also be downloaded from university website www.ipu.ac.in. If the Tender Documents are downloaded from the University website same may be submitted along the Demand Draft of Rs 1000/- with the filled Tender Documents.
- II. The Tender Documents may be dropped in the sealed box/submitted on all working days, kept at the Admissions Branch, Administration Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi — 110078. The Last date of receipt of this bid in the University is 03rd January 2014 upto 3:00 p.m. Tenders will be opened on same day i.e. 03rd January 2014 at 3:30 p.m. The bidders or their authorized representatives can witness the tendering opening process, if they wish to do so.
- III. The printer whose annual turnover is less than five crores per year (in any last three preceding financial years) will not be considered for opening of financial bid and this is a must. (Refer to clause 12 (c) of Financial Bid). Secondly, it will also depend on other parameters e.g. Technical etc. The decision of the University in this matter will be final and binding on the printers.
- IV. An inspection team (if required) may visit the press for the physical inspection of available infrastructure before opening of Financial Bid, as furnished by the Press in the enclosed proforma and the University will be free to seek any clarification on any point in Part-I or Part-II of the Bids.
- V. All legal matter of dispute will be subject to the jurisdiction of the Delhi Court.
- VI. A copy of PAN number must be enclosed with Technical Bid.
- VII. A copy of balance sheet, duly certified by chartered accountant is to be enclosed with Technical Bid for the last three financial years i.e. 2010-11, 2011-12 and 2012-13.
- VIII. The firm must have been registered with Sales Tax (VAT) Department of Govt. of Delhi. A copy of proof must be enclosed with Technical Bid.
- IX. Proof of registration under Indian Companies Act, Indian Factories Act etc. may be attached.

Registrar

Guru Gobind Singh Indraprastha University

MANDATORY DETAILS FOR QUALITY OFFSET PRINTING FIRM

1. Name of the firm
2. Full Address
 - i) Head Office
 - ii) Branch Office, if any
3. Telegraphic/e-mail Address
4. Telephone Number (s)
5. Fax No.
6. Date of establishment of the firm
7. Is your firm registered under:
 - a) The Indian Companies Act, 1913?
 - b) The Indian Factories Act, 1932?
 - c) Another Act. If not, who are the owners? (Please give full names)
8. Sales Tax (VAT) Number/ TAN Number
9. PAN Number
10. Name and address of your Bankers, stating the name in which the account stands
11. Whether insured against fire, Theft, and Burglary if so, please state the amount for which insured, the name of the insurance company and policy No.
12. Total number of employees in your firm/organization.
13. Give details of equipment and manpower of your firm/ unit as per Annexure-'B'
14. Last three years annual turnover along with documentary evidence (Refer to clause 12 (c) of Terms & Conditions of Financial Bid)
15. Any other information which you may consider necessary to furnish

(Note : Attach photocopy of proof of items at Sl No. 6,7, 8,9,10 &11)

Certified that:

1. We have read the terms and conditions governing the Offset Printing work of the University and hereby agree to abide by them.
2. The information provided by us above regarding the details of equipment & manpower is correct & any information found by the Inspection Team to be incorrect will lead to the cancellation of our bids.
3. The firm has not been Blacklisted from Government/Autonomous/Public/Private firm in the last three years. (also attach the certificate for the same).

Signature(s) _____

Name (s) _____

Date:

Stamp of the firm _____

DETAILS OF EQUIPMENT & MANPOWER OF OFFSET PRINTING FIRM

A. MACHINES	Make & Year of Manufacture	No. of Machines
1. Image Setter	_____	_____
2. Laser Printers :		
Colour	_____	_____
B/W	_____	_____

B. PROCESSING	Name & Model/Type	Size	Number
1. Cameras	_____	_____	_____
2. Scanner			
(a)Drum Scanner	_____	_____	_____
(b)Flat bed Scanner	_____	_____	_____

