



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302137,138,139

Website: <http://ipu.ac.in>

Dated: 22<sup>nd</sup> October, 2021

## **(NOTICE INVITING QUOTATION)**

### **Engagement of Agency for supply of Self-Ink/Rubber Stamps at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078**

Sealed quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi **by two bid system (Technical & Financial)** from eligible bidders for engagement of agency for supply of self-ink/rubber stamps.

1.	Name of work	Supply of Self-Ink/Rubber Stamps at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Estimate Cost of Works	<b>Rupees One (01) Lakh (approximately for 02 years)</b>
3.	Time period	Initially for a period of two (02) year extendable for maximum of another (03) three years on the basis of year to year extension subject to the satisfactory performance and mutual consent.
4.	Last Date & time of Submission of Bid	<b>On 27/10/2021 up to 03:00 PM</b> and Technical bid shall be opened on the same day <b>at 03:30 PM.</b>
5.	Opening of Technical Bid and Financial Bid of Technically Qualified Bidders	<b>On 27/10/2021 at 03:30 PM onwards</b>

### **Eligibility Criteria for Technical Evaluation:-**

- Submit valid copy of registration of GST.
- Submit valid copy of PAN Card.
- Submit valid copy of Aadhar Card
- Sample of all kind of stamps, as mentioned in Financial Bid, alongwith proof of impression on the letter head of bidder duly signed by him, are also required to be submitted in sealed envelope while submission of bid for technical evaluation.

### **Financial Bid:-**

- Financial Bid of only those bidders will be opened who will qualify eligibility criteria for technical evaluation, as per parameters given above, successfully.
- Bidders are required to quote their item wise rate in the prescribed format, as given in **Annexure 'A'**, in their Letter Head.
- L1 bidder will be considered on the basis of 'Total Quoted Rates of all the items'.**
- If the quoted rate of frequently made self –ink/rubber stamps by L1 bidder (as given at s. no. 2 & 3 in financial bid) are observed too much high as compare to prevailing market rate, University reserves the right to cancel or negotiate with L1 bidder. **Hence, bidders are expected to quote more competitive rates so as to justify the reasonability of rates.**

## **Terms & Conditions:-**

1. Sealed Quotations/Bids must be submitted/sent in the office of Dy. Registrar (GA), Room No. 36, Ground Floor, Admin Block, GGSIP University, New Delhi – 110078 latest by 27<sup>th</sup> October, 2021 at 03:00 PM.
2. University reserves the right to reject any or all the bids or accept them in part without assigning any reason.
3. The successful bidder will have to make & supply the stamp/stamps as per the L1 approved rates, irrespective of the quantity of stamp given in a single order.
4. **The work will be awarded to L1 bidder for two (02) year from the date of work award letter. The Contract can be extended for maximum of three (03) years on year to year basis extension on the same rates, terms and conditions, with mutual consent.**
5. The successful L1 bidder to which contract will be awarded shall be required to deposit an amount of **Rs.3,000/- (i.e. 3% of estimated cost of works)** as “**Performance Guarantee**” in the form of FDR or Bank Guarantee (BG) of any scheduled bank in favour of “**Registrar, Guru Gobind Singh Indraprastha University**”, payable at New Delhi (Validity of FDR or BG should be 26 months) at the time of award of work alongwith acceptance letter, which is refundable on satisfactory completion of contract after the stipulated period of time. In case of extension, bidder would be required either to extend the earlier Performance Security or to submit a fresh performance security for equal amount. No interest will be payable on this security deposit money. **If the L1 bidder fails to submit Performance Guarantee within 10 days of issue of award letter, the contract will be awarded to L2 bidder at the rates quoted by L1 bidder, if agreed.**
6. The Company shall use high quality material for making/manufacturing the self-inking/rubber stamps to avoid complaints while using the stamp (s).
7. If the quality of the stamp (s) is found inferior/blurred/un-cleared at the time of supply, the agency will be bound to provide another stamp (s) in replacement of earlier one free of cost.
8. The Contract is not transferable.
9. The Company shall carry out the work at its own risk and cost.
10. The supply/work execution, completion time will be 02 days after receipt of the work order with final design.
11. The rates of item should be quoted excluding GST. All taxes shall be paid by the University at the time of billing as per approved Govt. norms.
12. No extra payment for cartage will be paid by the University.
13. If material or design is not as per format/proof/requisition and the item is not supplied within scheduled date and time, the payment of those items shall not be paid to the agency.
14. In case of any dispute relating to supply of the self-inking/rubber stamps, manufacturing or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicable by direct discussion/negotiation.

-S/d-

**(Dr. Pankaj Agrawal)**  
**Dy. Registrar (GA)**

**Format of Financial Bid (To be submit by bidders in Letter Head)**

<b>S. No.</b>	<b>Name of Items</b>	<b>Unit</b>	<b>Rates (per piece in Rs.)</b>
1.	Self Inking Stamps (Normal)	Ordinary Size (upto 05 Lines)	
		Big size (more than 05 Lines) <b>Per line rate</b>	
2.	Self Inking Stamps (Dura/Presto)	Ordinary size (upto 05 Lines)	
		Big size (More than 05 lines) <b>Per line rate</b>	
3.	Rubber/Wooden Stamps	Ordinary Size (upto 05 Lines)	
		Big size (more than 05 Lines) <b>Per line rate</b>	
		Signature Stamp	
		Round/Oval Stamp	
		Dater Stamps	
		Dater Stamp with official seal	
		Alphabets/Symbol Stamp	
		<b>Grand Total</b>	

**Note: These rates are exclusive of GST.**

**Authorized Signature with Name.....**

**Name of the Agency.....**

**Contact No.....**