



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078

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

Dated: 14.02.2020

TENDER NO. 07 /PUR/GGSIPU/2019-20

E-TENDER (NIT)

Registrar, Guru Gobind Singh Indraprastha University invites item rate e-tenders from reputed and eligible contractors/firms in two bid system (Technical & Financial) for the **Rate Contract for supply of various consumable items like stationery, white cloth bags and other miscellaneous items for one year and extendable for another one year with mutual consent.** Tender document can also be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in. The tender document can also be viewed on University website i.e. www.ipu.ac.in.

1.	Name of work	Rate Contract for supply of various consumable items like stationery, white cloth bags and other miscellaneous items for one year and extendable for another one year with mutual consent at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	The EMD along with covering letter must be submitted as per the last date, time and venue for submission (No other documents need to be submitted in hard copy). The last date and time of uploading technical and financial bid on e-procurement website.	05.03.2020 Up to 1:00 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIP University, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of Technical bid	05.03.2020 at 02.30 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIP University, Sector 16 C, Dwarka, New Delhi – 110078
4.	EMD	Rs.72000/- (Seventy tow Thousand Only) in favour of Registrar, GGSIP University payable at New Delhi in form of FDR only.
5.	Cost of Works	Rs. 36 Lacs (approximately)
6.	The bids shall be submitted in two stages viz. (i) Technical <i>bid</i> (ii) <i>Financial bid</i> . Detailed specification of the item(s) to be supplied is placed at <u>Section-III Annexure-G</u> . The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in (No documents need to be submitted in hard copy other than EMD along with covering letter).	
7.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter on e-tender website www.govtprocurement.delhi.gov.in .	

(REGISTRAR)



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

TENDER DOCUMENT
FOR

Rate Contract for supply of various consumable items like stationary, white cloth bags and other miscellaneous items for one year and extendable for another one year with mutual consent

AT

Guru Gobind Singh Indraprastha University
[A state University under Govt. of NCT of Delhi]
Sector 16 C, Dwarka, New Delhi 110 078

Dy. Registrar (Purchase)
Room No. L 010, Ground Floor, Library Block,
GGSIPU, Sector 16C, Dwarka, New Delhi 110078
Contact Nos.011 25302149-150
Email: purchasebranch@ipu.ac.in

NOTICE INVITING TENDER

TENDER NO. 07 /PUR/GGSIPU/2019-20

Registrar, Guru Gobind Singh Indraprastha University (GGSIPU) invites item rate e-tender (in two bid system – Part I & II) from reputed and experienced contractors/suppliers for the following stores:

1. **Particulars of Items:** Details of the items with specification is mentioned at annexure-G.
2. **Quantity:** Quantity is mentioned at annexure-H. There may be up to 30 % variation (decrease / increase) in the projected quantity of the items with no change in the rates.
3. **Earnest Money Deposit (EMD) in the form of FDR:** Rs.72000/- (Seventy Two Thousand Only) in favour of Registrar, GGSIP University payable at New Delhi.
4. **Completion period:** Supply within 20 days from the date of issue of award of the tender/issue of Purchase Order from time to time. However, depending upon the requirement the delivery period may be reduced to 10 days which will be binding upon the supplier.
5. **Availability of Tender Document:** Tender Document with detailed terms & conditions can be downloaded from Delhi govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in
6. **Qualification of the Tenderer:** To qualify for award of the work, the intending tenderer must have in its name as a supplier/prime contractor experience of having supply the stationery items at least three similar nature of works in public sector undertaking, Govt. department, Educational Institutions, Research Institutional or in reputed private sector in India during last 3 (three) years. “Similar nature of work’ means execution of Supply of various consumable items like stationary, crockery, electrical and other miscellaneous items – mentioned at annexure-G.
After opening of part-I of the offer, the same will be scrutinized for eligibility/ qualification.
7. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for one hundred and eighty (180) days from the date of opening of Part II (Financial bid) of the tender.
8. **Receipt and opening of Tenders:** The covering letter with EMD only to reach to this office on or before 05.03.2020 before 01.00 PM. The Technical Bid will be opened on the same day at 02.30 pm.
9. The required EMD as mentioned at Annexure-G in the form of FDR must be received as per the schedule given in clause 8 above, failing which the offer will be treated as non-responsive.
10. GGSIPU reserve the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.

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Section-I

INSTRUCTIONS TO BIDDERS

11.0 Scope

The work consists of:

- 11.1 **Rate Contract for supply of various consumable items like stationery, white cloth bags and other miscellaneous items for one year and extendable for another one year with mutual consent** at University Campus at Sector-16C, Dwarka, New Delhi as per specification in **Section-III, Annexure-G**.

12.0 Definitions:

- 12.1 **GGSIPIU** means Guru Gobind Singh Indraprastha University, New Delhi.
- 12.2 **University** means Guru Gobind Singh Indraprastha University, New Delhi.
- 12.3 **Employer** means the Registrar, GGSIPU and his successor.
- 12.4 **Bidder** means the Manufacturer or his direct authorized distributor (dealing at first point), proprietary firm, partnership firm, limited company private or public or corporation.
- 12.5 **“Year”** means “Financial year” unless stated otherwise.

13.0 Who can apply?

- 13.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, contact details etc.
- 13.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- 13.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 13.4 Joint Venture/ Consortiums are not accepted.

14.0 Sealing and Marking of Bids.

- 14.1 Technical bid must be submitted on e-procurement website of each item and the respective EMD only should be submitted in the office.
- 14.2 The bidder shall place envelope marked as **“Earnest Money Deposit”** along with covering letter must be submitted in hard copy (No other documents need to be submit in hard copy)

The envelop shall be addressed to Dy. Registrar (Purchase), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078.

14.3 The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

15.0 Bid Submission:

15.1 All the documents as per the Clause-16 must be uploaded on the e-tender website.

15.2 The envelop named “**Earnest Money Deposit**” shall comprise of EMD amount of the tender document and the document comprise of the technical bids should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in only (**Not to be submitted in hard copy**)

15.3 The “**Financial Bid**” shall comprise of the price bids uploaded on e-tender website i.e. www.govtprocurement.delhi.gov.in

15.4 Each page of the Technical Bid, Tender Document must be signed by the authorized signatory of the bidder.

15.5 Conditions other than those laid down in the Tender document will not be entertained.

16.0 Eligibility Criteria for Technical Bid

All eligibility documents from clause 16.1 to 16.6 must be uploaded at the e-procurement website only. EMD in the form of FDR only shall be deposited in the Tender Box as mentioned at clause 3 above. EMD should be valid up to 180 days. The formats/Annexure for the documents to be submitted, with Technical bids are placed at Section II (Annexure – A, A1, A2, and A3 to Annexure H):

The EMD must be submitted in physical form as per the date and time mentioned above.

The formats/Annexure for the documents to be uploaded, with Technical bids are placed at Section –II (**Annexure – A, A1, A2, and A3 to Annexure H**):

16.1	Letter of Transmittal	Annexure – A
	Declaration by Bidder	Annexure -A1
	Compliance to Bid Requirement	Annexure -A2
	A declaration by the manufacturer as to the probable date of manufacture of the item for which financial bid has been made.	Annexure -A3
16.2	Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	Annexure – B
16.3	Income Tax Registration (PAN No.)	Upload certified copies
	Should have GST Registration	
16.4	Should have executed at least 03 (Three) similar work of value not less than Rs.14.40 lacs or two similar work of value not less than Rs.21.60 lacs or one similar work of value not less than Rs.28.80 in last seven years ending last day receipt of bid. Similar work shall mean supply of stationery items.	Annexure C
16.5	The tenderer shall have an experience and past performance on similar contract for last three years in Govt. Departments/ Govt. Organizations / PSUs Explanation; “ Similar supply” means the work of supply of stationery items – mentioned at annexure –G in public sector undertaking, Govt. Departments, Educational institutions, Research institutional or in reputed private sectors	Annexure D

16.6	Bidder should upload scanned copy of ink signed authorization certificate especially for this tender only from OEM (original equipment manufacturer) to participate/quote the rate of different printer/photocopier cartridges.	
16.7	All the samples, as per specification should also be deposited in the Purchase Branch of the University in sealed bag duly super-scribed “ Sample of stationery, White Cloth Bags and other miscellaneous items (except cartridges) ” and a list of sample should be inside the sealed bag containing in samples and a copy of the same should be a part of the technical bid. The approval/selection of items would be on the basis of their samples. The sample should be affixed with firm’s name, item no as per the Annexure-G. The sample submitted along with the tender will not be returned only in case of successful L-1 bidder only.	
16.8	The contractor shall furnish a list of University employees related to him, if any in the “Technical Bid”.	Annexure-E
16.9	A scanned copy of the EMD may also be uploaded on the e-procurement website as part of technical bid	

