

**BID NO. 01/GA/GGSIPU/2024**

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, online bids are invited through **e-procurement portal of Govt. of NCT of Delhi (<https://govtprocurement.delhi.gov.in>)** under **two bid system (Technical and Financial Bid)** from eligible bidders for engagement of agency for printing and fixing of Backdrop, Banners, Signages, display board, sun boards etc. The bid document can also be viewed on the University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of work	Engagement of agency for printing and fixing of Backdrop, Banners, Signages, display board, sun board etc, at both the campuses of the University viz. Dwarka and East Delhi Campus or any other outside location as per requirement.
2.	Estimated Cost of Work	Rs.30 Lacs (Rupees Thirty Lacs)
3.	Period of the Contract	Initially for a period of 02 (Two) years extendable for a maximum of another 01 (one) year subject to the satisfactory performance and mutual consent.
4.	EMD	Rs. 60,000/- (Sixty Thousand)/Valid exemption certificate in case of MSME.
5.	Performance Security	05 % of Estimated Cost of Work
6.	The bids shall be submitted in two stages viz. (i) <i>Technical bid</i> (ii) <i>Financial bid</i> . The Technical & Financial bid should be uploaded Up to 3:00 PM on 27.02.2025 <b>e-procurement portal of Govt. of NCT of Delhi (<a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a>)</b> (No documents need to be submitted in hard copy).	
7.	Financial bid of the technically qualified bidders shall only be opened after evaluation of Technical bid at the date and time notified thereafter on <b>e-procurement portal of Govt. of NCT of Delhi</b> .	

## INFORMATION & INSTRUCTIONS TO BIDDERS

### 1. Introduction

Online bids are invited under **two bid system (Technical & Financial Bid)** through **e-procurement portal of Govt. of NCT of Delhi (<https://govtprocurement.delhi.gov.in>)** from eligible bidders for engagement of agency for printing and fixing of Backdrop, Banners, Signages, display board, Sun boards etc. The bid document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

### 2. Scope of Work

The successful bidder is required to execute the following kind of works i.r.o. printing and fixing of Backdrop, Banners, Signages, display board, sun boards etc in GGSIP University Campus (both for Dwarka Campus & Surajmal Vihar Campus) and/or other places also, as per requirement.

S. No.	Items with Specifications
1.	Printing & Fixing Banner with good quality eyelets for conferences & event in star flex material <b>(sale base)</b>
2.	Printing & Fixing Backdrop/Signages and Display Board, for Conferences & Events in star flex material (with compatible MS frame fixed on Stand) <b>(Rent base)</b>
3.	Printing & Fixing of Display Board in Star Flex material for Permanent Display in University <b>(Sale base)</b>
4.	Digital print with lamination on 3MM Sun board of Rajshree Brand, 5MM Sun board of Rajshree & Fixing of Sun Boards. <b>(Sale base)</b>
5.	Rollup standy on flex media size 3"x6" <b>(Sale base)</b>

### 3. Earnest Money Deposit (Bid Security):-

- a. All the bidders are required to submit an EMD of Rs. 60,000/- (i.e. equivalent to 2% of the estimated cost of work) while submission of their bids.
- b. EMD shall be accepted with a minimum validity of 4 **months** in the form of DD or Bank Guarantee or Fixed Deposit Receipt (FDR) which shall be in favour of "Registrar, GGSIPU", payable at Delhi.

The EMD may also be deposited online for which the details are as follows :-

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	Accounts 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

- c. In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest at the earliest.
- d. However, if the successful (L1) bidder denies to serve the University, after issuing offer letter for award of work, EMD amount of such bidder shall be forfeited.
- e. In order to obtain exemption from submission of EMD for this bid, the firm must be registered under MSME in Delhi as on date. The copy of relevant valid documents need to be uploaded online for consideration of the firm under MSME.
- f. Bids with no Earnest Money Deposit/valid MSME certificate will summarily be rejected.

#### 4. MSME / Start-up

No exemption will be allowed in terms of turnover and experience to the firm registered under MSME/ Start-up.

