

GUJARAT NATIONAL LAW UNIVERSITY

(Established Under Gujarat Act No.: 09 of 2003)

Tender Notice No: PC- 12/2018



**Tender For Providing Comprehensive Annual
Maintenance Contract of Computer
Hardware and Peripherals
At Gujarat National Law University (GNLU),
Gandhinagar**

Gujarat National Law University

Attalika Avenue, Knowledge Corridor, Koba

Gandhinagar - 382426 (Gujarat), INDIA.

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Tender Notification:

Gujarat National Law University (GNLU), Gandhinagar, invites sealed tender offers from authorised distributors/dealers/authorised service providers (ASP)/service partners having a proven track record for providing comprehensive annual maintenance contract of Computer Hardware and Peripherals at GNLU, Gandhinagar as specified in this tender.

Tender document may be downloaded from <https://gnlu.ac.in/GNLU/Tender> by any interested eligible Bidders/service providers. The prescribed nonrefundable tender fee, as mentioned in the tender document, should be sent with your offer by DD in favour of "Gujarat National Law University, Ahmedabad". Any subsequent amendments in the tender document will be available on above mentioned website.

Duly filled-in tender documents may be submitted to the office of The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar-382 426, Gujarat, India by Speed Post/RPAD or by hand on or before 10th August, 2018 up to 05:00 PM.

1.0	NAME OF WORK	Providing Comprehensive Annual Maintenance Contract of Computer Hardware and Peripherals
2.0	Estimated Cost	Rs. 5,00,000/-
3.0	Tender Fee	Rs. 2,500/- (Non Refundable)
4.0	Earnest Money Deposit (EMD)	Rs. 10,000/-
5.0	Date of issue of Tender	10 th August, 2018 on https://gnlu.ac.in/GNLU/Tender
6.0	Last date for receiving hard copy of all the tender documents along with Tender Fees & EMD	10 th August, 2018 up to 05:00 PM
7.0	Technical & Price Bid Opening Date	Will be communicated via email to the successful Bidder
8.0	Address for Communication, Queries and Submission of filled tender document.	The Registrar, Gujarat National Law University Attalika Avenue, Knowledge Corridor, Koba Gandhinagar-382 426 Gujarat, India.

- Separate Demand Draft (DD) for Prescribed Tender Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this tender document. Offers received without them will be rejected.
- List of AMC items with Technical Specifications, Terms and Conditions, Scope of Work, various format and Performa for submitting the tender offer are described in this tender document.
- Do not change this tender document. Any change/s made in the tender document by the vendor will lead to disqualification. Such offers will be rejected.
- Bidders are requested to visit the Gujarat National Law University and check all the computer hardware, peripherals and other equipment and locations and Existing Setup of Computer Hardware etc. before submitting tender.
- Interested Bidders may submit their sealed bids under Two-cover system with signature as per **Technical Bid & Financial Bid** format given at **Annexure I (Part A &B) & Annexure V**.
- Bidders are required to submit details with signature in the format given at **Annexure II, III, IV and VI** along with their **Technical Bid (Annexure I (Part A &B))**.

- A Checklist and Compliance statement against each item of Annexure I (Part A &B) and Annexure IV shall also be submitted.
- The tender be sent in a sealed packet, containing two separate sealed envelopes (one for **Technical Bid** and one for **Financial Bid**) along with prescribed tender fee and Earnest Money Deposit (EMD), duly super scribed with **Tender Notice No: PC-12/2018, to the Office of The Registrar, Gujarat National Law University (GNLU), Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar -382 426 on or before 10th August 2018.**
- For any query pertaining to this bid document, communication be addressed to the Registrar, GNLU.
- The Technical Bid will be evaluated first and Financial Bid will be opened only in respect of those Bidders, who are found technically qualified after evaluation of Technical bids. Please provide legible phone number and email ID on the big envelop and same will be used for any quires and to inform date of opening of financial bids.

ANNEXURE-I (Part-A)
TENDER DOCUMENT (TECHNICAL BID)
MANDATORY CONDITIONS FOR BIDDER

(In separate sealed cover-I super scribed as Technical bid)

Eligibility Criteria for the Bidder:

1. Annual turnover of the Bidding Company should not be less than Rs. 50 Lacs in last three financial years. Testimonials to show the Annual turnover should be obtained from the Chartered Accountant and Income Tax Return should be produced.
2. The bidder must have one office and one service centre at Ahmedabad/Gandhinagar in Gujarat. Please attach the copies of any one of the following: Property tax bill / Electricity Bills/ Telephone Bills/GST Registration / Valid Lease Agreement.
3. The bidder must have experience of minimum 3 years in installation, integration and maintenance of Computer Hardware and Peripherals. The firm should have a track record of maintaining, at least minimum 100 machines at the same location with at least 3 years of quality experience in maintaining the machines and network setup. Bidder should have full technical competence to provide after sales support, to implementation of Computer Hardware and Peripherals. The Bidder also should have full technical competence for maintaining the Computer Hardware and Peripherals.
4. The bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-
 - i) Three similar completed works costing not less than ₹ 200000/- (the amount equal to 40% of the estimated cost); or
 - ii) Two similar completed works costing not less than ₹ 250000/- (the amount equal to 50% of the estimated cost); or
 - iii) One similar completed work costing not less than ₹ 400000/- (the amount equal to 80% of the estimated cost).
5. The Bidder should be a current/valid authorised distributors/dealers/authorised service providers (ASP)/service partners of any of the OEM M/s HP/IBM/LENOVO/DELL. The Bidder must submit certificate/authorization letter from any of the OEM M/s HP/IBM/LENOVO/DELL for the proof of this criteria.

