

EXPRESSION OF INTEREST  
(EOI) FOR PROVIDING,  
SUPPLYING AND FIXING  
OF ROLLER BLINDS AT SRI  
GURU GOBIND SINGH  
COLLEGE OF COMMERCE,  
PITAMPURA, NEW DELHI

Date of Start of Sale: 08 September 2017

Date of Closure of Sale: 19 September 2017

Date of Opening of Technical Bid: 20 September 2017

Cost of EOI Document: Rs. 500/- (Non-Refundable)

EMD: Rs. 12,000/-

**Sri Guru Gobind Singh College of Commerce  
Pitampura, New Delhi 110034**

**Expression of Interest for Supply of Roller Blinds**

Expression of Interest (EOI) is invited on behalf of Principal, Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034, from reputed Roller Blind manufacturers for providing, supplying and fixing of roller blinds at Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034. The suppliers must be registered with the concerned VAT/GST Department having a valid GSTN Number for the supply of Roller Blinds.

The EOI Document can be obtained from the office of the Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034, New Delhi on any working day from 08 September 2017 to 19 September 2017 on Payment of **Rs. 500/-** (non-refundable) via Demand Draft in the name of **“Principal, Sri Guru Gobind Singh College of Commerce, Pitampura”**

The EOI document can be downloaded from the College website: <http://www.sggsc.ac.in/>. The downloaded EOI document, should be accompanied by DD of **Rs. 500/-** (non-refundable) in favor of **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura** as cost of the EOI document

Interested parties shall submit their offers duly superscripted **“EOI for Supply of Roller Blinds”** along with a Demand Draft of **Rs. 12,000** as EMD drawn from any scheduled bank favoring **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura** in sealed envelopes **on or before 19 September 2017 (03:00 pm)**.

Principal  
Sri Guru Gobind Singh College of Commerce, Pitampura,  
New Delhi 110034

Dated: - 08/09/2017

**Sri Guru Gobind Singh College of Commerce  
Pitampura, New Delhi 110034**

The Bidders are expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.

**ELIGIBILITY CRITERIA**

Bidders must be either manufacturers or authorized dealers. The authorization letter from the manufacturer should be attached along with the tender in case of the authorized dealers.

1. Should have average turnover of Rs. 10 lakhs during the last three years.
2. Should have at least 03 years' experience in manufacturing or supplying roller blinds
3. The bidder must be registered with Commercial Tax Department, having valid GSTN.
4. The Proposal should be accompanied by Earnest Money Deposit (EMD) of 12,000/- as EMD drawn from any scheduled bank in favor of **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034** in a separate sealed envelope

**SUBMISSION OF PROPOSALS**

1. The technical bid, the financial bid and the EMD of Rs. 12,000/- are required to be submitted in three separate envelopes.
2. Envelope containing financial bid shall not include any other document related to bidding.
3. All three envelopes containing the technical bid, financial bid and EMD are to be enclosed in one envelope which shall be addressed to the **Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034** superscripted "EOI for Supply of Roller Blinds".

**EVALUATION OF BIDS (Three Bid System)**

The bids shall be evaluated in three stages.

**Stage-1:** Technical bid shall be opened on 06<sup>th</sup> September 2017 at 3:30 PM or the earliest convenient time and day thereafter in the office of the Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034 in the

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**Pitampura, New Delhi 110034**

presence of the Bidders who may be present

Only those bidders shall qualify for stage-2 of bidding, whose technical bid meets the eligibility criteria mentioned in the foregoing clauses. Shortlisted bidders will be informed about the date of submission of furniture samples and date of opening of financial bids.

**Stage-2:** The successful bidders of stage-1 shall be required to submit the samples along with specifications and brochure of the quoted product for sample selection

**Stage-3,** Financial Bids of only those bidders shall be opened whose samples are selected by the Committee constituted for the purpose. Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034 reserves the right to split the supply order to various bidders in case their samples are approved and rates are lowest for a item

**PERIOD OF VALIDITY OF BIDS:**

Bids shall remain valid for a minimum period of **90 days** after the date of bid opening prescribed by the Principal SGGSCC PITAMPURA College.

