



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
**KASHMERE GATE, DELHI- 110 403**

F.No. 1/GGSIPU/2012-13/AR (GA)/

Dated: 24<sup>th</sup> July 2012

**NOTICE INVITING QUOTATIONS**

**Name of work:- Allotment of Shop for the Photocopier, Plotting and stationary items at the Kashmere Gate Campus for the period of one year.**

Sealed quotations are invited from the Agencies for providing the facilities of Photocopier, Plotting and stationary items (as per annexure 'I') at the Kashmere Gate Campus of GGSIP University for the period of one year. The reserved License fee is Rs. 2000/- (Rupees Two Thousand) per month. However, the agency quoting the highest license fee shall be awarded the contract. The quotations should be submitted on your letter head duly signed and stamped

**Terms & Conditions**

1. That the machine shall be installed in the space allotted by the University.
2. The agency will deposit EMD (refundable) of Rs. 1000/- (Rupees One Thousand Only) with quotation in the form of demand draft in favor of **“Principal, Indira Gandhi Institute of Technology,” payable at Kashmere Gate Delhi 110006**. The quotation without EMD will be summarily rejected.
3. The successful agency to which contract will be awarded shall have to submit a security deposit money of Rs. 10000/- (Rupees Ten Thousand Only) in form of demand draft in favor of **“Principal, Indira Gandhi Institute of Technology” payable at Kashmere Gate Delhi 110006** at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor/vendor fails to pay security deposit within 7 days of issue of acceptance letter, the contract will stand cancelled. In the event the EMD will be forfeited absolutely and the NIQ will be recalled upon which the vendor shall not be allowed to quote his rates.
4. The reserved License fee is Rs. 2000/- (Rupees Two Thousand) per month. However, the agency quoting the highest license fee shall be awarded the contract. The license fee shall be deposited by 7<sup>th</sup> of each month with the cashier of IGIT and a receipt in token of deposit shall be obtained. A photocopy of the receipt is also deposit in the General Administration Branch, GGSIP University, Kashmere Gate campus by the contractor.
5. That the electricity charges shall be payable at IGIT in addition to the license fee. The sub-meter shall be installed in the premises and the charges for the electricity shall be as per prevailing commercial rates as per the government rules by 10<sup>th</sup> of each month.
6. That the allotment shall be initially for a period of one year and can be extended further on terms and conditions as decided by the University.
7. The area for the shop is 17' x 9' = 153 square feet.
8. That the said job work facilities shall be made available from 9.00 a.m. to 7.00 p.m. including Saturdays and Sundays. The Contractor shall be bound to provide services only to the students, teachers and staff of the University and under no circumstances the contractor shall be allowed to take any job from outside.
9. The contractor should ensure timely completion of work assigned, failing which penalty of Rs. 100/- will be charged.
10. That the University shall have the right of free access to the working place.
11. That the Contractor shall be responsible for maintenance and proper upkeep of the space allotted to him.
12. That the contractor will be responsible for the damages caused to the University property due to his negligence and the cost of repair/replacement shall be recovered from the contractor.

13. That in case of any complaint about the contractor and their workers' misbehavior, over-charge, harassment, the University has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In such case the security deposit shall be forfeited absolutely and the vendor will be debarred in participating any future NIQ/tender etc. in the University.
14. That the said job shall be undertaken by the allottee only and in no case the activity shall be passed on to any third party.
15. The space shall be vacated within 15 days by the contractor on expiry/termination of the contract failing which the material/equipment lying in the premises shall be forfeited.
16. I-cards to the contractor and his supporting staff shall be issued by General Administration Branch of GGSIP University Kashmere Gate campus and workers with valid I-card only will be allowed inside the campus.
17. The contractor shall ensure all work of good quality in terms of paper, legibility and durability of the impression.
18. The payment for office work shall be made to the Contractor on monthly basis.
19. Contractor shall display on printed board, the rates of each services with clear specification.
20. The Contractor or his workers shall not stay in the premises under any circumstances after working hours.

The sealed cover containing quotations must reach the office of Assistant Registrar, IGIT Admin Block, GGSIP University, Kashmere Gate campus by 2.00 p.m. on 17<sup>th</sup> August. Quotations will be opened on 17<sup>th</sup> August 2012 at 3.00 p.m. in the Conference room of GGSIP Administration Block.

(Vijay Kumar)  
Assistant Registrar

**Rate List****(A) Plotting Machine**

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	Black & White	Colour
1.	Plotting – Printing (Drawing / Text)	A4	0.75	5.00
2.	Plotting – Printing (Drawing / Text)	A3	1.50	12.00
3.	Plotting – Printing (Drawing / Text)	A1	24.00	29.00
4.	Plotting – Printing (Drawing / Text)	A2	15.00	20.00
5.	Plotting – Printing (Drawing / Text)	A0	39.00	49.00

**(B) Photocopy Machine**

S. No.	Description of work	Paper Size	Black & White
1.	Photocopy (Single Side)	A4	0.50
2.	Photocopy (Single Side)	A3	0.75
3.	Photocopy (Double Side)	A4	0.80
4.	Photocopy (Double Side)	A3	1.50

**(C) Spiral Binding**

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	A4 Size	A3 Size
1.	Spiral Binding		15.00	20.00

**(D) Laser Printing**

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	A4 Size	A3 Size
1.	Printing (Black & White)		0.75	1.50
2.	Printing (Colour)		4.00	10.00

**(F) Stationary Items (10% discounts on MRP)**

S. No.	Description of work
1.	Cartridge Sheet
2.	Rough Tracing Paper
3.	Ivory Sheet
4.	Pencil
5.	Eraser
6.	Cello Tape
7.	Thermocol Sheet
8.	Stapler
9.	Pens
10.	Gateway sheet/Roll