

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 & INSTALLATION OF DIGITAL DUPLICATOR

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Tender	SUPPLY & INSTALLATION OF DIGITAL DUPLICATOR
Opening Date of Bid	29.09.2025
Last date & Time of Bid Submission	13.10.2025 upto 3.30 p.m.
Technical Bid Opening Date, Time & Place	13.10.2025 at 04.30 p.m. Venue :Conference Room of the Registrar Office, 1 st 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).
Estimated Cost	Rs.1,96,942.00 (Rupees One Lakh Ninety Six Thousand Nine Hundred Forty Two Only – incl. of GST)
Time of Completion	Two months
Earnest Money Deposit Tender Fee	Rs.3,939.00 (Rupees Three Thousand Nine Hundred Thirty Nine only)- (Refundable) Rs.400.00 + @18% GST = Rs.472/- (Rupees Four Hundred Seventy Two 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)

Total BID Pages :

Sr. No.	Document Name	Page No.
1	Tender fee through NEFT/RTGS only in prescribed account of Gautam Buddha University of Amount Rs.400.00 + @18% GST= Rs.472/- (Rupees Four Hundred Seventy Two 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. 3,939.00 (Rupees Three Thousand Nine Hundred Thirty Nine 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 the similar type of items supplied / installed / maintained during three years out of last four financial years at Central or State Universities / Organization/PSU or Any Academic Institute /Organizations etc. (Please attach 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. 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, OEM Certificate/OEM Authorization Certificate & GST/IGST Registration Copy	
7	The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only (<i>the affidavit issues 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 reputed organization for which we have executed/undertaken the works/services during the last four financial years</i> <i>Deponent Signature"</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			
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.			
Deviations in specifications, if yes, please mention in separate sheet.			
Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover. If the figures for 2024-25 are not available then they may furnish financial statement of year 2021-22. Average financial turnover should be at least 30% of the estimated cost during the last three consecutive financial years out of four financial years.	2022-23	2023-24	2024-25

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Detail of the similar type of items supplied / installed / maintained during three years out of last four financial years at Central or State Universities / Organization/PSU or Any Academic Institute /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.)	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:

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.
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/05/2025 dated 28.09.2025, Name of work : Supply & Installation of DIGITAL DUPLICATOR**” 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. 400.00 + @18% GST = Rs.472/- (Rupees Four Hundred Seventy Two 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. 3,939.00 (Rupees Three Thousand Nine Hundred Thirty Nine 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. Detail of the similar type of items supplied / installed / maintained during three years out of last four financial years at Central or State Universities / Organization/PSU or Any Academic Institute /Organizations etc. (Please attach three purchase order/supply order out of last four financial years)
- v. Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover. Average turnover should be at least 30% of the estimated cost during the last three financial years out of last four financial years.
- vi. OEM Certificate /OEM Authorization Certificate.
- vii. PAN Certificate of the individual/Company/Firm.
- viii. The tenderer should submit the G.S.T. /I.G.S.T registration certificate.
- 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, as per below format (***the affidavit issues date/notarize date should not be earlier than the tender advertisement date***):

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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***

Deponent Signature”

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. 5% 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

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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.

14. Supply of the placed order in part will not be accepted.
15. 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.
16. No increase in price will be allowed after our purchase order(s) are placed.
17. 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.
18. 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.
19. 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.
20. Complete user, technical and service manuals/installation drawings/documentation and spare parts catalogue are to be provided along with the supply of the item.
21. 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.
22. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
23. Conditional tenders will not be accepted.
24. GBU reserves the right to change the order quantity or split the orders among multiple vendors

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without assigning any reason (s) whatsoever.

25. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
26. 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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TECHNICAL SPECIFICATION OF DIGITAL DUPLICATOR (Qty. 1 no.)

S.No.	Description of the Item Qty.	
1	Print Speed	60-90 Sheets Pre Minute (Two Steps)
	Print Area	Maximum: 250 X 355 mm
	Print Paper Size	Minimum : 90 x140 mm, Maximum:275 x 395 mm
	Type	Digital, Desktop
	Original Size	Minimum : 90 x 140 mm, Maximum:275 x 395 mm
	Paper Weight	38.0-127 GSM
	First Print Speed	Less Than 40 sacs
	Resolution	300 x 300 DPI
	Color Printing	Optional
	Paper Feed	500 Sheets
	Power Consumption	Maximum: 175 W, Stand By : 35 W
	Weight	56 kg.
	Dimensions (W x D x H)	1,232 x 672 x 519mm
	Reproduction Ratio	71,82,87,93,115,122,141%

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FINANCIAL BID OF

SUPPLY & INSTALLATION OF DIGITAL DUPLICATOR

S.NO.	ITEM DESCRIPTION	QTY	Quoted Model & Make	Unit Price (in Rs.)	GST Amt. (in Rs.)	Total Price inclusive of GST (in Rs.)
1	DIGITAL DUPLICATOR	01				

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

_____. I abide by
all the terms & conditions of the tender.

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

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME: