NOTICE INVITING TENDER

The University intends to invite bids on **GeM portal** in two bid system (Technical and Financial) from reputed OEM / Authorized Distributors / Dealers for supply, installation, testing and commissioning of **"Brand New Photocopier machines alongwith trolley on Rental Basis"** at Dwarka and East Delhi Campuses of Guru Gobind Singh Indraprastha University, Sector 16/C, Dwarka, New Delhi – 110078:

Name of the Work	Supply, Installation, testing and Commissioning of Brand New Photocopier Machines alongwith Trolley on Rental Basis
Tender Number	GA(15)/2026/SEP/00045
Estimated Cost of Work	Rs.86,50,000/- including GST (Rs. Eighty Six Lakhs Fifty Thousand Only) for five years
Earnest Money Deposit (EMD)	Rs.1,73,000/- (Rs. One Lakh Seventy Three Thousand Only) in the form of Demand Draft / Bank Guarantee or online in favor of Registrar, GGS IP University, Payable at New Delhi.
Period of Contract	05 Years.
Pre-Bid Meeting	As per notification on GeM Portal
Start Date of Submission of Bid Online	
Time and Last Date of Submission of Bid Online (Technical and Financial)	
Validity of Tender Offer	180 Days from the date of opening
The bids shall be uploaded on GeM portal in two parts (i.) Technical Bid; (ii.) Financial Bid. The Technical & Financial bid should be uploaded on GeM portal (No documents are required to be submitted in hard copy other than EMD, if submitted in offline mode).	
Financial Bid of the technically qualified bidders shall be opened after evaluation of Technical bid at the date and time notified thereafter on GeM Portal.	

Note: Bids received without Bid Security / EMD (either Online or Offline mode) shall summarily be rejected. For online payment, please refer Clause 2.

1. Scope of Work

Requirement of Brand New Photocopier machines, in both the campuses of the University, is detailed below:

SPECIFICATION:

Type	Specification	Approximate Qty. Required(*)	Approx. No. of Photocopies (Per Month)
Machine Type – I	Mono Laser with Print, Scan & Copy; Duplex single Pass Technology (Color & Mono); **30 PPM (A4);** 1200 x 1200 DPI; Memory 6 GB or Higher; Input Tray: 2 x 500 sheets or above with Bypass Tray; Usable paper A3, A4 & A5 (Letter & Legal); Dual Processor 1.4 GHZ or Higher; with Network printing facility	34	60000 copies
Machine Type – II	Mono Laser with Print, Scan & Copy; Duplex single Pass Technology (Color & Mono); **40 PPM (A4);** 1200 x 1200 DPI; Memory 6 GB or Higher; Input Tray: 2 x 500 sheets or above with Bypass Tray; Usable paper A3, A4 & A5 (Letter & Legal); Dual Processor 1.4 GHZ or Higher; with Network printing facility	10	30000 Copies

(*) These are tentative requirements, the number of machines may increase or decrease depending upon the requirement of the University during the entire tenure of the Contract.

2. Earnest Money Deposit (BID SECURITY)

i.) The Earnest Money Deposit (EMD) of Rs.1,73,000/- (Rupees One Lakh Seventy Three Thousand only) shall be in favour of "Registrar, GGSIPU", payable at Delhi in the form of DD/Bank Guarantee/ On-line transfer as per following bank details: -

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIPU, Sector-16C, Dwarka, New Delhi-110078
9	Banker's Phone No.	011-28035244

ii.) Tenders with no Earnest Money Deposit will summarily be rejected.

iii.) All bidders, including Micro and Small Enterprises (MSEs/MSMEs), shall be mandatorily required to submit the Earnest Money Deposit (EMD) as prescribed

in this tender document. No exemption, waiver, or relaxation from submission of EMD shall be granted to any bidder on the basis of MSE/MSME or Startup registration or equivalent status.

iv.) Failure to submit the prescribed EMD within the stipulated time and in the prescribed manner shall render the bid liable for rejection as non-responsive.

v.) The EMD should remain valid for a period of 45 days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender.

vi.) The EMD of the successful bidder would be released after the receipt of Performance Security, as prescribed, in the form of DD, Bank Guarantee or online alongwith the agreement on **non-judicial stamp paper of Rs.100/-.**

vii.) No interest on EMD (whether paid in online or offline mode) would be payable by GGSIPU under any circumstances.

