



Guru Gobind Singh Indraprastha University
"A State University established by the Govt. of NCT of Delhi"
Dwarka, Sector-16/C, Delhi-110078
Website: <http://ipu.ac.in>
GENERAL ADMINISTRATION BRANCH



F.No./GGSIPU/GA/Shifting(USMC)/237

Date:27.06.2024

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from transport agencies for shifting of articles/items placed at different locations in the University School of Mass Communication, from GGSIP University, Sec 16C, Dwarka Campus, New Delhi 110078, to its Surajmal Vihar Campus, New Delhi 110092.

The estimated cost of the work is Rs. 1,75,000/-.

A) Scope of Work

- i) Transportation of articles/items (Truck size 17×6.5×7 foot)
- ii) Loading/unloading
- iii) Packing/unpacking
- iv) Placement
- v) Providing/arrangement of cartoons, tapes, bubbles papers etc. or other packaging material
- vi) Insurance cover to safeguard the articles/items in- transit. (approx 9 lacs)

B) Terms & Conditions

- i) Rates to be quoted exclusive of taxes.
- ii) Bidders may inspect the items/articles for assessing the number of trucks required.
- iii) Bidders are required to submit valid copies of GST certificate, PAN card, and Driving License.
- iv) Payment shall be made after the inspection committee certifies satisfactory delivery by the transport without any damage or loss found to the articles/goods so delivered.
- v) The vehicle must be in a good running condition and compliant of all regulations of the Govt. of India laid down from time to time.
- vi) The agency shall ensure the safe delivery of goods. In case of damages to the goods, a penalty @ of Rs. 1,000/- per article/goods subject to a maximum of Rs. 5,000/- or as deemed fit by the competent authority shall be levied.
- vii) The bidders should have a minimum average annual turnover of Rs. 1,75,000/- during the preceding three consecutive financial years ending 31st March, 2024 (31st march 2023 in case the annual accounts have not been finalized) in dealing with similar nature of work (i.e. transportation of goods). In support, a certificate by the Chartered Account with UDIN No. is required.
- viii) Bidder should have registered office in New Delhi.
- ix) The Successful bidder (L1) shall be liable to supply the articles/goods in compliance with the delivery schedule and quantity intimated by the USMC.

Geo

- x) The University shall not be liable to pay any amount/compensation in the event of challan of the vehicle and/or injury caused to the labour involved in shifting of items.
- xi) Sealed quotations (as per Annexure) may be submitted physically in the O/o General Administration, Room No. 36, GGSIPU, Dwarka Campus, latest by 04th July, 2024, 03.00 pm.

C) Earnest Money Deposit

All the bidders are required to submit EMD @ 2% of the estimated cost of tender along with bid. Bids without EMD shall summarily be rejected. EMD of all the bidders shall be refunded after the issue of work order to the successful bidder.

D) Performance security

Performance security @5% of the estimated cost of tender work will be deposited by the successful bidder, within 02 days of award of work order. In case the work is not executed satisfactorily, performance security is liable to be forfeited by the University and necessary penalty imposed as per clause B(vi). Performance security shall be refunded within 15 days of satisfactory completion of the assigned work.

- E)** The payment should be in the form of demand draft drawn in favor of "Registrar, GGSIPU", payable at Delhi. Alternatively payment can be made online as per the following details:

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

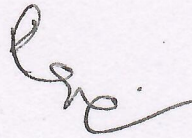


(Prabhat Mishra)
Assistant Registrar (GA)

QUOTATION FOR SHIFTING OF ARTICLES OF USMC

I hereby quote Rs. _____ + Taxes (per Truck size 17×6.5×7 foot) for the scope of work defined in NIQ at 'A'.

(Signature of the Owner/ Authorized Person)
(with stamp)

A handwritten signature in black ink, appearing to be 'R. S. Singh', written in a cursive style.