

**GURU NANAK DEV UNIVERSITY, AMRITSAR**  
**E-TENDER NOTICE**

Online tender is invited for purchase of **Computers, Printers and UPS's** from the eligible suppliers:

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<b>E-tender No</b>	<b>Name of the Work</b>	<b>Earnest Money (EMD)</b>	<b>Processing Fee</b>	<b>Cost of Tender Form</b>
GNDU/Gen/24/2025	<b>Computers, Printer and UPS</b>	Rs. 2,20,000	Rs. 590/-	Rs. 2360/-

**Schedule for sale of Tenders:**

<b>Availability of Tenders online for Bidding</b>	<b>Last date of Submission for online Bids</b>	<b>Processing Fee/EMD (To be paid online only)</b>	<b>Date of Opening</b>	
			<b>Technical Bid</b>	<b>Financial/Price Bid*</b>
<b>From: 30.07.2025</b>	<b>19.08.2025 Upto 5.00 PM</b>	<b>19.08.2025 Upto 5.00 PM</b>	<b>20.08.2025</b>	<b>To be intimated later on</b>

**Terms & Conditions**

1. The tender fee and Earnest money will be accepted online only as per the provisions made on the tender website **www.eproc.punjab.gov.in**. Bank guarantee for EMD will not be accepted. Online submission of EMD is mandatory.
2. The tender document is submitted in two parts. Technical Bid (As per form T Sr No.1 to 5) (Annexure A, B and C) 2. Financial Bid online only. (Annexure D)
3. The Tender is liable to be rejected if the appropriate Tender Fee/Earnest Money is not received.
4. The bidder must quote unit price in the financial bid.
5. Price should be F.O.R. Guru Nanak Dev University. The Final F.O.R. price should include breakdown of the base price, GST, Custom Duty, custom clearance etc. and should be filled only in the financial bid.
6. If the lowest bidder commits mistakes or fails to comply with the terms and conditions, the matter will be reviewed by committee constituted by the competent authority for appropriate action such as forfeiture of EMD, Blacklisting the firm or any other action deemed fit by the committee and the decision of committee will be binding on the L-1 firm.
7. In case the supply order is not completed within the stipulated period by the successful bidder or if the bidder fails to comply with the terms and conditions, then the matter will be considered for imposing a penalty of 5 % on the total amount of the bill of concerned job.
8. The Bidder must attach an Index/checklist on the front page for document verification, with page numbering for all mentioned documents.
9. Technical & financial bids will be opened by the Committee after the closing date. Tenderers will be invited for presentations and clarifications, if needed. Financial bids of the Tenderers complying with the prescribed Technical & financial specifications will be opened by the

Committee. Tenderers or their authorized agents may be present during the opening of the Tenders, if they so desire.

10. **Documents specified in Technical bid including payment details of EMD and Form fee, PAN No., GST number details, technical features, duly signed copy of technical compliance, copy of supply orders in support of eligibility etc. should be scanned and uploaded compulsorily as single PDF file as technical bid (Documents of Technical Bid).**
11. **Technical specifications compliance certificate must be submitted along with the technical bid.**
12. Custom clearance and demurrage charges (if any), octroi, GST other taxes shall be borne by the supplier.
13. An Undertaking on the firm's Letter Head (Must be attached with Technical Bid) stating that the firm or bidder is neither blacklisted nor involved in any such case by any Government Department and no criminal case is registered against the firm/bidder.
14. Documents specified in Technical bid including payment details of EMD and Form fee, must be scanned and uploaded compulsory as PDF file within the period of submission of technical bid along with above mentioned documents (Documents of Technical Bid Form T).
15. Computers, Printers and UPS's that are to be supplied by the firm should be as per specifications mentioned in the tender document. Any deviation from Technical Specifications is not allowed and leads to the rejection of the bid. It is mandatory for firms to supply items as per the technical specifications.
16. Supply should be F.O.R Guru Nanak Dev University Campus, Amritsar.
17. The University reserves the right to cancel the order if it is found at any later stage that the supply is not being made as per specifications & satisfaction and the payment shall not be made for the received goods.
18. The Committee reserves the right to reject any or all tender, in whole or in part, without assigning any reason.
19. In case of any dispute arising regarding this tender, the Vice-Chancellor of Guru Nanak Dev University, Amritsar will act as an Arbitrator and his decision shall be final and binding upon both the parties. Any legal dispute shall be confined to the courts of Amritsar Jurisdiction
20. The firm must submit details of its address, telephone numbers (Landline and mobile), email Id, etc. along with document (Technical Bid Annexure-B)
21. Any corrigendum related to tender will be uploaded only on the University website [www.gndu.ac.in](http://www.gndu.ac.in) and e-tender website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) and no separate information will be published in newspapers. Bidders are required to visit the University website regularly.
22. Technical bids will be opened by the Committee after the closing date of tender. Only those Bidders who qualify in the technical bid will have their financial bids considered.
23. The EMD will be returned to unsuccessful Bidders only after the tender is finalized. The EMD of successful Bidder will be released after one year from the satisfactory and working of the computer, Printer and UPS.
24. The Delivery period will be 25 days after the supply order is issued. In case the firm fails to supply within this period, the necessary action for penalty and blacklisting the firm will be taken.