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date:

ANNEXURE-I (Part-B)**TENDER DOCUMENT (TECHNICAL BID)**
MANDATORY CONDITIONS FOR BIDDER

(In separate sealed cover-I super scribed as Technical bid along with Part-A)

- 1) Name of the Bidder:
- 2) Status of the Bidder: (attach documents, if registered company/partnership/proprietorship)
- 3) Details of key top official/authorized official: (attach details)
- 4) Enclose the following documents;
 - a) Certificate of Registration/Trade License
 - b) Attested copy of PAN card and GST registration document/papers.
 - d) A copy of the AMC with details on services covered, SLA terms, and escalation matrix.
 - e) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration
 - f) Copy of the certificate/authorization letter from any of the OEM M/s HP/IBM/LENOVO/DELL for the proof of Eligibility Criteria No. 5 in ANNEXURE I (Part-A).
- 5) Details of Tender Fee:
 - a) Bank Draft No. _____
 - b) Issuing Bank & Branch _____
 - c) Date Issued _____
 - d) Amount Rs. _____
- 6) Details of EMD:
 - a) Bank Draft No. _____
 - b) Issuing Bank & Branch _____
 - c) Date Issued _____
 - d) Amount Rs. _____
- 7) **Financial strength** of the bidder: (Please Submit details as per following format):

Financial Year	Turnover (Rs. In Crores)	Audited Accounts Attached? (Yes/No)
2015-2016		
2016-2017		
2017-2018		

Note: Please enclose the Audited Annual Accounts along with the certified copy of Income Tax Returns for the last three financial years. Failing the same may lead to the rejection of the bid.

- 8) Office at Ahmedabad/Gandhinagar in Gujarat: (Please Submit details as per following format)

Sr. No.	Address	Contact Person	Contact nos.	Type of supporting document attached
1				
2				

Note: Please fill this form and submit the supporting documents. Affidavit assuring that they shall establish the same if it succeed in tender. Failing the same may lead to the rejection of the bid.

- 9) Service Centre at Ahmedabad/Gandhinagar in Gujarat (Please Submit details as per following format)

Sr. No.	Location	Contact Person	Contact telephone no. & Address	No. of engineers
1				
2				

Note: You have to mention at least one service centre as per eligibility criterion. Submit the supporting documents. Affidavit assuring that they shall establish the same if it succeed in tender. Failing the same may lead to the rejection of the bid.

- 10) Experience after sales, support, maintenance of Computer Hardware and Peripherals (Please Submit details as per following format)

Sr. No.	Name of the Customer	Address of the Installation	Starting Date of Project	Completion Date of the Project	Scope of Work	Value of the project in Rs.
1						
2						
3						

Note:

Submit the copy of work/purchase order indicating the project value, customer contact details, customer completion certificate, customer satisfaction certificate etc.

Please mention only those projects which meet the criteria of eligible bidder.

Note: - Make sure that the documents are in the same as order as the above list.

This is certified that all above information are correct to the best of my/our information, knowledge and belief.

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

Tender For Providing Comprehensive Annual Maintenance Contract Of Computer Hardware And Peripherals
Tender Notice No.: PC-12/2018

Seal.....
Address.....
Phone No.....
Fax No.....
E-mail.....
Place:
Date:

ANNEXURE-II
GENERAL TERMS & CONDITIONS

1. The “Party/Successful Bidder(s)/Service Provider/Firm/service provider/contractor/company”, as used in the Tender document, shall mean the authorised service provider, eligible registered (Under Shops & establishment Act/partnership/company/PWD Registration/others) licensed /authorised service providers, dealers/ distributors of OEM for the maintenance services, who/which has executed the tender form and submitted the quotation in response to Gujarat National Law University, Gandhinagar (now onwards referred as GNLU, Gandhinagar) tender notice. Whereas the GNLU/university shall mean, Gujarat National Law University, Gandhinagar.
2. Last Date of Submission of Sealed Bids is **10th August 2018** at the Office of the Registrar, GNLU.
3. Merely applying by giving quotations can't be claimed as a matter of right for awarding the contract.
4. The AMC will be for the period of one year starting from the date of award. However, the GNLU reserves the right to terminate the contract forthwith in the case of poor performance and to also to extend it beyond one year subject to satisfactory performance of the service provider.
5. If the service provider wishes to terminate contract, at least 3 months' notice should be given to this office. The power is reciprocal for the organization also.
6. The Service Provider shall not be permitted to transfer their rights and obligations under the contract to any other organization/Service Provider during the contractual period.
7. **Tender Fee:** An amount of **Rs. 2500.00 (Rupees one two thousand five hundred only)** as tender fee (non-refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of "Gujarat National Law University", payable at Ahmedabad. Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing Tender fee.
8. **Earnest Money Deposit (EMD):** An amount of **Rs. 10000.00** (Rupees Ten Thousand Only) in the form of Demand Draft drawn in favour of "Gujarat National Law University", payable at Ahmadabad. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. Any bid without EMD will be summarily rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidder, after 15 days from the completion of the tender process. The EMD of successful Service Provider awarded with the contract to be refunded after the submission of Security Deposit/ Performance Bank Guarantee. No interest is payable on such EMD. EMD shall be forfeited if the selected Service Provider after award of contract, fails to execute the same.
9. Successful bidder has to submit **the security deposit @ 10%** of total order value with the agreement in the form of **DEMAND DRAFT** or **PERFORMANCE BANK GUARANTEE** from **any Nationalized Bank** in favour of **Gujarat National Law University, Payable at Ahmedabad**. No interest is payable on such security deposit.
10. **Price:** The price shall be quoted in Indian Rupees only. This shall be inclusive of all taxes, and summary cost of total implementation be indicated.
11. **Bid:** Technical Bid and Financial/Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.