17.0 Opening of Technical Bids & Evaluation:-

- 17.1 The details submitted by the bidders will be evaluated in the following manner:
- 17.2 The “initial eligibility criteria” prescribed in Para 16.1 to 16.9 above in respect of experience in similar class of works completed, financial turnover, profitability and valid registrations will first be scrutinized.
- 17.3 Examination of the specification of all the items will be done by Committee.
- 17.4 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:-
- 17.4 (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- 17.4(ii) Record of poor performance, such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

18 Opening of Financial bid and evaluation:

After the Technical evaluation of the bids, the University will open the ‘Financial Bids’ of all the bidders who have qualified in the technical evaluation of the specification criteria as per Clause 17.3 and eligibility criteria as per Clause 16, at notified time, date and place, if any. The lowest financial bidder shall only be considered for award of work.

19.0 Earnest Money Deposit:

- 19.1 The Earnest Money Deposit alongwith covering letter must be submitted in hard copy as per date and time mentioned in the tender document. The Earnest money shall be accepted in

the following forms and shall be in favour of “Registrar, GGSIPU”, payable at Delhi **with validity of 180 days:-**

1. Fixed deposit receipt (FDR)

or

EMD can also be deposited in online mode in University bank account as per details below:-

RTGS/ECS Details	
1.	Accounts Holder Name Registrar, Guru Gobind Singh Indraprastha University
2.	Account No. 927860555
3.	IFSC Code IDIB000G082
4.	Bank Name Indian Bank
5.	MICR Code 110019071
6.	Account type SB (Saving)
7.	CBS Code/ Branch Code 02029
8.	Branch Name & Address GGSIPU, Sector-16C, Dwarka, New Delhi -110078
9.	Banker's Phone No. 011-28035244

- 19.2 Tenders with no earnest money deposit will summarily be rejected. In case of successful bidder of the financial bid, the earnest money will be returned after obtaining the required 10% Performance Security in the form of FDR/BG (FDR/BG should be valid for a period of 26 months) from the date of issuance of job award letter.
- 19.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.
- 19.4 Those firms/ bidder which are registered with MSME /MSE for the items mentioned in the tender document, are exempted for submission of EMD only and are required to submit a copy of valid registration certificate in place of EMD as per GFR 170(i).

20.0 Financial Bid:

- 20.1 The bidder shall quote unit item rates in INR only, as the case may be, both in words and figures in the Financial Bid only. No alterations in the form of tender, in the schedule of quantities or additions (Financial Bid) etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. The rates quoted in schedule of quantity (Financial Bid) are for finished and completed items and no extra amount for cartage or transporting material, labour etc. shall be paid. The rates should be inclusive of all loads and lifts for all materials for the completed items and also include insurance, royalties etc. as applicable. **The rates quoted should be excluding of GST. The GST should be indicated separately. GST will be payable extra as applicable.**
- 20.2 In case of any change in taxes or levy of new taxes, shall be applicable and will be paid extra as in case of GST.
- 20.3 The bidders can quote for all or any numbers of items and the L-1 will be decided items wise as per annexure-G.

21.0 General:

- 21.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “Nil” or “No Such Case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 21.2 The bid document should be legibly written and serially numbered with proper tagging and binding. The bidder should sign each page of the bid.
- 21.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.
- 21.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.
- 21.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 21.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU which may also result in forfeiture of EMD/performance security, whichever is applicable.
- 21.7 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract / **award of work** that will be in force from time to time shall be recovered / deducted from the released payment amount.
- 21.8 GST on material applicable on the date of submission of bid in respect of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
- 21.9 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 21.10 The contractor shall furnish a list of University employees related to him, if any in the “Technical Bid”.
- 21.11 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the contractor, which may also result to forfeiture of EMD/performance security.