C. COMPUTER TO PLATE (CtP)

1. No. of CtP Units _____

D. MACHINE ROOM

Details of offset Machinery:

Name	Year of Make	Size	No. of Units	No. of Machines
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

E. STAFF

1. No. of Supervisors _____
2. No. of Machinemen _____
3. No. of Feedermen _____
4. No. of Helpers _____
5. Other staff, if any _____

F. BINDING SECTION

	Name & Model	Size	No. of Machines
1.	Paper Cutting Machine _____	_____	_____
2.	Folding Machine _____	_____	_____
3.	Stitching Machine _____	_____	_____
4.	Perforating Machine _____	_____	_____
5.	Creasing Machine _____	_____	_____
6.	Perfect Binder _____	_____	_____
7.	U.V. Curing Machine _____	_____	_____
8.	Lamination Machine _____	_____	_____
9.	Any other _____	_____	_____

STAFF (Please give details of all Bindery staff)

- 1.
- 2.
- 3.

G. MISCELLANEOUS EQUIPMENT

(Not falling under any of the previous headings)

Signature(s) _____

Name(s) _____

Stamp of the Press _____

PART : II

FINANCIAL BID

OF QUALITY OFFSET PRINTERS

For printing of University Admission Brochures -2014-15
(Number of pages 1-7 : Part:II)

The firm will seal Part -I (Technical Bid) in separate envelope indicating it by writing "Technical Bid" on the top of the envelope. Part -II (Financial Bid) in separate envelope indicating it by writing "Financial Bid" on the top of the envelope. The EMD will be placed in a third envelop indicating "EMD". The firm will keep all these three sealed envelopes (Technical Bid, Financial Bid & EMD) in a bigger envelope addressed to:

Registrar, Guru Gobind Singh Indraprastha University Sector 16-C,
Dwarka, New Delhi - 110078.

Superscribed "Quotation for Printing of University Admission Brochures
- (2014-15)".

Name of your firm should be clearly indicated on each envelope.

Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi - 110078

Website : www.ipu.ac.in

Price: Rs.1000/-
(Both Technical Bid & Financial Bid)

Guru Gobind Singh Indraprastha University

Tender Documents No.....

F.No : IPU-7/Printing/Admission Bulletin/2014-15

Date of issue :

Important: (Kindly seal Part -I (Technical Bid) in separate envelope and Part -II (Financial Bid) in separate envelope and the EMD in a third envelop then keep all these sealed envelopes in a bigger envelop addressed to: **Registrar, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi -110078. Superscribed "Quotation for Printing of University Admission Brochures : 2014-15"**

Name of your firm should be clearly indicated on each envelope

To,

M/s.....

.....

.....

Sub : Inviting of Quotation (Financial Bid) for the Printing of Admission Brochures through offset printing

FORM OF QUOTATIONS FOR ADMISSION BROCHURES-(2014-15)

- (i) Admission Brochure- I
- (ii) Admission Brochure-II
- (iii) Admission Brochure- III and more if required.

Note : It is a single job and the rates should be quoted for the complete work and not for the individual item.

(Rates should be quoted on this Proforma only, duly typed. Corrections and over-writings of rates should be avoided, and if any, should be duly initialed. Overwriting without initials will not be considered. Statements like 'At Scheduled Rates', 'As decided by', 'At Actual Cost' etc., should be avoided).

1.	Title of Publication	:	Admission Brochures – (2014-15)
2.	Size of the Publications	:	A-4 (210X297 mm) Trimmed Size
3.	Process of Printing	:	Photo Offset Process CPC with Computer to Plate (CtP) Technology
4.	Paper	:	Text : Art Paper (Mat Finish) Sinarmas, 100 GSM Cover : Art Card (Mat Finish) Sinarmas, 220 GSM

5. RATES (TO BE QUOTED BY THE PRESS) (Including Cost of Paper)

- (a) Admission Brochure- I - 80,000 Copies (approx) / 200 Pages (approx)
(b) Admission Brochure-II - 60,000 Copies (approx) / 200 Pages (approx)
(c) Admission Brochure- III - 30,000 Copies (approx) / 120 Pages (approx)

Particulars	Rate in figures	Rate in words
Rates for per page per 1000 copies Admission Brochure- I to III including outer COVER PAGE with Lamination mat/gloss, for Typesetting, Designing, planning, scanning / processing, proofing, CtP (plate making), printing in 4-Colour, perfect binding including paper cost. All Admission Brochures will be serially numbered at two places	Rs.	