12. Acceptance of Tender: The Authority of Gujarat National Law University, Gandhinagar does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
 13. Conditional Offer will not be accepted.
 14. Period of Validity: Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the financial/price bid.
 15. The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to Gujarat National Law University, Gandhinagar by the selected OEM/Service Provider.
 16. Past Performance of the Service Provider will be judged at the time of Technical Evaluation.
 17. The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable in the Technical Evaluation.
 18. The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the Service Provider in future.
 19. The person/officer signing the tender/bid documents should be authorized by the Chief Executive Office/Managing Director/Proprietor / Partner of the Company to sign such documents.
 20. It is recommended to visit the site before tender submission.
 21. Opening of Price Bids: The Price Bid(s) of only those Service Provider(s) who are found technically qualified will be opened and the same will be opened before the technically qualified Service Provider(s).
 22. Bidder or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Price Bids.
23. IMPORTANT:
- a) University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind to accept the lowest bid. The University at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
 - b) Gujarat National Law University, Gandhinagar reserves the right to award the contract to more than one party or negotiate with all the parties.
 - c) A bid submitted with false information will not only be rejected but also the OEM/Service Provider will be debarred from participation in future tendering process.
 - d) In case of any dispute, the decision of the Director of this University shall be final and binding on the bidders.
 - e) Gujarat National Law University, Gandhinagar reserves the right to reject any tender in part or full or annul the tender process without assigning any reason or without incurring any liability to the Bidders.
 - f) For any query pertaining to this bid document, correspondence be addressed to: The Registrar, GNLU.
 - g) The rates/bid once submitted cannot be amended, if not so permitted by GNLU, Gandhinagar in writing and cannot be withdrawn.
 - h) Bidders are required to quote rates for all the requirements in full. No partial rates quotes for the part of the services/maintenance shall be accepted.
 - i) GNLU reserves the right to verify the applicant's credentials/eligibility and also to reject any or all the quotations without assigning any reasons. The conditional bid will not be accepted under any circumstances and shall be summarily rejected.
 - j) Director, GNLU reserves the right to change the specifications and may accept or reject any tender without assigning any reason. The disputes, if any, with reference to tender/resultant contract shall be subject to sole adjudication of Director, GNLU.

24. Rejection of Bids:

The responses received will be rejected forthwith without evaluation of the same in following cases:

- i. If the bids are not accompanying Tender Fee and E.M.D.
- ii. If the Bids received after the due date and time, if not otherwise changed by GNLU, Gandhinagar in writing.
- iii. If the technical and financial bids are not separately sealed in envelop.
- iv. If the Bids/Rates are not quoted on the letter head of the company or received unsigned.
- v. If the Bids/Rates are received in open condition.
- vi. If more than one Bid/Rates has been submitted by a single Bidder or Bids are submitted in different names.

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date:

ANNEXURE-III

**SPECIFIC TERMS AND CONDITIONS AND SCOPE OF WORK
RELATED TO COMPREHENSIVE ANNUAL MAINTENANCE OF
COMPUTER HARDWARE AND PERIPHERALS.**

1. List of the equipment to be covered under AMC are as per **Annexure IV**.
2. **Penalty Clause:**

2.1 If the bidder fails to perform as per Scope of work, then a sum equivalent to 0.5 % of the annual contract value shall be deducted from the payment for each calendar week of delay or part thereof for each non-responsive event.

2.2 The amount of such penalties shall be subject to a maximum limit of 50% of the annual contract value.

3. **SCOPE OF WORK:** During the term of this Agreement The bidder agrees to maintain the EQUIPMENT in good working order and for this purpose will provide the following repair and maintenance service:

- a) The Bidder shall correct any faults and failures in the EQUIPMENT and shall repair and replace worn or defective parts of the EQUIPMENT during The GNLU's normal working hours on all working days. In cases where unserviceable parts of the EQUIPMENT, including printer bands, print heads etc. need replacement The Bidder shall replace such parts, at no extra cost to the GNLU, with brand new parts or those equivalent to new parts in performance. The Bidder shall further ensure that the EQUIPMENT is not down at any time for want of spare parts. Each and every components including plastic parts, fuser assembly of Laser printer, printer heads, breakdown due to power conditions, rodents etc. are covers under the contract. Consumables like Ink/Toner/Ribbon Cartridges of Inkjet/Laser/Dot Matrix printers are excluded from the scope.
- b) The Bidder agrees that special arrangements may be made by the GNLU to have such maintenance service provided outside the hours specified in 3 (a) above.
- c) The Bidder shall provide repair and maintenance service, in response to oral including telephone notice by the GNLU and such services should be available for a period of 10 hours from 9 a.m. to 6 p.m. on all working days. However, due to any reason if the OFFICE will remain open on any public holiday then the Bidder has to provide service on the request of the GNLU.
- d) The Bidder shall ensure 24 hours response time (i.e. total time taken by The Bidder between registering the complaint and attending the complaint).
- e) The Bidder shall ensure break down call time of 48 hours (i.e. total time taken by The Bidder between registering the complaint and rectifying the fault). This time includes time taken to reach the site, diagnose, repair/replace the faulty component/module/device & equipment that are covered under the contract.
- f) The Bidder shall ensure Spares availability. In case, it is not possible to repair some equipment or not possible to repair at site and has to be taken out for repairs, the BIDDER shall provide a suitable replacement as Standby

arrangement within 24 hours so that the work is not hampered. The packing / unpacking, transportation, loading / unloading, connection / disconnection, configuration / re-configuration and any associated activity with the repair and maintenance shall be the sole responsibility of The Bidder. However, if standby arrangement has been made then it shall be replaced with original or functionally equivalent equipment within next 15 working business days. **For IBM 3850 X5 Rack (4U) Server (2-Qty) and Storage Area Network (SAN) System - IBM DS3500 (1-Qty) (Item SR. No. 22 and 23 of Annexure IV), original equivalent OEM parts replacement will be required if part are non-repairable or in case of failure of part.** Bidder shall provide maintenance, installation, configuration and troubleshooting for the VMware and Windows Server software installed in above mentioned IBM 3850 X5 Rack (4U) Servers and SAN Storage.

- g) The Bidder shall also maintain the system health against virus attack which includes cleaning of viruses from servers/desktops. The GNLU will provide the license Antivirus Software and internet facility.
- h) The Bidder shall provide maintenance support for the operating system software on the servers/desktops, if required, The Bidder has to configure/restore the OS in systems at GNLU. The GNLU will provide the Media or any other source for license Operating System.
- i) **Preventive Maintenance:** The Bidder shall conduct Preventive Maintenance (including but not limited to inspection, testing, satisfactory execution of all diagnostics, virus cleaning, cleaning and removal of dust and dirt from the interior and exterior of the EQUIPMENT, necessary repairing of the EQUIPMENT) once within the first fifteen days of the commencement of the maintenance period and once within the first fifteen days every subsequent month, during the currency of this Agreement, on a day and at a time to be mutually agreed upon and inform the representative of the GNLU about any necessary steps to be taken like back up of data or purchase of consumables etc.
- j) Qualified maintenance engineers totally familiar with the EQUIPMENT shall perform all repair and maintenance service described herein.
- k) The Bidder shall maintain at the GNLU's site, a written maintenance and repair log; and shall record therein each incident of EQUIPMENT malfunction, date and time of commencement and successful completion of repair work and nature of repair work performed on the EQUIPMENT together with a description of the cause for work, either by description of the malfunction or as regularly scheduled Preventive Maintenance. The GNLU shall use the same log for recording the nature of faults and failures observed in the EQUIPMENT, the date and time of their occurrence and provide to the respective offices whenever required.
- l) In case if the Bidder is not able to repair the original equipment, The Bidder shall supply the new substitute of same specifications or of higher specifications of reputable brand, with prior approval of the GNLU. In case, if the GNLU found the substitute of lower quality or cheaper substitute than the difference between genuine substitute of reputable brand and the one used by the Bidder has to be paid by the Bidder. **For IBM 3850 X5 Rack (4U) Server (2-Qty) and Storage Area Network (SAN) System - IBM DS3500 (1-Qty) bidder/AMC Service Provider is required to replace original parts from OEM in case of failure of parts or non-repairable server parts.**

- m) Failure in adhering to any of the terms and conditions mentioned in the scope of work will attract penalty clause.
4. The Bidder's maintenance personnel shall, subject to clause 3 (k) herein, be given access to the EQUIPMENT when necessary, for purposes of performing the repair and maintenance services indicated in this Agreement.
 5. The EQUIPMENT shall not be shifted to an alternate site and installed there at during the currency of this Agreement without prior written notice to the Bidder. However, if the GNLU desires to shift the EQUIPMENT to a new site and install it thereat urgently, The Bidder shall be informed of the same immediately. The GNLU shall bear the charges for such shifting and reinstallation and the Bidder shall provide necessary assistance to The GNLU in doing so. This Agreement, after such shifting and reinstallation, would continue to be binding on the Bidder and the GNLU, provided that the two parties may agree to amended charges for the maintenance services after such an event.
 6. The GNLU shall arrange to maintain appropriate environmental conditions, such as those relating to space, temperature, power supply, and dust to within the acceptable limits required for equipment similar to that covered by this Agreement.
 7. The invoices shall be submitted to the Registrar, GNLU immediately after expiry of the each quarter for the release of the payment. Payment will be released subject to deducting penalty, if any and recommendation of satisfactory performance from ICT Section/Concerned Authorised official of GNLU. The vendor will maintain complaint details in respect of all user requests/ complaints. Complaint register shall also be maintained by the contractor at all such places where their resident engineer will be located as well as at ICT Section, GNLU. Data/ information management shall be computer based and weekly reports must be submitted to the ICT Section, GNLU, Gandhinagar. This will be a precondition for processing of invoices. One senior engineer must visit every month to review/repair the complex problems. Also monthly review meeting on the activity will be a must to attend and sort out issues with mutual discussion.
 8. The firm will guarantee minimum uptime of 95% in respect of PC, printers, servers and passive equipment. If the uptime of any system falls below this for any given month, GNLU shall have the right to extend the contract period for that system/equipment/machine by one month on compensatory ground in addition to the penalty clause mentioned.
 9. The contractor shall maintain item wise record of replacement/repair activities carried out on each equipment. The GNLU may seek these details as and when required
 10. In case, replacement of part become necessary, the part of the same make and at least the same configuration as in the original hardware shall be used. A document containing details of all such replacements is to be maintained separately.
 11. GNLU reserves the right to depute a third party to audit the replacements made in the equipment under CAMC or take any other such action as it may deem fit necessary to evaluate and control the quality of services rendered by the selected bidder.
 12. No terms or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have

- waived or consented. Any consent by any party to or waiver of a breach by the other, whether express or implied, shall not constitute a consent to, or waiver of, or excuse for any other, different or subsequent breach.
13. The Bidder shall provide all working mobile nos. of the contact person(s) to the GNLU.
 14. The Bidder will not subcontract or permit anyone other than the Bidder personnel to perform any of the work, services or other performance required of The Bidder under this Agreement without the prior written consent of the GNLU.
 15. The GNLU shall have the right to make changes and attachments to the equipment, provided such changes or attachments do not prevent proper maintenance from being performed, or unreasonably increase the Bidder cost of performing repair and maintenance service.
 16. The Bidder agrees that it and its personnel will at all times comply with all security regulations in effect from time to time at the GNLU's premises and externally for materials belonging to the GNLU.
 17. During the performance of the contract, if the person(s) of the Bidder meet with any accident which results into the death or injuries to the person(s) of the Bidder or any damage made to the third party and any claim or legal penalties arise out of it will be responsibility of the Bidder only. The GNLU will not be responsible in any way.
 18. The Bidder acknowledges that all material and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to the GNLU. The Bidder agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to employees requiring such information, and not to release or disclose it to any other party. The Bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and nondisclosure of confidential information under this Agreement can be fully satisfied.
 19. The Bidder represents and warrants that the repair and maintenance service/products hereby sold do not violate or infringe upon any patent, copyright, trade secret, or other property right of any other person or other entity. The Bidder agrees that it will, and hereby does, indemnify the GNLU from any claim, directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.
 20. The payment should be made on quarterly basis on receiving satisfactory reports from the user concerned. However, if any penalty to be deducted, the payment will be released accordingly. It will be the responsibility of the contractor to maintain records/log book/measurement book, duly signed by authorized officer of GNLU and submit serviced reports duly signed , mentioning name and designation of the verifying authority accordingly along with the bills.
 21. GST number must be given on the face of the bill.
 22. No revision in the price will be allowed till the duration of the AMC period indicated above.
 23. However, if there is any downward revision of price during the validity of quotation and contract period , then the benefit of the same shall have to passed on to GNLU.

