

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	09-10-2026 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	10-10-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Education Department Gujarat
संगठन का नाम / Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम / Office Name	Estate
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : hod1.vnsgu.gj@gembuyer.in Buyer Email id: npvaghela@vnsgu.ac.in
कुल मात्रा / Total Quantity	19
वस्तु श्रेणी / Item Category	A4 and Legal Size Multifunction Printer (MFP) (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	2 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का) / OEM Average Turnover (Last 3 Years)	12 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड / Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन /Past Performance	30 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	25

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
7. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product

during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

8. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

9. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 30% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

10. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- If number of technically qualified bidders are only 2 or 3.
- If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

A4 And Legal Size Multifunction Printer (MFP) (19 pieces)

Bis Required	Yes
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तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
General Product Information	Description of Stores	A4 and Legal size Multifunction Machine Printer with core function as Print, Scan and Copy with Power Cord/Adapter and connecting USB cable
	Printing Technology	Electrophotography/Xerography (Laser/LED)
	Type of Printing	Monochrome (Black), Colour Or higher
	Availability of Fax	Yes

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
Printing Performance	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM) for Laser/LED MFPs	30 to 34, 35 to 39, 40 to 44, 45 to 49, 50 to 54, 55 to 59, 60 to 64, 65 to 69, 70 to 74, 75 to 79 Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in IPM) for Inkjet MFPs	Not Applicable Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in PPM) for Laser/LED MFPs	Not Applicable, 5 to 9, 10 to 14, 15 to 19, 20 to 24, 25 to 29, 30 to 34, 35 to 39, 40 to 44, 45 to 49, 50 to 54, 55 to 59, 60 to 64, 65 to 69, 70 to 74, 75 to 79 Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in IPM) for Inkjet MFPs	Not Applicable Or higher
Duplexing & Copying Features	Auto Duplexing Printing/Coping (2-sided Feature)	Yes Or higher
Document and Paper Handling	Original Document Feeder Type (For Scanning and Copying)	Automatic Document Feeders (ADF), Reverse/Duplex Automatic Document Feeders (RADF/DADF), Single-Pass Document Feeders (SPDF) Or higher
	Number of Main Paper Tray	1, 2, 3, 4 Or higher
Connectivity and Reliability	Connectivity	USB Port, Ethernet Port, Wi-Fi
Certification and Warranty	On Site Warranty (in Year)	1 Or higher
	Extended Warranty (in Years) over and above standard warranty	1, 2, 3, 4 Or higher

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Patel Saurabhben	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	6	30
2	Patel Rajendrakumar Barjulbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	30

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
3	Dilipkumar Chandulal Joshi	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	30
4	Nareshkumar Shukla	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	30
5	Mithaiwala Rajesh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	30
6	Thakore Digvijaysinh Gajendrasinh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	30
7	Kalpanababen Jiteshkumar Topiwala	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	6	30
8	Patel Ragini	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	2	30

Special terms and conditions-Version:1 effective from 10-02-2026 for category A4 and Legal Size Multifunction Printer (MFP)

1.

Product Verification	At the time of delivery, the Seller shall provide the Original Equipment Manufacturer website link along with the device serial number corresponding to the supplied product. The serial number shall be clearly indicated on the product. The Buyer or Consignee shall be able to verify complete product details, including configuration, through the Original Equipment Manufacturer website without the need to create a user account.
Warranty	1. The Seller shall provide a valid Warranty Certificate or Warranty Tag, in physical or digital form, issued by the Original Equipment Manufacturer, at the time of supply. The warranty shall be verifiable through the Original Equipment Manufacturer official website and or authorised customer care centre. 2. The warranty shall remain valid for the specified number of years or until the printer reaches the Original Equipment Manufacturer defined minimum number of prints during the warranty period, whichever occurs earlier. Upon reaching either of these limits, the warranty coverage shall automatically cease. 3. The Buyer may verify the actual number of prints completed by the printer at the time of delivery to confirm that the product has not been previously used. Such verification may be carried out using the printer's in-built print counter or any other Original Equipment Manufacturer approved mechanism.. 4. The warranty shall not cover consumables, including but not limited to cartridges, toner, ink, developer, and similar consumable items.
Operating System Supportability	1. Products offered under this category shall support at least the Latest-2 versions of the operating systems specified in the catalogue. 2. If compatibility with an operating system version earlier than Latest-2 is required, the Buyer may specify the same under the "Additional Specification Parameter" section at the time of bid creation.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues

or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

Udhna–Magdalla Road, Surat, Gujarat – 395007 | www.vnsgu.ac.in

Procurement, Supply, Installation, Commissioning and Warranty Support of A4 and Legal Size Multifunction Printers (MFP) – 19 Nos.



Particulars	Details
GeM Bid Number	GEM/2026/B/8020919
Bid Dated	24-09-2026
Bid End Date/Time	09-10-2026, 12:00:00 Hrs
Bid Opening Date/Time	10-10-2026, 12:00:00 Hrs
Bid Offer Validity (from End Date)	180 Days
Total Quantity	19 (Nineteen) Nos.

VEER NARMAD SOUTH GUJARAT UNIVERSITY

Udhna Magdalla Road Surat, Gujarat 395007, www.vnsgu.ac.in

PART – A : SCOPE OF WORK

(A4 and Legal Size Multifunction Printer – GeM Product Bid, 19 Nos.)

This section outlines the scope of supply, installation, and commissioning of **A4 and Legal Size Multifunction Printers (MFP)** for Veer Narmad South Gujarat University (VNSGU), Surat, strictly as per the technical specifications and bidding terms published in the GeM Bid Document and detailed in **Appendix – A (Technical Specification & Compliance Sheet)**.