- 21.12 Without prejudice to any of the rights or remedies under this contract if the contractor dies, the University shall have the option of terminating the contract without compensation to the legal heir of the contractor.
- 21.13 Escalation: Increase in rates of material / Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.
- 21.14 *The rates must be valid for period of one year from the date of issue of first Purchase Order and during extended period i.e. for another one year with mutual consent.***
- 21.15 Plus minus half inch/two cm, as and where applicable, variation is accepted in size of the samples of the items in case of registers and envelopes to be submitted by the bidders at the time of tender along with technical bids.
- 21.16 In case of GSM the Indian standards plane copier specifications (BIS Norms) will be considered where ever applicable.
- 22.0 Final decision making authority**
The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the university to the bidder (s).
- 23.0 Summary Rejection of tender:**
- 23.1 The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.
- 24.0 Particular provisions:**
- 24.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.
- 24.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications.
- 25.0 Amendment of tender document:**
- 25.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.
- 25.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the e-procurement website (www.govtprocurement.delhi.gov.in). Prospective bidders must visit the website before filling and submission of Tender Document for such information.
- 26.0 Validity of Tender:**
180 days from the date of opening of **Financial Bid** of the tender. During this period no bidder shall be allowed to modify/withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained in this regard.
- 27.0 Performance Guarantee:**
- 27.1 The successful bidder shall be required to furnish a Performance Guarantee of 10% of the total tendered value after successful installation of the product at site. The Performance Guarantee should be valid during the period of rate contract i.e. 26 months, if extended on mutual consent. The Performance Guarantee shall be accepted in the following form and shall be in favour of “Registrar, GGSIPU”, payable at Delhi with a validity of twenty six months as under:-
- i. Fixed deposit receipt (FDR) of a nationalized bank (26 months validity)
 - ii. Bank Guarantee (As per Annexure-F) (26 months validity)

- 27.2 Performance Guarantee will be refunded after the period as mentioned vide clause 27.1 after completion of rate contract or after extended period with mutual consent under normal circumstances.
- 27.3 In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list/de-bar the contractor.
- 27.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the contractor to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument, The loss caused thereby shall fall on the supplier and the supplier shall forthwith on demand furnish additional security to the University to make good the deficit.

28.0 Warranty

The bidder shall provide comprehensive on-site **warranty** for all the items wherever applicable, as per the policy of the OEM.

29.0 Duration

- 29.1 The items covered under this tender are required to be delivered with 20 days in the University Campus at Sector 16C, Dwarka, New Delhi. However, depending upon the requirement the delivery period may be reduced to 10 days which will be binding on the supplier.
- 29.2 The supply orders will be in parts as per the requirement of the university and will be spread over during the period of contract.

30.0 Payment Terms

- 30.1 100% payment after receipt of materials against the purchase order and inspection against the quantity and specifications of the purchase order.
- 30.2 Each invoice should be submitted in duplicate clearly specifying contract no, goods description, quantity, unit price, total amount along with warranty certificate, etc.
- 30.3 No advance payment will be made under any circumstances.

31.0 Delay and Non Conformance

- 31.1 If the bidder fails to supply the items within the period specified in the Purchase Order, University shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 1% (one percent) of the contract price of the delayed goods weekly or part thereof of delay until actual delivery. The penalties will be maximum of 10% of the contract amount / awarded value.
- 31.2 In case of delay in supply the items with in the specific period of the purchase order and in case the items supplied are neither as per the specifications of the purchase order, nor subsequently replaced by the supplier with the right specifications within a week period, the University reserve the right to purchase the said items from open market at the cost of the supplier. Bills/invoice by the supplier should be raised with the Delhi address and with GST No. only.
- 31.3 Notwithstanding, what is mentioned in clause in 31.2, in case of extraordinary delay or beyond 10/20 days of stipulated delivery period, University reserves the right to terminate the contract, without any liability to cancellation charges, forfeit/en-cash the submitted Performance Guarantee and blacklist/debarred the defaulting firm.

32.0 Packing and Marking

- 32.1 All packing should be strong enough to withstand rough handling during loading/ unloading and transporting. Fragile articles should be packed with special precaution and should bear the marking like fragile, handle with care, this side up etc.

33.0 Substitution and Wrong Supplies

Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the contractor at contractor's cost and risk.

34.0 Insurance, Freight and Deliveries

- 34.1 The supplier shall make his own arrangements towards safe and complete delivery including insurance, freight, state level permits etc. as applicable at the designated locations indicated by University in the Purchase Order.
- 34.2 The contractor will keep University informed about changes, if any, in various stages of deliveries.