24. In case of non-compliance of AMC order, Security Deposit amount will be forfeited and the party is liable for being blacklisted. Also further action shall be taken at the costs of the contractor.
25. During the period of contract, the contractor will be responsible for proper & consistently good functioning of the Computer Hardware and Peripherals installed in the GNLU as mentioned in the Annexure IV.

26. Validity, Extension and Termination of Agreement:

- i) **The Services agreement Period:** The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every 6 months and will be extendable for further period of 2 years at the discretion of the Gujarat National Law University after expiry of the contract.
- ii) The contract may be terminated by the GNLU at any time without assigning any reason thereof, if the work of the contractor is found to be unsatisfactory and GNLU will be at liberty to entrust the same to any other contractor at the risk and expenses of the defaulting firm. In this connection, the decision of GNLU shall be final and binding upon the Service Provider.
- iii) GNLU, Gandhinagar may at any time terminate the services agreement with immediate effect by giving written notice to the successful Bidder, if the successful Bidder becomes bankrupt or otherwise insolvent and for any breach of the agreement, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to GNLU, Gandhinagar.
- iv) The successful Bidder can terminate the lease Agreement with three months' prior notice.
- v) GNLU, Gandhinagar also reserves the right to claim from the successful Bidder for any loss sustained for their misuse of space /equipments/machines/systems/ not abiding by the Law of the Land /causing damages to the main structure/ space /equipments/machines/ systems in or outside of the office Space allotted to them.
- vi) Sub-letting is not permitted.
- vii) On the expiry of the agreement, the Service Provider will withdraw all its personnel so deployed if any at this university and clear its personnel's accounts by paying their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Service Provider it shall be the entire responsibility of the Service Provider to pay and settle the same.
- viii) GNLU may terminate the agreement by giving a written one-month advance notice to the Service Provider, without compensation to the Service Provider and/or other suitable action, if : (a) The Service Provider becomes bankrupt or is otherwise declared insolvent; (b) The Service Provider being a company is wound up voluntarily or by the order of a court or a receiver, or manager is appointed on behalf of the debenture holders or circumstances occur entitling the court or debenture holders to appoint a receiver or a manager,

provided that such termination will not prejudice or affect any right of action or remedy accrued or that might accrue thereafter to the university (c) The quality of services rendered to GNLU gets degraded and/or not up to satisfaction of university (d) If at any stage, it is found that the parts supplied by the maintaining Service Provider are duplicate or of inferior quality, the CAMC may be summarily terminated and the Bank Guarantee may be revoked and GNLU may take any other suitable action. (e) The Service Provider may request for termination of agreement by giving three month Advance notice to the university

27. **Travel Expense:** No travel expense will be borne by the university. The contractor is bound to provide these services at all location of GNLU.

28. **Rates:**

a) The rates offered by the Bidder shall be inclusive of all Govt. Taxes / Levies, statutory contributions, cesses, insurance etc. or any other taxes that may be imposed by any authority in future, which are to be settled and born on equitable basis by the Successful Bidder without any liability on GNLU, Gandhinagar.

b) The stamp duty and registration charges will be borne by the service provider.

c) All expenses for the execution of contract, service Agreement shall be borne by the Successful Bidder.

d) GNLU, Gandhinagar reserves the right to negotiate the rates with the Bidder if necessary.

e) TDS shall be effected by GNLU, Gandhinagar, as per applicable laws.

29. **Safety Measures** (a) The contractor shall take all precautionary measures in order to ensure the safety of their personnel (his representative, agent, workmen) working in the office while executing the work. (b) The contractor shall ensure that unauthorized careless or inadvertent operation of installed equipment, which may result in accident to their staff and /or damage to the equipment does not occur. (c) The contractor shall assume all liability for and give to GNLU the complete indemnity against all actions, suits, claims, demands cost charges or expenses arising out of and in connection with any accident, death or injury, sustained by any of their person or persons within the office premises and any loss or damage to GNLU property sustained due to the act or omissions of the contractor irrespective of whether such liability arises under the workmen compensation act or any other statute in force from time to time.

30. **Recovery of Sum Due:**

As per the service/maintenance contract entered between GNLU, Gandhinagar and the Successful Bidder(s), if any sum of money is recoverable from the successful Bidder, GNLU, Gandhinagar shall be entitled to recover such sum by appropriating in part or full from the Security Deposit already deposited by the Successful Bidder(s).

31. **Interpretation:-**

In the event of any difference in the interpretation of any of the clauses of the service contract and / or the Tender documents, the clarification given by the Registrar of Gujarat National Law University, Gandhinagar shall be final and binding on the Parties.

32. Settlement of Disputes:

Any dispute or difference whatsoever arising between the parties out of or relating to the Construction, interpretation, application, meaning scope of operation or effect of the service contract or the validity or the breach thereof, shall be referred for settlement to The Director, Gujarat National Law University, Gandhinagar and the award made in pursuance thereof shall be binding on the parties concerning to the arbitration.

33. Any dispute whatsoever shall be subject to the jurisdiction of Gandhinagar Courts only.

34. Force Majeure:

Force Majeure shall mean and be limited to the following:

- a) War / hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the Bidder.

The Bidder shall advise the GNLU by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over two months, if arising out of causes of Force Majeure, The GNLU reserves the right to cancel the order.

Bidder shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken in to consideration or not in their quotations. In the event of any Force Majeure cause, the Bidder shall not be liable for delays in performing their obligations under this order and the delivery dates can be extended to the Bidder without being subject to price reduction for delayed delivered, as stated elsewhere.

It will be prerogative of GNLU to take the decision on force major conditions and GNLU decision will be binding to the bidder.

