

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण/Bid Details  |   |
|--|---|
| बिड बंद होने की तारीख/समय /Bid End Date/Time   | 08-06-2026 11:00:00   |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time  | 08-06-2026 11:30:00   |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)                                      | 150 (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  |
| वस्तु श्रेणी /Item Category  | Annual Maintenance Service - Desktops, Laptops and Peripherals - As per ATC for Single Function Printer; As per ATC for Single Function Printer , Annual Maintenance Service - Desktops, Laptops and Peripherals - As per ATC for All In One Printer; As per ATC for All In One Printer , Annual Maintenance Service - Desktops, Laptops and Peripherals - As per ATC for Laser Tank Printer; As per ATC for Laser Tank Printer , Annual Maintenance Service - Desktops, Laptops and Peripherals - As per ATC for Ink Tank Printer; As per ATC for Ink Tank Printer , Annual Maintenance Service - Desktops, Laptops and Peripherals - As per ATC for Color Laser Printer; As per ATC for Color Laser Printer , Annual Maintenance Service - Desktops, Laptops and Peripherals - As per ATC for A3 Printer; As per ATC for A3 Printer |
| अनुबंध अवधि /Contract Period   | 1 Year(s)   |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years) | 4 Lakh (s)  |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 3 Year (s)  |
| इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required                        | Yes   |
| वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover   | Yes   Complete  |

| बिड विवरण/Bid Details   |  |
|---|--|
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / <b>Startup Relaxation for Years Of Experience and Turnover</b>   | Yes   Complete   |
| विक्रेता से मांगे गए दस्तावेज़/ <b>Document required from seller</b>  | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC)<br>*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 मेन् है/ <b>Do you want to show documents uploaded by bidders to all bidders participated in bid?</b> | 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। / <b>Minimum number of bids required to disable automatic bid extension</b>  | 3  |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>  | 3  |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>  | 1  |
| बिड से रिवर्स नीलामी सक्रिय किया/ <b>Bid to RA enabled</b>  | Yes  |
| रिवर्स नीलामी योग्यता नियम/ <b>RA Qualification Rule</b>  | H1-Highest Priced Bid Elimination  |
| बिड का प्रकार/ <b>Type of Bid</b>   | Two Packet Bid   |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / <b>Time allowed for Technical Clarifications during technical evaluation</b>   | 3 Days   |
| अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / <b>Estimated Bid Value in INR (Inclusive of all taxes)</b>   | 200000   |
| मूल्यांकन पद्धति/ <b>Evaluation Method</b>  | Total value wise evaluation  |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>   | Yes  |
| मध्यस्थता खंड/ <b>Arbitration Clause</b>  | No   |
| सुलह खंड/ <b>Mediation Clause</b>   | No   |

#### ईएमडी विवरण/EMD Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

**ईपीबीजी विवरण /ePBG Detail**

|   |                     |
|---|---------------------|
| एडवाइजरी बैंक/Advisory Bank                                       | State Bank of India |
| ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)                           | 2.00                |
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 14                  |

(a). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Registrar  
Veer Narmad South Gujarat University, Surat  
(Register)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

|                               |     |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

**एमएसई खरीद वरीयता/MSE Purchase Preference**

|  |     |
|--|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference  | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$ | 15  |
| सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference                                | 100 |

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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. 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
- v. 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

#### **अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Asset Details and its Distribution across the consignee /user locations:**[1779778942.pdf](https://www.vnsngu.edu.in/asset-details)

**Consignee Wise Service Engineers/Help-Desk Personal details .:**[1779778950.pdf](https://www.vnsngu.edu.in/consignee-wise-service-engineers-help-desk-personal-details)

#### **Pre Bid Detail(s)**

| <b>मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time</b> | <b>प्री-बिड स्थान/Pre-Bid Venue</b>  |
|--|--|
| 30-05-2026 16:00:00                                      | Purchase Cell, Veer Narmad South Gujarat University, Surat. (online link : VNSGU Purchase Cell General Meeting Link <a href="https://meet.google.com/gbx-krwp-czt">https://meet.google.com/gbx-krwp-czt</a> ) Contact No. 0261-2203042 |

**Annual Maintenance Service - Desktops, Laptops And Peripherals - As Per ATC For Single Function Printer; As Per ATC For Single Function Printer ( 200 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification  | मूल्य/ Values                          |
|---|--|
| <b>कोर / Core</b>   |  |
| Type of Asset   | As per ATC for Single Function Printer |
| Make/Brand of Assets  | As per ATC for Single Function Printer |
| Status of Annual Maintenance Service Provider   | As OEM                                 |
| Periodicity of Preventive Maintenance Services  | Quarterly                              |
| Onsite Service Engineers Requirement  | NONE                                   |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Exclusive                              |
| <b>एडऑन /Addon(s)</b>   |  |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

|  |    |
|--|----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |
|--|----|

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address   | संसाधनों की मात्रा<br>/ Number of<br>each Asset<br>for AMC | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement   |
|-------------------|---|---|--|---|
| 1                 | Patel Yogesh<br>Chimanbhai                                    | 395007,VEER NARMAD SOUTH<br>GUJARAT UNIVERSITY, Udhna<br>Magdalla Road, Surat | 200  | <ul style="list-style-type: none"> <li>Number of Resident engineers : 0</li> <li>Number of technicians : 0</li> </ul> |

