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Govt. of NCT of Delhi
DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY
Pushp Vihar, Sect-III, New Delhi-110017

F.No. 10/639/Admn/2017/DPSRU /264

Dated: 16/1/2018

Sub: Invitation of Quotations for Refreshments/Breakfast/Lunch, Printing/Photocopy, Photography/Videography

Sealed quotations are invited from reputed firms in Delhi for the selection of vendor for providing/supply of Refreshments/Breakfast/Lunch, Printing/Photocopy, Photography/Videography for an initial period of one year under Rate Running Contract (RRC). The bidder should have of experience in providing above mentioned services/items. The services/items required are mentioned in the Annexure-I.

The sealed bids as per prescribed format should reach to Registrar, DPSRU on or before 24-01-2018 at 3.00 P.M. along with EMD of Rs.5000/- (Rupees Five Thousand only) for services and 10,000/- (Rupees Ten Thousand only) for eatable items in the form of demand draft in favor of Registrar, DPSRU Delhi payable at Delhi on nationalized / scheduled bank. The quotations received shall be opened on 24-01-2018 at 04.00 P.M. in the presence of present bidders. The cover containing the quotation should be super scribed as "Quotations for Rate Contract for Supply/providing of Refreshments/Breakfast/Lunch, Printing/Photocopy, Photography/Videography".

The University reserves the right to accept or reject any bid including the lowest in part or full without any reason what so ever.


Registrar, DPSRU

INSTRUCTIONS TO BIDDERS

1. Period of Supply of Items/providing of services: One year
2. Last Date & Time of Submission of Bid: 24-01-2018, 3:00 PM
3. Date and Time of Opening of Bids: 24-01-2018, 04:00 PM
4. Quotations will be accepted only if accompanied with EMD of Rs.5000/- (Rupees Five Thousand only) for services and 10,000/- (Rupees Ten Thousand only) for eatable items in the form of demand draft drawn after the date of issue of this notification on any nationalized / scheduled bank in favor of Registrar, DPSRU Delhi. If exempted from EMD, necessary documents may be produced along with the bid. Bids without DD shall be rejected.
5. The bid documents should accompany the copies of necessary documents regarding registration of the shop with Nagar Nigam and PAN card.
6. The bidders must have GST registration.
7. If the date of opening bids specified in the notice happens to be a holiday to the office of calling bids, the bids shall be opened on the next working day at the same time without any further notice.
8. The DD towards the EMD will be returned to those whose bids are not accepted.
9. The defect noticed in the items supplied by selected bidder during the contract period will have to be replaced with items of similar make at no additional cost.
10. If the successful bidder is not able to undertake the supply, the EMD submitted by them will not be returned under any circumstance. If the bidder in between the contract period fails to provide/supply the services/items then the EMD submitted by them will not be returned and will be forfeited.
11. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
12. The date of rate running contract will be mentioned in the award of contract. The same can be extended on mutual consent. The selected bidder will have to provide/supply the consumables at the offered rate for a period of one year from the said date.
13. Unit rate & make/specification/quality, if any, for each service/item has been specified in the enclosed format. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
14. The rate quoted should be inclusive of all taxes, duties, freight etc. Only the attached format should be used for quoting unit wise rates.
15. Payment will be effected after satisfactory supply of the services/items corresponding to each provide/supply order.

16. If the quality of terms is found bad during the usage, the same items should be replaced with similar quality one immediately.
17. The services/items should be of original make only.
18. The Institute reserves the right to award RRC to multiple agencies for the services/items found to be lowest in value.
19. In the event of maximum services/items being quoted lowest by a single bidder, the University at its discretion may request the L1 bidder to match the rate for remaining services/items at a price quoted lowest by other bidders.
20. For clarification on make/quality etc. of services/item the bidder may contact Assistant Registrar (Administration) at 29552023 or visit the University during the working days (Monday to Friday) between 11.00 AM and 4.30 PM.
21. The actual requirement of services/items specified in the Annexure may increase or decrease. The quantity is estimated for one year. In addition to items specified, the University may request for some other services/items not mentioned in the format. Provide/Supply of such services/items shall be at the market determined rate.


Registrar, DPSRU

Annexure-I

Quotations for Rate Contract for One Year are invited from established parties:

1. Refreshment---- Snacks /Breakfast/Lunch

- a. Tea (minimum 50 cups & then per cup)
- b. Coffee (minimum 50 cups & then per cup)
- c. Samosa (minimum 50 & then per pc.)
- d. Cutlet (minimum 50 & then per pc.)
- e. Bread Pakoda (minimum 50 & then per pc.)
- f. Paneer Pakoda (minimum 50 & then per pc.)
- g. Dhokla (per kg)
- h. Sweets (per kg/per pc.)
- i. Breakfast – Fixed menu (minimum 50/or as bidde)
- j. Lunch (packed for upto 50) per unit

2. Printing/Photocopy

- a. Photocopy (B/W) per page
- b. Photocopy (Color) per page
 - i. Executive Bond Paper (100 gsm)
 - ii. Glossy Paper
 - iii. Met Finish Paper
- c. Spiral Binding
 - i. Upto 50 pages
 - ii. Upto 100 pages
- d. Flex Printing per sq. meter

3. Photography/Videography:

- a. Photography with CD and Videography with DVD provided & minimum 20 prints (5x7) & 3 hrs duration of function.
- b. Photography with CD and Videography with DVD provided & minimum 25 prints (5x7) & 5 hrs duration of function.
- c. Photography and Videography CD provided & minimum 40 prints (5x7) & 8 hrs duration of function.

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We agree to provide/supply the services/ items at the unit rates quoted above for the duration of the Rate Running Contract of one year. In case our bid is found to be lowest on maximum number of items, we agree to match the rate for remaining services/items at a price quoted lowest by other bidders. We also agree to supply/provide the services/items not mentioned in the format above at the market determined rate to the satisfaction of the DPSRU, New Delhi.

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Date:

Place:


Registrar, DPSRU