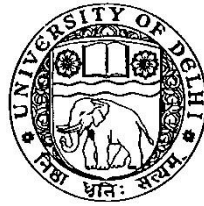


**Tender Reference No. GEN-II/118/2019-20/07**

**UNIVERSITY OF DELHI  
DELHI – 110007**



Supply of Convocation gowns with various  
description on hiring/purchase basis

**e-TENDER DOCUMENT**

**UNIVERSITY OF DELHI  
GENERAL BRANCH-II**

Room No: 209, 2<sup>nd</sup> Floor, New Administrative Block, University of Delhi,  
Delhi-110007

Tel-Fax: 011-27666764

Email: gb2@admin.du.ac.in

**E-PROCUREMENT TENDER NOTICE**

University of Delhi invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for Supply of Convocation gowns with various description on hiring/purchase basis.

Item	Details / Date
EMD	Rs. 10,000/-
Bid Document Download Starts Date	18.10.2019 at 6.00 pm
Bid Submission Start Date	18.10.2019 at 6.00 pm
Bid Submission End Date	24.10.2019 at 3.00 pm
Bid Opening Date	25.10.2019 at 3.00 pm

**Notes:**

- (i) All details regarding the subject tender are available on our websites [www.du.ac.in](http://www.du.ac.in) and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) **Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) EMD should reach the **Section Officer, General Branch-II, Room No: 209, 2<sup>nd</sup> Floor, New Administrative Block, University of Delhi, Delhi-110007**, before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidder, however have to attach scanned copies of tender cost and EMD documents along with their e-tender.
- (v) Clarifications/ queries, if any, can be addressed to the Section officer (General Branch-II) on telephone no. 011-27666764 and email: gb2@admin.du.ac.in

**REGISTRAR**

## INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit	<p>Rs. 10,000/- (Rupees Ten thousand only) in the form of DD/Fixed Deposit Receipt (FDR) in favour of Registrar, University of Delhi, Payable at Delhi valid for a period of three months.</p> <p>EMD should reach <b>Section Officer, General Branch-II, Room No: 209, 2<sup>nd</sup> Floor, New Administrative Block, University of Delhi, Delhi-110007</b>, before the end date and time of bid submission. Bidders, however have to attach scanned copy of EMD documents alongwith the e-tender (technical bid).</p>
Issue of Tender Document	<p>Tender Document may be downloaded from the University website <a href="http://www.du.ac.in">www.du.ac.in</a>. and CPP portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> as per the schedule.</p>
Bid Document Download Start Date	18.10.2019 at 6.00 pm
Bid Submission Start Date and Time	18.10.2019 at 6.00 pm
Bid Submission End Date and Time	24.10.2019 at 3.00 pm
Technical bid Opening Date and Time	25.10.2019 at 3.00 pm

## 1. INTRODUCTION

The University of Delhi is the premier University of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. It was established in 1922 as a unitary, teaching and residential University by an Act of the then Central Legislative Assembly.

## 2. Scope of Work

Supply of Convocation gowns with various description on hiring/purchase basis:

1. Description of the materials:

a) Gown b) Cap c) Scarf : These shall be made of superior quality of Satin Silk.

2. Specification of Convocation Dress:

a) Chief Guest: Dark purple Satin silk gown 4" wide golden zari border facing on the front folds, around the neck and around the sleeves, special design embroidered on both the sleeves. Cap of purple green satin Silk with 2" wide golden Zari band, golden tassel and mortal band.

b) Doctorate gown for Alumni, Deans, EC members, HoDs, Chairperson Governing Body, Directors & Principals : Red/Black

3. Tailoring : Tailoring shall be carried out only by qualified and experienced work force. Every items of the academic dress shall be stitched with meticulous care and utmost precision to ensure perfect fit of the gowns, caps and scarf shoulders pads, chest bands etc. shall necessarily be provided for the gowns.

4. Inspection: Officials of the University will inspect the sample supplied to assure the adherence to quality/specifications prescribed. The quantity and stitching pattern of the gown cap scarf will be given maximum importance for selection of vendor.