viii.) The bidder shall submit "Earnest Money Deposit" in original in hard copy in an envelope. In case of online deposit of EMD, submission of hard copy is not required.

ix.) The Envelop shall be submitted in the Office of Assistant. Registrar (General Administration), Room No. 36, Admin Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi – 110078.

x.) The envelope containing EMD, if in offline mode, shall indicate the name and address of the bidder to enable the bid to be returned as unopened in case it is declared late or is declared non-responsive. The envelop named **"Earnest Money Deposit"** shall comprise of EMD amount of the tender document. The envelope containing EMD must be submitted on or before last date and time of submission of bid, as given in the notification on the GeM Portal**.**

3. Duration of the Contract

The contract will be valid for a period of 05 years w.e.f. date of installation of all the Photocopier Machines on the designated place as decided by the University.

4. Bid Submission & Technical Bid Evaluation Criteria:

Following documents forming pact of Technical Bid [including Additional Terms and Conditions (ATC)] must be uploaded on GeM portal for evaluating the bid technically. No hard copies of documents w.r.t. technical bid are required except EMD:

i.	Self attested copy of EMD / Bid Security in favour of Registrar, GGS IP University or copy of receipt for online submission of EMD should be attached and uploaded mandatorily. The Original to be submitted before the last date and time as specified in the notification on GeM Portal.
ii.	The bidder should upload unconditional Letter of Transmittal as per **Annexure 'A'**.
iii.	The bidder should have valid Income Tax Registration (PAN No. of firm / company / individual) & GST Registration Certificate (A**ttach copy)**.

iv.	Should have valid Registration Certificate of the Agency / Firm issued from Delhi Govt. under Shop and Establishment Act **(Attach Copy)**.
v.	The bidders should upload an undertaking in connection with Blacklisting / Debarment / fair business as per **Annexure 'B'**.
vi.	Should have minimum average annual financial turnover of Rs.43,25,000/- (Forty Three Lakhs Twenty Five Thousand Only) i.e. equivalent to 50% of estimated cost of similar work in last 5 years ending on 31st March 2026. In Support a Certificate duly authenticated by the Chartered Accountant is required to be uploaded as per **Annexure 'C'**.
vii.	The Net Worth of the Bidder as on 31st March 2026 should not be negative. The Net Worth of the Bidder should not have eroded by more than 30% (Thirty Percent) during the last three (3) Financial Years i.e. FY 2023-24, 2024-25 & 2025-26. Note: Document duly signed by CA with UDIN to be uploaded as per **Annexure 'D'.**
viii.	In case if the bidder is not a manufacturer, the bidder shall have to submit a valid copy of the OEM's Certification authorizing the bidder as Authorized Dealer / Distributors for the supply, installation and after sales Service / Maintenance of Photocopier machines **(Attach copy)**.
ix.	a) Should have satisfactorily completed the work as mentioned below during the last 07 (Seven) years ending last day of receipt of bids. **Three similar works each costing not less than Rs.34,60,000/- i.e. equivalent to 40% of the estimated cost of the tender i.e. Rs.86,50,000/-** **OR** **Two similar works each costing not less than Rs.43,25,000/- i.e. equivalent to 50% of the estimated cost of the tender i.e. Rs.86,50,000/-** **OR** **One similar work costing not less than Rs.69,20,000/- i.e. equivalent to 80% of the estimated cost of the tender i.e. Rs.86,50,000/-** Similar work shall mean work for supply, installation, testing and commissioning of **"Brand New Photocopier machines alongwith trolley on Rental Basis"** in Central Govt. / State Govt. / PSU / Govt. Universities / Autonomous Bodies / Govt. Establishment / Govt. Educational Institutes located in Delhi / NCR. b) Completion / Execution Certificate w.r.t. qualifying completed works during last 7 years ending last day of receipt of bids for supply, installation, testing and commissioning of **"Brand New Photocopier machines alongwith trolley on Rental Basis"** to be submitted by the bidder above, must contain the description of work, value of completed contract and period of contract, Date of Completion of Contract and client commendation / grading (i.e. excellent / very good / good / satisfactory). A Completion / Execution Certificate should be issued by the Competent Authority of the concerned Department / Organization).
x.	Duly signed tender document, Annexure, attachments, copies of testimonials etc. alongwith all corrigendum, addendum, if any, issued in respect of tender document, should also be uploaded as part of technical bid.

xi.	Bidder should attach certificate in accordance with Rule 144(xi) of GFR 2017, as per **Annexure 'G'**.

