



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
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TENDER (NIQ)

Sealed item rate quotation is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi from eligible bidders for engagement of agency for dry-cleaning of cushioned chairs & sofa as per details given below:-

1.	Name of work	Engagement of agency for dry-cleaning of Cushioned Chairs & Sofa as per details given below, at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD of Rs.10,000/- along with Technical Bid and Financial Bid.	29 / 10 /2019 Up to 3:00 p.m. in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, GGSIPU, Sector 16C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of Technical bid	29 / 10 /2019 3:30 p.m. in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, GGSIPU, Sector 16C, Dwarka, New Delhi – 110078
4.	EMD	Rs.5,000/- (Rupees Five Thousand Only) in favour of Registrar, GGSIP University payable at New Delhi
5.	Cost of Work	Rs.2.5 Lakhs (approximately)

Eligibility Criteria

- 1) Submit undertaking by the agency in its letterhead that:-
 - a) I / We _____ (Bidder) hereby declare that the agency namely M/s _____ has not been blacklisted or debarred in the last 05 years by Union/State Govt. or organization from taking part in Govt. tenders in India.
 - b) That the proprietor/partners of the agency do not have any relative employed with GGSIP University.
- 2) Submit copy of valid GST registration no.
- 3) Submit copy of last GST return.
- 4) Submit copy of valid PAN No.

Terms & Conditions

1. The bidder shall place his bid in the envelop with the enclosing of above documents as per eligibility criteria alongwith **DD/Pay Order for EMD of Rs.5,000/- (in favour of Registrar, Guru Gobind Singh Indraprastha University)**. The offered rate shall be

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placed in the envelop also. The envelop which shall be superscribed "Quotation for Dry-cleaning of Cushion Chairs and Sofa etc." and addressed to Room No. 36, GA Branch, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078

2. Bids without EMD will be summarily rejected.
3. Conditional Bids will be summarily rejected.
4. Bids received after due date & time shall be summarily rejected.
5. The University may consider L1 bidder on the basis of total of overall rates quoted by the firms for the comparison.
6. The rates will be valid for one year from the date of issue of work order, which can be further extended for another one year on the same rates, terms and conditions if the work is satisfactory.
7. The EMD submitted with the tender should be valid for a minimum period of three months (03 Months). The EMD of the unsuccessful bidders would be returned to them within 45 days after the finalization of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security as prescribed below at para no. 08. No interest on EMD would be payable by GGSIPU under any circumstances.
8. The successful bidder will have to deposit Performance Security Money for an amount equal to 5% of the tender value of the work as "**Performance Guarantee**" in the form of **FDR/Bank Guarantee (BG) of any scheduled bank in favour of Registrar, GGSIP University. Validity of FDR/BG should be 14 (Fourteen) months.** The security deposit shall be released on issue of satisfactory certificate from concerned department after successful completion of the tender period.
9. University reserves the right to reject any or all the bids, or accept them in part, or reject the lowest bid without assigning any reason.

10. ARBITRATION

- 10.1. The University and the agency shall make every effort to amicably resolve all disputes and differences arising between them under or in connection with the present contract by direct negotiations/mediation.
- 10.2. If after thirty (30) days from the commencement of such informal negotiations, University and the agency have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:-
 - 10.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.
 - 10.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
 - 10.2.3 The venue of arbitration shall be Delhi/New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties

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shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only.

- 10.2.4 It is also a term of the contract that if any fees are payable to the arbitrator, these 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 on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- 11. The agency has to submit copy of latest chemical purchasing invoice as and when directed by the University.
- 12. The agency shall execute the work of dry-cleaning of cushion chair and sofa with the help of vacuum cleaner or any other machines, if any.
- 13. In case any damage is caused to sofa/chair during the course of cleaning, penalty as per the repairing cost of the item or the vendor shall repair that item free of cost.
- 14. The Contract is not transferable.
- 15. The agency shall fix the items at appropriate place after dry-cleaning.
- 16. If the work is done outside the University Campus, the cost of transportation etc. shall be borne by the agency.
- 17. The agency shall attend the work within 48 hours of receipt of written or telephonically complaints otherwise the work will be done from open market and the amount will be deducted from the agency/vendor bill.
- 18. Payment will be released after producing satisfactory work completion report alongwith bill from user department.

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Deputy Registrar (GA)



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Financial Bid

Financial Bid in respect of quoting rates for dry-cleaning of Cushioned Chairs & Sofa as per details given below, at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078

1. Name of Contractor :-

2. Address :-

S. No.	Items	Unit	Rate	
			In Figures	In Words
1.	Cushioned Chair (Seat & Back complete)	Per Chair		
2.	Sofa (Seat & Back complete)	Per Seat		

Details of work in last two year available at Annex.- 1

Note:

The rates of item should be quoted excluding statutory taxes and same shall be paid by University at the time of billing.

Stamp:

Date: _____

Place: _____

Signature of Authorized signatory

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Volume of work of last two year

S. No.	Item/Description	Financial Year	Qty
1.	Cushioned Chair	2017-18	327
		2018-19	480
2.	Sofa	2017-18	286
		2018-19	263

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