**Annual Maintenance Service - Desktops, Laptops And Peripherals - As Per ATC For All In One Printer; As Per ATC For All In One Printer ( 150 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|----------------------|---------------|
| <b>कोर / Core</b>    |               |

| विवरण/ Specification  | मूल्य/ Values                     |
|---|-----------------------------------|
| Type of Asset   | As per ATC for All In One Printer |
| Make/Brand of Assets  | As per ATC for All In One Printer |
| Status of Annual Maintenance Service Provider   | As OEM                            |
| Periodicity of Preventive Maintenance Services  | Quarterly                         |
| Onsite Service Engineers Requirement  | NONE                              |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Exclusive                         |
| <b>एडऑन /Addon(s)</b>   |                                   |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

|  |    |
|--|----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |
|--|----|

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | संसाधनों की मात्रा / Number of each Asset for AMC | अतिरिक्त आवश्यकता /Additional Requirement   |
|----------------|---|---|---|---|
| 1              | Patel Yogesh Chimanbhai                                 | 395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat | 150   | <ul style="list-style-type: none"> <li>Number of Resident engineers : 0</li> <li>Number of technicians : 0</li> </ul> |

**Annual Maintenance Service - Desktops, Laptops And Peripherals - As Per ATC For Laser Tank Printer; As Per ATC For Laser Tank Printer ( 50 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values                     |
|----------------------|-----------------------------------|
| <b>कोर / Core</b>    |                                   |
| Type of Asset        | As per ATC for Laser Tank Printer |
| Make/Brand of Assets | As per ATC for Laser Tank Printer |

| विवरण/ Specification  | मूल्य/ Values |
|---|---------------|
| Status of Annual Maintenance Service Provider   | As OEM        |
| Periodicity of Preventive Maintenance Services  | Quarterly     |
| Onsite Service Engineers Requirement  | NONE          |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Exclusive     |
| <b>एडऑन /Addon(s)</b>   |               |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

|  |    |
|--|----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |
|--|----|

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address   | संसाधनों की मात्रा<br>/ Number of<br>each Asset<br>for AMC | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement   |
|-------------------|---|---|--|---|
| 1                 | Patel Yogesh<br>Chimanbhai                                    | 395007,VEER NARMAD SOUTH<br>GUJARAT UNIVERSITY, Udhna<br>Magdalla Road, Surat | 50   | <ul style="list-style-type: none"> <li>Number of Resident engineers : 0</li> <li>Number of technicians : 0</li> </ul> |

**Annual Maintenance Service - Desktops, Laptops And Peripherals - As Per ATC For Ink Tank Printer; As Per ATC For Ink Tank Printer ( 20 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification                           | मूल्य/ Values                   |
|--|---------------------------------|
| <b>कोर / Core</b>                              |                                 |
| Type of Asset                                  | As per ATC for Ink Tank Printer |
| Make/Brand of Assets                           | As per ATC for Ink Tank Printer |
| Status of Annual Maintenance Service Provider  | As OEM                          |
| Periodicity of Preventive Maintenance Services | Quarterly                       |
| Onsite Service Engineers Requirement           | NONE                            |

| विवरण/ Specification  | मूल्य/ Values |
|---|---------------|
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Exclusive     |
| <b>एडऑन /Addon(s)</b>   |               |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

|  |    |
|--|----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |
|--|----|

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N<br>o. | प्रेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address   | संसाधनों की मात्रा<br>/ Number of<br>each Asset<br>for AMC | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement   |
|-------------------|--|---|--|---|
| 1                 | Patel Yogesh<br>Chimanbhai                                     | 395007,VEER NARMAD SOUTH<br>GUJARAT UNIVERSITY, Udhna<br>Magdalla Road, Surat | 20   | <ul style="list-style-type: none"> <li>Number of Resident engineers : 0</li> <li>Number of technicians : 0</li> </ul> |

**Annual Maintenance Service - Desktops, Laptops And Peripherals - As Per ATC For Color Laser Printer; As Per ATC For Color Laser Printer ( 20 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification  | मूल्य/ Values                      |
|---|------------------------------------|
| <b>कोर / Core</b>   |                                    |
| Type of Asset   | As per ATC for Color Laser Printer |
| Make/Brand of Assets  | As per ATC for Color Laser Printer |
| Status of Annual Maintenance Service Provider   | As OEM                             |
| Periodicity of Preventive Maintenance Services  | Quarterly                          |
| Onsite Service Engineers Requirement  | NONE                               |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Exclusive                          |
| <b>एडऑन /Addon(s)</b>   |                                    |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

|  |    |
|--|----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |
|--|----|

**अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | संसाधनों की मात्रा / Number of each Asset for AMC | अतिरिक्त आवश्यकता /Additional Requirement   |
|---------------|---|---|---|---|
| 1             | Patel Yogesh Chimabhai                                  | 395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat | 20  | <ul style="list-style-type: none"> <li>Number of Resident engineers : 0</li> <li>Number of technicians : 0</li> </ul> |

**Annual Maintenance Service - Desktops, Laptops And Peripherals - As Per ATC For A3 Printer; As Per ATC For A3 Printer ( 10 )****तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification  | मूल्य/ Values             |
|---|---------------------------|
| <b>कोर / Core</b>   |                           |
| Type of Asset   | As per ATC for A3 Printer |
| Make/Brand of Assets  | As per ATC for A3 Printer |
| Status of Annual Maintenance Service Provider   | As OEM                    |
| Periodicity of Preventive Maintenance Services  | Quarterly                 |
| Onsite Service Engineers Requirement  | NONE                      |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Exclusive                 |
| <b>एडऑन /Addon(s)</b>   |                           |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

|  |    |
|--|----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |
|--|----|

## अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address   | संसाधनों की मात्रा<br>/ Number of<br>each Asset<br>for AMC | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement  |
|-------------------|---|---|--|--|
| 1                 | Patel Yogesh<br>Chimanbhai                                    | 395007,VEER NARMAD SOUTH<br>GUJARAT UNIVERSITY, Udhna<br>Magdalla Road, Surat | 10   | <ul style="list-style-type: none"><li>• Number of Resident engineers : 0</li><li>• Number of technicians : 0</li></ul> |

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

#### 1. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

#### 2. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

#### 3. Buyer Added Bid Specific ATC

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

#### 4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

#### 5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 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 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.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in 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---**



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**GEM BID FOR UNIVERSITY REQUIRES ON-SITE  
CLEANING AND REFILLING OF PRINTER  
CARTRIDGES/TONERS AT VARIOUS  
DEPARTMENTS**

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## **PART A – COMBINED SCOPE OF WORK**

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(On-Site Cartridge Refilling, Cleaning & Comprehensive Maintenance Contract (CMC) for Printers)

### **1. Objective**

The University requires comprehensive on-site printer maintenance services including cartridge/toner refilling, cleaning, preventive maintenance, breakdown support, and replacement of spare parts for various printers installed across University departments.

### **2. Scope of Services**

#### **2.1 On-Site Service Requirement**

- All services shall be provided within University premises only.
- Technician shall visit the concerned department/location and perform the required service at site itself.
- No cartridge/printer shall be taken outside the campus without prior permission from the University.

#### **2.2 Cartridge / Toner Refilling & Cleaning**

- Internal and external cleaning of cartridge before refilling.
- Removal of residual toner/ink, dust, and waste particles.
- Proper cleaning of drum surface and internal components.
- Refilling of cartridges/toners of HP, Canon, Epson, Brother, and other equivalent brands.
- Use of good quality compatible toner/ink only.
- Proper sealing, reassembly, and testing after refilling.

#### **2.3 Testing & Output Verification**

- Test print shall be taken immediately after refilling/service.
- Output must be:
  - Clear and readable
  - Free from lines, patches, background shading, and toner leakage.
- Cartridge/service shall be accepted only after satisfactory testing by the concerned department.

#### **2.4 Comprehensive Maintenance Contract (CMC)**

The contractor shall provide complete maintenance support for printers including all spare parts and servicing, such as:

- Pickup rollers
- Separation pads

- Transfer rollers
- Fuser assembly parts
- Gears and sensors
- Power supply / adapters
- Motherboard / formatter board
- Any other required spare parts

No additional payment shall be made for replacement of spare parts under CMC.

### **2.5 Cartridge Coverage Under CMC**

- The CMC price shall include refilling/replacement support equivalent to six (06) cartridges per printer during the contract period.
- It is understood that actual cartridge consumption may vary depending upon usage patterns.
- Some printers may require less than six cartridges, while some printers may require more than six cartridges during the contract period.
- The bidder/vendor shall compensate and adjust such variations internally, and no additional payment shall be claimed from the University for such variation in cartridge consumption.

### **2.6 Preventive Maintenance**

- Minimum four (quarterly) preventive maintenance services per year for each printer.
- Includes:
  - Internal cleaning
  - Dust removal
  - Roller cleaning
  - Calibration and testing

### **2.7 Breakdown Maintenance**

- Complaint response within 24 hours.
- Resolution within 48 hours.
- Includes repair, servicing, spare replacement, and testing.

### **2.8 Standby Arrangement**

- If any printer cannot be repaired within 48 hours, the vendor shall provide standby printer, if required by the University.

## **3. Service Timelines**

| <b>Activity</b>    | <b>Timeline</b> |
|--------------------|-----------------|
| Complaint Response | Within 24 Hours |

| <b>Activity</b>        | <b>Timeline</b>      |
|------------------------|----------------------|
| On-Site Refilling      | Same Day / Max 1 Day |
| Breakdown Repair       | Within 48 Hours      |
| Preventive Maintenance | Twice Yearly         |

#### **4. Quality Standards**

- No light print, patches, leakage, or background shading shall be acceptable.
- In case of poor quality output or recurring issue:
  - Immediate correction/re-service shall be provided at no additional cost.

#### **5. Records & Reporting**

Vendor shall maintain:

- Complaint register
- Department-wise refilling log
- Preventive maintenance records
- Spare replacement records
- Monthly service report

#### **6. Responsibilities of Contractor**

- Ensure minimum downtime of printers.
- Provide skilled technicians.
- Use only good quality compatible consumables and spare parts.
- Maintain satisfactory service quality throughout the contract period.

#### **7. Exclusions**

- Physical damage due to mishandling by users.
  - Electrical supply fluctuation related damage.
  - Printers declared beyond economical repair (subject to University approval).
-

**Appendix A List of Approx Printer**

| <b>Single Function</b>              | <b>All In One</b>                | <b>Laser Tank</b>  | <b>Ink Tank</b> | <b>Color Laser</b> | <b>A3</b> |
|-------------------------------------|----------------------------------|--------------------|-----------------|--------------------|-----------|
| HP 1007, HP 1018, HP 1008           | HP 126 NW, HP 136 FNW            | HP 2606 SDW        | M 2170, HP-315  | B00-3560, M154NW   | LBP-3500  |
| HP 103/107/108, Canon 2900, HP 1020 | HP 3050, HP 1136, HP 1005        | HP M233 SDW        | L 6170, M-1100  | -                  | -         |
| HP 1108, HP 202DW                   | HP 138 FNW, 2260W                | HP 1020 Laser Tank | 9200W, G 3780   | -                  | -         |
| CANON 6030W, HP 400M                | Brother 2531 DW, HP 1522         | -                  | -               | -                  | -         |
| Brother 2000D                       | CANON MF 232W, CANON MF 241D     | -                  | -               | -                  | -         |
| -                                   | Brother 2541 DW, Brother 7640 DW | -                  | -               | -                  | -         |
| 200 Qty.                            | 150 Qty.                         | 50 Qty.            | 20 Qty.         | 20 Qty.            | 10 Qty.   |

