

Gautam Buddha University

(Established by the Uttar Pradesh Gautam Buddha University Act 2002
UP Act No. 9 of 2002, passed by the Uttar Pradesh Legislature)

Greater Noida – 201 312, Ph. 0120-2344200

Website : www.gbu.ac.in



BID FORM

SUPPLY AND INSTALLATION OF DESKTOP AT GAUTAM BUDDHA
UNIVERSITY, GREATER NOIDA

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| | |
|--|--|
| Tender | SUPPLY AND INSTALLATION OF DESKTOPS AT GAUTAM BUDDHA UNIVERSITY, GREATER NOIDA |
| Opening Date of Bid | 12.12.2024 |
| Last date & Time of Bid Submission | 01.01.2025 upto 3.30 p.m. |
| Technical Bid Opening Date, Time & Place | 01.01.2025 at 04.30 p.m. Venue: Registrar's Conference Room, Administrative Building, G.B.U., Gr. Noida. (Bidder/authorized representative of bidders may attend the bid opening proceedings on the above mentioned day and time). |
| Estimated Cost | Rs.4,96,414.00-incl. of GST (Rupees Four Lakh Ninety Six Thousand Four Hundred Fourteen Only-incl. of GST) |
| Time of Completion | Eight Weeks |
| Earnest Money Deposit Tender Fee | Rs.5,500.00 (Rupees Five Thousand Five Hundred only)- (Refundable) Rs.1,000.00 + @18% GST = Rs.1,180/- (Rupees One Thousand One Hundred Eighty only – incl. of GST) - (Non-refundable) |
| Bid System | Two Tier : 1) Technical Bid 2) Financial Bid |
| Bank Account Detail for submission of Tender Fee and Earnest Money Deposit (through NEFT/RTGS only) | Punjab National Bank, Gautam Buddha University, Greater Noida (U.P.) A/C No. 6660000100000681, IFSC Code: : PUNB0666000 |

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CHECK LIST

(Please mark number on each page submitted for the support of bid)

| Sr. No. | Document Name | Page No. |
|---------|--|----------|
| 1 | Tender fee through NEFT/RTGS only in prescribed account of Gautam Buddha University of Amount Rs.1,000.00 + @18% GST= Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only-incl. of GST) as per terms and conditions enclosed scan copy. | |
| 2 | Earnest Money through NEFT/RTGS only in prescribed account of Gautam Buddha University of Amount Rs.5,500.00 (Rupees Five Thousand Five Hundred only) as per terms and conditions enclosed scan copy. | |
| 3 | Filled up bidder's Performa (i.e. page no. 3,4 & 5) appended with the tender | |
| 4 | Detail of similar type of items supplied/installed/maintained during three years out of last four financial years at IITS, NITs or Central/State Universities/Organization/any Academic Institute of National Repute / Reputed private organizations etc. Please enclose Three Purchase Order out of last Four Years Financial Years. | |
| 5 | Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover and T.D.S. along with Form 3CB and 3CD. Average financial turnover should be at least 30% of the estimated cost during the last three financial years out of last four financial years. | |
| 6 | The bidder must be either sole Manufacturer of the Equipment's/Instruments or the authorized partner of the OEM. In the case of partner, valid certified copy of the authorization issued for desktop by the OEM for this particular tender and should be enclosed with the tender. It should be on OEM letterhead with authorized signature. | |
| 7 | A xerox copy of PAN and GST/IGST registration certificate | |
| 8 | The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only (<i>the affidavit issue date/notarize date should not be earlier than the tender advertisement date</i>) : <i>"I/We hereby confirm and declare that M/s. proprietor/partner(s) is/are not blacklisted/de-registered/debarred by any Government department/Public Sector Undertaking, Universities, Institution and College or any other repute organization for which we have executed/undertaken the works/services during the last four financial years.</i> <i>Signature of Deponent"</i> | |

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“BIDDER’S PROFORMA”

| | | | |
|---|----------------|----------------|----------------|
| Name of the Organization | | | |
| Pl. mentioned whether a Government Company / Public Ltd. / Private Ltd. / Partnership / Proprietorship | | | |
| Specify the number of years in this line of activity by the company | | | |
| PAN registration Number | | | |
| GST / IGST registration Number | | | |
| Provide the postal address, telephone & fax numbers, and email address of the nearest office | | | |
| The bidder must be either sole Manufacturer of the Equipment's/Instruments or the authorized partner of the OEM. In the case of partner, valid certified copy of the authorization issued for desktop by the OEM for this particular tender and should be enclosed with the tender. It should be on OEM letterhead with authorized signature. | | | |
| Whether technical specification are attached with Technical Bid or not. | | | |
| Deviations in specifications, if yes, please mention in separate sheet. | | | |
| Turnover in the last three financial years (Figures should be in Indian Rupees in Lakhs ; please attach the certified copies of balance sheet with trading, profit & loss account). If the figures for 2023-24 are not available then they may furnish financial statement of year 2020-21. Average annual financial turnover should be at least 30% of the estimated cost during the last three financial years out of last four financial years. | 2021-22 | 2022-23 | 2023-24 |
| | | | |

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Detail of similar type of items supplied/installed/maintained during three years out of last four financial years at IITS, NITs or Central/State Universities/Organization/any Academic Institute of National Repute / Reputed private organizations etc.

(Three Purchase Order out of last Four Financial Years)

| Nature of work & name of organization | Amount of work done (lakh Rs.) | Contract Period | Name & Contact No. of the client |
|---|--------------------------------|-----------------|----------------------------------|
| | | | |
| Whether your firm has been blacklisted by any Government Organization including Universities, Institutions and Colleges during last four financial years. | | | (Yes / No) |

DECLARATION

I/We hereby declare that the information given in the technical bid by the undersigned is correct and fulfill all conditions as published in the tender document.

ACCEPTANCE

I/We accept the above terms and conditions and shall comply with them strictly.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME & Add.:

Tel./Mobile No.:

Email ID :

BANK DETAILS OF VENDORS, in case of refund of EMD

Bank A/c Name :

Bank Name :

Bank Account No. :

IFSC Code :

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List of Documents to be submitted online (Eligibility Criteria)

The details of scanned documents to be submitted online within the duration (strictly within date and time of opening & closing of individual e-bid) of the work as mentioned in tender notice, otherwise, in any case, bid shall be rejected.

1. TECHNICAL BID

- i. Tender fee through NEFT/RTGS only in prescribed account of Gautam Buddha University of **Amount Rs.1,000.00 + @18% GST = Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only – incl. of GST)** as per terms and conditions scan copy in online.
- ii. Earnest Money through NEFT/RTGS only in prescribed account of Gautam Buddha University of **Amount Rs.5,500.00 (Rupees Five Thousand Five Hundred Only)** as per terms and conditions scan copy in online.
- iii. Duly filled up bidder's proforma (page no. 3, 4 & 5) appended with the tender.
- iv. Detail of similar type of items supplied/installed/maintained during three years out of last four financial years at IITS, NITs or Central/State Universities/Organization or any Academic Institute of National Repute / Reputed private organizations etc. Please enclose Three Purchase Order out of last Four Years Financial Years.
- v. Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover and T.D.S. along with Form 3CB and 3CD. Average financial turnover should be at least 30% of the estimated cost during the last three financial years out of last four financial years.
- vi. The bidder must be either sole Manufacturer of the Equipment's/Instruments or the authorized partner of the OEM. In the case of partner, valid certified copy of the authorization issued for desktop by the OEM for this particular tender and should be enclosed with the tender. It should be on OEM letterhead with authorized signature.
- vii. A Xerox copy of PAN & GST/IGST registration certificate.
- vi. The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format (***the affidavit issues date/notarize date should not be earlier than the tender advertisement date***):

***"I/We hereby confirm and declare that M/s.
proprietor/partner(s) is/are not blacklisted/de-registered/debarred by any***

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*Government department/Public Sector Undertaking, Universities, Institution
and College or any other reputed organization for which we have
executed/undertaken the works/services during the last four financial years*

Signature of Deponent"

2. PRICE BID

Price bid duly filled in all respects in e-tender.

REGISTRAR

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TECHNICAL SPECIFICATION OF ITEMS

| Sr. No. | Name of Items | Required Specifications | Quantity |
|---------|--------------------|---|----------|
| 1. | ALL IN ONE DESKTOP | Processor i5-12 Gen, 10 Core, 27" IPS Display, 8 GB DDR4 RAM, 1TB HDD, 256 GB SSD, Window 11 home, Microsoft Office Home and Student, 1 year Warranty with Keyboard Mouse & Speaker | 06 |

Note : the firm shall quote the equivalent item or with higher specifications

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GENERAL TERMS AND CONDITIONS

1. The rate quoted should be F.O.R. Gautam Buddha University (Gautam Budh Nagar, Greater Noida, UP) in rupees inclusive of all charges e.g. packing, forwarding local taxes, railway freight, transit insurance and free delivery at University site. The total price should include all accessories required for final installation of the Equipments/Instruments. Rates of imported goods should be quoted excluding custom duty, as this University is exempted from payment of custom duty (by letter of Department of Scientific and Industrial Research, Ministry of Science & Technology, GOI).
2. The EMD of the successful bidder will be refunded after getting the “Performance Security Deposit (i.e. 10% of PO/WO)”. The Performance Security Deposit shall be deposited in the form of FDR/Bank Guaranty only, pledged in favour of “Gautam Buddha University” and should be valid for whole contract/warranty period. The PSD will be returned only after expiry of the successful contract/warranty period. The EMD of the unsuccessful bidders will be returned to the firm(s) immediately after finalization of the tenders. No interest will be paid on EMD in any case.
3. Detailed specifications with the mention of make and model/Version of each item should be clearly given supported by the illustrated pamphlets wherever possible. Quotations without specified make and Model/Version and other particulars may be rejected. The accessories included in the Equipments/Instruments should also be clearly mentioned.
4. Losses or damage in transit will be borne by the Supplier. The supplier may, if he so desires, get the goods insured and include such charges in the tendered rate.
5. Offered prices should be valid for at least 180 days from the last date of receipt of tenders.
6. The GBU reserves the right to award job between the multiple bidders based on the item-wise L-1 firm for the supply of item. Further, GBU has also reserve the right to prepare the Annual Rate Contract for the said supply, if required.
7. a) The items delivery time should be preferably within stipulated period mentioned in purchase order, if fails

b) The Penalty Clause is as under:-

Should the bidder fail to deliver the goods within stipulated period, the Competent Authority may, at his discretion, allow an extension in time subject to recovery from the bidder as agreed liquidated damages, and not by way of penalty, a sum equal to the percentage of the value of tender amount which the bidder has failed to supply for period of delay as stated below:-

- | | |
|--|----|
| i. Delay up to one week | 1% |
| ii. Delay exceeding one week but not exceeding two weeks | 2% |
| iii. Delay exceeding two weeks but | 5% |

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not exceeding one month

iv. Delay exceeding one month 5% for each month and part there of subject to maximum 10%

- a) In case of failure to supply the goods within stipulated delivery period and in accordance with the specifications given in the quotations, the University shall be free to cancel the order.
8. The GBU reserves the right to award the order to the single firm or more.
9. Supply of the placed order in part will not be accepted.
10. No advance payment shall be released in any case. The payment shall be released on delivery of items in good condition, installation and putting those in satisfactory working conditions only.
11. No increase in price will be allowed after our purchase order(s) are placed.
12. Warranty certificate against all the Items/Equipment's/Instruments developed defects covering warranty period, which commences from the date of installation shall be given at the time of supply of the items.
13. During the warranty period whenever the firm is called upon to attend to the rectification of the defects/faults in the consignments, the firm shall attend to the repair work within a period of next working days. If the work is not satisfactory under warranty period the PSD will be forfeited.
14. Complete user, technical and service manuals/installation drawings/documentation and spare parts catalogue are to be provided along with the supply of the item.
15. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
16. Conditional tenders will not be accepted.
17. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
18. All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Distt. Gautam Budh Nagar and not elsewhere.

Registrar

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SPECIAL TERMS AND CONDITIONS

1. The bidder shall be responsible for the installation, configuration and initial testing of the desktops to ensure they are fully operational.
2. The vendor must provide all necessary documentation, including user manual, warranty information, and compliance certificate.
3. The bidder shall provide comprehensive support services for all desktops and laptops covered under this contract, including replacement of defective parts and technical issue under warranty period.
4. The bidder shall provide a minimum warranty period of 1 years for all desktops supplied, covering all hardware and manufacturing defects.
5. In case of the goods do not meet the specified standards as per the tender or are found defective, the bidder shall be liable for replacement at no additional cost to the University.
6. The bidder shall offer both on site and remote support to address any technical issues, ensuring minimal downtime and efficient resolution.
7. The bidder shall adhere to a maximum response time of 24 hours for any support requests or issues reported by the University.
8. The bidder must provide detailed service reports after each any support activity, outlining the work performed an any parts replaced.
9. The bidder shall maintain the confidentiality of any sensitive information accessed during the maintenance activities and shall not disclose it to any third parties without the University's written consent.
10. If firm is unable to provide the services/support on time, the Penalty Clause is as under:

| | | |
|----|--|----------------------|
| 1. | Delay upto 48 Hrs. | 0.5% of Tender Value |
| 2. | Delay exceeding 48 hrs but not exceeding 72 hrs. | 1% of Tender Value |
| 3. | Delay exceeding 72 hrs but not exceeding 15 days. | 5% of Tender Value |
| 4 | Delay exceeding 15 days 5% for each 15 days and part there of subject to maximum 10% of Tender Value | |

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FINANCIAL BID OF DESKTOPS

| S.NO. | ITEM NAME | QTY. | Make / Model Quoted | Unit Price (in Rs.) | GST (in Rs.) | Gr. Total (in Rs.) |
|-------|---|------|---------------------|---------------------|--------------|--------------------|
| 1. | <u>ALL IN ONE DESKTOP</u> Processor i5-12 Gen, 10 Core, 27" IPS Display, 8 GB DDR4 RAM, 1TB HDD, 256 GB SSD, Window 11 home, Microsoft Office Home and Student, 1 year Warranty with Keyboard Mouse & Speaker | 06 | | | | |

(SIGNATURE OF THE BIDDER)

WITH SEAL

NAME:

ADDRESS :