5. Pre-bid Meeting:

a.) There shall be pre-bid meeting, which is proposed to be held in the Office of Assistant Registrar (GA), Room No. 36, GA Branch, Administration Block, Sector 16/C, Dwarka, New Delhi – 110078, as per notification on the GeM Portal for intending applicants in which any of their doubts in writing shall be clarified beside discussion or any other related issued proposed by the prospective bidders in writing. All the intending bidders are, therefore, advised to go through the Tender document.

b.) Decision of the Committee (if any) after pre-bid meeting will be uploaded on the GeM portal. No representation shall be entertained after the pre-bid meeting.

6. Opening of Financial Bid, Evaluation and selection Criteria:

i. The bids shall be opened on GeM portal. The financial bids **(as per Annexure 'F')** of only those bidders will be opened who qualify the initial eligibility criteria of Technical Bid evaluation.

ii. After the Technical Evaluation of the Bids, the University will open the 'Financial Bids' of the bidders who have qualified in the Technical Eligibility Criteria as per **Clause 4**.

iii. Rate for per page copy is **fixed i.e. Rs.0.38 (Thirty Eight Paise only) over and above free copies of 1500 Nos. for Machine Type – I and 2000 Nos. copies in case of Machine Type - II**.

iv. Among all technically qualified bidders, the bidder, who will quote the **lowest rent** for photocopier machines **(in total for both types of Machines as specified under Clause 1)** alongwith trolley**, will be selected as L1 bidder.**

7. Award of Work

i.) The work for supply, installation, testing and commissioning of **"Brand New Photocopier machines alongwith trolley on Rental Basis"** will be awarded to L1 bidder after the opening of financial bid with the approval of Competent Authority.

ii.) The selected L1 bidder shall enter into a Contract with the University on non-judicial Stamp Paper of Rs.100/-, expenses incurred on the same shall be borne by the selected bidder.

8. Other Terms & Conditions:

i.) The successful bidder will have to **install brand new photocopier machines** (with manufacturing date not earlier than 1st April 2025) as per the specification mentioned in **Clause 1** of the tender document **(with trolley)**. Requisite documents like Bill, Warranty Card, etc. need to be submitted alongwith the supply of the aforesaid Machines to ascertain its status i.e. **'Brand New'**.

ii.) The bidder will provide necessary training to the end users in the concerned schools / department / branch where photocopier machines would be installed.

iii.) Payment will be made on quarterly basis after satisfactory execution of the job, on production of pre-receipt bills, copy of all job cards (if any) and satisfactory performance reports from the user department of the machines. **No advance payment will be made in any case**.

iv.) The selected Service Provider will undertake service / maintenance of the Photocopiers at regular intervals in the presence of the user at the location / site of the Machines and provide a copy of Call Report to the user after getting his / her Signatures on it.

v.) **The Bidder should have to provide one working landline telephone, one mobile No. with whatsapp facility & valid email ID to attend the complaints promptly**.

vi.) **The bidder should have to provide service to attend the complaint within 24 – 48 hours. In case, any Photocopier Machine is not repaired within the given time of two (02) working days, the Firm shall provide standby Photocopier Machine immediately. Further, if the Photocopier Machine found to break-down frequently / prone to repair (i.e. 03 to 04 times during a quarter), the successful bidder shall provide a Brand New Machine as replacement forthwith.**

vii.) For the regular and proper maintenance / upkeep of the machines and for instantaneously attending to the complaints received from this University, the Service Provider shall have to depute one well-qualified and experienced Service Engineer exclusively for the University.

viii.) The Service Provider should have to ensure that all the complaints either received from user or the nodal branch i.e. GA Branch should be properly attended by the Service Engineer in a time bound manner / urgently.

ix.) University may take services of Service Engineer of the Service Provider outside working hours including Saturday / Holidays. No additional payment will be made for this purpose.