**GENERAL TERMS & CONDITIONS**

1. Prices shall be quoted in Indian Rupees (INR) only.
2. The amount is required to be quoted both in figures and in words, in case of a discrepancy, the amount quoted in words will be taken as final.
3. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the Principal SGGSCC Pitampura.
4. The supply of items should be made strictly in accordance with the specifications given in the Financial Bid. The warranty period takes effect from the date of acceptance of the items by the Principal SGGSCC Pitampura. The bidder shall be liable to make good the loss (free of cost) by replacing /repairing the roller blinds or other accessories found defective during the warranty period.
5. The amount payable against supplies shall be subject to the applicable Taxes like TDS etc.
6. Submission of bid under this EOI shall mean that the bidder has accepted all the terms and conditions laid down in the tender document. No enquiry, whether verbal or written, shall be entertained in this behalf.
7. The supply & installation work must be completed within a period of 45

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days from the date of the issuance of Purchase Order by the college. In case of failure to do so, Principal SGGSCC Pitampura College may impose the penalty as may be decided by the SGGSCC Pitampura College Committee.

8. All the supplies and installation done under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee believes the supplies and installation are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
9. The Item supplied can be re-ordered at the same rate, under same terms & conditions within a period of twelve months from the date of issuance of the first Purchase Order.
10. All the items supplied through this EOI shall be covered by a **WARRANTY OF TWO YEAR**. During the period of warranty, no charges will be paid by the College on any kind of service or repairs carried out by the supplier and the EMD of the supplier shall remain in the College for two years.
11. The College reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the EOI. The Principal SGGSCC Pitampura College reserves the right to relax any Condition enumerated or arising out of this EOI, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the College shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
12. In case of any dispute the jurisdiction will be courts at Delhi only.
13. The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and placement of Purchase Order.
14. The EMD may be forfeited:
  - a. If a Bidder withdraws its bid during the period of bid validity.
  - b. If at any stage it is proven that the information given by the bidder is incorrect.
  - c. In case of a successful Bidder, if the Bidder fails:
    - i. to execute the supply within the stipulated time.
    - ii. if the roller blinds are not as per the approved specifications
15. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.

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16. The evaluation of financial bids will be based on the landing cost of the item at the College Premises including all the taxes, levies, freight, insurance, forwarding, installation, transportation and assembling charges etc. The quoted rates should be final and any extra amount over and above the quoted rates will not be entertained.
17. Failure of the successful bidder to comply with the requirements of the EOI document shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Principal SGGSCC Pitampura College may make the award to the next lowest bidder or call for new bids.
18. T.D.S. or any other tax as applicable to union territory of Delhi shall be deducted from the payments to be made to the Vendor and tax deduction certificate shall be issued by Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034.
19. This document shall form part of the contract documents.

<b>Bidder :</b>	<b>Owner:</b>
Duly authorized to sign the On Behalf of M/s ..... ..... .....  Signature.....  Date.....  Email.....  Phone.....  Postal Address..... .....	Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034          Authorized Signatory

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**Pitampura, New Delhi 110034**

**DOCUMENTS TO BE PLACED IN TECHNICAL BID:**

1. Company Registration Certificate.
2. Valid GSTN copy.
3. PAN Card Copy
4. EMD of Rs. 12,000/- (In a separate envelope)
5. DD of Rs.500/- (Cost of EOI Document)
6. Turnover certificate (Annexure-1).
7. Experience proof documents.
8. The authorization letter from the manufacturer in case of the authorized dealers

**DOCUMENTS TO BE PLACED IN FINANCIAL BID:**

1. Financial Bid (Annexure-2)

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**Pitampura, New Delhi 110034**

**TECHNICAL BID**

**TECHNICAL SPECIFICATIONS OF PROVIDING, SUPPLYING AND FIXING OF  
ROLLER BLINDS AT SRI GURU GOBIND SINGH COLLEGE OF COMMERCE,  
PITAMPURA, NEW DELHI 110034**