1. Purpose

To procure and deploy standardized multifunction printers for academic and administrative use, ensuring standardized performance and support across all University departments and consignee locations.

2. Scope of Supply

The selected bidder shall:

- Supply all **19 (Nineteen)** printer units in perfect, factory-new condition, with configuration strictly as per **Appendix – A**
- Ensure installation, commissioning, and basic configuration at each of the designated University/consignee locations
- Provide all standard accessories with each unit – power cord, adaptor, interface cables (USB/Ethernet, as applicable), starter toner/ink cartridge(s), paper tray(s), and any OEM-provided tools – along with complete documentation, including the user manual

3. Warranty & Support

- Minimum **1 (one) year** on-site warranty as per the GeM published specification (Appendix – A);
- The OEM or bidder shall maintain a functional service centre in the State of Gujarat
- After-sales service shall adhere strictly to the timelines defined in the SLA (Part – B)
- The specific Warranty Verification, Product Verification, and Operating System Supportability conditions published by GeM for this category (Special Terms and Conditions, Version 1, effective 10-02-2026) shall apply in full – see Annexure – VIII, Part C

4. Delivery & Installation

- Delivery: within **30 (thirty) days** of Purchase Order (PO) issuance, as per the Delivery Days indicated against each Consignee in the GeM bid
- Installation & Commissioning: within **30 (thirty) days** of delivery
- Locations: all 19 units shall be installed across the 8 designated consignee locations listed in Appendix – A, as per the schedule to be provided by the University

5. Compliance

- The bidder shall submit a signed Technical Compliance Sheet at **Appendix – A**
- Any deviation from the published specification shall be declared with full justification
- Before placing the final order, the L1 supplier shall provide a **product demonstration** as per the office's technical requirements; the Purchase Order shall be released only after successful verification of all technical specifications during the demo
- All terms shall comply with GeM guidelines and the Gujarat State Procurement Policy (GPP), 2024

6. EMD, ePBG & Purchase Preference

As per the GeM Bid Document, **EMD is Not Required and ePBG is Not Required** for this bid. **MSE Purchase Preference is enabled (up to L1+15%, for a maximum of 25% of bid quantity/amount); MII (Make in India) Purchase Preference is marked “No”** for this bid at the central/GeM level. The University's own Class of Supplier / Local Content declaration under the Gujarat State Procurement Policy, 2024 is nonetheless retained for record purposes and for the application of any applicable State-level preference (see Annexure – V, Part B).

PART – B : SERVICE LEVEL AGREEMENT (SLA)

This Service Level Agreement defines the expected timelines and service commitments from the selected vendor/OEM for the supply, installation, and support of the printers, in accordance with Part – A (Scope of Work), GeM guidelines, and the Gujarat Procurement Policy (GPP), 2024.

1. Installation Timeline

- Delivery of all units must be completed within **30 (thirty) days** from the date of the Purchase Order (PO)
- Installation and commissioning must be completed within **30 (thirty) days** after delivery
- Any delay must be communicated in writing and approved by the competent authority of the University

2. Uptime and Support

- A minimum uptime of **95%** must be maintained during the warranty period
- On-site technical support shall be provided at no additional cost throughout the warranty duration
- All service or support requests must be responded to within **48 hours** of complaint logging

3. Resolution Time

Issue Type	Response Time	Resolution Time
Critical Structural Failure	Within 24 hours	Within 48 hours
Minor Functional Issue	Within 24 hours	Within 72 hours
Warranty Service Call (OEM)	Within 48 hours	Within 72 hours from response

4. OEM Responsibility

- The OEM shall be fully responsible for post-supply support through its authorized service network
- The OEM or its authorized partner must maintain a functional service centre in the State of Gujarat to meet service response commitments
- A Service Escalation Matrix must be submitted by the bidder as per Annexure – IV, Part D
- OEM Authorization Certificate must be provided as per Annexure – IV, Part E

5. Documentation Requirements

The successful bidder must provide the following after installation:

- Duly signed Installation & Commissioning Report by the university-designated officer
- OEM-issued Warranty Certificate or Warranty Tag for each unit (physical or digital), verifiable through the OEM's official website and/or authorized customer care centre
- Serial Number List of all units supplied, with configuration compliance confirmation against Appendix – A

6. Product Verification & Warranty Conditions (GeM Category Special Terms)

The Special Terms and Conditions (Version 1, effective 10-02-2026) published by GeM for the “A4 and Legal Size Multifunction Printer (MFP)” category shall apply in full, and are consolidated at **Annexure – VIII, Part C**, covering Product Verification (OEM website/serial number check), Warranty validity/verification (including the print-count-based warranty ceiling and consumables exclusion), and Operating System Supportability.

7. Change of Product / Configuration & Prohibition on Sub-Standard Supply

The Seller shall not change the make, model, configuration, or specifications of the approved product without prior written approval of the University. Supply of sub-standard, refurbished, re-conditioned, or previously-used products is strictly prohibited; the Buyer may verify the actual print count of a unit at delivery, using the printer's in-built print counter or any other OEM-approved mechanism, to confirm the product has not been previously used.

8. Termination, Force Majeure & Dispute Resolution

Termination and Force Majeure shall be governed by the GeM General Terms & Conditions (GTC). As per the GeM Bid Document, **no Arbitration Clause and no Mediation Clause has been invoked for this bid**. Subject thereto, exclusive jurisdiction shall vest with the courts at Surat, Gujarat.

