



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi
Tel. No. : 011-25302138/139

Ref. No. GGSIPU/GA/ Stamps/2015-16/(1)

Dated: 28th January, 2016

Notice Inviting Quotation

Sealed quotations for and on behalf of Guru Gobind Singh Indraprastha University are invited from the firms for entering into contract for a period of one year for making and supply of the self-ink/rubber stamps to Guru Gobind Singh Indraprastha University, Sector -16, Dwarka, New Delhi as per the details given in the **annexure**, on the following terms and conditions:-

1. The vendor or his authorized representative shall have to visit the University as and when called. The stamps shall have to be supplied within three days from the date of receipt of order. However, the stamps of urgent nature shall have to be delivered on the same day.
2. The vendor will have to deposit a sum of Rs.1000/- (Rupees One Thousand Only) in the form of a Demand Draft/Banker Cheque in favour of the Registrar, GGSIPU, Sector 16C, Dwarka, New Delhi as EMD-cum-Security for due performance of the contract. The EMD-cum-Security Deposit will be returned to the vendor on completion of the contract to the full satisfaction of the University. No interest will be payable on this security deposit.
3. Payment will be made to the vendor after the successful completion of the work.
4. Contract can be terminated by the University at any time if the work of the vendor is not found satisfactory.
5. The period of contract can be extended for a further period, if required on mutually agreed terms and conditions.
6. Interested bidders may submit their detailed quotation addressed to the undersigned in a sealed cover which should be prominently marked with the words "Quotation for the Supply of Self Ink/Rubber Stamps". The quotations may be dropped in the tender box kept in General Administration Branch, Room No. 36, Administrative Block, GGSIPU, Sector-16C, Dwarka, New Delhi latest by **3:00 p.m.** on **07/02/2016**. In this connection, the tenderers may kindly note the following points:-
 - a) The tenderers should also give necessary details if they have undertaken similar works in other Government Offices.
 - b) The tenders received after the specified date and time will not be considered.
 - c) The University reserves the right to reject any quotation as a whole or in part without assigning any reason.
 - d) The representative duly authorized by the tenderers may be present at the time of the opening of the quotations. The representative should carry a letter to this effect.

- e) The tendering firm must write their TIN, PAN number etc. otherwise the tender will not be entertained.
- f) The quotations will be opened at **3:30 P.M.** on the **07/02/2016** in General Administration Branch, Room No 036, Administrative Block, Sector-16C, Dwarka, New Delhi.

Sd/-
Deputy Registrar (GA)
Guru Gobind Singh Indraprastha University
Sector -16C, Dwarka, New Delhi

**Quotation for making and supply of self-ink & rubber stamps to Guru Gobind Singh
Indraprastha University, Sector-16C, Dwarka, New Delhi**

1. Name of the firm :
2. Address of the firm :
3. Contact No. of the firm :
4. PAN :
5. TIN/VAT Reg. No. :
6. EMD-cum-Security Deposit Detail :
7. Rates offered by the firm :

| Sl. No. | Self Ink/Rubber Stamps | Rate (Amount in Rs.) |
|---------|----------------------------------|----------------------|
| 1. | Self Ink Stamps (Normal) | |
| | a) Ordinary Size (upto 05 lines) | |
| | b) Big Size (More than 05 lines) | |
| 2. | Self Ink Stamps (Dura) | |
| | a) Ordinary Size (upto 05 lines) | |
| | b) Big Size (More than 05 lines) | |
| 3. | Wooden Rubber Stamps | |
| | a) For first line | |
| | b) For additional line | |
| | c) For Signature Stamp | |
| | d) For Dater Stamps | |
| | e) For Round/Oval Stamps | |

(Signature of authorized signatory with seal of the firm)