35.0 Arbitration and Settlement of Disputes:

- 35.1 University and the contractor shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.
- 35.2 If after thirty (30) days from the commencement of such informal negotiations, University and the supplier are unable to resolve amicably the dispute; either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- 35.2.i. Any dispute or differences whatsoever arising out of this contract shall be settled by Arbitrator in accordance with provisions of arbitration and conciliation act, 1996 and the award made in pursuance thereof shall be final and binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor of GGSIP University.
- 35.2.ii. 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.
- 35.2.iii. 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 shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only
- 35.2.iv. It is also a term of 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.

- 36.0 Force Majeure** For purpose of this Clause, Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Supply Order.

If a Force Majeure situation arises, the supplier shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

SECTION II

INFORMATION REGARDING TECHNICAL ELIGIBILITY (Annexure A, A1, A2, A3, B, C, D, E, F & Check list for submission of bid)

(Separate information for each items of tender is be given)

LETTER OF TRANSMITTAL
(Separate for each bid)

From:

To

The Registrar
GGSIU
Sector 16C, Dwarka,
Delhi

Sub: Submission of Tender Document for the work of “**Rate Contract for supply of various consumable items like stationery, white cloth bags and other miscellaneous items for One year and extendable for another three months with mutual consent at GGSIU Campus, Sector 16C, Dwarka, New Delhi**”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to Supply & Installation.

Name & Signature(s) of Bidder(s) with seal

DECLARATION BY THE BIDDER
(Separate for each bid)

We _____ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us; the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note : This declaration should be signed by the Bidder’s representative who is signing the Bid.

COMPLIANCE TO BID REQUIREMENT
(Separate for each bid)

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER : _____
NAME OF BIDDER : _____
COMPANY SEAL : _____

DECLARATION BY THE BIDDER
(Separate for each bid)

We _____ (Name of the Bidder) hereby declare that the items for which we have quoted our price in the Financial Bid would not be an item used so far for demo/any other purposes and will be unused (brand new).

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note: This declaration should be signed by the Bidder’s representative who is signing the Bid.

ORGANISATION STRUCTURE*(Separate for each bid)*

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of Original document defining the legal status)
 - a) An Individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)

Organization /Place of registration	Registration No
-------------------------------------	-----------------
5. A. PAN No. -----
 B. GST Registration No. -----
 C. Service T No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization:
 (Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Has the Bidder ever required to suspend work For a period of more than six months continuously after you Commenced the business? If so, give the name of the Project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of Partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :
12. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

DETAILS OF ANNUAL TURNOVER*(Separate for each bid)***A. FINANCIAL DETAILS**

Financial Years	Gross Annual Turnover (In Lakhs)	Profit/Loss (In Lakhs)
2018-2019		
2017-2018		
2016-2017		

B. Audited balance sheet and profit & loss account for above three years to be submitted. Must be attested by the Chartered Accountant.

Signature & stamp by Chartered Accountant

(Stamp, Name & Signature of Bidder)

DETAILS OF SUPPLY OF ITEMS (AS PER SPECIFICATION GIVEN IN SECTION III) IN LAST 03 (THREE) YEARS
(Separate for each bid)

S. No.	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	REASONS FOR DELAY, IF, ANY

(Stamp, Name & Signature of Bidder)

DECLARATION FOR FAIR BUSINESS BY THE BIDDER
(Separate for each bid)

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted /debarred by any of the Government/Public Sector Agency in last three years.
- ix) The proprietor/partners of the agency do not have any relative employed with GGSIP University.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

CHECK LIST FOR SUBMISSION OF BID

(Separate for each bid)

Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the Bidding Document along with duly filled in, signed & stamped checklist **with each copy of the “Un-priced bid (Part – I)”**.