25. If material supplied by the Bidder is found to be substandard, refurbished, unmerchantable or not in accordance with the description/specifications or otherwise faulty, the committee will have the right to reject the material.
26. Bidders are requested to submit their tenders well in time. The University shall not be responsible for any failure of the Network or any other reason for the non-submission of tenders.
27. In case of any mishappening/damage to material or supplies during the carriage of goods, the supplier has to replace it with new supplies immediately at their own risk. The Guru Nanak Dev University, Amritsar will not be liable for any type of losses in any form.
28. The financial bid should be submitted online only in the specified Format. Uploading of Financial bid as scanned copy along with technical bid or any disclosure will lead to the rejection of the tender.
29. The bids shall be valid for a period of 120 days, as indicated in the "Notice inviting Tender" after the date of opening of the tender.
30. The firm shall not assign or sublet the work or any part of it to any other person or party.
31. Whichever Firm/Company is granted the supply of material to the University after finalization of the rates of goods, **shall be paid the amount for the goods etc. after a deduction of 2% TDS and any other deduction as per rules.**
32. The Committee reserves the right to cancel any item or the whole tender and is not bound to accept the lowest or any specific tender. The decision of the Committee in this regard shall be final and binding.
33. No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.

**GURU NANAK DEV UNIVERSITY, AMRITSAR****(Technical Specifications of Computers, Printers and UPS's)**

Sr.no.	Specifications	Estimated Qty.	Technical compliance
<b>A.</b>	<b>Computer Desktop</b> <ul style="list-style-type: none"><li>• Intel core i7, 13<sup>th</sup> Generation or higher</li><li>• 8 GB RAM</li><li>• 512 GB SSD</li><li>• 4GB Graphic Card Nvidia 1650 or Higher or Supportable</li><li>• Keyboard/ Optical Mouse</li><li>• 21.5 inch LED</li><li>• Win 11 Professional 64 Bit preloaded with OEM Certificate</li><li>• Warranty 5 year</li></ul>	<b>30 PCS</b>	
<b>B.</b>	<b>Computer</b> <ul style="list-style-type: none"><li>• Intel core i7, 13<sup>th</sup> Generation or higher</li><li>• 8 GB RAM</li><li>• 512 GB NVME SSD</li><li>• 6GB RTX 3050 Nvidia Graphics card or Higher or Supportable</li><li>• Keyboard/ Optical Mouse</li><li>• 21.5 inch LED</li><li>• Win 11 Professional preloaded with OEM Certificate</li><li>• Warranty 5 year</li></ul>	<b>40 PCS</b>	
<b>C.</b>	<b>Computer Desktop</b> <ul style="list-style-type: none"><li>• Intel core i5, 12 Generation or higher</li><li>• 8 GB RAM</li><li>• 512 GB SSD</li><li>• 21.5 inch LED</li><li>• Keyboard Mouse wired</li><li>• Win 11 Professional, MS office 2024 Pro, preloaded with OEM Certificate</li><li>• Warranty 5 year</li></ul>	<b>98 PCS</b>	
<b>D.</b>	<b>UPS</b>  UPS ( offline) <ul style="list-style-type: none"><li>• 1000VA</li><li>• Aleast 20-30 min Backup or higher</li><li>• Warranty 1 year</li></ul>	<b>05 PCS</b>	

E.	<b>Laser Printer</b> <ul style="list-style-type: none"> <li>• Speed upto 20ppm or higher</li> <li>• USB</li> <li>• Black &amp; White Laser</li> <li>• Print cartridge</li> <li>• Built in Power Supply (Internal)</li> <li>• Warranty 1 year</li> </ul>	<b>10 PCS</b>	
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**Terms and Conditions:**

1. Any tender received without online deposit of EMD and Tender fee is liable to be rejected.
2. In case of any dispute arising regarding this, the Vice-Chancellor, Guru Nanak Dev University, Amritsar will act as an Arbitrator and his decision shall be final and binding upon both the parties. Any legal dispute shall be confined to the courts of Amritsar Jurisdiction.
3. In case the supply order is not completed within the stipulated period by the bidder or if the bidder fails to comply with the terms and conditions, then the matter will be considered for imposing a penalty of 5 % on the total amount of the bill for the concerned job.
4. **Computers, Printers and UPS's** supplied by the firm should be as per specifications mentioned in the tender document. Any deviation from Technical Specification is not allowed and leads rejection of bid. Sub-standard material will not be accepted at all. Firms should supply all items strictly according to specified technical specification.
5. The firm should have an annual turnover of atleast Rs.50 Lac per year for the three financial years (2021-2022, 2022-2023, 2023-2024). Attach certificate issued by the chartered accountant as proof along with Technical Bid & copies of Income Tax return for three Years (2022-2023, 2023-2024, 2024-2025)
6. **The firm must have work experience related to Computers, Printers and UPS's in supplying material to the Govt. and private sector. The bidder is required to submit copies of bills for year 2023-2024 only .**
7. **The Rates quoted by the Bidder for Computers, Printers and UPS's specified in Sr. No. A. , Sr No. B, Sr. No. C Sr. No. D and Sr. No. E, the L-1 bidder will be decided by the committee on the basis of lowest price quoted for each item i.e for Computers, Printers and UPS's, separately.**
8. The Tender should contain full details indicating the make, model and other mentioned specifications of the **Computers, Printers and UPS's** alongwith the pamphlets.
9. The quantity of Computers, Printers, UPS's may be increased / decreased.

## CHECKLIST

The bidder must ensure enclosures of the following with the tender to avoid disqualification during technical bid.

### (A) (FORM – T): Technical Bid

Sr. No.	-Particulars	Mark as Annexure No.	Page no. mention of tender documents
1.	<p>i).Earnest money and (ii) Cost of tender form is to be deposited online as under:  <u>Account Detail</u></p> <p>Department name      Guru Nanak Dev University, Amritsar</p> <p>Region                      For all region</p> <p>Account named on      Registrar, Guru Nanak Dev University,</p> <p>Account No.              50100113094098</p> <p>Bank Name                HDFC Bank</p> <p>Address of the Bank      Kabir Park, Amritsar</p> <p>IFSC Code                HDFC0000476</p> <p>GST No.                    03AAALG0043R1Z9</p> <p>(iii). Processing Fee to be Paid online only to ITI Ltd</p>		
2.	Documents specified in Technical bid including payment details of EMD and Form fee, <b>should be scanned and uploaded compulsory as PDF file</b> within the period of submission of technical bid alongwith above mentioned documents (Documents of Technical Bid)		
3.	Undertaking by the Firm regarding providing True Documents and gone through the terms and conditions of the tender document as well as not blacklisted.	Annexure –A	
4.	Name of firm, Address, Mobile no. Email ID, PAN, GST No., Telephone no.	Annexure –B	
5.	Statement of turnover verified by CA and Income tax return	Annexure –C	

### (B)

1.	<p><b>Financial BID</b></p> <p>Financial bid should be submitted online only in specified Format. Uploading of Financial bid as scanned copy along with technical bid or any disclosure will lead to rejection of the tender</p>	<b>Annexure –D</b>
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