#### 5. Bid Submission & Technical Bid Evaluation Criteria

Following documents forming part of Technical Bid must be uploaded on **e-procurement portal of Govt. of NCT of Delhi** by due date and time.

The bidder meeting the following "**Technical Eligibility Criteria**", would be considered as 'technically qualified' for technical evaluation:-

##### (Documents to be uploaded on e-procurement portal of Govt. of NCT of Delhi)

1.	Copy of EMD (DD/FDR/Online transaction receipt/valid MSME certificate)	
2.	The bidder should upload unconditional <b>Letter of Transmittal</b>	<b>Annexure-A</b>
3.	The bidder should have <b>Income Tax Registration</b> (PAN card of firm/company/individual).	Upload valid copy of document
4.	The bidder should have <b>GST Registration Certificate.</b>	Upload valid copy of document
5.	The bidder should upload Declaration of Fair Business	<b>Annexure-B</b>
6.	Should have minimum average turnover of 40% of estimated cost of work of <b>Rs.30 Lakhs</b> (i.e. Rs. 12 Lacs) or more in last 03 years ending March 2024. <i>(A certificate to this effect issued and stamped by a Chartered Accountant with UDIN Number and counter signed by bidder).</i>	Upload certificate issued by a Chartered Accountant
7.	3 Years of Past Experience Required for same/similar service	Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
8.	The bidder must have successfully executed/completed similar services over the last three years i.e. the current financial year and the last three financial years (ending month of March prior to the bid opening): i) Three similar completed services costing not less than the amount equal to 40% of the estimated cost; or ii) Two similar completed services costing not less than the amount equal to 50% of the estimated cost; or iii) One similar completed services costing not less than the amount equal to 80% of the estimated cost;	Bidders are required to attach execution certificate from the client indicating date of start of work, date of completion of work, completed value of work, work order no. etc. in support of their claim.

6. After the Technical Evaluation of the Bids, the University will open the 'Financial Bids' of only those bidders who have qualified in the **Technical Eligibility Criteria.**

## 7. Financial Bid Evaluation:-

The bidders are required to submit their financial bid in the requisite format as given in **Annexure 'C'**.

- a) Financial bid will be opened i.r.o. technically qualified bidders only as per technical eligibility criteria mentioned in clause 05 of tender document.
- b) Among all technically qualified bidders, the bidder, who will quote the lowest rate for all items **(in total), will be selected as L1 bidder.**

## 8. Award of Work:

The work for printing and fixing of Backdrop, Banners, Signages, display board, sun boards etc. will be awarded to L1 bidder after the opening of financial bid with the approval of Competent Authority Initially for a period of 02 (Two) years extendable for maximum of another 01 (One) year subject to the satisfactory performance and mutual consent.

## 9. Period of Contract:-

The period of contract will be initially for a period of 02 (Two) years extendable for a maximum of another 01 (one year) year subject to the satisfactory performance and mutual consent.

## 10. General Terms & Condition:-

- i) Conditional Bids will be summarily rejected.
- ii) Bids must be uploaded on **e-procurement portal of Govt. of NCT of Delhi.**
- iii) The successful bidder (L1) will have to print & fix the material on the rates quoted by him as well as approved by the University.
- iv) The L1 bidder shall be required to carry out the work at both the campuses of the University viz. Dwarka and East Delhi Campus or any other outside location.
- v) In case, any information furnished by the bidder is 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 for a period of 03 years.
- vi) 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.
- vii) In case of any dispute relating to Backdrop, Banners, Signages, display board, sun boards etc 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.
- viii) In case the dispute cannot be settled amicably within 30 days of the dispute, 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 the Vice-chancellor of GGSIP University.
- ix) 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.
- x) All disputes are subject to Jurisdiction of Delhi Court only.
- xi) If any fee stands payable to the arbitrator, the same shall be paid equally by both the parties. It is also terms of Contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issue notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- xii) The agency/contractor shall use best quality material for printing and fixing of Backdrop, Banners, Signages, display boards, sun boards etc.
- xiii) The Contract is not transferable.
- xiv) The Company shall carry out the work at its own risk and cost.
- xv) The supply /work execution, completion time will be 12 hours after receipt of final design of work.
- xvi) The successful bidder shall be required to submit **Performance Security** in the form of FDR or Bank Guarantee (BG) of any scheduled bank in favor of **"Registrar, Guru Gobind Singh Indraprastha University", payable at New Delhi (Validity of FDR or BG**

**should be 26 months) @ 05% of estimated cost of work (i.e. Rs.1,50,000/-) as given in tender document within the 07 days after the award of work.** No interest will be payable on this security deposit money. In case, if the successful bidder fails to submit Performance Security within stipulated date and time, the contract shall be liable to be cancelled.

