



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi
Tel. No. : 011-25302170/171

Ref.No. GGSIPU/PRO/2015-2016/(1)

Dated:10th December, 2015

NOTICE INVITING e-TENDER

| | |
|--|---|
| Nature of the Work (Procurement of Services/Goods) | Printing and Supply of New Year Diaries, Table Calendars, Wall Calendars and Greeting Cards-2016 |
| Details of Contact Person for clarifications/queries | Deputy Registrar (Public Relations) GGSIPU, Sector -16C, Dwarka, New Delhi - 78 |
| Cost of Tender Document (non-refundable) | Nil |
| Estimated Tender Price (Cost of items to be procured) | Rs. 3.00 Lakhs (Approx.) |
| Earnest Money Deposit (EMD) | Rs.15,000/- |
| Publishing Date | 10/12/2015 |
| Website for downloading Tender Document, Corrigendum's, Addendums Etc. | www.ipu.ac.in or http://govtprocurement.delhi.gov.in |
| Start of bids Submission (Date & Time) | 10/12/2015 at 05:00 PM |
| Closing of bids Submission (Date & Time) | 16/12/2015 at 03:00 PM |
| Opening of Technical bids (Date & Time) | 16/12/2015 at 03:30 PM |
| Address where the Tenders are to be submitted | Deputy Registrar (PR), GGSIPU, Sector-16C, Dwarka, New Delhi |
| Venue for Technical bids opening | -Do- |
| Opening of Financial bids (Date & Time) | Will be intimated later to the technically qualified bidders |
| Bids Validity | 90 days from the closing date of bid submission |

-Sd/-

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



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Tel. No. : 011-25302170/171

Tender for Printing & Supply of New Year Diaries, Table & Wall Calendars and Greeting Cards-2016

To be submitted on or before 16/12/2015 by 03.00 PM
Opening of Technical Bids on 16/12/2015 at 03.30 PM

Online tenders for and on behalf of Guru Gobind Singh Indraprastha University are invited in two bids system (Eligibility & Price Bid) for printing and supply of 500 nos. of New Year Diaries, 500 nos. (each) of high quality Table & Wall Calendars and 1500 nos. of New Year Greeting Cards through e-procurement portal of Govt. of NCT of Delhi.

1.0 Specifications of the items

1.1 For New Year Diaries (Code 01: Quantity – 500 Nos.): (As per the University sample)

- a. The Approximate size of the page of diary should be as follows
09 Inch X 6Inch
- b. 01 date a page diary with Saturday & Sunday on single page (printing formal two colour printing).
- c. Monthly planner on right side page before every month with month-cutting.
- d. The paper should be of 70 GSM of good quality.
- f. Each diary should be delivered in printed cardboard box.
- g. Diary cover should be imported PVC paper with foil printing.
- h. The University logo should be printed on the front cushion cover of the diary as per sample and on cardboard cover containing the diary. The front page of the diary is to be designed as per our specification and specimen. The University logo should also be printed on front & back pages inside the cover.
- i. The University will provide its own profile (preferably 10 pages), which is to be printed and bounded in the diary as per specimen.

1.2 For Table Calendars (Code 02: Quantity – 500 Nos.): (As per the University sample)

- a. The Approximate size of the pages of the Table Calendar should be as follows:
8.0 Inch X 8.5Inch
- b. A page for each month of the year i.e.24 pages for a year (12 sheets, both side printing) and one extra page having logo and address of the University on one side and some important telephone nos. of the University on the other side.
- c. The Table Calendars will contain photographs and usual information of GGSIPU Centres as per our sample.
- d. The government holidays are to be highlighted in each page/month of the Calendars.
- e. Multi-colour printing on both sides of the sheet and printing would be on 250 GSM Imported Art Card paper with wire binding (as per the University sample). Fabrication-making of stand & wire-O binding.
- f. Each table calendar should be delivered in printed envelope.