9. Mode of Communication & Governing Law

All communications, queries, and requests for clarification shall be made only through the GeM portal or the designated Grievance Redressal contacts published in the GeM bid (HOD: hod1.vnsgu.gj@gembuyer.in; Buyer: npvaghela@vnsgu.ac.in). This contract shall be governed by the GeM GTC, the Gujarat State Procurement Policy, 2024, University rules, and applicable laws of India.

PART – C : PAYMENT TERMS

The following payment terms shall be applicable to the selected bidder upon successful completion of supply, installation, and acceptance of the printers by Veer Narmad South Gujarat University (VNSGU), Surat.

1. Payment Milestone

1.1 No advance payment shall be given.

1.2 100% payment shall be released after successful delivery, installation, commissioning, and submission of all required documents, including:

- Signed Installation & Commissioning Report by university authority
- Tax Invoice and delivery challans
- Manufacturer's (OEM) Warranty Certificate/Tag for each unit
- Serial Number / Batch Number / Identification list of all items supplied, and configuration compliance sheet (Appendix – A)

Note: As per the GeM Bid Document, ePBG (Performance Bank Guarantee) is marked "Not required" for this bid; accordingly, no ePBG shall be sought as a condition for payment or contract execution unless the GeM portal indicates otherwise at the time of contract generation.

2. Mode of Payment

2.1 Payment shall be made by Veer Narmad South Gujarat University, Surat, through bank transfer (RTGS/NEFT), after submission of all supporting documents and their verification.

2.2 The bidder must provide bank account details and a valid GST registration certificate with the invoice.

3. Conditions for Payment Release

3.1 All supplied items must match the specifications in Appendix – A and the GeM bid documents.

3.2 Any deviation or deficiency may lead to withholding of payment until rectified.

3.3 Payment shall be subject to verification and certification by the University's Technical Committee or designated representative.

PART – D : MINIMUM ELIGIBILITY CRITERIA

The bidder shall meet the following minimum eligibility requirements, as published in the GeM Bid Document (GEM/2026/B/8020919), and shall submit the corresponding declarations and supporting documents in the prescribed Annexures. Failure to submit any mandatory Annexure or required supporting document in the manner specified shall render the bid non-responsive and liable for rejection.

1. OEM Authorization Requirement

The bidder must be either:

- The Original Equipment Manufacturer (OEM) of the offered printers, OR
- An authorized partner/dealer/distributor of the OEM, duly authorized to supply, install, and provide after-sales support

Proof required: OEM – self-certification on company letterhead; OEM-Authorized bidder – OEM Authorization Certificate, strictly in accordance with **ANNEXURE – IV, Part E**.

2. Legal Registration

The bidder must be a legally registered entity in India (Proprietorship / Partnership / LLP / Private Ltd. / Public Ltd.).

Proof required: GST Registration Certificate, PAN Card, Certificate of Incorporation or equivalent registration document, submitted with **ANNEXURE – IV, Part B**.

3. Financial Turnover

The bidder shall submit a declaration of average annual turnover for the last 3 (three) financial years, strictly in accordance with **ANNEXURE – I**:

- Minimum Average Annual Turnover of the Bidder (3 years): **₹ 2,00,000/- (Rupees Two Lakh only)**
- Average Turnover of the OEM of the offered product (last 3 years): **₹ 12,00,000/- (Rupees Twelve Lakh only)**

Clarifications:

- For product bids, turnover of the OEM and/or the Bidder shall be considered, as permitted in the bid.
- MSME / NSIC / DPIIT Startup-based exemption from turnover shall be applicable ONLY to the OEM. MSE and Startup relaxation for Years of Experience and Turnover is marked “Yes | Complete” in the GeM bid; only Gujarat State MSMEs and Startups are exempted for Average Annual Turnover as per GPP 2024.
- Even where exemption is claimed, actual turnover details of the Bidder and OEM shall be compulsorily declared, even if below the prescribed threshold.
- Turnover eligibility shall be verified by the buyer at the time of technical evaluation.

4. Past Experience & Past Performance

The bidder or its OEM shall have regularly manufactured and supplied the same or similar category product to a Central/State Govt Organization/PSU for a minimum of **3 (three) years** before the bid opening date, and shall have supplied the same or similar category products for **30% of the bid quantity** (Past Performance criterion, as published in the GeM bid) in at least one of the last three financial years, strictly in accordance with **ANNEXURE – II**.

Minimum Work Requirement (University's internal criterion, one of the following):

- One similar completed work of 35% of bid value, OR
- Two similar completed works of 20% of bid value each, OR
- Three similar completed works of 15% of bid value each

Proof required: Copy of Work Order(s), and any one of – Consignee's Acceptance/Release of Payment Code, Satisfactory Completion Certificate issued by client, or Proof of Payment (Bank Statement / Payment Advice / TDS Certificate).

Clarifications:

- MSME / NSIC / DPIIT Startup-based exemption from past experience shall be applicable ONLY to the OEM, under the Gujarat State Procurement Policy, 2024.
- Even where exemption is claimed, existing experience details shall be compulsorily disclosed, even if below the minimum requirement.

5. Earnest Money Deposit (EMD) & ePBG

As per the GeM Bid Document, **EMD is marked “Not Required” and ePBG is marked “Not Required”** for this bid. Accordingly, no EMD or ePBG shall be sought from bidders for this bid; ANNEXURE – III records this position formally.

6. Bidder Information, OEM Authorization & General Acceptance

The bidder shall furnish complete Bidder information, OEM authorization/self-certification, Bank details, Escalation Matrix, and unconditional acceptance of the Scope of Work, GeM GTC, Product SLA, and Payment Terms, strictly in accordance with **ANNEXURE – IV**. The detailed technical specifications and compliance parameters for the offered printers are provided separately in **Appendix – A (Technical Specification & Compliance Sheet)**, which forms an integral part of the bid.

7. Land Border Declaration & Class of Supplier / Local Content

The bidder shall submit a declaration, strictly in accordance with **ANNEXURE – V**, covering (a) compliance with land border sharing country restrictions under Rule 144(xi) of GFR, 2017/GeM GTC Clause 26, and (b) the Class of Supplier / Local Content declaration under the Gujarat State Procurement Policy, 2024 (Class-I: ≥50% local content in Gujarat; Class-II: ≥20% but <50% local content). **Note: MII (Make in India) Central Purchase Preference is marked “No” for this bid; MSE Purchase Preference is marked “Yes” (up to L1+15%, for a maximum of 25% of bid quantity/amount).**

8. Price Reasonability Certificate

The bidder shall submit a Price Reasonability Certificate, strictly in accordance with **ANNEXURE – VI**, confirming that prices quoted are reasonable, competitive, and consistent with prevailing market/GeM prices.

9. Non-Blacklisting & Integrity Declaration

The bidder shall submit a separate, self-contained declaration confirming that it has not been blacklisted, debarred, suspended, or banned from participating in any procurement process, strictly in accordance with **ANNEXURE – VII**, printed on the bidder's letterhead and duly signed by the Authorized Signatory.

Note: No specific stamp-paper value was indicated for this category by the University; the declaration is accordingly formatted as a self-contained affidavit-style declaration on letterhead, consistent with the source ATC document. If the University wishes this declaration to be executed on Non-Judicial Stamp Paper (as done for other categories), the required denomination may be specified and this Annexure updated accordingly.

10. Bid Specific Annexure (Option Clause & Category Special Terms)

The bidder shall submit an item-wise compliance statement against the Option Clause and the GeM Category Special Terms and Conditions (Product Verification, Warranty, and OS Supportability) published for this bid, strictly in accordance with **ANNEXURE – VIII**.

11. Product Demonstration

Before placing the final order, the L1 (lowest evaluated) bidder shall provide a product demonstration as per the University's technical requirements. The Purchase Order shall be released only after successful verification of all technical specifications during such demonstration.

PART – E : BID SUBMISSION GUIDELINES

1. Mode of Submission

1.1 The entire bid process shall be conducted online only through the Government e-Marketplace (GeM) portal (<https://gem.gov.in>) under Bid No. GEM/2026/B/8020919.

1.2 As EMD and ePBG are both marked **“Not Required”** for this bid, **no physical copy of the bid document or any Demand Draft shall be accepted**; the entire bid, including all Annexures, shall be submitted online only.

1.3 Each document shall be uploaded only under the correct GeM upload button, in clear, legible, searchable PDF format, duly signed and stamped by the Authorized Signatory.

1.4 Incomplete, illegible, wrongly tagged, or missing documents may result in rejection of the bid during technical evaluation without further correspondence.

2. Submission Deadline & Language

- The bid must be submitted on or before the closing date and time specified in the GeM bid document; any submission after the deadline shall be rejected automatically by the system.
- All bid-related documents, annexures, and declarations must be submitted in English, clearly typed or printed, and digitally signed by the Authorized Signatory of the bidder.

Online Submission on GeM Portal

Sr.	Purpose	Indicative GeM Upload Button*	Documents to Attach
1	Financial Capacity & Turnover Eligibility	Bidder Turnover / Financial Eligibility	ANNEXURE–I (single consolidated PDF), CA certificates, OEM MSME/Startup certificate (if applicable)
2	Past Experience / Past Performance	Experience Criteria / Past Performance	ANNEXURE–II (single consolidated PDF), Work Orders, Completion/Payment Proofs
3	EMD Status	Compliance Documents	ANNEXURE–III (Not Applicable Declaration – EMD/ePBG both “Not Required”)
4	Bidder Information, OEM Authorization, Bank Details & Escalation Matrix	OEM Authorization Certificate / Additional Documents	ANNEXURE–IV, PAN, GST, Certificate of Incorporation, OEM Authorization
5	Land Border & Class of Supplier / Local Content Declaration	Additional Documents	ANNEXURE–V
6	Price Reasonability Certificate	Additional Documents	ANNEXURE–VI
7	Non-Blacklisting & Integrity Declaration	Certificate (Requested in ATC)	ANNEXURE–VII
8	Bid Specific Annexure / ATC Compliance	Additional Doc 1 (Requested in ATC)	ANNEXURE–VIII

Sr.	Purpose	Indicative GeM Upload Button*	Documents to Attach
9	Technical Compliance to BoQ Specification	Compliance of BoQ specification and supporting document	Appendix – A (Technical Specification & Compliance Sheet)

**Button names may vary slightly depending on GeM category; bidders shall select the closest matching button relevant to the document purpose, in line with the “Documents Required from Seller” field of the GeM Bid Document: Experience Criteria, Past Performance, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Additional Doc 1 (Requested in ATC), and Compliance of BoQ specification and supporting document.*

Mandatory Documents to be uploaded

The following documents shall be uploaded in clearly numbered sequence, matching the order of Annexures in this bid document:

- Duly filled and signed annexures, declarations, and certificates as mentioned in this bid document
- Proofs and supporting documents as required in each Part (e.g., OEM certificate, work orders, PAN, GST, etc.)
- All pages shall be clearly numbered in the order of references provided in the bid
- All documents shall be submitted in PDF format and must be legible and properly scanned

Failure to submit any required documents or proofs may lead to rejection of the bid as non-responsive.