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....
 Seal.....
 Address.....
 Phone No.....
 Fax No.....
 E-mail.....
 Place:
 Date:

ANNEXURE-IV**LIST OF EQUIPMNETS (COMPUTER HARDWARE AND PERIPHERALS)
TO BE COVERED UNDER COMPREHENSIVE ANNUAL MAINTENANCE****CONTRACT:**

Sr. No.	ITEM NAME	Make	Quantity
	<u>COMPUTER SYSTEMS:</u>		
1	HCL P4 COMPUTER SYSTEM (Config. summary : p4,80GB, 512 MB/1GB RAM, 15" CRT Monitor, KB & Optical Mouse, Combo drive)	HCL	2
2	Dell Vostro 200 MT (Config. summary : C2D, 160 GB HD, 2GB ram with 17" LCD Monitor, KB & Optical Mouse)	Dell	3
3	Dell Vostro 200 MT (Config. summary : C2D, 160 GB HD, 2GB ram with 17" CRT Monitor, KB & Optical Mouse)	Dell	1
4	Dell Vostro 200 MT (Config. summary : C2D, 500 GB HD, 4GB ram with 18.5" LCD Monitor, KB & Optical Mouse)	Dell	2
5	HP Compaq DX 7380 MT (Config. summary : C2D, KB, Mouse, 1 GB RAM , 160 GB HDD, DVD writer, 17" CRT Monitor, KB & Optical Mouse)	HP Compaq	1
6	Dell OptiPlex 990 (Config. summary : Intel ® Core™ i3-2120 CPU @ 3.30GHz, 2GB ram with 17 "LCD Monitor, KB & Optical Mouse, DVD writer, 500GB HDD)	Dell	70
7	LENOVO Think Centre M73 (Config. summary : Intel ® Core™ i3-4130 CPU @ 3.40 GHz, 4GB ram with 18.5" LCD Monitor, DVD writer, 500GB HDD, KB & Optical Mouse)	LENOVO	4
8	Dell OptiPlex 390N (Config. summary : Intel ® Core™ i5-2400 CPU @ 3.10 GHz, 4GB ram with 19" LCD Mon, DVD writer, 500GB HDD, KB & Optical Mouse)	Dell	2
9	Dell OptiPlex 390 (Config. summary : Intel ® Core™ i5-2320 CPU @ 3.00 GHz, (4GB ram with 18.5" LCD Mon, DVD writer, 500GB HDD, KB & Optical Mouse)	Dell	2
10	Dell OptiPlex 9020MT (Intel® Core™ i5-4590T Processor @3.30 GHz, 4GB DDR3 RAM / 500 GB HDD , 8x DVD Writer, 19.5" LED Backlit based TFT Monitor, KB & Optical Mouse)	Dell	5
11	HP 406 G1 MT Business PC (Intel ® Core™ i3-4160 CPU @ 3.60GHZ, 4 GB RAM, 8x DVD Writer, 19.5" LED Monitor, KB & Optical Mouse)	HP	3
12	HP 202 G2 Computer System (Intel® Core™ i5-4570T Processor, 4GB DDR3 RAM / 1 TB HDD , 8x DVD Writer, 18.5" LED Backlit based TFT Monitor, KB & Optical Mouse)	HP	1

13	HP 120-1060IN (20" HD) Core i3 -2120 2GB 1TB Wireless Integrated Win 7 B R/W DVD Drive, Web cam, 3 Year Warranty.	HP	1
Total Computer Systems			97
<u>LAPTOP:</u>			
14	HP Mini 210-1084TU (Config. summary : 1.66 GHz Intel Atom Processor N450, 2 GB Ram, 10.1" LED Screen, 160gb HDD)	HP	1
	DELL-XPS-I7 (Config. Summary: Intel® Core™ i7-2350M CPU @ 2.30 GHZ 2.30 GHz , 4GB Ram, 1TB Hdd, 15.6" Screen, 1GB Graphics, Windows 7 Home Premium.	Dell	1
15	Dell Inspiron 15 N5110 (Config. summary : Intel® Core™ i5-2350M CPU @ 2.30 GHz, 4GB RAM, 500 GB HDD, 15.6" LED Screen, DVD Writer)	Dell	1
16	Dell Inspiron 15 N5110 (Config. summary : Intel® Core™ i3-2350M CPU @2.30 GHz, 4GB RAM, 500 GB HDD, 15.6" LED Screen, DVD Writer)	Dell	2
17	Dell Inspiron 3521 (Config. summary : Intel® Core™ i3-3270U CPU @1.80 GHz, 4GB RAM, 500 GB HDD, 15.6" LED Screen, DVD Writer)	Dell	2
18	Acer Travel Mate 4750 (Config. summary : Intel Core i3 (2nd Gen) 2310M / 2.1 GHz(Dual-Core) - 4 GB RAM with 320 GB HDD, 14" LED Screen, DVD Writer)	Acer	1
Total Laptop			8
<u>SERVERS:</u>			
19	HP ProLiant ML 150 Xeon Server (Config. summary : Xeon 2.80 ghz mp,768 RAM, 32 & 72 GB SCSI hot swap HDD, 15" color monitor – CRT , KB & mouse)	HP	1
20	IBM Server x Series 206 8482 ILS Server (Config. summary : p4 3ghz mp,1.5 gb ram,160 gb HDD, 14" color Monitor CRT monitor, CD wr, KB & optical mouse)	IBM	1
21	HP Proliant ML 110 Server (Config. summary : Xeon 1.86 gzh , 1gb ram,160 gb HDD, dvd wr,17" CRT color monitor, KB & optical mouse)	HP	1
22	IBM 3850 X5 Rack (4U) Server: (Config. summary : Server Intel Xeon Four Processor Six Core Rack Mounted (Maximum 4U), HDD SAS,3x300 GB 15K Hot Plug, Combo for 4Processorxeon 16x10x24 CD R/W and 8xDVD ROM , 2GB DDR3 (8 qty) 800MHz Reg. with FBDIMM with ECC for 2P/4P Quad Core Xeon, 18.5" LCD monitor, KB, optical mouse)	IBM	2
23	Storage Area Network (SAN) System - IBM DS3500: (Config. summary : IBM DS3500 Dual	IBM	1

