

# 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 & FIXING OF 10 MM THICK BLACK COLOUR SOLID ACRYLIC SHEET LETTER (INCL. FIXING WITH FASTENER AND ADHESIVE AS PER THE REQUIREMENT)**

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<b>Tender</b>	<b>SUPPLY &amp; FIXING OF 10 MM THICK BLACK COLOUR SOLID ACRYLIC SHEET LETTER (INCL. FIXING WITH FASTENER AND ADHESIVE AS PER THE REQUIREMENT)</b>
<b>Opening Date of Bid</b>	16.02.2024
<b>Last date &amp; Time of Bid Submission</b>	29.02.2024 upto 3.30 p.m.
<b>Technical Bid Opening Date, Time &amp; Place</b>	29.02.2024 at 04.30 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.3,07,520.00 (Rupees Three Lakh Seven Thousand Five Hundred Twenty Only – incl. of GST)
<b>Time of Completion</b>	Two months
<b>Earnest Money Deposit Tender Fee</b>	Rs.4,500.00 (Rupees Four Thousand Five Hundred only)- (Refundable)  Rs. 1,000.00 + @18% GST = Rs.1,180/- (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.1,180/- (Rupees One Thousand One Hundred Eighty Only-incl. of GST)</b> as per terms and conditions enclosed scan copy.	
2	Earnest Money through NEFT/RTGS only in prescribed account of Gautam Buddha University of <b>Amount Rs.4,500.00 (Rupees Four Thousand Five Hundred Fifty only)</b> as per terms and conditions enclosed scan copy.	
3	Filled up bidder's Performa ( <b>i.e. page no. 3,4 &amp; 5</b> ) 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. Three purchase order/supply order out of last four 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 turnover should be at least 30% of the estimated cost during the last three financial years out of last four financial years.	
6	Attached PAN & GST/IGST Registration Copy	
7	The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only ( <b><i>the affidavit issues date/notarize date should not be earlier than the tender advertisement date</i></b> ): <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 reputed 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			
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. If the figures for 2022-23 are not available then they may furnish financial statement of year 2019-20. Average financial turnover should be at least 30% of the estimated cost during the last three consecutive financial years out of four financial years.	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</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.  <b>(enclose three purchase order/supply order out of last four financial years)</b>			
Nature of work & name of organization	Amount of work done (lakh Rs.)	Contract Period	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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## 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/01/2024 dated 15.02.2024, Name of work : Supply & Fixing of 10 mm Thick Black Colour Solid Acrylic Sheet Letter**” 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. 1,000.00 + @18% GST = Rs.1,180/- (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.4,500.00 (Rupees Four 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. Filled up bidder’s proforma (page no. 3, 4, 5 & 6) appended with the tender.
- iv. Purchase Order/Supply Order of works satisfactorily completed for three years out of the last four financial years at IITs, NIT’s or Central / State Universities / Organization / any Academic Institute of National Repute / Reputed private organizations etc.
- 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. The cumulative turnover during last three consecutive years should be 30% of the estimated value.
- 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 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

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Universities, Institutions and Colleges, 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  
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”***

## **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 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.
8. 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.
9. The contractor shall submit the security / performance guarantee equal to 0.5% per 1% of percentage quoted below on the printed rate in the tender up-to 10%. And further if the percentage rates quoted are more than 10% below on the printed rate, the security / performance guarantee amount shall be calculated @ 1% of quoted rate below on the NIT exceeding 10% below. The full performance security will be released just after the final bill is paid.
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

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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 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.



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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.

**REGISTRAR**

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## WORK DETAILS AND REQUIREMENT

Sr. No.	Letter Language	Name	Description	Location
01	English	CENTRAL LECTURE THEATRE	Letter Height = 28"	New Building
	Hindi	IsaV³y ysDpj fFk;svj	Letter Height = 18"x24"	
02	English	SCHOOL OF HUMANITIES AND SOCIAL SCIENCES	Letter Height = 28"	Engineering Block – B
	Hindi	Ldwy vkWQ âkweSfuVht ,aM lks'ky lkbal	Letter Height = 18"-24"	
03	English	GBU	Letter Height = 70"	New Building

## B.O.Q.

Sr. No.	Name	Unit	Area	Rate (Rs./Unit)	Amount (Rs.)
01	<b>Supply and Fixing of 10 mm Thick Black Colour Solid Acrylic Sheet Letter (incl. fixing with fastener &amp; adhesive as required)</b>				
1.1	GBU Letter Height = 70"	No.	3.00	8,640.00	25,920.00
1.2	English Letter Height = 28"	No.	55.00	3,200.00	1,76,000.00
1.3	Hindi Letter Height = 18"-24"	No.	48.00	2,200.00	1,05,600.00
			Total Amount (incl. of GST @18%)		3,07,520.00

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## FINANCIAL BID

### **SUPPLY & FIXING OF 10 MM THICK BLACK COLOUR SOLID ACRYLIC SHEET LETTER**

**(INCL. FIXING WITH FASTENER AND ADHESIVE AS PER THE REQUIREMENT)**

We/I Hereby tender for the execution of above mentioned work according to the Bill of Quantities, Specifications and Terms & Conditions referred in the tender documents within the time frame as mentioned and in accordance with the specifications, designs, drawings and instructions in writing and with such materials as are provided for and in all other respects in accordance with such condition so far as applicable.

I/We hereby agree to the percentage mentioned (below/above) on the printed rates of the Bill of Quantities for the execution of the above work.

Estimated Cost Put to Tender : **Rs.3,07,520.00 – incl. of GST & other Govt. levies**  
**(RS. THREE CRORE ONE LAKH TWENTY FIVE THOUSAND SEVEN HUNDRED TWENTY EIGHT ONLY) – incl. of GST & other Govt. levies**

Percentage below/above on the Estimated Cost : % in Figure  
(Below/Above)

(strike out which is not applicable)

(If below/above is not clearly strike out/written

in the financial bid, the rates will be presumed

as below) : % In Words  
(Below/Above)

(SIGNATURE OF THE BIDDER)  
WITH SEAL

NAME : .....