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## PART B – SERVICE LEVEL AGREEMENT (SLA) & TERMS

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### B1 : APPLICABILITY OF GeM SERVICE CONDITIONS

#### 1. GeM SLA Applicability

This bid shall be governed by the applicable **Government e-Marketplace (GeM) Service Level Agreement (SLA)** for:

- Printer Maintenance Services / CMC
- Repair & Maintenance Services
- Any other relevant service category applicable at the time of bidding

All standard GeM provisions related to:

- Service delivery
- Timelines
- Performance standards
- Payment process
- Penalty mechanisms shall be applicable.

---

#### 2. Acceptance of GeM Terms

By participating in the bid, the bidder agrees to:

- Accept all GeM General Terms & Conditions (GTC)
- Comply with all service obligations defined on GeM
- Follow the Service Delivery & Acceptance mechanism (SDAC)

---

#### 3. Precedence of Terms

- In case of conflict between GeM SLA and this document:
  - ▶ **GeM SLA shall prevail**, unless specifically modified under VNSGU-specific conditions

---

#### 4. Payment & Acceptance (GeM Based)

- Payment shall be processed only after:
  - Successful service delivery
  - Certification by user department
  - SDAC generation on GeM

---

## **B2 : VNSGU SPECIFIC SERVICE CONDITIONS**

*(To be read along with GeM SLA)*

---

### **1. Service Coverage**

#### **Schedule A – On-Site Refilling**

- Service shall be provided **within University premises only**
- Cartridge refilling must be done **on-site**

#### **Schedule B – CMC of Printers**

- All listed printers across departments covered
  - Quantity may increase/decrease
- 

### **2. Service Timelines**

| <b>Service Type</b>    | <b>Requirement</b>   |
|------------------------|----------------------|
| Complaint Response     | Within 24 hours      |
| On-site Refilling      | Same day / max 1 day |
| Breakdown Repair       | Within 48 hours      |
| Preventive Maintenance | Quarterly            |

---

### **3. Preventive Maintenance (CMC)**

- Mandatory **two preventive services annually**
  - Proper cleaning, calibration, and testing required
  - Record to be maintained and signed by department
- 

### **4. Quality Standards**

#### **For Refilling:**

- No light print, patches, or leakage
- Test print mandatory

#### **For CMC:**

- Printer must be in **fully functional condition**
  - No repeated complaints for same issue
-

## 5. Parts Replacement (CMC)

- All spare parts included under CMC (as per scope)
  - Only good quality compatible parts to be used
  - No additional payment shall be made
- 

## 6. Penalty for Service Failure

| Issue                       | Penalty                  |
|-----------------------------|--------------------------|
| Delay in response (>24 hrs) | ₹200 per case            |
| Delay in repair (>48 hrs)   | ₹500 per day per printer |
| Poor quality refilling      | Re-service free of cost  |
| Repeated failure            | Replacement or penalty   |

*(If GeM specifies higher penalty, GeM shall apply)*

---

## 7. Standby Arrangement (CMC)

- If repair takes more than 48 hours:
    - ▶ Vendor shall provide standby printer (if required)
- 

## 8. Service Records

Vendor must maintain:

- Complaint register
  - Refilling log
  - Preventive maintenance records
  - Parts replacement details
- 

## 9. Inspection & Monitoring

- University may conduct:
    - Random inspection
    - Performance review
  - Non-compliance may lead to penalty or termination
- 

## 10. Payment Condition (VNSGU Specific)

- Payment shall be made:

- After verification of service
  - On submission of invoice
  - **No claim for delay in payment shall be entertained**
- 
- 

## **B3 : GENERAL TERMS & CONDITIONS**

---

### **1. Contract Duration**

- Contract shall be valid for **1 year** (extendable based on performance)
- 

### **2. No Subletting**

- The contractor shall not subcontract the work without prior written approval
- 

### **3. Statutory Compliance**

- Contractor shall comply with:
    - GST laws
    - Labour laws (if manpower deployed)
    - Any applicable Government rules
- 

### **4. Risk & Responsibility**

- Contractor responsible for:
    - Safe handling of cartridges/printers
    - Avoiding damage during service
- 

### **5. Force Majeure**

- Neither party shall be liable for delays due to:
    - Natural disasters
    - Government restrictions
    - Unavoidable circumstances
- 

### **6. Termination Clause**

VNSGU may terminate the contract if:

- Poor performance

- Repeated service failure
  - Violation of terms
- 

## **7. Dispute Resolution**

- Disputes shall be resolved under:
    - Arbitration and Conciliation Act, 1996
  - Jurisdiction: **Surat, Gujarat**
- 

## **8. Confidentiality**

- Vendor shall not misuse or disclose any University information
- 

## **9. Right to Modify Scope**

- University reserves the right to:
    - Increase/decrease quantity
    - Modify scope as required
-

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## **PART C – PAYMENT TERMS**

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### **1. General Payment Conditions**

1. Payment shall be made **through GeM portal only**, as per GeM General Terms & Conditions.
2. Payment will be processed **only after successful service delivery** and certification by the concerned department/consignee.
3. Submission of invoice along with required documents is mandatory for processing payment.
4. All payments shall be subject to applicable **statutory deductions** (GST TDS, Income Tax TDS, etc.).