Note:-

- a. In case of difference in rates quoted in figures & words, rates quoted in words will prevail.
 - b. Rates should be inclusive of all taxes & levies, loading, unloading, transportation, staking etc.
 - c. Applicable taxes like, income tax, VAT, Work Contract Tax etc. will be deducted at source.
 - d. No claims other than the quoted rates will be admissible.
6. Only single rate for all Admission Brochures shall be quoted. Any conditional or separate rates quoted for different brochures will not be accepted and tender may be summarily rejected on these grounds. There will be no slab rates for different kind of Admission Brochures, as it is a single work.
7. **Packaging and Forwarding**
- Printed and bound copies, in good condition and packed with strong packing paper (good quality strong craft paper) in the 'Packing' of 100 copies each, are to be supplied to University Store at Sector 16 C, Dwarka, New Delhi – 78. No additional Transport Cost will be given. Any damage to the printed copies, in transit, will have to be made good by the Press.
8. **Validity of the Rates Quoted:** All rates quoted shall be treated as valid for till the completion of entire job from the date of awarding contract during which the reprints can be ordered. Further, the University will be free to consider the rates quoted herein for its Admission Brochures for the Academic Session 2015-16.
9. The rates should be paid on pro-rata per centum basis.
10. Tender will be awarded to the lowest quoted consolidated price for the entire job of all the three (03) Brochures.
11. Quantity can be increased or decreased as per requirement.

12. If the firm, after issue of Work Order does not execute the work order due to any reasons, the work order will be awarded to the next available lowest bidder and the difference of expenditure will be recovered from the forfeited EMD / Performance Guarantee given by the original L1 bidder, besides black- listing the original L1 bidder.
13. Kindly ensure that each and every page of Part - II (Financial Bid) has been duly signed before submission.

Signature :

Name :

Dated :

Rubber Stamp of the Press
:

TERMS AND CONDITIONS GOVERNING THE
PRINTING WORK OF THE UNIVERSITY

1. The printer shall print, bind and deliver the work in clear and eligible type with good workmanship (for which the university shall be the sole judge) within the limits as per schedule prescribed by university.
2. The printer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. All proofs and trials and spare copies shall be destroyed by burning in the presence of a responsible person of the press. A certificate to this effect shall be sent by the Printer to the university after the completion of the work.
3. The Printer shall not assign or sublet the work or any part thereof without having obtained the permission in writing from the university. The University reserves the right to refuse such request of the Printer.
4. After the work has been completed, the bill for the work, in triplicate, prepared on the basis of the accepted rates shall be submitted by the Printer to the university together with, (i) Receipt/delivery voucher for the supplies made, (ii) account showing the receipt.
5. All proofing, CDs, Floppies, Pen Drives etc. which have been supplied by the university or have been prepared by the Printer for the work shall be returned to the university in good condition (duly packed) after the completion of the work.
6. On maximum two occasions, if required, the press will print the brochures (reprint or new brochures) to the tune of minimum 500 copies on the pro-rata basis.
7. **Earnest Money:**
 - (i) The **Earnest Money Deposit (EMD) of Rs 3,00,000/- (Rs. Three Lakh only)** must be attached. The Earnest Money shall be accepted in the following forms and shall be in favour of "Registrar, GGSIPU", payable at Delhi:-
 - (a) Demand Draft / Bankers Cheque of a nationalized Bank.
 - (b) Bank Guarantee issued by a nationalized bank in the favor of "Registrar, GGSIPU".
 - (ii) Tender with no Earnest Money Deposit will be summarily rejected. The EMD of the successful bidder will be refunded/ adjusted on receipt of **Performance Security of Rs.7,50,000/- (Rs Seven lakh fifty thousand only)** before the award of Work Order.
 - (iii) In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