Important Notes

1. All Annexures shall be fully filled, signed, stamped, and page-numbered. Annexure numbering shall strictly match this bid document.
2. All supporting documents shall be self-attested by the Authorized Signatory.
3. No price/rate/financial quote shall be mentioned in any Annexure or technical document. Prices shall be entered only in the GeM BoQ/Financial Bid.
4. All uploaded files shall be in clear, legible, searchable PDF format.
5. Documents must be uploaded strictly under the correct GeM upload button. Wrong tagging or misplacement may lead to rejection.
6. Incomplete or ambiguous bids are liable to be immediately rejected.
7. The University reserves the right to accept or reject any or all bids, or to cancel the bidding process, without assigning any reason.
8. If any required document is missing or invalid, the bid will be considered non-responsive.
9. In case of any inconsistency between this bid document and GeM portal terms, the GeM terms shall prevail.
10. Bidders shall additionally note the Reverse Auction (RA) parameters published in the GeM bid: RA is enabled, RA Qualification Rule is “H1 – Highest Priced Bid Elimination”, minimum number of bids to disable automatic bid extension is 3, auto-extension is for 3 days with a maximum of 1 auto-extension, and 3 days are allowed for technical clarifications during technical evaluation.

APPENDIX – A : TECHNICAL SPECIFICATION & COMPLIANCE SHEET

(As per GeM Category Specification for “A4 and Legal Size Multifunction Printer (MFP) (Q2)”, Bid No. GEM/2026/B/8020919, Quantity: 19)

The bidder shall indicate, against each parameter below, the specific value offered (selected from the GeM-permitted values) and confirm compliance, and shall enclose supporting technical/OEM catalogue evidence. This Appendix forms an integral part of the bid and of Annexure – IV (Consolidated Acceptance).

1. Technical Specification Table

Group	Specification Name	Bid Requirement (Allowed Values)
GENERAL PRODUCT INFORMATION	Description of Stores	A4 and Legal size Multifunction Machine Printer with core function as Print, Scan and Copy, with Power Cord/Adapter and connecting USB cable
	Printing Technology	Electrophotography / Xerography (Laser/LED)
	Type of Printing	Monochrome (Black), Colour or higher
	Availability of Fax	Yes
PRINTING PERFORMANCE	Min. Print Speed – A4 Monochrome, Laser/LED MFPs (PPM, ISO/IEC 24734)	30–34 or higher
DUPLEXING & COPYING FEATURES	Auto Duplexing Printing/Copying (2-sided Feature)	Yes or higher
DOCUMENT & PAPER HANDLING	Original Document Feeder Type (Scanning/Copying)	Automatic Document Feeders (ADF), Reverse/Duplex ADF (RADF/DADF), Single-Pass Document Feeders (SPDF) or higher
	Number of Main Paper Tray	1 or higher
CONNECTIVITY & RELIABILITY	Connectivity	USB Port, Ethernet Port, Wi-Fi
CERTIFICATION & WARRANTY	On-Site Warranty (Years)	1 or higher

2. GeM Category Special Terms and Conditions (Version 1, effective 10-02-2026)

The following category-specific Special Terms and Conditions, as published by GeM for “A4 and Legal Size Multifunction Printer (MFP)”, apply in full to this bid and are consolidated for bidder compliance in **Annexure – VIII, Part C**:

(a) Product Verification

At the time of delivery, the Seller shall provide the Original Equipment Manufacturer (OEM) website link along with the device serial number corresponding to the supplied product. The serial number shall be clearly indicated on the

product. The Buyer or Consignee shall be able to verify complete product details, including configuration, through the OEM website, without the need to create a user account.

(b) Warranty

1. The Seller shall provide a valid Warranty Certificate or Warranty Tag, in physical or digital form, issued by the OEM, at the time of supply. The warranty shall be verifiable through the OEM's official website and/or authorized customer care centre.
2. The warranty shall remain valid for the specified number of years or until the printer reaches the OEM-defined minimum number of prints during the warranty period, whichever occurs earlier. Upon reaching either of these limits, the warranty coverage shall automatically cease.
3. The Buyer may verify the actual number of prints completed by the printer at the time of delivery to confirm that the product has not been previously used, using the printer's in-built print counter or any other OEM-approved mechanism.
4. The warranty shall not cover consumables, including but not limited to cartridges, toner, ink, developer, and similar consumable items.

(c) Operating System Supportability

1. Products offered under this category shall support at least the Latest-2 versions of the operating systems specified in the catalogue.
2. If compatibility with an operating system version earlier than Latest-2 is required, the Buyer may specify the same under the “Additional Specification Parameter” section at the time of bid creation. (Not invoked for this bid – no Additional Specification Parameters have been published.)

ANNEXURE – I**DECLARATION OF AVERAGE ANNUAL TURNOVER & EXEMPTION ELIGIBILITY***(To be submitted on the bidder's letter head and duly signed by the authorized signatory)***A. General**

This Annexure is applicable to the Product bid on GeM (Bid No. GEM/2026/B/8020919 – A4 and Legal Size Multifunction Printer). For the purpose of eligibility evaluation:

- Turnover of the OEM and/or Bidder shall be considered, as permitted in the bid.
- MSME / NSIC / DPIIT Startup exemption shall be applicable ONLY to the OEM; only Gujarat State MSMEs and Startups are exempted for Average Annual Turnover as per GPP 2024.