---

### **2. Payment Terms – Schedule A (On-Site Cartridge Refilling)**

1. Payment shall be made on **actual work done basis** (per cartridge refilling).
2. The contractor shall submit **monthly consolidated bill** along with:
  - Department-wise refilling details
  - Service/Job completion report duly signed by user department
3. Payment shall be released **on monthly basis** after verification.
4. Any cartridge rejected due to poor quality shall:
  - Not be counted for payment
  - Be rectified by the contractor at no additional cost

---

### **3. Payment Terms – Schedule B (CMC for Printers)**

#### **Option Adopted: Quarterly Payment System (Recommended)**

1. Payment shall be made on **quarterly basis (every 3 months)**.
2. Quarterly payment shall be released **after**:
  - Completion of services during the quarter
  - Submission of:
    - Service reports
    - Preventive maintenance records
    - Complaint resolution details
3. Payment shall be proportional to:
  - Number of printers covered
  - Duration of service

---

### **4. Conditions for Release of Payment**

Payment shall be subject to:

- Satisfactory performance of services
  - No pending major complaints
  - Submission of complete documentation
  - Certification by authorized University official
  - SDAC generation on GeM
- 

#### **5. Deduction / Penalty Adjustment**

- Any penalty imposed under SLA shall be:
    - ▶ Deducted from the running bill
  - In case of:
    - Poor service
    - Delay in service
    - Repeated complaints
- ▶ Payment may be withheld partially or fully until resolution
- 

#### **6. No Advance Payment**

- No advance payment shall be made under any circumstances
- 

#### **7. No Claim for Delay in Payment**

- The contractor shall not claim:
  - Interest
  - Compensation
  - Any additional charges

due to delay in payment, if any

---

#### **8. Final Payment**

- Final payment shall be released after:
    - Completion of contract period
    - Submission of final service report
    - Clearance of all dues and obligations
- 

#### **9. Invoice Requirements**

Each invoice must include:

- GeM Contract Number
  - Schedule (A or B) clearly mentioned
  - Department-wise details (for refilling)
  - Period of service (for CMC)
  - GST details
- 

#### **10. Mode of Payment**

- Payment shall be made through:
    - PFMS / Bank transfer via GeM system
- 
- 

## **PART D – MINIMUM ELIGIBILITY CRITERIA**

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### **A. General Eligibility**

- 1. Financial Turnover:** As per **ANNEXURE – I** Declaration of Average Annual Turnover & Exemption Eligibility
- 2. Past Experience:** As per **ANNEXURE – II** Declaration of Past Work Experience & Eligibility as per Bid Conditions
- 3. Earnest Money Deposit (EMD):** As Per **ANNEXURE – III** EMD Submission or
- 4. Mandatory Basic Eligibility:** As per **ANNEXURE -IV** Bidder Information & General Acceptance
- 5. Self declaration and Non-Blacklisting Declaration:** As Per **ANNEXURE – V** Self-Declaration Regarding Non-Blacklisting
- 6. Land-Border / Local Supplier Compliance:** As Per **ANNEXURE – VI** Self-Declaration Regarding Land Border Sharing Country
- 7. Class of Supplier Declaration:** As per **ANNEXURE – VI** Self-Declaration Regarding Land Border Sharing Country
- 8. Price Reasonability Certificate:** **ANNEXURE- VIII** Price Reasonability Certificate

### **B. BID specific requirement**

- 1. Pre-Bid Meeting :** As per **ANNEXURE- IX** Pre-Bid Meeting / Site Inspection Certificate with Condition Acknowledgement
-

## Part E – Bid Submission Guidelines

### 1. Mode of Submission

1.1 Bids shall be submitted **online only** through the **Government e-Marketplace (GeM)**

1.2 EMD via Demand Draft (as per tender) or MSME / Startup exemption. **Original DD must be submitted physically** at the Purchase Section, VNSGU, Surat – 395007 before bid closing, in a sealed cover marked “EMD for Event Management- Youth festival Tender (VNSGU)”, as per BID format

1.3 Each document must be uploaded under the **correct GeM upload button**, in **searchable PDF**, duly **signed and stamped** by the authorized signatory.

1.4 Incomplete, illegible, or wrongly tagged uploads may result in bid rejection.

#### A. Physical (Hard copy) Submission

| Document   | Mode               | Submission Location   | Last Date of Submission |
|--|--------------------|---|-------------------------|
| EMD Demand Draft in in a sealed cover marked “EMD for Event Management- Youth festival Tender (VNSGU)” | Original Hard Copy | <b>Purchase Section,</b><br>VNSGU, Udhna–<br>Magdalla Road, Surat –<br>395007 | As per Documents        |

#### B. Online (GeM Portal) Submission

| No.          | Title / Purpose   | Upload Button on GeM                    | Documents to Attach                              | Uploaded (Yes/No) | Remarks for office |
|--------------|---|---|--|-------------------|--------------------|
| Annexure I   | Declaration of Average Annual Turnover & Exemption Eligibility          | Button – Bidder Turnover                | Annexure I *                                     |                   |                    |
|              |   |   | CA-certified turnover certificate *              |                   |                    |
|              |   |   | MSME/ NSIC/ Startup Registration (if applicable) |                   |                    |
| Annexure II  | Declaration of Past Work Experience & Eligibility as per Bid Conditions | Button – Experience Criteria            | Annexure II *                                    |                   |                    |
|              |   |   | Work order documents*                            |                   |                    |
|              |   |   | Work completion document*                        |                   |                    |
| Annexure III | EMD Submission or Exemption Declaration                                 | Button – Certificate (Requested in ATC) | Annexure III *                                   |                   |                    |
|              |   |   | Scan of DD                                       |                   |                    |
|              |   |   | MSME/ NSIC/ Startup Registration                 |                   |                    |
| Annexure IV  | Bidder Information & General Acceptance                                 | Button – Additional Documents           | Annexure IV *                                    |                   |                    |
|              |   |   | GST *  |                   |                    |
|              |   |   | PAN*   |                   |                    |
|              |   |   | Cancelled check *                                |                   |                    |
|              |   |   | MSME/ NSIC/ Startup Registration                 |                   |                    |
| Annexure V   | Self-Declaration Regarding Non-Blacklisting                             |   | Annexure V*                                      |                   |                    |
| Annexure VI  | Self-Declaration Regarding Land Border Sharing Country                  |   | Annexure VI*                                     |                   |                    |

