

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CENTRAL PURCHASE UNIT
MAIDAN GARHI, NEW DELHI-110058

NOTICE INVITING QUOTATION

No.IG/CPU/Misc. Printing/P.1/
Dated:08/11/2019

The Central Purchase Unit (CPU) invites on behalf of the Vice-Chancellor, Indira Gandhi National Open University (IGNOU) sealed rate quotations for **“Supply of approx. 1500 Pads of different printed stationary items”** from the Agencies/Firms who have already executed similar works in a Govt/Semi Govt./Autonomous Bodies/PSUs.

The Quotation documents can be downloaded from website of the university www.ignou.ac.in or obtained from **Room No.17, Block-04, Central Purchase Unit, Administration Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068** on any working day on or before 18/11/2019 upto 01:30 pm. The date and time for submission of Quotations is 18/11/2019 upto 03:00 pm which shall be opened on the same day at 03:30 pm. The University reserves the right to accept or reject any or all Quotations without assigning any reason(s) thereof.

Estimated cost of the printed items as per specifications indicated at Annexure-II may be **Rs.80,000/-**.

The filled-in Quotations will be accepted in the following conditions in two separate sealed Envelopes:

Envelope-I superscribing “EMD for Supply of Envelopes”

1. **EMD of Rs.1,600/-** (One Thousand Six Hundred Only) @ 2% of the estimated tender value in the form of DD/Pay Order in favour of ‘IGNOU’ payable at ‘New Delhi’.
2. Self-attested copies of **PAN No. & GSTIN No.** (Proof of last paid GST Return).
3. Proof of **Supply Order(s)** (*The University reserves the right to verify the satisfactory completion records against these Supply Order(s)/Award Letter(s) to be duly signed/certified by the authorized signatory of the client department*).
4. **Sample of Paper should be duly stamped by the agency to identify the same at the time of opening and evaluation of quotations.**
5. **Annexure-II** duly filled-in signed/stamped.
6. **Annexure-III** (An Affidavit of Undertaking in non-judicial stamp paper of Rs.10/-)

Envelope-II superscribing “Quotation for Supply of Misc. Printed Stationary”

1. The rates are to be submitted strictly in the Quotation Format (Annexure-I) either downloaded from the website of the University www.ignou.ac.in or collected from the Central Purchase Unit, IGNOU, duly signed with date and seal of the firm with full address. The Quotation in any other format will not be accepted.

Note: Bidders are requested to read the terms & conditions thoroughly before filling-in/submitting the documents.

Assistant Registrar
Central Purchase Unit
Indira Gandhi National Open University

TERMS & CONDITIONS

1. The Quotation submitted without the Earnest Money Deposit (EMD of Rs.1,600/-), Annexure-II & III and Sample of Paper as per specifications will summarily be rejected.
2. The bidder has to bid strictly in the original formats either downloaded or collected from the **Central Purchase Unit (CPU), IGNOU**. Quotation received without samples will be summarily rejected and in such case, EMD deposited by the firm will be forfeited.
3. All the documents duly signed with the seal of the firm with full address along with requisite EMD fee in two separate sealed envelopes (I) superscribing “**EMD for supply of Envelopes**” and (II) superscribing “**Quotation for supply of Envelopes**” are to be submitted addressing to “**Assistant Registrar, Central Purchase Unit, Administration Division, Room No.17, Block-04, IGNOU, Maidan Garhi, New Delhi-110068**” before 3.00 pm sharp on 18/11/2019. The Quotations submitted after the stipulated time and date will not be considered.
4. The University may, at its discretion, extend the date and time for submission of the Quotations.
5. The University reserves the right to accept or reject any quotation without assigning any reason(s) thereof.
6. Any act on the part of the bidder to influence anybody in the University related to this Tender is liable for rejection of his tender.
7. The University reserves the right to extend the period of contract for further periods as decided by the Competent Authority on the same rates, terms & conditions on mutual agreement.
8. The Agency has to supply the required quantities of printed stationary items as per Supply Orders issued by the University without any extra claims.
9. No cartage for delivery of the items will be entertained beyond the quoted rates.
10. Items, if not found in accordance with the specifications, will not be accepted. In such case, the items should be taken back by the agency and replaced as per specifications at his own cost.
11. Penalty for delay in supply/replacement will be levied @ 1% of the total value of the cost of the said item per week subject to maximum 10% of the Supply Order. However, if delay is beyond one month, then University holds the option for invoking the Performance Bank Guarantee of the firm.
12. Necessary deduction(s) will be made from the bill(s) as per Govt./University rules if any, while releasing the payment.
13. The Bidder has to submit an Affidavit of Undertaking in non-judicial stamp paper of Rs.10/- as per Annexure-III.
14. The EMDs of unsuccessful bidders will be refunded within 30 days. However, in case of successful bidder, same shall be refunded only after completion of the job successfully.
15. In case of any dispute, the same shall be resolved by mutual discussions between the parties failing which only regular Courts at Delhi/New Delhi will have jurisdiction to adjudicate upon the matter.

