



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Guru Gobind Singh Indraprastha University Sector-16C, Dwarka, New Delhi-110075

GGSIU/COF/2015/494

Dated: 31st December 2015

CIRCULAR

Please refer to the instructions contained in letter no. No.F.3 (11)/Fin (Rev-I)/2012-2013/DSVI/483 dated 01.07.13 issued by Dy. Secretary-VI (Fin), GNCT of Delhi whereby copy of instructions dated 17.01.13 issued by Principal Secretary (Finance), GNCT of Delhi has been endorsed to all the autonomous bodies of GNCT of Delhi for compliance in letter and spirit with the aim to avoid net loss of revenue to the Delhi Government in form of VAT (Value Added Tax), a form of Sales Tax.

The matter has been examined in consultation with tax consultant and other stakeholders and this office has reached to the conclusion that prior regd. of the vendors, contractors or suppliers should not be insisted as a mandatory eligibility condition in the tender document rather it may be made compulsory that the successful bidder will be mandatory required to get regd. with the VAT Dept. GNCT of Delhi as soon as the firm receives the supply / purchase order if the firm doesn't hold the prior regd. and inform the same to the University. The intending bidders shall be required to furnish an undertaking in the Proforma placed opposite which binds the bidder to mandatorily regd. with Delhi VAT Department and provide the TIN. On getting the supply / purchase order the bidder is bound for delivery of goods from Delhi against a sale invoice issued from Delhi office.

A copy of the undertaking is also enclosed for addition to all the relevant tender documents.

(S K TANWAR)
Controller of Finance

Copy to :-

1. Dean – USAP, USBT, USBAS, USCT, USE, USEM, USHSS, USICT, USLLS, USMS, USMC, USMPMHS.
2. Director – Academic Affairs, Coordination, CDMs, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring Cell, Research & Consultancy, Student Welfare.
3. Controller of Examination, GGSIPU
4. In Charge- Library, GGSIPU
5. Chief Warden, GGSIPU
6. Executive Engineer, UWD
7. Head, UITS – with request to upload the circular on the University website.
8. Joint Registrar/Deputy Registrar/In-charge – Academic, Affiliation, Coordination, General Administration, Personnel, Planning(RTI and Legal), Purchase, Store, Estate and Security
9. Dy. Chief Warden, Warden(Boys Hostel & Girls Hostel)
10. AR to VC Secretariat – for kind information of Hon'ble Vice Chancellor
11. AR to Registrar Secretariat – for kind information of Worthy Registrar
12. All FO/AAO/DDO.
13. SO to Pro-VC Secretaria – for kind information of Pro Vice Chancellor
14. Guard File

(Shailesh Gupta)
Finance Officer

UNDERTAKING

I, _____ S/O _____ prop.
M/s _____ R/o _____
having business at _____, hereby
indemnifies the university and undertakes that in case of receipt of
purchase / supply order by M/s _____ undersigned
shall be bound to get regd. with VAT Department, GNCT of Delhi and
provide the TIN to the University. I further undertake to raise the bills and
fulfill the supply / purchase order from my Delhi office. I understand that
non compliance of these mandatory conditions entails non release of any
payment against bills raised and also there will be no interest liability on
the part of University on related payments.

Besides, non acceptance of the supply / purchase order entails forfeiture
of EMD without further notice.

Name & Signature
(Prop/Authorised signatory)

Address: _____

Tel. No.(O) _____ Tel.No.(M) _____