1.3 For Wall Calendars (Code 03: Quantity – 500 Nos.): (As per the University sample)

- a. The approximate size of the pages of the Table Calendar should be as follows:
14.0 Inch X 22 Inch
- b. A page for each month of the year i.e 12 pages for a year (6 sheets, both side printing) and one extra page having logo and address of the University on one side and the information on the other side.
- c. The Wall Calendars will contain photographs and usual information of the University as per our sample.
- d. The government holidays are to be highlighted in each page/month of the Calendars.
- g. Multi-colour printing on both sides of the sheet and printing would be on 170 GSM Imported Art Paper with wire-O binding (as per the University sample).
- h. Each wall calendar should be delivered in printed envelope.

1.4 For New Year Greeting Cards (Code 04: Quantity – 1500 Nos.): (As per the University sample)

- a. The approximate size of the pages of the Greeting Card should be as follows:
5.5 Inch X 7.5 Inch
- b. Pages – 04
- c. Colour – 4+4 (Colourful throughout)
- d. Printing would be on 300 GSM Imported Art Card Paper (Fabrication-thermal glass lamination).
- e. The delivery shall be with cardboard cover for each Greeting Card. Cover should be multi coloured offset printing.

Note: The quantities of the above items are indicative; they may vary according to the actual requirement.

2.0 Eligibility Criteria: The specialized agencies that fulfil the following requirements shall be eligible to apply (Joint ventures are not accepted):

- 2.1 Should have valid PAN No.
- 2.2 Should have valid DVAT Registration No. issued by Govt. of NCT of Delhi.
- 2.3 Should have not been blacklisted by any organization in last five years.

3.0 Information and instructions for bidders

- 3.1 The intending bidder must read the terms and conditions of the bid. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- 3.2 The bid document consisting of the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://govtprocurement.delhi.gov.in> or www.ipu.ac.in free of cost.
- 3.3 The samples of New Year Diary, Table & Wall Calendar and Greeting Card can be inspected in PR office of the University from 2.00 P.M to 5.00 P.M, during the period 10/12/2015 to 15/12/2015.
- 3.4 On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- 3.5 The bidder can upload documents in the form of PDF format.

- 3.6 Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
- 3.7 Eligibility bid will be opened first on due date and time as mentioned above. Price bid of only those bidders shall be opened whose eligibility documents are found in order and approved by Competent Authority. Time and date of opening of price bid will be intimated to those bidders who are found eligible.
- 3.8 The bid of the firm uploading the incomplete or illegible documents will be summarily rejected.

4.0 List of Documents (Self Attested Copies) to be scanned and uploaded within the period of bid submission:-

- 4.1 Detail of the vendor such as Name, Address, Contact No. etc.
 - 4.2 EMD in favour of the Registrar, GGSIPU.
 - 4.3 Copy of valid PAN Card
 - 4.4 Copy of DVAT Registration No. issued by Govt. of NCT of Delhi
 - 4.5 An affidavit that the firm has not been black listed in last five year on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary / Magistrate.
- 5.0 Earnest Money Deposit amounting to Rs. 15,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft or Pay Order or Fixed Deposit Receipt in favour of Registrar GGSIPU, New Delhi shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in office of Deputy Registrar (PR), GGSIPU, Sector-16C, Dwarka Campus, New Delhi-110078 alongwith the hard copies of all uploaded documents before or on due date of submission of bid.

6.0 Terms and Conditions

- 6.1 The delivery time will be 15 days from the date of placing firm orders. Late delivery charges @ 5% will be levied per week with a maximum of 10% for two weeks. After expiry of two weeks, the order will be cancelled and Diaries, Table & Wall Calendars and Greeting Cards will be procured from any other vendor forfeiting the EMD/Security Deposits.
- 6.2 The University will undertake a 100% Pre-delivery inspection of the Diaries, Table & Wall Calendars and Greeting Cards. The Diaries, Table & Wall Calendars and Greeting Cards not confirming to the specifications would be rejected outrightly & payment deducted proportionately. The University will not be liable for non-conformance to the specifications.
- 6.3 An EMD of Rs. 15,000/- (Rupees Fifty thousand only) in the form of demand Draft in favour of the Registrar, GGSIPU, New Delhi, should be submitted along with the hard copies of bids submitted online, failing which the bid shall be rejected.
- 6.4 The tender shall be submitted online i.e. on e-procurement portal of GNCT of Delhi <http://govtprocurement.delhi.gov.in> and the hard copies of the documents alongwith EMD in sealed envelope should be submitted to PRO of the University by due date and time of the tender.
- 6.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Diaries, Table & Wall Calendars and Greeting Cards Diary are selected by the committee) shall be opened online, the date & time for which shall be communicated to the vendors through e-mail/phone. The Financial Bids will be evaluated by a duly constituted Committee. If any vendor so desires, it may depute its representative for Financial Bid opening event also.

