

# 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](http://www.gbu.ac.in)

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## BID FORM

### PURCHASE OF PRINTER CARTRIDGES

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<b>Tender</b>	<b>PURCHASE OF PRINTER CARTRIDGES</b>
<b>Opening Date of Bid</b>	09.09.2022
<b>Last date &amp; Time of Bid Submission</b>	22.09.2022 upto 3.30 p.m.
<b>Technical Bid Opening Date, Time &amp; Place</b>	22.09.2022 at 04.00 p.m.  Venue : Conference Room of the Registrar Office, 1 <sup>st</sup> Floor, 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).
<b>Estimated Cost</b>	Rs.1,40,023.00 (Rupees One Lakh Forty Thousand Twenty Three Only)
<b>Time of Completion</b>	Two Weeks
<b>Earnest Money Deposit</b>	Rs.2,500.00 (Rupees Two Thousand Five Hundred only)-
<b>Tender Fee</b>	(Refundable)  Rs. 1000.00 + @18% GST = Rs.1180/- (Rupees One Thousand One Hundred Eighty only – incl. of GST) - (Non-refundable)
<b>Bid System</b>	Two Tier : 1) Technical Bid 2) Financial Bid
<b>Bank Account Detail for submission of Tender Fee and Earnest Money Deposit (through NEFT/RTGS only)</b>	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)

Total BID Pages : .....

Sr. No.	Document Name	Page No.
1	Tender fee through NEFT/RTGS only in prescribed account of Gautam Buddha University of <b>Amount Rs.1000.00 + @18% GST= Rs.1180/- (Rupees One Thousand One Hundred Eighty Only-incl. of GST)</b> as per terms and conditions attached scan copy	
2	Earnest Money through NEFT/RTGS only in prescribed account of Gautam Buddha University of <b>Amount Rs.2,500.00 (Rupees Twonly)</b> as per terms and conditions attached scan copy	
3	Duly filled up bidder's Performa (i.e. page no. 3,4, & 5) appended with the tender	
4	Detail of the similar type of items supplied / installed / maintained during three years out of last four financial years at IITs, NIT's or Central / State Universities / Organization / any Academic Institute of National Repute / Reputed private organizations etc.	
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.	
6	PAN registration certificate copy	
7	GST/IGST registration certificate copy	
8	Certificate of Sole Manufacturer of the items or the authorized agent/representative of the OEM	
9	The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only : <b><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></b>	

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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			
Turnover in the last three financial years (Figures should be in <b>Indian Rupees in Lakhs</b> ; please attach the certified copies of balance sheet with trading, profit & loss account). If the figures for 2020-21 are not available then they may furnish financial statement of year 2017-18.	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Detail of the similar type of items supplied / installed / maintained during three years out of last four financial years at IITs, NIT's or Central / State Universities / Organization / any Academic Institute of National Repute / Reputed private organizations etc.  (enclose three purchase order/supply order out of last four financial years)			
Nature of work & name of organization	Amount of work done (lakh Rs.)	Year	Name & Contact No. of the client

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Whether your firm has been blacklisted by any Government Organization including Universities, Institutions and Colleges during last four financial years.	(Yes / No)
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## 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: .....

ADDRESS : .....

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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## **TECHNICAL SPECIFICATIONS OF REQUIRED ITEMS**

<b>Sr. No.</b>	<b>Model Number</b>	<b>Qty.</b>
01	HP Laserjet 88A Cartridge, CC388AC	30
02.	HP Laserjet 12A Cartridge, Q2612AC	10
03.	HP Laserjet 05A Cartridge, CE505AC	02
04.	HP Laserjet 215A - Black W2310A - Cyan W2311A - Yellow W2312A - Magenta W2313A	02 each

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## **GENERAL TERMS AND CONDITIONS**

1. Detailed information about the items, specifications are available in tender document which can be downloaded from the University website [www.gbu.ac.in](http://www.gbu.ac.in).
2. Offer should be submitted in two parts, in two separate envelopes; 1) **Technical Bid** and 2) **Financial Bid**. These two envelopes shall be sealed in a common cover and addressed/sent to “**The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar -201312 (U.P.)**” super scribing “**Tender against Tender Advt. GBU/S&P/05/2022 dated 07.09.2022, Name of work : PURCHASE OF PRINTER CARTRIDGES**” so as to reach us on or before last day of submission.
3. The Technical Bid and Financial Bid should be duly filled up.
4. The technical bid of the bidders will be opened first and the financial bid will be opened only of technically qualified.
5. List of Documents to be submitted by tenderer to qualify the Eligibility Criteria :

### **A. TECHNICAL BID**

- i. The tenderer shall have to pay tender document fee of **Rs. 1000.00 + @18% GST = Rs.1180/- (Rupees One Thousand One Hundred Eighty only – incl. of GST)** through NEFT/RTGS only payable in favour of Gautam Buddha University in the A/C No 6660000100000681, IFSC Code: PUNB0666000, Punjab National Bank, Gautam Buddha University, Greater Noida. The copy of NEFT/RTGS with transaction ID must be enclosed along with the bid. This tender document fee will be non-refundable. Bid without tender fee in the prescribe form will not be accepted.
- ii. The tenderer shall have to furnish, as part of its bid, a bid security/EMD of **Rs.2,500.00 (Rupees Two Thousand Five Hundred Only)** through NEFT/RTGS only in favour of Gautam Buddha University in the A/C No. 6660000100000681, IFSC Code: : PUNB0666000, Punjab National Bank, Gautam Buddha University, Greater Noida. The copy of NEFT/RTGS with transaction ID must be enclosed along with the bid.
- iii. Duly filled up bidder’s proforma (i.e. page no. 3, 4, & 5) appended with the tender.
- iv. Proof of works of three years done during the last four financial years should be submitted.
- v. Audited balance sheet counter signed by C.A. for last three financial years clearly indicating turnover and T.D.S. alongwith Form 3CB AND 3CD.
- vi. PAN Certificate of the individual/Company/Firm.
- vii. The tenderer should submit the G.S.T. /I.G.S.T registration certificate.
- viii. The bidder must be either sole Manufacturer of the items or the authorized agent/representative of the OEM. In the case of agent/representative, certified copy of the agency/authorization issued by the OEM should be enclosed with the tender.
- ix. The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only:

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*“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 reputed organization for which we have executed/undertaken the works/services during the last four financial years”*

- x. Authorized signatory should sign with rubber seal on all pages. Bids without authorized signature & seal will be rejected.

## **B. PRICE BID**

- i. Price bid duly filled in all respects in tender. The price shall be in words and numeric numbers both.
6. Offer should be sent in a sealed envelope, submitted either in person or by post on which name and address of the supplier/firm shall be written. Tenders received through E-mails or FAX will not be considered.
7. 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 etc. The total price should include all accessories required for final installation of the item. **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).**
8. The technical bids will be opened on scheduled date and time in the presence of the bidders/authorized representatives of bidders. Suppliers intending to attend the tender opening should intimate in advance.
9. The EMD of the successful bidder will be refunded after getting the “Performance Security Deposit (i.e. 3% of PO/WO value)”. 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.
10. 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.
11. 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.
12. Offered prices should be valid for at least 180 days from the last date of receipt of tenders.
13. 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



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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 2%

exceeding two weeks

iii. Delay exceeding two weeks but 5%

not exceeding one month

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

c) 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.

13. Supply of the placed order in part will not be accepted.

14. 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.

15. No increase in price will be allowed after our purchase order(s) are placed.

16. Warranty certificate against all the Items/Equipment/Instruments developed defects covering warranty period, which commences from the date of installation shall be given at the time of supply of the items.

17. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

18. Conditional tenders will not be accepted.

19. GBU reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason (s) whatsoever.

20. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

21. 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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## **FINANCIAL BID OF** **PRINTER CARTRIDGES**

S.NO.	ITEM DESCRIPTION	QTY	Unit Price (in Rs.)	Total Price (in Rs.)
1	HP Laserjet 88A Cartridge, CC388AC	30		
2	HP Laserjet 12A Cartridge, Q2612AC	10		
3	HP Laserjet 05A Cartridge, CE505AC	02		
4	HP Laserjet 215A - Black W2310A - Cyan W2311A - Yellow W2312A - Magenta W2313A	02 each		
5	<b>GST/IGST @.....%</b>			
6	<b><u>Grand Total (incl. of GST/IGST etc.)</u></b>			

Total cost of the offer is Rs. \_\_\_\_\_ in words (Rupees \_\_\_\_\_)

\_\_\_\_\_. I abide by all the terms & conditions of the tender.

(SIGNATURE OF THE BIDDER)  
WITH SEAL

NAME: .....