Please tick the box and ensure compliance:

- 1 EMD
- 2 Bid Forwarding Letter
- 3 Power of Attorney in Favour of the person who has signed the bid on stamp paper of Appropriate value.
- 4 Partnership Deed in case of partnership firm and Article of Association in case of limited company.
- 5 Compliance to Bid Requirement
- 6 Declaration by the bidder
- 7 All pages of the bid have been page numbered in sequential manner.
- 8 Annexure(s) – A, A1, A2, A3 to H
- 9 Valid PAN, GST Registration

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

**Form of Performance Guarantee
Bank Guarantee Bond**

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

2. We, -----(indicate the name of the Bank) do hereby undertake to pay the amounts due and 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, -----(indicate the name of the Bank) further agree that the guarantee herein contained shall 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 Project-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, -----(indicate the name of the Bank) further agree with the University that the University 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 postponed 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, -----(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid up to ----- 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)

SECTION III**TECHNICAL SPECIFICATIONS**

S. No.	Name of the Items with specification	Qty for which rates are to be given	Expected Qty.	EMD (Rs.)
1.	Attendance Register Size 24.5cm x 18.5cm having 100 sheets of 60 GSM white map litho paper of good quality of reputed brand ABD/Amrit/ Sarawati /Amir	Per piece	500 Nos.	72,000
2.	Ruled Register 1 qr. 96 pages size 19cmx30cm paper sheet of 60 GSM white map litho good Branded quality Neelgagan/Neeraj	Per piece	500	
3.	Ruled Register 2 qr. 192 pages size 19cmx30cm paper sheet of 60 GSM white map litho good Branded quality Neelgagan/Neeraj	Per piece	500	
4.	Ruled Register 3 qr. 288 pages size 19cmx30cm paper sheet of 60 GSM white map litho good Branded quality Neelgagan/Neeraj	Per piece	400	
5.	Dispatch Register 400 pages size 31X19 CM of 60-70 GSM paper with hardboard binding of 56oz with good quality paper (Neelgagan brand)	Per piece	200	
6.	Log Book printed 400 pages Size 12½” x 8” with hardboard binding of 56oz with good quality paper of reputed brand ABD	Per piece	100	
7.	File Movement Register 200 pages size 29X18 CM of 60 -70 GSM paper with hardboard binding of 56oz with good quality paper (ABD brand)	Per piece	200	
8.	Envelope A3/SE-8 size 400mmx300mm Yellow with Laminated/ cloth bound made from 100 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per piece	50,000	
9.	Envelope size A4 (12”x10”) 255mmx300mm Yellow with Laminated/ cloth bound, made from 100 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per piece	20,000	
10.	Cartridge E- Studio 456 Toshiba 4590 Photostat	Nos.	10	
11.	Gestetner DX 3240 copy printer Ink (CPI 7)	Nos.	30	
12.	Gestetner DX 3240 master roll (CPMT 12)	Nos.	20	
13.	RISO Z-type Master Roll 70, A4-L (S-4248)	Nos.	10	
14.	Cartridge Samsung SCX 430 (DLT 109s)	Nos.	05	

15.	White Large Cloth Bags (Size: Length-39", Width – 27"X2=54" Weight 0.655gms. Bottom size- 16"x11" with 8 Nos. of Hole with Mattel protection on the top)	Per piece	5000
16.	Part 'A' Envelop size (9"x6") brown made form 100GSM paper of good quality with printing as per the sample	Per piece	25000
17.	Part 'B' Envelop size (10"x4.5") white made form 100GSM paper of good quality with printing as per the sample.	Per piece	25000
18.	Part 'C' Envelop size (10"x4.5") white made form 100GSM paper of good quality with printing as per the sample.	Per piece	25000
19.	Envelope size A4 (12"x10") white with Laminated bound made from 100 GSM paper of good quality with printing as per the sample	Per piece	25000
20.	Envelop size A4 (10"X12") Yellow with Jali pasted made form 100GSM paper of good quality with printing as per the sample.	Per piece	25000
21.	Printed file cover 10" X 13.75" 350 GSM colored hard board of good quality duly pasted of 5cm cloth patti on central verge & 2.5cm cloth patti on right side of upper flap (pasted as 1/2 " outside & 1/2" inside of the board with good quality eye lit fixed on left corner(with printed the name and logo of our university on front side)	Per piece	25000
22.	Printed file cover 10" X 13.75" 700 GSM colored hard board of good quality duly pasted of 5cm cloth patti on central verge & 2.5 cm cloth patti on right side of upper flap (pasted as 1/2 " outside & 1/2" inside of the board with good quality eye lit fixed on left corner (with printed the name and logo of our university on front side)	Per piece	15000
23.	Photostat/Computer paper A-4 size (210x297) 75 GSM ream of 500 sheets net weight 2.34Kg per ream having capacity for double sided copying from reputed manufacturer (JK Brand) (Color Lock)	Per ream	6000