5. Schedule of Requirement: The convocation gowns, robes, caps and scarves supplied should be specified in the format below mentioning the rate and total amount:

Sl.No.	Description of the item	Quantity	Remarks
1	Chief Guest & Guest of Honour	02+01*=03	To be purchased
2	Authority Dress	0+01*=01	To be purchased
3	Doctorate gown for Alumni, EC members, HoDs, Chairperson Governing Body, Directors & Principals: Red/Black.	255	To be hired
4	Special gowns for Deans etc. (with Zari). : Red	45	To be hired

\* Optional

### **3.TERMS & CONDITIONS**

3.1 Interested bidder/tenderer may download the tender document from the University website [www.du.ac.in](http://www.du.ac.in). and CPP portal.

3.2 The tender must be accompanied with EMD amount of Rs. 10,000/- (Rupees ten thousand) only by means of a Demand Draft/FDR, drawn in favour of the Registrar, University of Delhi, payable at Delhi. The amount is refundable for unsuccessful bidders. The small scale units are exempted from payment of EMD provided they enclose proof of their exemption by the competent authority.

3.3 The tenders must have valid GST registration number and Permanent Account Number.

3.4 No unsolicited correspondence shall be entertained after the submission of the offer.

3.5 Tender is not transferable.

3.6 The bidder/firm must have the requisite domain expertise with regard to supply of convocation gowns, robes, etc. to Central Universities for a period of five (5) years with effect from 2013 onwards.

3.7 The reputed firm should be Delhi/NCR based.

- 3.8 If the bidder has an authorized representative/ dealer, the bidder is required to furnish the complete details of their location, facilities, manpower, etc.
- 3.9 University of Delhi reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- 3.10 Prior to the acceptance of the bid, the University reserves the right to call for samples or demonstrations and the contractor will be liable to supply the samples or give the demonstration free of cost, which will be sent for testing at its chosen lab which shall not be objected by bidder.
- 3.11 Additional terms and conditions will be incorporated in the supply order, if needed to safeguard the interests of the University.
- 3.12 Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The university reserves the right to select any bid under the grounds of proven performance track record, brand reputation, additional warranty, offer of additional/ special features compatibility, etc.
- 3.13 The price quoted by the bidder should be inclusive of all local taxes, freight delivery etc. The university will not bear any conveyance, food and lodging of manpower engaged by the vendor or for himself during the process.
- 3.14 100% percent payment will be made after satisfactory completion of the work i.e. hiring of convocation gowns. No advance payment will be made under any circumstances.
- 3.15 If there be any dispute, it will be referred to an arbitrator to be appointed by the university for his decision and award. The decision of the arbitrator shall be final and binding on both parties.
- 3.16 The University will not be responsible in case of any loss of gown while in transit.
- 3.17 Tax shall be deducted as applicable.

#### **4. TECHNICAL AND QUALIFYING CRITERIA**

4.1 The bidder should have been in the business of Supply of Academic Gowns for least Five years or more. **(A scanned certificate from the authorized signatory to be attached along with the technical bid).**

4.2 The Bidder should have undertaken and successfully completed five similar or related Work Order from Central Universities in last five years **(Scanned copy must be attached with the technical bid).**

4.3 Copies of Service Tax Registration certificate, GST Registration Certificate and PAN certificate have to be attached with Bid. **(Scanned copy must be attached with the technical bid).**

4.4 The bidder shall indicate the complete address of the firm with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers. **(Scanned copy must be attached with the technical bid).**

4.5 The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last 3 years. **(Scanned copy must be attached with the technical bid).**

4.6 A tender acceptance letter must be attached alongwith the technical bidder.

#### **5. BID SUBMISSION**

5.1 "Technical Bid" shall comprise of all documents as per **Annexure-I**.

5.2 "Financial Bid" shall comprise of the price bids of the items included in **Annexure-II**.

5.3 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.

5.4 Conditional tenders will not be accepted.

5.5 Manual bids shall not be accepted.

5.6 Bids shall be submitted online only at CPP portal:  
<https://eprocure.gov.in/eprocure/app>.

5.7 Bidder are advised to follow the instructions provided in the „Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.