Part A – Declaration of Turnover (Last Three Financial Years)

(To be filled by ALL bidders, even if exemption is claimed. Minimum required average turnover of Bidder: ₹ 2,00,000/-; Required average turnover of OEM (last 3 years): ₹ 12,00,000/-)

A-1. Turnover of the Bidder (Seller on GeM)

Financial Year	Annual Turnover (₹)	CA Certification Attached (Yes/No)
FY 2023–24		
FY 2024–25		
FY 2025–26		
Average Annual Turnover (Bidder)		
Required Turnover as per Bid: ₹ 2,00,000/-		

A-2. Turnover of the OEM

Financial Year	Annual Turnover (₹)	CA Certification Attached (Yes/No)
FY 2023–24		
FY 2024–25		
FY 2025–26		
Average Annual Turnover (OEM)		
Required Turnover as per Bid: ₹ 12,00,000/-		

A-3. Item-wise Turnover Compliance Summary

Sr.	Product Description	Quantity	Bidder's Average Annual Turnover (₹)	OEM's Average Annual Turnover (₹)	Compliance (Yes/No)
1	A4 and Legal Size Monochrome (Black) Laser Multifunction Machine	19			

Attachment: CA-certified Turnover Certificate(s) of the Bidder and OEM (self-attested)

Part B – Exemption from Turnover (OEM Only)

We seek exemption from the Turnover Requirement, wherever permitted under applicable Government/GeM/GPP 2024 policy.

Basis of Exemption (OEM ONLY – tick one):

☐ MSME – Udyam Registered (OEM, Gujarat) ☐ NSIC Registered (OEM) ☐ DPIIT-Recognized Startup (OEM, Gujarat)

Attachment: Valid OEM MSME-Udyam / NSIC / DPIIT Startup Certificate (self-attested)

Important: As per GPP 2024, only Gujarat State MSMEs and Startups are exempted from the Average Annual Turnover criterion; MSME/Startup registration outside Gujarat, or of a Seller/Trader/Authorized Dealer who is not the OEM, shall NOT be considered for this exemption.

Part C – Mandatory Disclosure Note (Applicable Even Under Exemption)

Even if the Bidder claims exemption, actual turnover details of the Bidder and OEM shall be compulsorily declared and supported by CA-certified turnover certificates, even if below the minimum turnover requirement prescribed in the bid.

Place: _____

Date: _____

Authorized Signatory

(Name, Designation, Signature & Seal of Bidder)

ANNEXURE – II**DECLARATION OF PAST EXPERIENCE & PAST PERFORMANCE***(To be submitted on the bidder's letter head and duly signed by the authorized signatory)***A. General**

Required past experience: **3 (three) years** of regular manufacture/supply of same or similar category product to a Central/State Govt Organization/PSU/Autonomous Institution/Public or Private sector; Required Past Performance: supply of **30% of bid quantity** in at least one of the last three financial years, before the bid opening date.

Part A – Minimum Work Requirement (Tick applicable option)

- ☐ One similar completed work of 35% of bid value
- ☐ Two similar completed works of 20% of bid value each
- ☐ Three similar completed works of 15% of bid value each

Part B – Past Experience of the Bidder (Seller on GeM) / OEM (Maximum 5 orders)

Sr.	Client Name & Address	Work Order No. & Date	Description of Work	Order Value (₹)	Completion/Payment Proof Attached (Y/N)
1					
2					
3					
4					
5					

Attachment (any one per work order): Completion Certificate issued by client, Payment Proof (Bank Statement/TDS/Advice Copy), or Copy of relevant Work Order/Purchase Order.

- ☐ Not Applicable – We are claiming exemption under MSME/Startup provisions (see Part D).

Part C – Past Performance Confirmation (30% of Bid Quantity, 19 units, in any one of last 3 FYs)

Financial Year	Quantity Supplied (same/similar category)	% of Bid Quantity (Bid Qty = 19)
FY 2023–24		
FY 2024–25		
FY 2025–26		

Part D – Exemption from Past Experience / Past Performance (OEM Only, Gujarat GPP 2024)

We seek exemption from the Past Experience/Past Performance Requirement, under Gujarat State Procurement Policy, 2024.

Basis of Exemption (OEM ONLY, Gujarat-registered – tick one):

☐ MSME – Udyam Registered (Gujarat) ☐ DPIIT-Recognized Startup (Gujarat)

Attachment: Valid OEM MSME-Udyam / DPIIT Startup Certificate (self-attested)

Final Declaration

I/We hereby declare that all information furnished above is true, correct, and complete; the experience details pertain to actual supplies of similar or comparable products; MSME/Startup exemption, if claimed, pertains only to the Gujarat-registered OEM; and we agree to submit any additional documents or clarifications sought by VNSGU during evaluation.

Place: _____

Date: _____

Authorized Signatory and Seal

(Name, Designation, Signature & Seal of Bidder)

ANNEXURE – III

EMD / ePBG – NOT APPLICABLE DECLARATION

(To be submitted on the bidder's letter head and duly signed by the authorized signatory)

Position as per GeM Bid Document

Particulars	GeM Bid Detail
EMD Required	No
ePBG (Performance Bank Guarantee) Required	No

We, the undersigned bidder, hereby note and acknowledge that, as per the GeM Bid Document (Bid No. GEM/2026/B/8020919) for “A4 and Legal Size Multifunction Printer (MFP) (Q2)”, **no Earnest Money Deposit (EMD) and no Electronic Performance Bank Guarantee (ePBG) are required** for this bid. Accordingly:

- No Demand Draft, surety bond, or EMD-exemption certificate is required to be submitted with this bid.
- No ePBG shall be furnished at the time of contract execution, unless the GeM system indicates otherwise at the time of contract generation, in which case the bidder shall comply with the GeM-generated requirement.
- This position is recorded for completeness and to avoid any ambiguity during bid submission and evaluation.

