गोंय विद्यापीठ
ताळगांव पठार,
गोंय - ४०३ २०६
फोन : + ९१ - ८६६९६०९०४८

Goa University
Taleigao Plateau,Goa - 403 206
Tel : +91-8669609048
Email : registrar@unigoa.ac.in
Website : www.unigoa.ac.in

(Accredited by NAAC with Grade A+)

No. GU/Adm(P)/2026/518 Date: 06/11/2026

EXPRESSION OF INTEREST (EOI)
For Empanelment of Suppliers for Office Computing Equipment (OCE)

Goa University invites Expressions of Interest (EOI) from reputed and established suppliers for empanelment for the following category:

1. **Office Computing Equipment (OCE):** Supply of Office Computing Equipment such as Desktops, Laptops, Multi-Function Printers (MFPs) and other related equipment, along with the requisite service and support.

The empanelled suppliers shall be eligible for consideration for participation in Limited Tender Enquiries (LTEs) floated by Goa University for procurement of the above items, as and when required.

Interested suppliers may submit their **Letter of Intent (LOI)**, clearly indicating the category/categories for which they wish to be empanelled, in a sealed envelope super scribed:

"Letter of Intent for Empanelment of Suppliers for OCE"

The Letter of Intent shall be addressed to:

The Assistant Registrar (Purchase)
Purchase Section
Goa University
Taleigao Plateau, Goa – 403 206

The completed Letter of Intent must reach the Purchase Section, Goa University, on or before **30/11/2026 by 15:00 hrs.**

Goa University reserves the right to accept or reject any or all applications, either in full or in part, without assigning any reason thereof.

Sd/-
Prof. S. N. Dhuri
REGISTRAR

The terms and conditions for the empanelment are mentioned below:

1. The term of the empanelment shall be initially for a period of one year, extendable to three years subject to satisfactory performance.

2. Interested party shall clearly specify the details requested in **Annexure I.**

3. Performance and the conduct of every supplier shall be watched by the Purchase Section and the indentor and are liable to be removed from the panel, if they fail to abide by the terms and conditions of the Limited tender inquiry or fail to supply the goods on time or supply substandard goods or make any false declaration to any University authority or on any ground which, in the opinion of the Registrar is not in the interest of the University (Refer Rule 151 of GFR 2017).

4. Clientele list (list of the institutes/organisations, where similar order has been executed during the last three years), may be provided.

5. Clarification required if any, may be sought in person/writing or telephonically on phone number 8669609072 from the Purchase section

6. The right to accept or reject the letter of intent without assigning any reason is reserved by the Goa University.

7. In the event of disputes relating to this contract, they shall be settled within the jurisdiction of the Courts at Panaji- Goa.

8. Letter inviting quotations and purchase orders will be issued by the Registrar, Deans of Schools, Deputy Registrar (Administration), Assistant Registrar (Purchase) and Competent Authorities of the University.

9. Letter of confirmation on completion of the empanelment process will be issued to the successful parties by the Deputy Registrar (Administration).

10. The supplier has to enclose the following documents with letter of intent:
    a) Annexure I
    b) Copy of latest Income tax return certificate. (self-attested)
    c) Copy of Pan card (self-attested)
    d) MSME Certificate, if any (self-attested)
    e) Bank details (self-attested)
    f) Goods and Service Tax registration certificate (self-attested)

Annexure- I

For Empanelment of Suppliers for Office Computing Equipment (OCE)

Applicant Name:
Registered office details:
Contact number
Email ID:

a) I say that _____firm is engaged in the business of _____.

b) I intend to apply for the Expression of Interest floated by Goa University for empanelment of suppliers for the supply of Office Computing Equipment (OCE) along with service support.

c) I hereby, declare that I and the firm run by me has not been debarred /blacklisted for any fraudulent activities any time by any State Board/ University or any Government body for the last 10 years.

d) I understand that Goa University reserves the right to cancel, reject or withdraw my bid at any stage/level of process in the event that any information furnished by me is found to be incorrect, false, incomplete or misleading.

Applicant Name and signature

Place:
Date: