

# 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

SUPPLY & INSTALLATION OF DESKTOP COMPUTER AND  
PRINTER UNDER DST-SERB PROJECT SANCTIONED TO DR.  
MANMOHAN SINGH SHISHODIA, SoVAS

*(Project title : The development of efficient theoretical and simulation tools for designing low cost and high figure of merit plasmonic sensors based on isolated coupled nanoparticle systems)*

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<b>Tender</b>	<b>SUPPLY &amp; INSTALLATION OF DESKTOP COMPUTER AND PRINTER UNDER DST - SERB PROJECT SANCTIONED TO DR. MANMOHAN SINGH SHISHODIA, SoVSAS</b>
<b>Opening Date of Bid</b>	01st March, 2021
<b>Last date &amp; Time of Bid Submission</b>	22 <sup>nd</sup> March 2021 upto 3.30 p.m.
<b>Technical Bid Opening Date, Time &amp; Place</b>	22 <sup>nd</sup> March 2021 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.1,48,728.00 Lacs
<b>Time of Completion</b>	Two months
<b>Earnest Money Deposit</b>	Rs.3000.00 (Rupees Three Thousand only)- (Refundable)
<b>Tender Fee</b>	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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## **“BIDDER’S PROFORMA”**

Name of the Organization	
Pl. mentioned whether a Government Company / Public Ltd. / Private Ltd. / Partnership / Proprietorship	
Date of incorporation/registration (pl. enclose photocopy of cert.)	
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 service center.	
Are you the manufacturer / authorized dealer / distributor/ retailer for the product quoted (please attached relevant certificate):	
Whether technical specification are attached with Technical Bid or not.	

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Deviations in specifications, if yes, please mention in separate sheet.			
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 alongwith Form 3CB AND 3CD. If the figures for 2019-20 are not available then they may furnish financial statement of year 2016-17.	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Detail of the similar type of items supplied / installed / maintained during last four financial years at IITs, NIT's or Central / State Universities / Organization / any Academic Institute of National Repute / Reputed private organizations etc.</b>  <b>(Please enclose Three Years Purchase Order out of last Four Financial Year)</b>			
Name of the item(s)	P.O. Value (Rs.)	Completion value (Rs.)	Name of the Institution / organization with name and designation of contact person including phone and email id.
Whether your firm has been blacklisted by any Government Organization including Universities, Institutions and Colleges during last three financial years.			<b>(Yes / No)</b>

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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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## **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/03/2020 dated 10.12.2020, Name of work : Supply & Installation of Desktop Computer and Printer under DST-SERB Project sanctioned to Dr. Manmohan Singh Shishodia, SoVSAS.**” 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.3,000.00 (Rupees Three Thousand 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 (page no. 3, 4, 5 & 6) 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 to the effect that the firm has never been blacklisted by any Government organization including Universities, Institutions and Colleges.

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- 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. 10% 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 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:-



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i. Delay up to one week 1%

ii. Delay exceeding one week but not exceeding two weeks 2%

iii. Delay exceeding two weeks but not exceeding one month 5%

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. 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 a week. They should render timely back up service whenever called upon. A certificate to the effect should be attached to the tender.

18. A certificate to the effect that items supplied is fully operational and no additional accessory or space is required to fully functioning the Equipments/Instruments should be issued along with the delivery challans/invoice. GBU reserves the right to refuse payment in the event of not furnishing this certificate at the time of supply.

19. Complete user, technical and service manuals/installation drawings/documentation and spare parts catalogue are to be provided along with the supply of the item.

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

21. Conditional tenders will not be accepted.

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

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

24. 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.

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**REGISTRAR**

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## **TECHNICAL SPECIFICATIONS OF REQUIRED EQUIPMENT**

<b>Sr. No.</b>	<b>Item Name</b>	<b>Specification</b>	<b>Qty.</b>
01	<b>Desktop Computer</b>	Processor: Intel Xeon W-2102 Processor (8.25 MB Cache, 2.90 GHz) Operating System: Windows 10 Pro for Workstations 64 Operating System Language: Windows 10 Pro for Workstations 64 English Motherboard: P520 CMB Intel Basin Falls Memory: 16 GB DDR4 2666 MHz ECC RDIMM Memory Qty: 1 First Video Adapter: NVIDIA Quadro P400 2GB (3x Mini DP) High Profile Hard Drive Controller : Intel Integrated Controller Primary HDD Boot Drive: Yes First Hard Drive Selection : 256 GB Solid State Drive, 2.5", SATA3, Opal First Hard Drive Selection Qty : 1 Ethernet Adapter : Integrated Ethernet WiFi Wireless LAN Adapter: Intel 8265 2x2 AC + Bluetooth V ersion vPro Audio Card : Integrated Audio Keyboard : USB Calliope Keyboard Black English (IN) Pointing Device : USB Calliope Mouse Black Power Cord: Line Cord-India Power Supply: Tower 92% Power 500W Language pack : Publication-English LED Backlit LCD Monitor: 23.8 inch. KEYBOARD AND MOUSE: Standard Warranty: 3 Year On-site	01
02.	<b>LaserJet Printer</b>	Multifunction (Print, Scan, Copy) Scanner Type : Flatbed, Printer output-b/w only Connectivity : USB; Dual digit numeric LED display Pages : 18 ppm Page size : A4, A5, B5, C5, C6, DL, Postcard; Duplex Print Manual Print Resolution : Upto 600 x 600 DPI (1200 DPI effective)	01

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**FINANCIAL BID OF**  
**SUPPLY & INSTALLATION OF COMPUTER DESKTOP & PRINTER UNDER**  
**DST-SERB PROJECT**

S.NO.	ITEM DESCRIPTION	QTY	Quoted Model & Make	Unit Price (in Rs.)	Total Price (in Rs.)
1	Desktop Computer (as per tender technical requirement)	01			
2	Laserjet Printer (as per tender technical requirement)	01			
4	<b><u>GST @ .....</u></b>				
5.	<b><u>Grand Total</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: .....