



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
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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 dry-cleaning of cushioned chairs & sofa as per details given below:-

1.	Name of work	Engagement of agency for dry-cleaning of Cushioned Chairs & Sofa as per details given below, at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD of Rs.10,000/- along with Technical Bid and Financial Bid.	09-08-2018 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	09-08-2018 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)

TECHNICAL BID

- 1) Submit 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) Submit copy of valid registration with GST department and a copy of last GST return.
- 3) Submit copy of valid PAN No.

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 of Rs.10,000/- (in favour of Registrar, Guru Gobind Singh Indraprastha University)** 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 "Dry-cleaning of Cushion Chairs and Sofa etc." at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2. Bid, 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 University may consider L1 bidder on the basis of total of overall rates quoted by the firms for the comparison.
6. The rates will be valid for one year from the date of issue of work order, which can be extended for another one year on the same rates, terms and conditions if work is satisfactory.
7. The EMD should remain valid for a period of three months (03 Months). 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.
8. The successful bidder will have to deposit Performance Security Money for an amount equal to 10% of the tender value of the work as "**Performance Guarantee**" in the form of **FDR/Bank Guarantee (BG) of any scheduled bank in favour of Registrar, GGSIP University (Validity of FDR/BG should be 14 (Fourteen) months.** The security deposit shall be released after issue of satisfactory certificate from concerned department.
9. University reserves the right to reject any or all the bids or accept them in part of reject the lowest bid without assigning any reason.

10. In case of any dispute relating to dry-cleaning work 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.
11. In case the dispute cannot be settled amicably within 30 days 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.
12. 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.
13. 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.
14. It is also a term if the Contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also term 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.
15. The Company shall use good quality material for dry-cleaning of cushion chairs and sofa etc.
16. The Contract is not transferable.
17. The agency shall fix the items at appropriate place after dry-cleaning.
18. If the work is done outside the University Campus, the cost of transportation etc. shall be borne by the agency.
19. The agency/vendor shall attend the work within 48 hours of receipt of written or telephonically complaints otherwise the work will be done from open market and the amount will be deducted from the agency/vendor bill.
20. Payment will be released after producing satisfactory work completion report alongwith bill from user department.

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Deputy Registrar (GA)

FINANCIAL BID

Financial Bid in respect of quoting rates for dry-cleaning of Cushioned Chairs & Sofa as per details given below, at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078

1. Name of Contractor :-

2. Address :-

S. No.	Items	Unit	Rate	
			In Figures	In Words
1.	Cushioned Chair (Seat & Back complete)	Per Chair		
2.	Sofa (Seat & Back complete)	Per Seat		

Details of work in last two year available at Annex.- 1

Note:

The rates of item should be quoted excluding statutory taxes and same shall be paid by University at the time of billing.

Stamp:

Date: _____

Place: _____

Signature of Authorized signatory

Volume of work of last two year

S. No.	Item/Description	Financial Year	Qty
1.	Cushioned Chair	2016-17	367
		2017-18	327
2.	Sofa	2016-17	461
		2017-18	286