

INDRAPRASTHA COLLEGE FOR WOMEN  
UNIVERSITY OF DELHI  
31, SHAM NATH MARG  
DELHI-110054

No. IPC/KGH/2017/ 08/17

Date: 30<sup>th</sup> March 2017

**NOTICE INVITING TENDER**

Sealed tender in two bid system (technical and financial) are invited from reputed firms/manufacturer/agencies for the following NIT as per details given here under.

1.	Name of Work/Item	Supply & Installation of items for Dinning Hall Services of Hostel as per attached specification
3.	Availability of Tender Document	Available on College Website
4.	Cost of Tender Document	Rs. 500.00 (Non Refundable) to be submitted along with the tender document in the form of DD/Pay Order in favour of Principal, Indraprastha College for Women.
5.	Estimate Amount	Rs. 17,00,000/-
6.	EMD 2% of estimated amount	Rs. 34,000/- to be submitted along with the tender document in the form of DD/Pay Order in favour of Principal, Indraprastha College for Women.
7.	Last date of submission of tender	13.04.2017 upto 2:30 pm in the office of the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi-110054.
8.	Period of Completion	Twenty days from the date of award of work/supply order



(Dr. Babli Moitra Saraf)  
Principal

## TERMS & CONDITIONS

1. No consideration will be given to the quotation received after the stipulated time and no request for extension will be allowed/entertained for submission of the quotations. Any quotation received by fax/e-mail will not be accepted and shall be out rightly rejected.
2. The registered name and address of the manufacturer/ firm/ agency along with telephone, fax, e-mail number, if any, should be furnished.
3. The Quotationers are advised to visit and examine the site on any working day from 10 am to 4 pm and obtain for themselves on their own responsibility all information that may be necessary to prepare their quotation.
4. An amount of **Rs. 34,000/-** as EMD amount is to be deposited in the form of DD/Pay Order favouring "Principal, Indraprastha College for Women" payable at Delhi along with the quotation documents. The Earnest Money of unsuccessful quotationer will be refunded after the award of work to successful quotationer.
5. The earnest money of the successful Quotationer will be refunded on receipt of performance security.
6. The Quotationer should furnish a copy of PAN No., Tin No, Sales Tax No., Service Tax No. as applicable.
7. Each page of the terms and conditions/ tender document should be duly stamped, signed and dated by the agency while submitting their offer.
8. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount written in word will be treated as final.
9. Tenders received in open covers/letters/fax/telegram/email will not be considered.
10. Completed quotations in all respects placed in a SEALED COVER superscribed '**QUOTATION FOR SUPPLY & INSTALLATION OF ITEMS FOR DINNING HALL SERVICES OF HOSTEL**' should be submitted to the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi-110054.
11. Indraprastha College for Women does not bind itself to accept the lowest quotation and reserves the right to reject any or all other quotations received without assigning any reasons thereof.
12. The quotation shall remain valid and open for acceptance for a period of 60 days from the date of receipt of completed quotation.

Signature of the firm/agency  
along with Stamp & date

13. The component of taxes, if any should be indicated separately and clearly in the quotations.
14. The work or any part of the work will not be assigned or sublet to any other agency, without the written consent of Indraprastha College for Women.
15. The Escalation shall not be payable for any reasons, whatsoever. The prices quoted shall be firm and final during the currency of the contract.
16. Interest for delayed payment, if any, shall not be payable for any reasons whatsoever.
17. The tax at source & other deductions, if any as per the statutory requirements shall be deducted as per the Government of India's norms as applicable from time to time.
18. The successful firm/agency is responsible to pay compensation for any Injuries and damage of persons, property, animals or things, within or outside the site, arising out of his operations.
19. **Performance Security:** The successful firm/agency is required to furnished performance security @ 5% of order value in the form of an account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank. The earnest money of the successful Quotationer will be refunded on receipt of performance security.
20. **Security Deposit:** The security deposit shall be deducted @ 5% of the gross amount of each running bill till the sum along-with the sum already deposited as earnest money, will amount to security deposit of 5% of the quoted value of the work. The security deposit shall be released to the agency on satisfactory completion of the work i.e. after completion of free Maintenance Period of 1 year from the date of handing over.
21. If the agency fails to complete the assigned job with the specified time period then the agency is liable for compensation @ 0.2% per day of delay of the total quoted cost to be computed on per day basis. Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the Quoted Value of work.
22. **Guarantee:** The successful firm/agency shall guarantee all equipment parts, materials and workmanship furnished for the installation. The contactor warrants to replace for a period of 12 months from the date of acceptance. All failed parts or parts exhibiting unusual wear and tear during guarantee period shall be replaced without any cost to the College and such replacement shall be factory approved new, equal or better than original. All labour, tools, materials, transportation, insurance, etc. required in performance of guarantee work shall be at the successful firm/agency expense.