Place: _____

Date: _____

Authorized Signatory and Seal

(Name, Designation, Signature & Seal of Bidder)

ANNEXURE – IV**BIDDER INFORMATION, OEM AUTHORIZATION, BANK DETAILS, ESCALATION MATRIX & CONSOLIDATED ACCEPTANCE OF BID CONDITIONS***(To be submitted on the bidder's letter head and duly signed by the authorized signatory)***Part A – Bidder's General Information**

Sr.	Particulars	Bidder's Response
1	Name of the Firm/Company	
2	Type of Entity (Proprietorship / Partnership / Private Ltd. / Public Ltd. / LLP / Other)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different)	
6	Name of Authorized Signatory	
7	Designation of Authorized Signatory	
8	Contact Number of Authorized Signatory	
9	Email ID of Authorized Signatory	
10	Website (if any)	
11	Company Profile/Brochure Attached (Yes/No)	
12	Number of Years in Business	
13	Any Certification	
14	OEM Name & Product Category	A4 and Legal Size Multifunction Printer (MFP) (Q2)

Part B – Statutory & Compliance Details

Sr.	Details	Bidder's Response
1	GST Registration Number	
2	PAN Number	
3	MSME / Startup Registration (if applicable)	

Sr.	Details	Bidder's Response
4	Class of Supplier (Class-I / Class-II / Non-Local, as per Local Content)	
5	Certificate of Incorporation / Registration Proof (Yes/No enclosed)	
6	Any other (please specify)	

Part C – Bank Details for Payment

Sr.	Details	Bidder's Response
1	Name of the Bank	
2	Branch Address	
3	Account Holder's Name	
4	Account Number	
5	IFSC Code	
6	MICR Code (if available)	

Part D – Escalation Matrix for Critical Issue Resolution

Level	Name of Contact Person	Designation	Email Address	Mobile Number	Response Time (Hrs)	Remarks
Level 1						Primary support contact
Level 2						Escalation if Level 1 fails
Level 3						Senior Management / Nodal Officer

Part E – OEM Authorization / OEM Self-Certification

(To be printed on the OEM's letterhead and signed by an authorized signatory of the OEM, where the bidder is not the OEM)

We, [Name of OEM], having our registered office at [OEM Address], are the Original Equipment Manufacturer (OEM) of [Name of Product/Category]. We hereby confirm that:

☐ We are participating directly as OEM in the referenced bid; OR

☐ We authorize [Name of Bidder], having its registered office at [Bidder Address], to supply our products, carry out installation, testing and commissioning, and provide after-sales service, warranty support, and spare parts.

We confirm that the products supplied under this bid shall be covered under the standard warranty and technical support of [Name of OEM], and we undertake full responsibility for the quality, performance, warranty, and service obligations of the products supplied under this bid.

(Optional Requirement) We further confirm that we have a fully functional service/support centre in the State of Gujarat to provide timely warranty and maintenance support:

Service Centre Address: _____ | Contact Person: _____ |
Phone/Email: _____

This certificate is valid for the purpose of participating in the bid titled “Procurement of Multi-Functional Printer Nos. 19 with Installation and Warranty Support” issued by Veer Narmad South Gujarat University vide Bid No. GEM/2026/B/8020919 dated 24-09-2026, and shall remain valid for the duration of the contract and warranty period.

Part F – Consolidated Acceptance & Undertaking

We, the undersigned bidder, hereby unconditionally declare and confirm that:

1. We have read, understood and accepted the complete Scope of Work (Part – A).
2. We have read, understood and accepted the GeM General Terms & Conditions (GTC) and the applicable Product SLA (Part – B).
3. We have read, understood and accepted the Payment Terms specified in this bid document (Part – C).
4. We agree that the detailed technical specifications and compliance parameters are provided separately in Appendix – A (Technical Specification & Compliance Sheet), which forms an integral part of this bid, and we confirm that the product(s) offered by us fully comply with the requirements specified therein, without deviation (or with deviations expressly declared and justified).
5. We accept the Option Clause and the GeM Category Special Terms and Conditions (Product Verification, Warranty, OS Supportability) set out in Annexure – VIII.
6. We note that EMD and ePBG are both marked “Not Required” for this bid (Annexure – III) and have made no submission in that regard.
7. We confirm compliance with all Central & State laws, statutory requirements, GeM rules, GFR 2017, and the Gujarat State Procurement Policy, 2024, including the Labour Codes compliance requirement stated in the GeM bid document.
8. We agree to provide a product demonstration, if we emerge as the L1 bidder, as per the University's technical requirements, prior to release of the Purchase Order.
9. We certify that all information furnished by us in this bid is true, correct, and complete, and that providing false or misleading information may lead to disqualification of our bid or termination of contract.

Part G – Upload / Attachment Instructions (Mandatory)

The following documents shall be self-attested and uploaded on GeM under Technical Documents:

- PAN Card and GST Registration Certificate
- Certificate of Incorporation / equivalent registration proof
- OEM Authorization Letter (if applicable)
- MSME / NSIC / DPIIT Certificate of OEM (if applicable)
- This duly signed ANNEXURE – IV

Additional Declarations

We hereby confirm that: all the information provided above is true and correct to the best of our knowledge and belief; we agree to provide updated contact details promptly in case of any changes; we understand that providing false or

misleading information may lead to disqualification of our bid or termination of contract; and we are compliant with all applicable laws, rules, and regulations required for participation in this bid.

