



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
Phone No.-011-25302138, 139
Gmail- gabbranch@ipu.ac.in, Website: <http://ipu.ac.in>



Dated 23 June, 2022

(NOTICE INVITING QUOTATION)

Sealed quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi by two bid system (Technical & Financial) from eligible bidders for engagement of agency for printing and supply of good quality PVC Card (I-Card/Medical Card alongwith Lanyard, Holder and Steel fish hook) as per details given below:-

1.	Name of work	Engagement of agency for printing and supply of good quality PVC Card (I-Card/Medical Card alongwith Lanyard, Holder and Steel fish hook) at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Estimated Cost of Work	Rs.1,00,000/- (Rupees One Lakh) Approx. for 02 (Two) Years
3.	Period of the Contract	Initially for a period of 02 (Two) years extendable for maximum of another 03 (Three) years on the basis of year to year extension subject to the satisfactory performance and mutual consent.
4.	Last Date & time of Submission of Bid	On <u>29</u> ./06/2022 up to 03:00 PM
5.	Opening of Technical Bid and Financial Bid of Technically Qualified Bidders	On <u>29</u> ./06/2022 at 03:30 PM onwards
6.	Address for Communication	<i>Dy. Registrar (General Administration) Room No. 36, Ground Floor, Administrative Block, GGSIU, Sector 16C, Dwarka, New Delhi 110078 Contact Nos. 011-25302138-39-45 Email: gabbranch@ipu.ac.in</i>

Eligibility Criteria for Technical Evaluation:-

- Submit valid copy of PAN Card.
- Submit valid copy of registration of GST.
- Submit valid copy of Aadhar Card
- Submit sample of PVC ID Card alongwith Lanyard, Holder and Steel Fish Hook. The sample of PVC Card will be as per specification given and mandatory fields in clause 3 and 4 of T&C respectively.
- Submit copy of work order at least 02 separate works i.r.o. printing and supply of PVC ID Card in last 03 years in different departments of Central Govt./State Govt./ Ministries/PSUs/ Educational institutes/ MNC's located in Delhi/NCR.

Financial Bid:-

- Financial Bid of only those bidders will be opened who will qualify eligibility criteria for technical evaluation, as per parameters given above, successfully.
- Bidders are required to quote their rate in the prescribed format, as given in Annexure 'A', in their Letter Head.
- If the quoted rates are observed too much high as compare to prevailing market rate, University reserves the right to cancel or negotiate with L1 bidder. **Hence, bidders are expected to quote more competitive rates so as to justify the reasonability of rates.**

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Terms & Conditions:-

1. Sealed Quotations/Bids must be submitted/sent in the office of Dy. Registrar (GA), Room No. 36, Ground Floor, Admin Block, GGSIP University, New Delhi – 110078 latest by 29 June, 2022 at 03:00 PM.
2. University reserves the right to reject any or all the bids or accept them in part without assigning any reason.
3. A copy of an I-Card & Medical Card is enclosed for sample & reference of mandatory fields to be printed on PVC Card at **Annexure- 'B'**.
4. The PVC card should be printed on both side of PVC card as per specification i.e. (CR 80) Size: 85x54MM (Portrait) and Lanyard (with University Logo and Name in screen printing, Length of Lanyard 1060 mm, width 16 mm with Multi colour printing), Holder with heavy Steel fish hook.
5. The successful bidder will have to print and supply the ID- Card as per the L1 approved rates & sample, irrespective of the quantity of items.
6. The L1 bidder will be considered on the basis of lowest total rate of all items, quoted by the bidders.
7. **The work will be awarded to L1 bidder initially for a period of two (02) year from the date of work award letter. However, the contract may be extended for maximum period of another three (03) years, on year to year basis extension, on the same rates, terms and conditions, with mutual consent.**
8. After the award of the work, the successful L1 bidder shall be required to deposit an amount of **Rs.3,000/- (i.e. 3% of estimated cost of works)** as **"Performance Guarantee/Security"** in the form of DD of any scheduled bank in favour of **"Registrar, Guru Gobind Singh Indraprastha University", payable at New Delhi.** The Performance Guarantee/Security will be refunded after Three (03). months of satisfactory completion of contract. In case of extension, Performance Guarantee/Security will be refunded accordingly. No interest will be payable on this security deposit money.
9. The Contract is not transferable.
10. The rates of item should be quoted excluding GST. All taxes shall be paid by the University at the time of billing as per approved Govt. norms.
11. The successful bidder shall carry out the work at its own risk and cost. No extra payment for cartage towards supply of PVC card will be paid by the University.
12. The agency will have to execute/complete the work of supply of PVC card as per given work order and credentials within **02 days after receipt of the work order with final design.**
13. If the quality of the PVC Card(s) is found inferior/blurred/un-cleared at the time of supply, the agency will be bound to provide another PVC Card (s) in replacement of earlier one and no extra payment will be made for the same.
14. Repeated occurrence of Non supply of PVC card within scheduled date and time as per clause 10 of T&C or in case, if material and details printed on card are not in accordance with approved sample and credentials given in work order respectively, **a penalty of Rs.200/- per card per occasion may also be imposed.**
15. In normal due course, payment will be released within 30 days after submitting of bill by the vendor, in all respect.
16. After the award of the contract, L1 bidder has to enter into an agreement with the University on a non-judicial stamp paper of Rs.100/-.
17. In case of any dispute relating to printing and supply of PVC Card (s), manufacturing defect, issue of validity or any kind of breach of contract thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation. The decision of Competent Authority of University will be binding to both the parties in such case.

