



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
Phone No.-011-25302137, 138, 139
Website: <http://ipu.ac.in>

TENDER NO. 01/GA/GGSIPU/2017-18
TENDER (NIQ)

Sealed item rate quotation is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi from eligible bidders for Engagement of agency for providing and fixing of Vinyl Board, Labels, Posters, etc., as per details given below:-

1.	Name of work	Engagement of agency for providing and fixing of Vinyl Board, Labels, Posters etc at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD along with Technical Bid and Financial Bid.	19-02-2018 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	19-02-2018 at 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.10,000/- (Rupees Ten Thousand Only) in favour of Registrar, GGSIP University payable at New Delhi
5.	Cost of Work	Rs. 2 Lakhs (approximately)
6.	The bids shall be submitted in two stages viz.(i) <i>Technical bid</i> (ii) <i>Financial bid</i> . Detailed specification of the item(s) to be provided and fixed is placed at Annexure-1	

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CHAPTER-1

Eligibility, Terms & Conditions

Eligibility:-

- 1) Undertaking by the agency in its letterhead that:-
 - a) That it has not been barred or blacklisted by any of the Central/State Government /Department/Organization/Central or State PSU that it will ensure fair trade practice.
 - b) That the proprietor/partners of the agency do not have any relative employed with GGSIP University.
- 2) Should have valid registration with GST/DVAT department and a copy of last GST/Vat return.
- 3) Should have valid PAN Card.

Terms & Conditions:-

1. The bidder shall place his bids in two separate envelopes marked “Technical Bid” and “Financial Bid”. All documents in support of eligibility as well as another envelope containing DD/Pay Order for EMD shall be placed in the envelop marked “Technical Bid”. The offered rate shall be placed in the envelop marked “Financial Bid”. Both these bids should be superscribed with name of work and shall be placed in a third envelop, which shall be superscribed “Quotation for “Engagement of agency for providing and fixing of Vinyl Board, Labels, Posters etc” at Guru Gobind Singh Indraprastha University, Sector 16C, 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 successful bidder will have to provide & fix the material as per the L1 approved rate and the rates will be valid for one year from the date of issue work of order, which can be extended for another one year on the same rates, terms and conditions.
6. The EMD should remain valid for a period of **Forty Five (45)** days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them 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. No interest on EMD would be payable by GGSIPU under any circumstances.
7. 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.
8. In case of any dispute relating to printing, providing & fixing, manufacturing or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
9. In case the dispute cannot be settled amicably within 30days of the rising of the dispute by either party may seek settlement of the dispute by arbitration in accordance with the provision of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all parties. The sole arbitrator shall be appointed by Vice-Chancellor of GGSIP University.
10. The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
11. The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceeding shall be English. The Law Governing the substantive issue between the parties shall be the law of India. All disputes are subject to Jurisdiction of Delhi Court only.

12. It is also a term of the Contract that if any fee payable to the arbitrator, 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 in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
13. The Company shall use good quality material for providing and fixing of Vinyl Boards, Labels, Posters, etc.
14. The Contract is not transferable.
15. The Company shall carry out the work at its own risk and cost.
16. The supply/work execution, completion time will be 12 hours after receipt of the work (final design).
17. **Penalty Clause**
If matter or design is not as per proof checked and provided to the agency and the material is not supplied/fixed before scheduled date and time, the payment shall not be claimable by the agency for that work.
18. **Force Majeure**
The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Govt. Authority, delays in obtaining licenses or rejection of applications under the Statutes, power failure, accidents or disruption or operations arising from causes not attributable to any malafide acts of the firm, fire and floods.

Technical specification

<u>S.No</u>	<u>Name of Items</u>	<u>Specification</u>	<u>Size</u>	<u>EMD in Rs.</u>
<u>1.</u>	Digital Labels(A-4 size)	Should be digital printed in vinyl with the matt finished limited pasted on 5mm sun board	8x11 Inches	Rs.10,000/-
<u>2.</u>	Banner with rollup stand on flex	Digital printed on pet film of lamination	6x3 feet	
<u>3.</u>	Banner with rollup stand on digital print vinyl	PVC media with lamination	6x3 feet	
<u>4.</u>	Poster	Should be Digital printed in vinyl with matt finished laminated pasted on 5mm sun board	5x4 feet	
<u>5.</u>	Signages	Should be Digital printed in vinyl with matt finished laminated pasted on 5mm sun board	12x8 inches	
<u>6.</u>	Floor Plan(acrylic sandwich)	Floor plan will be covered by(5 back+4 front) mm acrylic on both side of vinyl print and metal stunner will be used to fix the board to the wall with digital print	4x3 feet	
<u>7.</u>	Internal signages for direction	Vinyl pasted over acrylic 3mm sheet with acrylic sheet	3x4 feet	
<u>8.</u>	Waning sign for external area	LG vinyl pasted over acrylic 3mm sheet with acrylic.	3x4 feet	

FINANCIAL BID

Financial Bid in respect of quoting rates for providing and fixing of Vinyl Board, Labels, Posters etc., at Guru Gobind Singh Indraprastha University, Sector-16-C, Dwarka, New Delhi

1. Name of Contractor :-
2. Address :-
3. Demand Draft No. Dated and Bank's Branch Name :-

Rate Per inch/feet in Words & in figure including providing fixing charges:-

S.No.	Items/Specifications	Rate per Sq. Ft.
1.	Digital Labels, (A-4 Size) (Approx size 8" x 11") Should be digital printed in Vinyl with matt finish laminated, pasted on 5 mm sun board	
2	Banner with rollup stand on flex (Approx size 6 x 3 feet). Digital printed on pet film of lamination.	
3	Banner with rollup stand on digital print vinyl (PVC media with lamination) (Approx size 6 x 3 feet).	
4	Poster (Approx size 5 x 4 feet) should be digital printed in Vinyl with matt finished laminated pasted on 5 mm sun board	
5	Signages (Approx. 12" x 8") should be digital printed in Vinyl with matt finished laminated pasted on 5mm sun board	
6.	Floor plan (acrylic sandwich). Floor plan will be covered by (5 (back) + 4 (front) mm acrylic on both side of Vinyl print. And metal stunner will be used to fix the board to the wall (Approx. Size 4 x 3 feet) with digital print.	
7	Internal Signages for Direction, Vinyl pasted over acrylic 3 mm sheet with acrylic sheet (Approx. size 3 x 4 feet).	
8.	Warning sign for external area. LG Vinyl pasted over acrylic 3 mm sheet with acrylic Approx. size 3 x 4 feet.	

Note:

- i) The rates of item should be quoted excluding statutory taxes and same shall be paid by University at the time of billing. Taxes / Charges Extra payable as per approved Govt. norms.
- ii) No extra payment for cartridge installation/fixing will be provided by the University.

Stamp:

Date: _____

Place: _____

Signature of Authorized signatory
(See Clause 10 of Notice Inviting Quotation)