- 6.6 The bidder whose tender is accepted shall be required to deposit an amount equal to 10% of the tendered value of the work as “performance security” within the period as specified in the bid document in the form of an irrevocable bank guarantee bond of any scheduled bank in accordance with the form prescribed, fixed deposit receipt or demand draft in favour of Registrar, GGSIPU. The security deposit shall be released after issue of completion certificate from the competent authority and issue of certificate from the Deputy Registrar (PR).
- 6.7 The New Year Diaries, Table & Wall Calendars and Greeting Cards to be supplied should be at par with approved sample.
- 6.8 The safe delivery of the Diaries, Table & Wall Calendars and Greeting Cards in the premises of the University shall be the responsibility of the vendors. The Diaries, Table & Wall Calendars and Greeting Cards damaged during the transit will have to be replaced by the vendor within two working days.
- 6.9 Printed conditions mentioned in the tender bids will not be binding on the University. All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. will be as those mentioned herein and no change in terms and conditions by the bidders will be acceptable. Alterations in the tender bids should be attested properly by the bidder failing, which the tender will be rejected.
- 6.10 The University will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids.
- 6.11 In the case of bidders whose tenders are not considered for placing order, the EMD will be refunded without any interest within one month of the decision. In the case of bidders whose tender is accepted for placing the order, EMD amount may be converted into Performance Security which will be refunded without interest after satisfactory execution of the order.
- 6.12 The bills (pre-receipt) shall be submitted in duplicate in the name of the Registrar, GGSIPU after the delivery of the items along with a copy of the duly receipted delivery challan. The full payment of the bills will be made after complete delivery and acceptance of the items by the University.
- 6.13 The University reserves the right to enhance the quantity of the items for which quotations are being invited.
- 6.14 The bidders will have to quote for the items i.e Diaries, Table & Wall Calendars and Greeting Cards. The lowest bidder will be selected on the basis of overall lowest total cost.
- 6.15 The University reserves the right to reject any/all bids without assigning any reasons.

-Sd/-

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

Annexure-I

PROFORMA FOR FINANCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Performa)

1. Name of the Organization :
2. Address of the Organization :
3. Email ID :
4. Phone no. :
5. Rates offered :

| Sl. No. | Name of the Item (A) | Item Code (B) | Unit Price in Rs. (inclusive of all taxes & other charges) (C) | Number of Units (D) | Total Price in Rs. (E)= (C) X (D) |
|----------------|-----------------------------|----------------------|---|----------------------------|--|
| 1. | Diary | 01 | | 500 Nos. | |
| 2. | Table Calendar | 02 | | 500 Nos. | |
| 3. | Wall Calendar | 03 | | 500 Nos. | |
| 4. | Greeting Card | 04 | | 1500 Nos. | |
| Total | | | | | |

Signature and Seal of the Bidder

**FORM OF PERFORMANCE SECURITY (GUARANTEE)
BANK GUARANTEE BOND**

1. In consideration of the Guru Gobind Singh Indraprastha University (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, ----- (hereinafter referred as “the Bank”) hereby undertake to (indicate the name of the Bank) pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, ----- do hereby undertake to pay the amounts due and (indicate the name of the Bank) 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 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, ----- further agree that the guarantee herein contained shall (indicate the name of the Bank) 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 Officer-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, ----- further agree with the University that the University (indicate the name of the Bank) 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, ----- lastly undertake not to revoke this guarantee except (indicate the name of the Bank) 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 of the Bank)

Signature & Seal of Bank