-S/d-

(Dr. Pankaj Agrawal)
Dy. Registrar (GA)

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Annexure 'A'

FINANCIAL BID

Financial Bid in respect of quoting rates for printing and supply of PVC Card as per details given below, at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078

1. Name of Contractor :-

2. Address :-

S. No.	Particulars	Amount in Rupees	
		Rate in Figures	Rate in Words
1.	One PVC Card (ID Card/Medical Card) Card Quality : Laminated PVC Card (CR 80) Size : 85x54MM (Portrait)	Rs.....	Rupees.....) Only
2.	One Lanyard (with University Logo and Name in screen printing, Length of Lanyard 1060 mm, width 16 mm with Multi colour printing), Holder with heavy Steel fish hook	Rs.....	Rupees.....) Only
Total			

Note:

1. The rates of item should be quoted excluding GST and same shall be paid by University extra at the time of billing.
2. **Though, the University will give order to print at least 100 nos. of Lanyard in one lot to L1 bidder after award of work however, bidder are required to furnish proportionate rate of only one piece of Lanyard in financial bid accordingly taken into consideration of the same.**

Stamp:

Date: _____

Place: _____

Signature of Authorized signatory

Annexure 'B'

MEDICAL CARD

I-CARD

**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
(Estd. by GOVT. OF NCT OF DELHI)

MEDICAL CARD

Code: 50433 Name : Om Prakash Thakur

Designation : MTS

Present Pay Scale+G. Pay : PB-I, Rs. 5200-20200 + GP-1800/-

Address : Flat no.-10-A, Type-I, Staff Quarters, GGSIP University Campus, Sector-16C, Dwarka, New Delhi-110078

Phone/Mobile : 9873790037
Date Of Joining : 11.10.2013
Valid Upto : December, 2039

ISSUING AUTHORITY

**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
GOVT. OF NCT OF DELHI

IDENTITY CARD

Employee Code : 40707 I.D. Card No.: 16/569

Name : Raju Sah
S/D/W/o : Ram Bachan Sah
Designation : Junior Assistant
Date of Issue : 01.01.2021
Valid upto : 31.12.2022

ISSUING AUTHORITY

Sample

BACK

MC No.: MC389

Details of Family Members

Om Prakash Thakur (self), DOB-05/12/1979, Blood Group- (O+)

Amrita Devi (wife), DOB-25/06/1982

Amrita Devi (mother), DOB-19/06/1967

Amrita Devi Kumari (daughter), DOB-28/03/2001

Amrita Devi Kumar (daughter), DOB-17/09/2005

Amrita Devi Kumari (daughter), DOB-19/09/2007

This card is issued only for the purpose of taking medical treatment in the hospitals. If this card is lost or damaged, a duplicate card will be issued on payment of Rs. 200/-.

BACK

Resi. Address : H. No. 357, Gali No. 12, Prashant Enclave, Baprola, Near Dhruv Public School, New Delhi - 110043

Date of Birth : 16/5/1984

Phone /Mobile : 9013533869

Blood Group : O+

Visible Mark of Identification : Cut mark on left hand finger

Emergency Contact No. : Amrita Devi :- 9625518431

INSTRUCTIONS:

1. Non-Transferable.
2. Loss of this I.D. Card should be reported immediately.
3. If found, Please send it in a sealed envelope to undermentioned address.

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Sector -16 C, Dwarka, New Delhi-110078, India
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