5.8 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

5.9 Bidder who has downloaded the tender from the University website [www.du.ac.in](http://www.du.ac.in) and Central Public Procurement Portal (CPPP)

<https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Delhi University.

- 5.10 Intending bidder are advised to visit again University website [www.du.ac.in](http://www.du.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

## 6. **OPENING OF FINANCIAL BID AND EVALUATION**

Financial bid of only eligible and technically qualified bidder will be opened. The lowest financial bid in respect of each category/brand of medals will be considered separately for the award of work as per terms and condition.

## 7. **EARNEST MONEY DEPOSIT :**

Earnest Money Deposit is not required to be submitted by those who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC)/(MSME). Relevant document would require to be furnished alongwith Technical Bid.

7.1 The Earnest Money (EMD) of **Rs. 10,000/-** (Rupees Ten thousand only) must reach the **Section Officer, General Branch-II, Room No: 209, 2<sup>nd</sup> Floor, New Administrative Block, University of Delhi, Delhi-110007**, before the end date of bid submission. Bidders, however have to attach scanned copies of EMD documents alongwith the e-tender. The Earnest money shall be accepted with a minimum validity of 3 months in the form of Bank Draft/FDR and shall be in favour of "Registrar, University of Delhi", payable at Delhi.

7.2 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

## 8. **FINAL DECISION MAKING AUTHORITY**

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

## 9. **SUMMARY REJECTION OF TENDER:**

The tenders not accompanied with Earnest Money Deposit, shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.



**10. AMENDMENT OF TENDER DOCUMENT:**

10.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum.

10.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website ([www.du.ac.in](http://www.du.ac.in)) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

**11. TAXES AND DUTIES:** The GST taxes and duties should be quoted separately be mentioned in the bid. In the event of an increase in taxes/duties, the extra Liability on account of these taxes shall be borne by University of Delhi. Similarly in the and clearly. The terms such GST as Taxes and duties as applicable or at actual should not event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to University of Delhi.

**12. TERMS OF PAYMENT**

**12.1 PAYMENT MODE:** Payment will be made to the bidder against the Bill by ways of ECS/RTGS after deducting the TDS as applicable.

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**TECHNICAL BID**

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail )
3. Contact person Name and mobile number
4. The number of years of experience in the business. \_\_\_\_\_
5. (a) Registration Number \_\_\_\_\_  
 (b) GST Number \_\_\_\_\_  
 (c) PAN Number \_\_\_\_\_  
 Whether owned/rented.
6. Bank details:

**7. Confirm the Attachment:-**

<b>S. No.</b>	<b>Document</b>	<b>Whether attached</b>	<b>Page No.</b>
1.	Whether the firm is in existence for five years or more in the business. If yes, necessary supportive document should be attached?	Yes/ No	
2.	Have you attached the copies of five similar or related Work Order.	Yes/ No	
3.	Whether copy of Service Tax Registration Certificate, GST Registration Certificate and PAN Certificate.	Yes/ No	
4.	Have you attached the copy of complete address of the Company Office alongwith the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers.	Yes/ No	
5.	Have you attached a letter that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India in last 3 years.	Yes/ No	
6.	Have you attached a tender acceptance letter.	Yes/ No	

**Declaration**

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized  
Signature with  
Seal of Company**

# UNIVERSITY OF DELHI

## ANNEXURE-II

### FINANCIAL BID

Sl.No.	Description of the item	Quantity	Unit rate (Per item) Rs.	GST/Taxes / Levies	Unit rate with tax (Rs.)	Total amount
1	Chief Guest & Guest of Honour	02+01=03*				
2	Authority Dress	0+01=01*				
3	Doctorate gown for Alumni, EC members, HoDs, Chairperson Governing Body, Directors & Principals: Red/Black.	255**				
4	Special gowns for Deans etc.(with Zari). : Red	45**				

\* (to be purchased)

\*\* (to be hired)

**CONTRACTOR**  
**Signature of Authorized person**  
**With seal of firm**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:-

\_\_\_\_\_  
I/We have downloaded/obtained the tender document(s) for the above mentioned  
'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

1. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
4. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
5. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
Signature of the Bidder, with Official Seal)