|               |   |  |                |  |  |
|---------------|---|--|----------------|--|--|
| Annexure VII  | Class of Supplier Declaration                 |  | Annexure VII*  |  |  |
| Annexure VIII | Price Reasonability Certificate               |  | Annexure VIII* |  |  |
| Annexure – IX | Pre-Bid Meeting / Site Inspection Certificate |  | Annexure IX*   |  |  |

\* Star marked are compulsory submission for the tender

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## NOTES FOR FINAL SUBMISSION

Below is a **professional & clean version** of your **NOTES section**, formatted for **direct inclusion** in your bid document under “**Important Instructions for Bidders**” or “**Submission Guidelines – Notes:**”

---

## IMPORTANT NOTES FOR ANNEXURES & DOCUMENT SUBMISSION

1. **All Annexures must be filled completely, signed, stamped, and page-numbered.**  
The **Annexure numbering must match exactly** as listed in the tender, and all required **attachments must be placed immediately after the respective Annexure.**
  2. **All attachments / supporting documents must be self-attested and stamped** by the authorised signatory of the bidder.
  3. **No price-related information should appear in any annexure or technical document.**  
Price details shall be entered only in the **BoQ / Financial Bid** section on the portal.
  4. **All uploaded files must be in searchable PDF format** and must be clear and legible.
  5. Documents must be **uploaded strictly under the correct GeM upload buttons** mentioned in the Bid Submission Guidelines. Incorrect tagging may lead to rejection during technical evaluation.
  6. **Do not upload any unnecessary / unrelated documents** that are not asked for in this tender. Only mandatory documents are to be submitted.
  7. Under **Experience Criteria, only three (03) work orders / contracts** shall be uploaded, supported by valid **completion certificates / payment proof** as required.
-

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**ANNEXURE - I**  
**DECLARATION OF AVERAGE ANNUAL TURNOVER & EXEMPTION ELIGIBILITY**

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**To**

**The Registrar**

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

**Subject:** Declaration of Average Annual Turnover & Exemption Eligibility

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**PART A – DECLARATION OF TURNOVER (Last Three Financial Years)**

We hereby declare that our average annual turnover for the last **three financial years** is as follows:

| Financial Year                           | Annual Turnover (₹) |
|--|---------------------|
| FY 2022–23                               |                     |
| FY 2023–24                               |                     |
| FY 2024–25                               |                     |
| Average turnover                         |                     |
| Required Turnover as per Bid             |                     |
| Average turnover is as per Bid condition | YES/NO              |

**Attachment required:** Self attested copy of CA-certified Turnover Certificate(s)

**PART B – EXEMPTION FROM TURNOVER (IF APPLICABLE)**

We seek exemption from the following requirement(s) under valid government policy Turnover Requirement

**Basis of Exemption (select one & provide valid certificate):**

- MSME-Udyam-Registered
- NSIC Registered
- DPIIT-Recognized Startup

**Attachment required:** Self attested copy of Valid MSME-Udyam / NSIC/ DPIIT Startup Certificate

---

**FINAL DECLARATION**

I/We hereby declare that:

- ✓ All information provided is true and correct.
  - ✓ We understand that concealment/misrepresentation may lead to bid rejection.
  - ✓ We agree to submit any additional documents if required by VNSGU during evaluation.
- 

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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**ATTACHMENT & UPLOAD INSTRUCTIONS**

- Attachment required: Self attested copy of CA-certified Turnover Certificate(s), Valid MSME-Udyam / NSIC/DPIIT Startup Certificate



**ANNEXURE - II**  
**Declaration of Past Work Experience & Eligibility as per Bid Conditions**

**PART A – WORK EXPERIENCE DETAILS (Last Three Financial Years)**

Give the details of only three orders executed for Government Departments/ PSUs/ Autonomous Bodies / Universities / Public or Private limited organizations or any other order of similar scale ( subjected to approval by University )

| Sr. No. | Client Name & Address | Work Order No. & Date | Description of Work / Service | Contract Value (₹) | Completion Proof Attached (Yes/No) |
|---------|-----------------------|-----------------------|-------------------------------|--------------------|------------------------------------|
| 1       |                       |                       |                               |                    |                                    |
| 2       |                       |                       |                               |                    |                                    |
| 3       |                       |                       |                               |                    |                                    |

**Documents to):**

- Attach following self-attested copy for each order mentioned above
  - Work Order / Contract Agreement (**compulsory**)
  - **and any one of:** CARC from GeM **OR** Completion / Performance Certificate **OR** Payment proof (Bank advice / TDS / etc.)