Signature of the firm/agency  
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23. **Maintenance:** The successful contractor shall maintain the items/equipment/system in a first class and safe manner during guarantee period. Such maintenance shall be for the entire items/equipment/system except when failure occurs due to work performed by others. Responsibility entails daily inspection by the supervisor/technician and unlimited call back service including nights, weekends and holidays.
24. It is entirely the responsibility of the successful contractor to practice the principles of 'SAFETY FIRST' during the entire tenure of work with adequate insurance covering injury or death to workmen, loss by theft or damage to materials and property and third party.
25. Successful contractor shall at his own cost ensure that all of his personnel, employees, workmen and other associated persons working with him at site are adequately insured as per labour laws and statutory provisions.
26. In the event of any dispute, the legal matter shall be subjected to the jurisdiction of Delhi Court only.

Signature of the firm/agency  
along with Stamp & date

## COMPANY PROFILE

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	ITEM	DETAILS
1.	Name of the Company	
2.	Status of the Company (Prop./Pvt./Public/Govt.)	
3.	Mailing Address	
4.	Telephone and Fax Numbers	
5.	Email ID and Website of the Company, if any	
6.	Years of Registration of the Company	
7.	Sales Tax Number (Proof enclosed)	
8.	Service Tax Number (Proof enclosed)	
9.	PAN No. (Proof enclosed)	
10.	TIN No. (Proof enclosed)	
11.	VAT No. (Proof enclosed)	
12.	Are you manufacturer or authorized dealer	

I/we agree to abide by all the terms and conditions mentioned in the tender and further undertake that details of company profile given above with proof are correct & true.

Signature of the firm/agency  
along with Stamp & date

**Certificate from the bidder on their letterhead stating that the company has not been blacklisted by any Government Organization, Non-Government or Public Sector Organization.**

To

The Principal  
Indraprastha College for Women  
University of Delhi  
31, Sham Nath Marg  
Delhi-110054.

Dear Madam

This is to certified that M/s..... has not been blacklisted and no criminal case is pending in any Government Organization, Non-Government or Public Sector Organization before submission of the bid document.

Signature of the firm/agency  
along with Stamp & date

## SPECIFICATION FOR DINNING HALL SERVICES

S.No.	Items	Quantity	Sizes
1.	S.S. Pick Table for service with 2 U/SHELVES	1	42"x40"x34"
2.	Hot & Cold BM with Tray slide & Sneeze Guard	2	7'6"x40"x34"+24"
3.	S.S. Pick table for service with tray slide	1	42"x40"x34"
4.	Tea Coffee Dispenser make Cambro (250LCD) (Imp.)	4	9.5 L
5.	Soup Kettle (Imp.)	4	9 Ltrs
6.	S.S. Bussing Trolley	6	36"x20"x34"
7.	S.S. Water Cooler Wall Hanging (500 Ltrs.)	2	500 Ltrs
8.	S.S. Dinning Table Wih S.S. Stools	17	7'6"x30"x30"
9.	S.S. Wall Shelves	10	48"x10"
10.	S.S. Plate Form Trolley	4	36"x20"x30"
11.	S.S. Cuttlery Trolley Bin	2	20"x20"x24"
12.	Dustbin (Neelkamal)	6	Standard
13.	S.S. Drinking Water station Sink (Wall Mounted)	2	72"x15"x12"