SECTION -IV

Annexure-H

FINANCIAL BID

S. No.	Name of the Items with specification	Qty for which rates are to be given	Rates in Rs. (Exclusive of GST)	Rates in Figure (Exclusive of GST)
1.	Attendance Register Size 24.5cm x 18.5cm having 100 sheets of 60 GSM white map litho paper of good quality of reputed brand ABD/Amrit/ Sarawati /Amir	Per piece		
2.	Ruled Register 1 qr. 96 pages size 19cmx30cm paper sheet of 60 GSM white map litho good Branded quality Neelgagan/Neeraj	Per piece		
3.	Ruled Register 2 qr. 192 pages size 19cmx30cm paper sheet of 60 GSM white map litho good Branded quality Neelgagan/Neeraj	Per piece		
4.	Ruled Register 3 qr. 288 pages size 19cmx30cm paper sheet of 60 GSM white map litho good Branded quality Neelgagan/Neeraj	Per piece		
5.	Dispatch Register 400 pages size 31X19 CM of	Per piece		
6.	Log Book printed 400 pages Size 12½” x 8” with hardboard binding of 56oz with good quality paper of reputed brand ABD	Per piece		
7.	File Movement Register 200 pages size 29X18 CM of 60 -70 GSM paper with hardboard binding of 56oz with good quality paper (ABD brand)	Per piece		
8.	Envelope A3/SE-8 size 400mmx300mm Yellow with Laminated/ cloth bound made from 100 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per piece		
9.	Envelope size A4 (12”x10”) 255mmx300mm Yellow with Laminated/ cloth bound, made from 100 GSM paper of good quality/ branded	Per piece		
10.	Cartridge E- Studio 456 Toshiba 4590 Photostat	Nos.		
11.	Gestetner DX 3240 copy printer Ink (CPI 7)	Nos.		
12.	Gestetner DX 3240 master roll (CPMT 12)	Nos.		
13.	RISO Z-type Master Roll 70, A4-L (S-4248)	Nos.		
14.	Cartridge Samsung SCX 430 (DLT 109s)	Nos.		
15.	White Large Cloth Bags (Size: Length-39”, Width – 27”X2=54” Weight 0.655gms. Bottom size- 16”x11” with 8 Nos. of Hole with Mattel protection on the top)	Per piece		

S. No.	Name of the Items with specification	Qty for which rates are to be given	Rates in Rs. (Exclusive of GST)	Rates in Figure (Exclusive of GST)
16.	Part 'A' Envelop size (9"x6") brown made form 100GSM paper of good quality with printing as per the sample	Per piece		
17.	Part 'B' Envelop size (10"x4.5") white made form 100GSM paper of good quality with printing as per the sample.	Per piece		
18.	Part 'C' Envelop size (10"x4.5") white made form 100GSM paper of good quality with printing as per the sample.	Per piece		
19.	Envelope size A4 (12"x10") white with Laminated bound made from 100 GSM paper of good quality with printing as per the sample	Per piece		
20.	Envelop size A4 (10"X12") Yellow with Jali pasted made form 100GSM paper of good quality with printing as per the sample.	Per piece		
21.	Printed file cover 10" X 13.75" 350 GSM colored hard board of good quality duly pasted of 5cm cloth patti on central verge & 2.5cm cloth patti on right side of upper flap (pasted as 1/2 " outside & 1/2" inside of the board with good quality eye lit fixed on left corner(with printed the name and logo of our university on front side)	Per piece		
22.	Printed file cover 10" X 13.75" 700 GSM colored hard board of good quality duly pasted of 5cm cloth patti on central verge & 2.5 cm cloth patti on right side of upper flap (pasted as 1/2 " outside & 1/2" inside of the board with good quality eye lit fixed on left corner (with printed the name and logo of our university on front side)	Per piece		
23.	Photostat/Computer paper A-4 size (210x297) 75 GSM ream of 500 sheets net weight 2.34Kg per ream having capacity for double sided copying from reputed manufacturer (JK Color Lok)	Per ream		

Note-1: The rates quoted should be excluding of GST but should be inclusive of labor, conveyance, insurance etc. to supply up to Store Department of GGSIP University, Dwarka, New Delhi. GST/ taxes will be extra as applicable from time to time.

(SEAL, SIGNATURE & NAME OF THE BIDDER)