**PART B – DECLARATION OF ELIGIBILITY (AS PER TENDER CONDITIONS)**

We hereby confirm that we meet the eligibility criteria regarding **past work experience**, as specified in the tender document. We have successfully completed **similar contracts during the last three (03) financial years**, satisfying **ANY ONE** of the following conditions:

| Eligibility Condition  | Tick (✓)   |
|--|--|
| <b>A.</b> One completed work of value <b>not less than 80%</b> of the estimated bid value          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>B.</b> Two completed works, <b>each of value not less than 50%</b> of the estimated bid value   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>C.</b> Three completed works, <b>each of value not less than 40%</b> of the estimated bid value | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**PART C – DECLARATION FOR EXEMPTION (IF APPLICABLE)**

We request exemption from the past experience requirement based on (select one & provide valid certificate):

- MSME-Udyam-Registered Company
- NSIC Registered Company
- DPIIT-Recognized Startup Company

**Attachment required:** Self attested copy of Valid MSME-Udyam / NSIC/ DPIIT Startup Certificate

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**FINAL DECLARATION**

We hereby declare that all information furnished is true and correct. We understand that misrepresentation may lead to disqualification. We agree to submit any additional documents if requested by VNSGU.

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Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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**ANNEXURE - III**

**EMD Submission or Exemption Declaration**

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**Option A – EMD Submission via Demand Draft**

We hereby submit the **Earnest Money Deposit (EMD)** for the above-mentioned tender as per the following details:

| <b>Particulars</b> | <b>Details</b>                                  |
|--------------------|---|
| Name of Bidder     |   |
| DD Amount          |   |
| DD Number          |   |
| Date of Issue      |   |
| Bank Name & Branch |   |
| Payable To         | Registrar, Veer Narmad South Gujarat University |
| Payable At         | Surat – 395007                                  |

We confirm that:

- The Demand Draft has been issued by a any **Nationalized bank or as per latest Gujarat government recognized bank for SD/EMD** (list of Nationalized bank: [file:///C:/Users/Admin/Downloads/Annexure\\_86b23334-dccc-46b0-a29a1758885820178\\_buycon1.gmsclg.gj.pdf](file:///C:/Users/Admin/Downloads/Annexure_86b23334-dccc-46b0-a29a1758885820178_buycon1.gmsclg.gj.pdf))
- The DD has been drawn in favour of the University, by or on behalf of the bidding firm.
- The **original DD** has been submitted or dispatched to the University as per tender instructions.

**To Be Submitted (Hard Copy):**

**The original Demand Draft must be submitted at the Purchase Section, Veer Narmad South Gujarat University, Surat – 395007 before the bid submission deadline.**

---

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

---

**Attachment : Original Demand Draft**

OR

**Option B – EMD Exemption Declaration**

We hereby declare that our organization is registered as a **Micro/Small Enterprise (MSME) or NSIC or Startup under DPIIT**, and is therefore **exempted from EMD submission** under **Government Procurement Policy (GPP) 2024** and **GeM rules**.

We understand and acknowledge that:

- Only **GeM-verified MSME/NSIC / Startup registration** will be considered valid for exemption.
- If our MSME / Startup status appears as “*pending*” or “*applied*” on GeM at the time of bid submission, the exemption will not be granted.
- If neither valid exemption proof nor EMD is submitted at bid opening, our bid shall be **summarily rejected**.
- Submission of false or invalid exemption documents will lead to **disqualification** and may attract **legal or contractual action**.

---

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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**Attachment required:** Self Attested Valid MSME - Udyam / NSIC/ Startup (DPIIT) Registration Certificate.

**ANNEXURE -IV**  
**BIDDER INFORMATION & GENERAL ACCEPTANCE**

**1. BIDDER DETAILS**

| No. | Details  | Bidder's Response |
|-----|--|-------------------|
| 1   | Name of Firm / Company                                   |                   |
| 2   | Type of Entity (Proprietorship / LLP / Pvt. Ltd. / etc.) |                   |
| 3   | Year of Establishment                                    |                   |
| 4   | Registered Office Address                                |                   |
| 5   | Communication Address (if different)                     |                   |
| 6   | Authorized Signatory – Name                              |                   |
| 7   | Designation  |                   |
| 8   | Contact Number   |                   |
| 9   | Email ID   |                   |
| 10  | Website (if any)   |                   |
| 11  | Any other  |                   |

**2. STATUTORY & REGISTRATION DETAILS**

| Sr. No. | Registration / License                           | Registration No. | Valid Up To | Copy Enclosed (Y/N) |
|---------|--|------------------|-------------|---------------------|
| 1       | PAN  |                  |             |                     |
| 2       | GST Registration                                 |                  |             |                     |
| 3       | MSME/ NSIC/ Startup Registration (if applicable) |                  |             |                     |
| 4       | Any Other  |                  |             |                     |

### 3. BANK DETAILS

| Sr. No. | Details             | Bidder's Response |
|---------|---------------------|-------------------|
| 1       | Bank Name           |                   |
| 2       | Branch              |                   |
| 3       | Account Holder Name |                   |
| 4       | Account Number      |                   |
| 5       | IFSC Code           |                   |

### 4. ESCALATION MATRIX (FOR SUPPORT / ISSUES)

| Level   | Name | Designation | Email | Contact No. | Response Time |
|---------|------|-------------|-------|-------------|---------------|
| Level 1 |      |             |       |             |               |
| Level 2 |      |             |       |             |               |
| Level 3 |      |             |       |             |               |

### 5. GENERAL ACCEPTANCE OF BID CONDITIONS

We hereby confirm that we have **read and understood** all terms and conditions of the tender document.