Place: _____

Date: _____

Authorized Signatory

(Name, Designation, Signature & Seal of Bidder)

ANNEXURE – V**DECLARATION ON LAND BORDER SHARING COUNTRY & CLASS OF SUPPLIER / LOCAL CONTENT***(To be submitted on the bidder's letter head and duly signed by the authorized signatory)***Part A – Declaration Regarding Land Border Sharing Country***(Rule 144(xi) of GFR, 2017, as amended, and GeM GTC Clause 26. To be printed on the bidder's letterhead and signed by the authorized signatory.)*

To The Registrar Veer Narmad South Gujarat University Udhna-Magdalla Road, Surat – 395007, Gujarat, India

Subject: Declaration Regarding Compliance with Rule 144(xi) of General Financial Rules (GFR), 2017

Sir/Madam, in reference to the bid titled “Procurement of Multi-Functional Printer Nos. 19 with Installation and Warranty Support” (Bid No. GEM/2026/B/8020919) issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby declare as under (tick as applicable):

☐ That I/we am/are not from a country which shares a land border with India, as defined under Rule 144(xi) of the General Financial Rules (GFR), 2017 and as amended by the Government of India.

☐ That I/we am/are from a country which shares a land border with India, and I/we have been registered with the Competent Authority as defined in the said Rule. A copy of the valid registration certificate issued by the Competent Authority (Ministry of Home Affairs, Government of India) is enclosed herewith.

We hereby certify that the above information is true and complete to the best of our knowledge and belief. We understand that any misrepresentation may result in rejection of our bid or cancellation of the contract.

Place: _____

Date: _____

Authorized Signatory and Seal*(Name, Designation, Signature & Seal of Bidder)***Part B – Class of Supplier / Local Content Declaration (Gujarat State Procurement Policy, 2024)**

Note: MII (Make in India) Central Purchase Preference is marked “No” for this bid in the GeM Bid Document. This declaration is retained to record the bidder's Class of Supplier status for any applicable State-level preference under GPP 2024, and is not a Central MII eligibility gate for this particular bid.

Purchase preference will be given to local suppliers as per the Gujarat Procurement Policy, as follows:

- Class-I Local Supplier: ≥50% local content in Gujarat
- Class-II Local Supplier: ≥20% but <50% local content

Product / Category	Local Content (%)	Classification (tick)	Location(s) of Value Addition (State, India)
A4 and Legal Size Multifunction Printer (MFP)		☐ Class-I (≥50%) ☐ Class-II (≥20%, <50%) ☐ Non-Local	

Proof required: Self-Certification of Local Content by OEM. Where the bid value exceeds ₹10 Crore, the declaration shall additionally be certified by the Statutory Auditor/Cost Auditor (for companies) or a practicing Chartered/Cost Accountant (for others), as per the Public Procurement (Preference to Make in India) Order, 2017 and MeitY OM No. W-43/4/2020-IPHW-MeitY dated 06.12.2021 (not applicable to this bid at its current estimated value, unless otherwise required by the buyer).

Place: _____

Date: _____

Authorized Signatory (OEM) and Seal

(Name, Designation, Signature & Seal of Bidder)

ANNEXURE – VI

PRICE REASONABILITY CERTIFICATE

(To be submitted on the bidder's letter head and duly signed by the authorized signatory)

To

The Registrar Veer Narmad South Gujarat University Udhna-Magdalla Road, Surat – 395007, Gujarat, India

Subject: Price Reasonability Certificate – GeM Bid No. GEM/2026/B/8020919 (A4 and Legal Size Multifunction Printer)

Dear Sir/Madam,

We hereby certify that:

1. The rates quoted in our bid are reasonable and justified, based on prevailing market rates, product specifications, and associated services offered.
2. The offered price is comparable to the price of similar goods/services supplied to other Government organizations, PSUs, or reputed private institutions, has not been increased for the current tender, and is consistent with prices offered in other recent bids or supply orders.
3. We also confirm that no lower price has been quoted for the same product or service to any Government/PSU/Autonomous institution or any buyer on GeM in the last six months for comparable quantity and terms.
4. In the event of discovery of any lower quoted price for the same specification elsewhere under similar conditions, we agree that the University may take appropriate action, including price reduction or disqualification.

We assure full cooperation and submission of supporting documents, invoices, or client POs if required by the audit or evaluation committee.

Sincerely,

Place: _____

Date: _____

Authorized Signatory (Name & Seal)

(Name, Designation, Signature & Seal of Bidder)

ANNEXURE – VII

SELF-DECLARATION REGARDING NON-BLACKLISTING & INTEGRITY

(To be submitted on the bidder's letter head and duly signed by the authorized signatory)

To

The Registrar

Veer Narmad South Gujarat University

Udhna-Magdalla Road, Surat – 395007, Gujarat, India

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam, in reference to the bid titled “Procurement of Multi-Functional Printer Nos. 19 with Installation and Warranty Support” (Bid No. GEM/2026/B/8020919) issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby solemnly declare and affirm that:

1. We have not been blacklisted, debarred, suspended, or banned from participating in any procurement process by any Central or State Government department, Public Sector Undertaking (PSU), Autonomous Institution, or Government agency (including Government e-Marketplace [GeM]) in India, as on the date of bid submission.
2. We further declare that no criminal proceedings are pending against the bidder or any of its directors/partners that would affect our ability to participate in this procurement process.
3. We have not been convicted by any Court of Law for any offence involving moral turpitude or under any statute connected with a procurement/tender/contract with the Government or any of its instrumentalities.
4. We have not been involved in any collusive bidding or anti-competitive practice in respect of this or any other tender/bid.
5. We understand that if this declaration is found to be false or misleading at any stage, our bid may be summarily rejected, or the contract may be terminated without any liability on the part of the University, in addition to any other action permissible under law.

Declaration

We hereby declare that the above information is true and correct to the best of our knowledge and belief, and nothing material has been concealed therefrom.

Place: _____

Date: _____

Authorized Signatory (Name, Designation & Seal)

(Name, Designation, Signature & Seal of Bidder)