- xvii) The Performance Security Deposit will be forfeited by order of the Competent Authority in the event of any kind of breach of commitment as per contract/negligence of work/unsatisfactory performance.

#### **11. Payment Terms:-**

Payment will be made directly in the given bank A/c detail of the vendor through online mode within 30 days of submission of bill complete in all respect.

#### **12. Penalty Clause:-**

<b>S. No.</b>	<b>Cause</b>	<b>Penalty Imposed</b>
A.	If matter or design does not match with the proof, as checked and finalized.	No payment will be made for that work.
B.	If the material not supplied/fixed before scheduled date and time.	No payment will be made for that work.
C.	If work has to be done from outside, in exigency as could not be executed by the bidder.	100% payment, as made for this work to outside agency, will be deducted from the running/upcoming bill or from the Performance Security of agency/contractor

#### **13. 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 application 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.

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**LETTER OF TRANSMITTAL**

From:

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To

**The Registrar**

GGSIIP University  
Sector 16 C, Dwarka,  
New Delhi -110078

**Sub: Submission of Bid Document for "printing and fixing of Backdrop, Banners, Signages, display board, Sunboards etc." at GGSIIPU Campus, Sector- 16-C, Dwarka, New Delhi".**

Sir,

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

1. I/we hereby certify that all the statements 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.
3. I/we also authorized the GGSIIPU to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I/we have read & examined the bid and all terms & conditions are acceptable to me as mentioned in the bid document.

**(Stamp, Name & Signature of Bidder/Service Provider)**  
(Signing this document)

**DECLARATION FOR FAIR BUSINESS BY THE CONTRACTOR/SERVICE PROVIDER**

(Affidavit on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary/Magistrate)

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 Govt. Organization/PSUs/Institutions/Schools/Universities.
- 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 bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand 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 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) Neither any of our relative is presently working in the University nor I/We am/are engaged in this contract service within one year after the retirement from the post of gazette officer of any Govt. organizations.
- x) Will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University

**(Stamp, Name & Signature of Bidder/Service Provider)**  
(Signing this document)

**FORMAT OF FINANCIAL BID**

Format of financial bid to quote the rates for printing and fixing of Backdrop, Banners, Signages, Display Boards, Sunboards at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi.

1. Name of Contractor: \_\_\_\_\_

2. Address: \_\_\_\_\_

<b>S. No.</b>	<b>Items with Specifications</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate (In Rs.)</b>	<b>Amount in Rs.</b>
1.	Printing & Fixing Banner with good quality eyelets for conferences & event in star flex material <b>(sale base)</b>	1	Per Sq. Ft		
2.	Printing & Fixing Backdrop/Signages and Display Board, for Conferences & Events in star flex material (with compatible MS frame fixed on Stand) <b>(Rent base)</b>	1	Per Sq. Ft		
3.	Printing & Fixing of Display Board in Star Flex material for Permanent Display in University <b>(Sale base)</b>	1	Per Sq. Ft		
4.	Digital print with lamination on 3MM Sun board of Rajshree Brand, 5MM Sun board of Rajshree & Fixing of Sun Boards. <b>(Sale base)</b>	1	Per Sq. Ft		
5.	Rollup standy on flex media size 3"x6" <b>(Sale base)</b>	1	Per Sq. Ft		
	<b>Grand Total</b>				

**Note:**

1. The bidder, who will quote the lowest rate for all items **(in total), will be selected as L1 bidder.**
2. The rates of item should be quoted excluding GST and same shall be paid by University at the time of billing.
3. No extra payment for cartage installation/fixing will be provided by the University.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized  
 Signatory & Stamp**