	Controller SAN Storage with 3 TB Usable capacity on 15k RPM)		
	Total Servers		6
PRINTERS:			
24	HP LaserJet 1018		2
25	HP LaserJet 1020	HP	4
26	HP LaserJet P1007	HP	2
27	EPSON LQ 1150 Dot Matrix Printer	EPSON	1
28	EPSON LQ 1150 II Dot Matrix Printer	EPSON	1
29	HP Color LaserJet 2050	HP	1
30	HP LaserJet P1606dn	HP	7
31	HP LaserJet PRO P1108	HP	4
32	HP LaserJet P2055dn	HP	2
33	CANON LaserJet MF3010	CANON	1
34	HP LaserJet 1020 plus	HP	3
35	HP LaserJet Pro M203dn Printer	HP	2
36	HP LaserJet Pro MFP M132A Printer	HP	1
37	HP Pro M1213NF Laser Printer	HP	1
38	HP Pro M1136 MFP Laser Printer	HP	5
39	HP LJ 1106 Mono Laser Printer	HP	4
	Total Printers		41
SCANNER:			
40	HP SJ G2410	HP	10
41	HP SJ G4010	HP	1
	Total Scanners		11

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date:

ANNEXURE-V**FINANCIAL BID****FINANCIAL BIDS DOCUMENTS FOR COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT OF COMPUTER HARDWARE AND
PERIPHERALS AT GNLU, GANDHINAGAR.**

(In separate sealed cover-II super scribed as Financial bid)

Sr. No.	ITEM NAME	Make	Quantity	Annual Charges Per Unit (Rs.) Inclusive of all taxes	Total Amount (Rs.) Inclusive of all taxes
	<u>COMPUTER SYSTEMS</u>				
1	HCL P4 COMPUTER SYSTEM (Config. summary : p4,80GB, 512 MB/1GB RAM, 15" CRT Monitor, KB & Optical Mouse, Combo drive)	HCL	2		
2	Dell Vostro 200 MT (Config. summary : C2D, 160 GB HD, 2GB ram with 17" LCD Monitor, KB & Optical Mouse)	Dell	3		
3	Dell Vostro 200 MT (Config. summary : C2D, 160 GB HD, 2GB ram with 17" CRT Monitor, KB & Optical Mouse)	Dell	1		
4	Dell Vostro 200 MT (Config. summary : C2D, 500 GB HD, 4GB ram with 18.5" LCD Monitor, KB & Optical Mouse)	Dell	2		
5	HP Compaq DX 7380 MT (Config. summary : C2D, KB, Mouse, 1 GB RAM , 160 GB HDD, DVD writer, 17" CRT Monitor, KB & Optical Mouse)	HP Compaq	1		
6	Dell OptiPlex 990 (Config. summary : Intel ® Core™ i3-2120 CPU @ 3.30GHz, 2GB ram with 17 "LCD Monitor, KB & Optical Mouse, DVD writer, 500GB HDD)	Dell	70		
7	LENOVO Think Centre M73 (Config. summary : Intel ® Core™ i3-4130 CPU @ 3.40 GHz, 4GB ram with 18.5" LCD Monitor, DVD writer, 500GB HDD, KB & Optical Mouse)	LENOVO	4		
8	Dell OptiPlex 390N (Config. summary : Intel ® Core™ i5-2400 CPU @ 3.10 GHz, 4GB ram with 19" LCD Mon, DVD writer, 500GB HDD, KB & Optical Mouse)	Dell	2		
9	Dell OptiPlex 390 (Config. summary : Intel ® Core™ i5-2320 CPU @ 3.00 GHz, (4GB ram with 18.5" LCD Mon, DVD writer, 500GB HDD, KB & Optical Mouse)	Dell	2		
10	Dell OptiPlex 9020MT (Intel® Core™ i5-4590T Processor @3.30 GHz, 4GB DDR3 RAM / 500	Dell	5		

	GB HDD , 8x DVD Writer, 19.5" LED Backlit based TFT Monitor, KB & Optical Mouse				
11	HP 406 G1 MT Business PC (Intel® Core™ i3-4160 CPU @ 3.60GHZ, 4 GB RAM, 8x DVD Writer, 19.5" LED Monitor, KB & Optical Mouse	HP	3		
12	HP 202 G2 Computer System (Intel® Core™ i5-4570T Processor, 4GB DDR3 RAM / 1 TB HDD , 8x DVD Writer, 18.5" LED Backlit based TFT Monitor, KB & Optical Mouse	HP	1		
13	HP 120-1060IN (20" HD) Core i3 -2120 2GB 1TB Wireless Integrated Win 7 B R/W DVD Drive, Web cam, 3 Year Warranty.	HP	1		
	Total Computer Systems		97		
<u>LAPTOP:</u>					
14	HP Mini 210-1084TU (Config. summary : 1.66 GHz Intel Atom Processor N450, 2 GB Ram, 10.1" LED Screen, 160gb HDD)	HP	1		
	DELL-XPS-I7 (Config. Summary: Intel® Core™ i7-2350M CPU @ 2.30 GHZ 2.30 GHz , 4GB Ram, 1TB Hdd, 15.6" Screen, 1GB Graphics, Windows 7 Home Premium.	Dell	1		
15	Dell Inspiron 15 N5110 (Config. summary : Intel® Core™ i5-2350M CPU @ 2.30 GHz, 4GB RAM, 500 GB HDD, 15.6" LED Screen, DVD Writer)	Dell	1		
16	Dell Inspiron 15 N5110 (Config. summary : Intel® Core™ i3-2350M CPU @2.30 GHz, 4GB RAM, 500 GB HDD, 15.6" LED Screen, DVD Writer)	Dell	2		
17	Dell Inspiron 3521 (Config. summary : Intel® Core™ i3-3270U CPU @1.80 GHz, 4GB RAM, 500 GB HDD, 15.6" LED Screen, DVD Writer)	Dell	2		
18	Acer Travel Mate 4750 (Config. summary : Intel Core i3 (2nd Gen) 2310M / 2.1 GHz(Dual-Core) - 4 GB RAM with 320 GB HDD, 14" LED Screen, DVD Writer)	Acer	1		
	Total Laptop		8		
<u>SERVERS:</u>					
19	HP ProLiant ML 150 Xeon Server (Config. summary : Xeon 2.80 ghz mp,768 RAM, 32 & 72 GB SCSI hot swap HDD, 15" color monitor – CRT , KB & mouse)	HP	1		
20	IBM Server x Series 206 8482 ILS Server (Config. summary : p4 3ghz mp,1.5 gb ram,160 gb HDD, 14" color Monitor CRT monitor, CD wr, KB & optical mouse)	IBM	1		
21	HP ProLiant ML 110 Server (Config. summary : Xeon 1.86 gzh , 1gb ram,160 gb HDD, dvd wr,17" CRT color monitor, KB & optical mouse)	HP	1		