Assistant Registrar
Central Purchase Unit
Indira Gandhi National Open University

FINANCIAL BID

(To be submitted in sealed Envelope-I superscribing
“Quotation for Supply of Misc. Printed Stationary”

Estimated Cost : Rs.80,000/- (Rupees Eighty Thousand Only)

Time allowed for supply : 10 days from the date of supply order

Date & Time of Submission/Opening: As per NIQ

Name/Address of the Firm :
with Tel/e-mail

Description of the job.

Sl. No.	Specification of Envelopes	Quantity (in meters)	Unit	Rate	GST @	Amount
1	Misc. Forms with printing in in different sizes as per sample available with the University and same can be seen before quoting the rates	1500 Pads of 100 each (approximate)				

1. Rates are inclusive of all including transportation cost at the required site.
2. I/We hereby, abide and accept all the terms & conditions of the NIQ.

Signature/Seal of the firm with full address

TECHNICAL BID

(To be submitted in sealed Envelope-I superscribing)

“EMD for supply of Envelopes at IGNOU Headquarters, Maidan Garhi, New Delhi-68”

Estimate Value: Rs.80,000/- (Rs. Eighty Thousand Only)

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|-----|--|---|-----------------------------|
| 1. | Name of the Firm | : | |
| 2. | Earnest Money Deposit (EMD) | : | Rs.1600/-
Date:
Bank: |
| 3. | Address | : | |
| 4. | Contact Person with Mob. No. | : | |
| 5. | Authorized Signatory
(Name and Designation) | : | |
| 6. | GST No. (Attach latest return self-attested) | : | |
| 7. | PAN No. (Attach copy self-attested) | : | |
| 8. | Supply/Work Order(s) (Attach copies self-attested) | : | Yes/No |
| 11. | Sample of Paper to be used for printing (with GSM) | : | To be provided |
| 12. | Validity of the tender (Minimum 90 days from the date
Opening of technical bids) | : | Yes/No |
| 13. | Delivery period (Maximum period 10 days
From the date of receipt of supply order) | : | Yes/No |
| 14. | Undertaking on Affidavit attached (As per Annexure-III): | : | (Yes/No) |

Signature/Seal of the firm with full address

AFFIDAVIT

(On Rs. 10/- non-judicial stamp paper duly notarized by authorized notary)

(To be submitted in Envelope-I along with Annexure-II)

I/Wehereby declare that:

1. I am the authorized signatory of M/s..... having office at.....
2. I/We do hereby offer to supply the Printed Stationary Items as per sample shown by the University at the prices and rates quoted in the Financial Bid of the Quotation.
3. I/We agree to abide by my/our offer as per the terms of the NIQ.
4. I/We do agree for the all clauses and payment terms and conditions of this NIQ and undertake to abide by them.
5. I/We undertake to supply the required quantities of Printed Stationary Items as per Supply Orders issued by the University time-to-time during the contract period without any extra claims.
6. I/We have carefully read and understood all the terms and conditions of the NIQ and technical specifications. I/We shall abide by them.
7. I/We also declare that no criminal case of any kind is pending against me/us.
8. I/We the manufacturer/authorized firm/dealer/supplier has not been blacklisted/debarred by any of the Govt. Department/University/Public Sector Undertaking, etc.
9. All the information/documents/certificates submitted by us along with this tender are true and genuine and nothing has been concealed on our part.
10. I/We confirm that in case any document, information &/or certificate submitted by me/us is found incorrect/false, the University at its discretion may disqualify/reject my/our application for this tender and also debar me/us from participating in any future tenders.
11. I/We.....the proprietor/authorized signatory of M/s....., do hereby confirm that the contents of the above Affidavit are true to my/our knowledge and nothing has been concealed and no part is false.

Date:

Deponent