8. **Performance Guarantee**

Performance Security of Rs.7,50,000/- (Rs. Seven Lakh Fifty thousand only) in the form of DD/BC/Bank Guarantee issued by a Nationalized Bank in favour of "Registrar, Guru Gobind Singh Indraprastha University" within 07 days of the communication accepting the bid. In case the Performance Security is not deposited within the said 07 days, communicating acceptance, the EMD will stand forfeited to University absolutely. Along with the Performance Security the successful bidder will also furnish the information as per prescribed at Annexure-B. The performance Security will be retained by the University till the successful completion of the job and no interest will be paid by the University.

9. **Delay and Non Performance**

- (i) Time is essence and the Printing firm will have to abide by the time schedule prescribed by the University. Admission Brochures I to III can be supplied in maximum two installments as per delivery schedule given in Technical Bid. If the printer fails to supply the material within the period specified in the Work Order or defaults in performing the Contract; University shall without prejudice to its other remedies under the Work Order, will deduct from the contract price, a sum @ 1% on delayed quantity per day subject to maximum of 10% of total cost of procurement of concerned lot. In addition, Hon'ble Vice Chancellor of the University may also impose a suitable penalty as deemed fit in case of abnormal delay, deficiency in paper & printing quality or non-performance of the contract which adversely affect University interest.
 - (ii) In the event of any discovery of error or defect due to the fault of printer at any time after the delivery of the copies ordered, the Printer shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of, and within the time fixed by the university.
 - (iii) In case of any delay in the supply of the material or in rectification of the defects by the printer, the University reserves the right to terminate the contract without any liability to cancellation charges and adjust/encash the submitted Performance Guarantee. The decision of the Hon'ble Vice Chancellor of University in all these matters shall be final and binding on the Printer.
 - (iv) In the event of the university terminating the contract, the university may without prejudice to the any other remedy arrange to get the work done else where and by any other person or from any other source than the printer, at the printer's risk and cost, and in which case the amount of extra cost, if any, apart from the actual cost of the job, paper and other materials involved shall be recovered by the university from the printer. Besides, the Performance Security shall also be stand forfeited to University absolutely.
10. In the event of the Printer having adjudged insolvent or having a receiving order or other order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making of any order for winding up, neither voluntary or otherwise, the university shall have the power to cancel the work without previous notice.

11. In the event of making short supply of the printed copies, the university will deduct the price of the copies supplied short from their respective bill. This is without prejudice to any other remedy.
12. In case of any dispute, the matter may be referred to the Arbitrator appointed by the Hon'ble Vice Chancellor of the University, whose decision will be binding on both the parties.

13. TERMS OF PAYMENT

- a) Payment will be made only on satisfactory completion of the job and "No" advance payment of any kind will be made.
- b) A copy of PAN number must be enclosed with Technical Bids.
- c) A copy of balance sheet duly certified by C.A. is to be enclosed with Technical Bid for at last three years 2010-11, 2011-12 and 2012-13.
- d) The firm must have been registered with Sale Tax (VAT) Department of Govt. of Delhi / State Govt and in support a copy of proof must be enclosed with Technical Bids.

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called "the said Contractor(s)") for the work ----- (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. ----- Rupees-----only) as a security/ guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (indicate the name of the Bank) ----- (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. ----- (Rupees ----- only) on demand by the University.

2. We, ----- (indicate the name of the Bank) -----do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank under shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ----- (Rupees -----)only.

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We,----- (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, -----(indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, -----(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto -----unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees----- -- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the -----day of -----for ----- (indicate the name)