



Guru Gobind Singh Indraprastha University
Dwarka, New Delhi – 110078
(General Administration)

F.NO.GGSIPU/GA/Misc./2016-17/ 56

Dated: 24/3/17

OFFICE ORDER

In continuation to Office Order No.GGSIPU/GA/Misc./201/1022, dated 21/09/2016, Biometric machines for maintaining the attendance of Outsourced/Contractual TEACHERS / EMPLOYEES have been successfully installed with training. The copy of the installation and training report is enclosed.

All the Depts/Branch Heads are requested to lodge complaints in respect to operation and maintenance of their Biometric machines directly to M/s eWit Infotech P. Ltd., mail Id: accounts@ewit.in, Website: www.ewit.in, Contact number: 9818410006, 9210410005-06, 9211792006-09. The warranty period is 24 months from the date of supply, installation, testing and training to the staff which is mentioned in the Purchase Order(copy enclosed).


(Dr. Pankaj Agrawal)
Deputy Registrar(GA)

Copy forwarded to the following for information:

1. All Deans & Directors
2. Proctor
3. Controller of Finance
4. Controller of Examination
5. Librarian
6. Chief Warden,
7. Director, CEPS
8. All HODs / Branch In-charge /All Wardens
9. AR to Hon'ble Vice-Chancellor
10. Wardens (Girls/Boys Hostel)
11. SO to Pro-Vice Chancellor
12. AR to Registrar
13. Medical Officer of University Health Center
14. Chairman, – UITS – with a request to upload a copy of the circular on the University website.
15. Guard File.

Encl:

1. Copy of Installation Report
2. Copy of Purchase Order


(Kamal Kishor)
Section Officer(GA)



Guru Gobind Singh Indraprastha University
Sector- 16C, Dwarka, New Delhi-110078
Website: www.ipu.ac.in

Phone No. 011-25302149
011-25302150
Dated 21.10.2016

F13.7 (7)/IPU/PUR/Office Equipment (Biometric Machines)/2015-16/31

To,

M/s. eWit Infotech P. Ltd.,
2, Thakur Samey Singh Fort,
Kakrola Village, Dwarka,
New Delhi-110078

Subject: Purchase order for Comprehensive Supply, installation, testing, training to the staff and commissioning of Biometric Machines.

With reference to our e-tender No. 16/PUR/GGSIPU/2016-17 dated 24.08.2016 and your quotation for supply and installation, testing, training to the staff and commissioning of Biometric Machines, you are requested to supply the following items as per specifications and quantity indicated against the item:-

S. No.	Description/ Specification of Items	Qty.	Unit Price	Total Amount
1.	Comprehensive supply, installation, testing, staff training and commissioning of Biometric Machines.	16	19750	316000
2.	Compatible Software with functionality in consonance with the technical specifications(for all machines)	--	--	25000
(A) Total Amount (in Rs.)(inclusive of all taxes)				341000
Annual Maintenance Charges (per year) for the period of three years after the expiry of warranty period for all machines.				
			First year	34100
			Second Year	40920
			Third Year	51150
(B) Total Amount (in Rs.)(inclusive of all taxes)				126170
Grand Total (A+B) (in Rs.)(inclusive of all taxes)				4,67,170/-

Terms & Conditions as per tender document:

- FOR : Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi
- Payment : After supply and installation, testing, training to the staff and commissioning of Biometric Machines and the AMC charges will be paid only after completion of each year AMC period.
- Delivery : Within 30 days from the date of issue of Purchase Order
- Warranty : 24 Months from the date supply and installation, testing, training to the staff and commissioning of Biometric Machines or the warranty as provided by the manufacturer, whichever is more.
- Performance Security: 10% value of P.O. for a period of Sixty Six months. shall be submitted within 15 days from the issuance of purchase order
- Material will be delivered along with triplicate copies of Challan's, Bills and Purchase Order to "Dy. Registrar, University Central Store, Room No.35, Ground Floor, "A" Wing, Administrative Block, GGSIPU, Sector -16-C, Dwarka, New Delhi (Ph: 011-25302140,41)" between 10.00 a.m. to 04.00 p.m. with prior intimation to Dy. Registrar, University Central Store.
- Indenting Officer : Head, UITS

(Sunita Shiva)
Dy Registrar (Purchase)
Dated 24.10.2016

F13.7 (7)/IPU/PUR/Office Equipment (Biometric Machines)/2015-16/31

Copy to following for information and necessary action, if any:

- ☒ Dy. Registrar, University Central Store with a request to receive the material and send the Bills/Challan's to Purchase Branch after necessary stock entry.
- AR, office of Hon'ble Vice Chancellor
- AR, office of Registrar
- Head, UITS with a request to coordinate with the central store branch
- PS to COF
- Guard file
- Office copy

(K.S. Dabas)
Asst. Registrar (Purchase)

Installation report of Bio-metric Machines to the following Departments of the University

S.No	Name of the Dept with quantity of machines	Serial No. of the machine	Location	Name of the official for satisfactory installation with date	Signature of official
1.	Personnel Branch (07 quantity)	i) 11303457 ii) 11303458 iii) 11303459 iv) 11303460 v) 11303461 vi) 11303462 vii) 11303463	Admin Block A, B, C & E Block, SAP and PRO	1. Sh. Rakesh Jha, Jr. Assit. 2. Sh. Mamsh Kumar, Jr. Assit.	Signature of official
2.	GH-I (01 quantity)	11303435	GH-I	Ms. Meenu, Jr. Assit.	Signature of official
3.	GH-II (01 quantity)	11303500	GH-II	Ms. Khushboo Sharma, LA-II	Signature of official
4.	BH-I (01 quantity)	11303456	BH-I	Sh. Parveen Mudgil, Assit.	Signature of official
5.	BH-II (01 quantity)	11303500	BH-II	Sh. Himanshu, Jr. Assit.	Signature of official
6.	UTS (02 quantity)	i) 11303444 ii) 11303445	UTS	Sh. Deepak, Jngg.	Signature of official
7.	UWD (02 quantity)	i) 11303385 ii) 11303447	UWD	Sh. Bal Vijay, LA-I	Signature of official
8.	CEPS (01 quantity)	11303443	CEPS	Sh. Ravinder, MTS	Signature of official

11/3/19

46/C