x.) **The corrective maintenance, preventive maintenance and free replacement of all spares and consumable to make the machine workable would be the responsibility of the successful bidder. University will only provide space, paper, electricity and manpower for photocopy work**.

xi.) All the documents required to be uploaded by the bidder must be duly signed and stamped.

xii.) The successful bidder shall not sublet or transfer the contract to any other person / firm / agency in any manner. It shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise. In case the contract is sub-contracted, the same will be breach of the contract and the University will be at liberty to cancel / terminate the contract (without notice) and / or debar / blacklist the successful bidder as well as forfeit its Performance Security.

xiii.) Any dispute shall be subject to the jurisdiction of Courts at Delhi. The seat and place of arbitration shall be at Delhi.

xiv.) The University reserves the right to reject any or all the Bids without assigning

any reason thereof.

xv.) Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred / blacklisted from participating in any tender floated by GGS IP University.

xvi.) University will have right to add, delete, modify any clause of the tender before award of the work.

xvii.) University may ask the supporting documents / clarification in connection with uploaded documents against claim of technical eligibility by the bidder, if so required.

xviii.) Conditional tenders / bids shall be summarily rejected.

9. Performance Appraisal of the services of the Successful Bidder

i.) An appraisal of the services of the successful bidder shall be carried out upon completion of 03 years of contract in the University, based on the following parameters.
   a.) Number of penalty imposed (if any) with special emphasis on the refusal to provide standby photocopier / brand new photocopier machine, as the case may be.
   b.) Number of advisories issued (if any).
   c.) Number of complaints not attended within the stipulated time.

ii.) The appraisal report of the services of the Successful Bidder shall be placed before the Competent Authority of the University for review and further directions, if any.

iii.) The final outcome of this review will be binding on the bidder

10. Penalties

S. No.	Particulars	Penalty (in Rs.)
i.	Non-Delivery of standby machine within 24 Hours	1st Instance – 2% from the Billed amount of the Quarter subsequent to the default 2nd Instance – 4% from the Billed amount of the Quarter subsequent to the default 3rd Instance – 8% from the Billed amount of the Quarter subsequent to the default
ii.	Refusal to provide standby arrangement / Brand New Photocopier machine as the case may be.	10% from the Bill of the Quarter subsequent to the default
iii.	Delay in supply, installation, testing and commissioning of "Brand New	5% of billing amount of that machine(s) will be imposed and deducted from the

	Photocopier machines alongwith trolley on Rental Basis" and / or Standby arrangement, as the case may be.	Billed amount

Note: Persistent complaints by the users shall render the successful bidder liable for termination of contract (without any notice) and shall constitute breach of contract.

11. Performance Security

i.) The Performance Security of 5% of the estimated cost of tender work will be deposited by the successful bidder within the 10 days of the award of Contract. The Performance Security shall be accepted in the following form, from a scheduled bank and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-

a.) Bank Guarantee (As per **Annexure 'E'**) (valid for 62 months (60+02) from the date of award of work).

OR

b.) Demand draft of Rs.4,32,500/- or online in favour of the Registrar, GGSIPU payable at Delhi

ii.) In case of non-submission of Performance Security along with the Agreement within specified time, the earnest money may be forfeited and the successful bidder may be debarred / blacklisted after the approval of the Competent Authority.

12. Termination of Contract

i.) In the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order, the Performance Security as deposited by L1 bidder may be withheld / forfeited, **wholly or partially**, by order of the Competent Authority. However, on expiry of the contract, such portion of the withheld performance security, as considered by University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit on the account of firm's bill has been received and examined**.**

ii.) In case a Bank Guarantee of any bank as furnished by the successful bidder to the University in form of the Performance security and if the Bank shows inability to make payment to the University against the said instrument, the loss incurred thereby shall fall on the successful bidder and the successful bidder shall forthwith

on demand furnish an additional performance security in lieu of earlier one to the University so as to make good the deficit else the agency / firm may be debarred / blacklisted for further participation in tendering.

iii.) Any loss to the University due to the negligence/lapse on the part of the agency/firm shall be borne by the agency/firm. Alternatively, the amount of loss will be deducted from the amount payable to the agency.

iv.) The University may cancel the contract at any time without assigning any reason whatsoever, giving one month's notice.

(Prabhat Mishra)
Assistant Registrar, GA

ANNEXURE 'A'

LETTER OF TRANSMITTAL

Date:

To

The Registrar,
GGS IP University
Sector 16/C, Dwarka,
New Delhi – 110078

Tender No.:_____ Dated:_____

Subject: **Submission of Tender Document for "Supply, installation, testing and commissioning of "Brand New Photocopier machines alongwith trolley on Rental Basis" at Dwarka and East Delhi Campuses of Guru Gobind Singh Indraprastha University".**

Sir,

Having examined the details given in Tender document for the above work, I / we hereby submit the relevant true and correct information:

1. I / we certify that all the statements made and information supplied in the enclosed Annexure / Forms accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I / we also authorized the GGS IP University to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I / we have read and examined the NIT, all terms and conditions are acceptable to me as mentioned in the tender document.
5. Having read the terms and conditions of the above – mentioned tender and services to be provided, we undersigned, offer to Supply, installation, testing and commissioning of "Brand New Photocopier machines alongwith trolley on Rental Basis in conformity with the conditions of contract and specifications as per rates quoted and made part of the bid.
6. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.

7. If our Bid is accepted, we will submit the Performance Security of the requisite amount and in the manner as laid down under Clause 10 of the tender document for due performance of the contract.
8. I / we agree to abide by this bid for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
9. Until an agreement is signed and executed, this bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
10. I / we understand that you are not bound to accept the lowest or any bid, you may receive.
11. GGS IP University reserves the right to cancel the tender without assigning any reason.
12. GGS IP University reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Name & Signature(s) of Bidder(s) with seal of the Firm

Name of Bidder(s)_____

Place: _____

Date: _____

ANNEXURE 'B'

DECLARATION FOR BLACKLISTING / DEBARMENT / FAIR BUSINESS BY THE VENDOR

(Affidavit on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary / Magistrate)

I / we _____ S/o Sh. _____ Resident of (Address) _____ do solemnly pledge and affirm:

i.) I / We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;

ii.) I / We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

iii.) Our business has not been banned by any Govt. Organization / PSU / Institutions / Schools / Universities as on date the publishing of the this tender.

iv.) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.

v.) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

vi.) We understand that in case of any statement / information / document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and we shall be liable for blacklisting, banning or forfeited, cancellation, penalty as deemed fit by the University.

vii.) That no criminal case has been registered against me / us in last three years on he date of bid submission.

viii.) We have not been blacklisted / debarred by any of the Government / Public Sector Agency on the date of publication of this tender.

ix.) I / We will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University.

Name & Signature(s) of Bidder(s) with seal of the Firm

Name of Bidder(s)_____

Place: _____

Date: _____

ANNEXURE 'C'

FINANCIAL INFORMATION

Financial Analysis – Details to be furnished duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department:

Items	2021 – 2022	2022 – 2023	2023 – 2024	2024 – 2025	2025 – 2026
Gross Annual turnover on similar works (in Lakhs)					

Signature of Chartered Accountant with Seal & UDIN No.

Name & Signature(s) of Bidder(s) with seal of the Firm

Name of Bidder(s)_____

Place: _____

Date: _____

ANNEXURE 'D'

PROFORMA FOR NET WORTH CERTIFICATE

(To be submitted on the letter head of Chartered Accountant with UDIN)

Name of the Tender : _____

Tender Reference No. : _____

Name of the Bidder : _____

Details of Net Worth

Net Worth details of M/s _____ for the following financial years:

S. NO.	FINANCIAL YEAR	NET WORTH (IN LAKHS)
1.	FY 2023 – 2024	
2.	FY 2024 – 2025	
3.	FY 2025 – 2026	

It is hereby certified that the Net Worth of M/s _____ has not been eroded by more than 30% in the last three financial years i.e. 2023 to 2026.

Signature of Chartered Accountant with Seal

UDIN _____

Name & Signature(s) of Bidder(s) with seal of the Firm

Name of Bidder(s) _____

Place:

Date:

ANNEXURE 'E'

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY
(Refer Clause 12 of the NIT)
(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the "Department") of the other part.

2. WHEREAS _____ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing vehicles on hire basis for Rs._____(Rupees in figures and words) (hereinafter called the "contract") to M/s_____(Name of the firm / agency / contractor) (hereinafter called the "firm / agency / contractor").