We agree to the following:

- ✓ We accept the **Scope of Work** mentioned in the bid.
- ✓ We accept the **Service / Supply Conditions (SLA)** mentioned in the bid.
- ✓ We accept the **Payment Terms** as specified in the bid.
- ✓ We agree to **sign an agreement with VNSGU** if awarded the order and comply with all requirements of the University.
- ✓ We comply with all applicable **laws, statutory requirements** under **Central, State and VNSGU**
- ✓ All information submitted by us is **true and correct** to the best of our knowledge.

We understand that submission of any incorrect or misleading information may result in bid rejection or termination of contract.

---

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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### ATTACHMENT & UPLOAD INSTRUCTIONS

- **Attachment required: Self attested copy of GST registration, PAN Card, Cancelled cheque, MSME/NSIC/ DPIIT if applicable**

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**Annexure - V**  
**Self-Declaration Regarding Non-Blacklisting**

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To

**The Registrar**

Veer Narmad South Gujarat University  
Surat – 395007, Gujarat, India

**Subject:** Declaration Regarding Non-Blacklisting

**Sir/Madam,**

In reference to the bid 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 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.

---

**Declaration**

We hereby declare that the above information is true and correct to the best of our knowledge and belief.

---

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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**Annexure - VI**  
**Self-Declaration Regarding Land Border Sharing Country**

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To  
The Registrar  
Veer Narmad South Gujarat University,  
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 issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby declare as under:

1. 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 Government of India.

**OR**

2. 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.

**Please tick as applicable:**

**Not from a country sharing land border with India**

**From a country sharing land border with India and registered with Competent Authority (Registration Certificate attached)**

---

**Declaration**

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 (Name & Seal)**

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### Annexure VII : Class of Supplier Declaration

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

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We, M/s \_\_\_\_\_ (Name of Bidder), having our registered office at \_\_\_\_\_, hereby declare and confirm the following in compliance with the **Gujarat State Procurement Policy, 2024**:

---

#### Declaration

##### 1. Local Content Confirmation

We confirm that the **local content** in respect of the quoted item(s) is \_\_\_\_\_% and we qualify as:

**Class-I Gujarat MSE / Class-I Local Supplier** (local content  $\geq 50\%$ )

**Class-II Gujarat MSE / Class-II Local Supplier** (local content  $\geq 20\%$  but  $< 50\%$ )

(Tick whichever is applicable)

---

##### 2. Eligibility for Purchase Preference

As per GoG Industries and Mines Department Resolution No: **SPO-102021-188460-CH dated 14-03-2024**, we hereby claim eligibility for purchase preference under the Gujarat State Procurement Policy, 2024.

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##### 3. Compliance with Local Content Calculation

We confirm that:

Local content has been calculated as per the formula:

**Local content (%) = [(Sale Price – Value of Imported Content) x 100] ÷ Sale Price**

Transportation, insurance, installation, commissioning, training, and after-sales services like AMC/CMC have **not** been considered as local value addition.

---

##### 4. Details of Local and Imported Content

| Sr. No. | Item/Equipment Name | Local Content (%) | Location of Value Addition (State of India) | Imported Content (%) (incl. customs duties) |
|---------|---------------------|-------------------|---|---|
| 1       |                     |                   |   |   |
| 2       |                     |                   |   |   |

(Attach additional sheet if required)

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**5. Auditor Certification (if applicable):**

For bids **above ₹10 crore**, we have attached a certificate from our:

- **Statutory Auditor / Cost Auditor (for Companies)**
- **OR Practicing Chartered Accountant / Cost Accountant (for others)**  
certifying the percentage of local content.

*(Auditor's certificate format as per Gujarat State Procurement Policy Annexure II)*

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**6. Declaration of Integrity**

We understand that any false declaration shall be considered a breach of the code of integrity under Clause 2(C)(d) of the Gujarat State Procurement Policy, 2024, and may lead to:

- Debarment for up to two years.
  - Other legal actions as applicable.
- 

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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**ANNEXURE- VII**  
**Price Reasonability Certificate**

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**To**

The Registrar  
Veer Narmad South Gujarat University  
Surat – 395007, Gujarat, India

**Subject:** Price Reasonability Certificate

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,

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Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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**ANNEXURE – IX**  
**PRE-BID MEETING / SITE INSPECTION CERTIFICATE**  
**With Condition Acknowledgement**

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**Certificate of Site Inspection & Pre-Bid Participation**

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**Bidder Details**

| <b>Details</b>           | <b>Information</b> |
|--------------------------|--------------------|
| Name of Firm             |                    |
| Registered Address       |                    |
| Contact Person           |                    |
| Mobile No.               |                    |
| Email ID                 |                    |
| GST / PAN (if available) |                    |

---

**Participation in Pre-Bid Process**

Kindly **tick (✓)** one of the following options:

- Physically visited** VNSGU premises and inspected the site(s), infrastructure and service requirements.
- Attended** the pre-bid meeting **online**, without physical site visit.
- Did not attend** the pre-bid meeting but has **fully reviewed all bid documents** and voluntarily proceeds with bid submission.
- 

**Declaration & Acknowledgement by Bidder**

By signing this certificate, the bidder hereby:

- ✓ Confirms that the **scope of work, site conditions, layout, and service requirements** have been clearly understood.
- ✓ Accepts that **no claim or dispute** shall be raised later on the grounds of unfamiliarity with site conditions or operational difficulties.
- ✓ Agrees that **bidding implies full acceptance** of all terms, including **SLA, payment terms, safety norms, statutory compliance, and event execution standards** stated in the tender.
- ✓ Accepts that **additional services, if requested, shall only be provided with written approval** of the University and on mutually agreed rates.
- ✓ Understands that **University organse academic and related official event**, and services must be executed in a **professional and disciplined manner**.
- 

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Signatory (Name & Seal)**

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