<b>S.NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>UNIT</b>	<b>QTY.</b>
A	<p>Supplying fitting and fixing Roller Blind with 100% Polyester fabric (plain/ ribbed fabric of approved colour and shade). Nominal thickness of fabric shall be 0.60-0.80 mm and nominal weight 255 - 450 grams per square metre, hanging excellent hanging properties and very high tearing strength, Coating of the fabric shall be of Acrylic, which shall be resistant to cracking and fraying. The fabric shall be suspended from the top channel made of extruded anodised alloy of 1.25-2.00 mm nominal thickness and 38 mm nominal diameter. The top channel shall be fixed with powder coated mild steel brackets with clutch assembly on either end of blind, fixed to jambs of the window opening with 50 mm stainless steel screws with heavy duty PVC wall (RAWL) plugs and to the aluminium window with 25 mm stainless steel screws. The operating mechanism fixed to the top channel shall be made of high strength ABS plastic having ultra-smooth gear with spring booster of high carbon steel. The mechanism shall be operated with tilt chain having 4.50 mm balls made of ABS plastic linked with 1.50 -2.00 mm polyester chord. The mechanism shall allow the blind to stop in desired position with the help of stop lock. The bottom channels shall be of aluminium tube of 21 mm nominal diameter and 1.50-2.00 mm nominal thickness. The fabric shall be enclosed in suitably created pocket along the tubes, which shall be closed from side with end caps of same colour to the bottom roller. All exposed components of the roller blind shall be of milky white colour.</p> <p>(APPROVED MAKE: VISTA, NOVA, MAC, HUNTER DOGULAS, AEROLUX, MARVEL )</p>	SQFT	2000



**ANNEXURE-1**

**ON THE LETTER PAD OF CHARTERED ACCOUNTANT**

This is to certify that the total turnover in the case of M/s  
..... having PAN ----- is as  
under:

<b>Financial Year/Period</b>	<b>Amount in Rupees(Figures)</b>	<b>Amount in Rupees(words)</b>
2013-14		
2014-15		
2015-16		
<b>Total</b>		

**Average= Total/3**

It is further certified that the above-mentioned amounts have been derived from the books of accounts presented before us for the above-mentioned periods.

**Chartered Accountants**

**Sri Guru Gobind Singh College of Commerce**  
**Pitampura, New Delhi 110034**

**BIDDER' S PROFILE**

1. Name of the bidder.....

2. Permanent address of the firm/Supplier.....

Tel No. .... Email .....

3. Registration & incorporation particulars of the firm.....  
(Please attach attested copies of documents of registration/incorporation of your firm).

4. Permanent Account Number, Income Tax Circle .....

5. GSTN .....

6. EMD DETAILS

DD No.....Dated:.....Rs.....

7. Cost of Tender Document

DD No.....Dated:.....Rs.....

I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the Principal SGGSCC PITAMPURA College may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:

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**ANNEXURE -II**

**FINANCIAL BID**

<b>FINANCIAL BID FOR ROLLER BLINDS</b>					
<b>S.NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>UNIT</b>	<b>QTY.</b>	<b>RATE</b>	<b>AMOUNT</b>
A	<p>Supplying fitting and fixing Roller Blind with 100% Polyester fabric (plain/ ribbed fabric of approved colour and shade). Nominal thickness of fabric shall be 0.60-0.80 mm and nominal weight 255 - 450 grams per square metre, hanging excellent hanging properties and very high tearing strength, Coating of the fabric shall be of Acrylic, which shall be resistant to cracking and fraying. The fabric shall be suspended from the top channel made of extruded anodised alloy of 1.25-2.00 mm nominal thickness and 38 mm nominal diameter. The top channel shall be fixed with powder coated mild steel brackets with clutch assembly on either end of blind, fixed to jambs of the window opening with 50 mm stainless steel screws with heavy duty PVC wall (RAWL) plugs and to the aluminium window with 25 mm stainless steel screws. The operating mechanism fixed to the top channel shall be made of high strength ABS plastic having ultra-smooth gear with spring booster of high carbon steel. The mechanism shall be operated with tilt chain having 4.50 mm balls made of ABS plastic linked with 1.50-2.00 mm polyester chord. The mechanism shall allow the blind to stop in desired position with the help of stop lock. The bottom channels shall be of aluminium tube of 21 mm nominal diameter and 1.50-2.00 mm nominal thickness. The fabric shall be enclosed in suitably created pocket along the tubes, which shall be closed from side with end caps of same colour to the bottom roller. All exposed components of the roller blind shall be of milky white colour.</p> <p>(APPROVED MAKE: VISTA, NOVA, MAC, HUNTER DOGULAS, AEROLUX, MARVEL )</p>	SQFT	2000		
	<b>GRAND TOTAL</b>				