3. AND WHEREAS THE Firm / agency / contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs._____ (Amount in figures and words).

4. NOW WE the Undersigned _____(Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____(Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs._____ (Amount in figures and words) as stated above.

5. After the Firm / agency / contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Firm / agency / contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Firm / agency / contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Firm / agency / contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Firm / agency / contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which Guarantee will be valid must be for at least three months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the firm / agency / contractor or if the firm / agency / contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the firm / agency / contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the firm / agency / contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Firm / agency / contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the_____ day of _____(Month)_____(year) being herewith duly authorized.

For and on behalf of the _____Bank.

Signature of authorized Bank official
Name_____
Designation_____
I.D. No._____
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.
Signature_____
Name_____
Address_____

Witness-2.
Signature_____
Name_____
Address_____

ANNEXURE 'F'

Financial Bid

Description	Qty.	Unit	Number of Free Copies (per month)	Rent Per Machine (Per Month) (in Rs.)	Rent Per Machine (Per Month) (in words)
Machine Type – I	**1**	**Each**	**1500**		
Machine Type – II	**1**	**Each**	**2000**		
Total Rent for 02 Machines					

Note:-

1. The bidder quoting the lowest rent for photocopier machines **(in total for both types of Machines as specified under Clause 1)** alongwith trolley, will be selected as L1 bidder.
2. For description please refer Clause 1 of the tender document.
3. The rate should be exclusive of tax.
4. Only those Financial Bids will be considered for comparison which will quote their rate for rental in complete rupees.
5. Rates quoted in words shall prevail in case of discrepancy between figure and words**.**

Name & Signature(s) of Bidder(s) with seal of the Firm
Name of Bidder(s)_____

Place: _____
Date: _____

ANNEXURE 'G'

CERTIFICATE TO BE SUBMITTED BY BIDDERS ON LETTER HEAD (ALONG WITH TECHNICAL BID IN CASE OF TWO-BID TENDER)

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I certify that *M/s* _____ (name and address of supplier firm) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that *M/s* _____ (name and address of supplier firm) fulfills all requirements in this regard and is eligible to be considered."

Name & Signature(s) of Bidder(s) with seal of the Firm
Name of Bidder(s)_____

Place:
Date:

बिड संख्या/Bid Number: GEM/2026/B/8290541

दिनांक /Dated: 18-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-11-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-12-2026 15:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Delhi
विभाग का नाम/Department Name	Higher Education Department Delhi
संगठन का नाम/Organisation Name	Guru Gobind Singh Indraprastha University
कार्यालय का नाम/Office Name	South West
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :buyer6.ipu.dl@gembuyer.in Buyer Email id: nbareja@ipu.ac.in
वस्तु श्रेणी /Item Category	Leasing In of Assets - Wet Lease (maintenance to be borne by lessor); Photocopier Machine; IT; Photocopying Machine; New; Not Applicable; Not Applicable
अनुबंध अवधि /Contract Period	5 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	43.25 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *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	2
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
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
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	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	8650000
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	173000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	62

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Registrar
Guru Gobind Singh Indraprastha University, Sector 16/C, Dwarka, New Delhi - 110078
(Registrar)

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	No

1. 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.
2. 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.

3. 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.
4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:1795002835.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-11-2026 11:00:00	Seminar Hall, Administrative Block, GGS IP University, Sector 16/C, Dwarka, New Delhi - 110078

Leasing In Of Assets - Wet Lease (maintenance To Be Borne By Lessor); Photocopier Machine; IT; Photocopying Machine; New; Not Applicable; Not Applicable (44)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Lease	Wet Lease (maintenance to be borne by lessor)
Type of Assets	Photocopier Machine
Category of Assets	IT
Sub category of assets	Photocopying Machine
Condition of the asset	New
Age of the asset since procurement (in years)	Not Applicable
Age of the asset (in running hours)	Not Applicable
एडऑन /Addon(s)	
Installation of Assets Required	Yes

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.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Assets	अतिरिक्त आवश्यकता /Additional Requirement
1	Prabhat Mishra	110078,GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, SECTOR 16C, DWARKA	44	• Number of Months : 60

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

1. **Generic**

   OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.
3. **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.

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---