22	IBM 3850 X5 Rack (4U) Server: (Config. summary : Server Intel Xeon Four Processor Six Core Rack Mounted (Maximum 4U), HDD SAS,3x300 GB 15K Hot Plug, Combo for 4Processorxeon 16x10x24 CD R/W and 8xDVD ROM , 2GB DDR3 (8 qty) 800MHz Reg. with FBDIMM with ECC for 2P/4P Quad Core Xeon, 18.5” LCD monitor, KB, optical mouse)	IBM	2		
23	Storage Area Network (SAN) System - IBM DS3500: (Config. summary : IBM DS3500 Dual Controller SAN Storage with 3 TB Usable capacity on 15k RPM)	IBM	1		
	Total Servers		6		
<u>PRINTERS:</u>					
24	HP LaserJet 1018		2		
25	HP LaserJet 1020	HP	4		
26	HP LaserJet P1007	HP	2		
27	EPSON LQ 1150 Dot Matrix Printer	EPSON	1		
28	EPSON LQ 1150 II Dot Matrix Printer	EPSON	1		
29	HP Color LaserJet 2050	HP	1		
30	HP LaserJet P1606dn	HP	7		
31	HP LaserJet PRO P1108	HP	4		
32	HP LaserJet P2055dn	HP	2		
33	CANON LaserJet MF3010	CANON	1		
34	HP LaserJet 1020 plus	HP	3		
35	HP LaserJet Pro M203dn Printer	HP	2		
36	HP LaserJet Pro MFP M132A Printer	HP	1		
37	HP Pro M1213NF Laser Printer	HP	1		
38	HP Pro M1136 MFP Laser Printer	HP	5		
39	HP LJ 1106 Mono Laser Printer	HP	4		
	Total Printers		41		
<u>SCANNER:</u>					
40	HP SJ G2410	HP	10		
41	HP SJ G4010	HP	1		
	Total Scanners		11		
				Grand Total Rs.	

Note: -

- 1) Above Rates should be inclusive of all taxes/charges etc.
- 2) L-1 will be decided on the basis of total cost of the bid.

This is certify that I/we have studied site, read and understood all clauses of the tender in case of award of contract I/we undertake to abide by all terms and conditions mentioned in the same.

Dated

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date:

ANNEXURE - VI
APPLICATION FORM

To,
The Registrar,
Gujarat National Law
University, Gandhinagar

Subject: Providing Comprehensive Annual Maintenance Services on Contract Basis.

Dear Sir,

The undersigned have read and examined in detail the tender document in respect of providing Comprehensive Annual Maintenance Services (Computer hardware and Peripherals) on contract basis do hereby express our interest to provide such services.

Corresponding Details:

1	Name of the firm	
2	Address of the firm	
3	Name if the Contract person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	PAN and GST details	
6	Telephone (with STD Code)	
7	Mobile No.	
8	E-mail of the contract person	
9	Fax. No. (with STD Code)	

It is certified that the persons shall engage in duties are competent enough and have necessary qualification for taking up this assignment.

Document forming part of the bid:

The following documents are enclosed:

- I. Prior Experience
- II. Declaration
- III. Earnest Money Deposit
- IV. Letter of authorization (in the name of contract person) representing the company.

Thanking you,

Yours faithfully,
**(Signature of Authorized
Person)**

Place: _____

Name: _____

Date: _____

Designation: _____

ANNEXURE -VII

FORM -1

DECLARATION

Declaration letter on official letter head, stating the following: -

- I. We are not involved in any major litigation that may have an impact of affection or compromising the providing of service as required under this tender.
- II. We are not black-listed by any organization/institution/university/ Central / State Government / Public Sector Undertaking in India.

Yours faithfully,

(Signature of Authorized Person)

Place : _____

Name: _____

Date : _____

Designation: _____

Seal: _____

ANNEXURE – VIII

FORM -2

SIGNED DECLARATION

- 1) I, ----- Son /Daughter of Mr. -----
----- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. --
----- am competent to sign this declaration and execute this tender document.
- 2) I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- 3) The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- 4) I/we/am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 5) Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
- 6) The prices quoted by us in the Financial Proposal are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date. Prices have been arrived independently without consultation, communication, agreement of understanding (for the purpose of restricting competition) with any competitor.
- 7) We hereby agree and abide to all the terms and condition.
- 8) We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
- 9) We understand that Gujarat National Law University is not bound to accept the lowest or any proposal or to give any reason for award, of for the rejection of any proposal.

Yours faithfully

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date:

ANNEXURE – IX**CHECK LIST**

Sr. No.	Document	Yes/No
1	Tender Processing Fee Demand Draft	
2	EMD Demand Draft	
3	Supporting documents for fulfilling of eligibility criteria mentioned in ANNEXURE I (Part-A)	
4	Details of Bidder and Other Details (Annexure I, Part-B)	
5	Financial Details- Audited Annual Accounts for the last three financial years. Balance sheet of last three years (Annexure I, Part-B)	
6	Details of Office in Gujarat (Ahmedabad/Gandhinagar) (Annexure I, Part-B)	
7	Experience after sales, support, maintenance/management (Annexure I, Part-B)	
8	Certificate/authorization letter from any of the OEM M/s HP/IBM/LENOVO/DELL (Eligibility Criteria No. 5, ANNEXURE I (Part-A).	
9	Financial Bid (Annexure-V)	
10	Enclose original tender document and other enclosures with seal & authorized signature on each page.	
11	Application Form (Annexure –VI)	
12	Declaration , Form -1 (Annexure –VII)	
13	Signed Declaration, Form -2 (Annexure –VIII)	
14	Any other additional document: _____	

Signature of the Bidder
With seal of the Firm /Company
