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+)

GU/Co.P./OCE/25-26/19838/17 **Date: 11/11/2026**

TENDER DOCUMENT
(*E-Tendering mode only*)

Supply and installation of Office Computing Equipment

Goa University invites quotations (e- tender mode only) for the item detailed below. Interested bidders may apply through e-tender process only.

Sr. No.	Name of the item	Qty.	Earnest Money deposit	Tender Processing fee Non- Refundable
			Mode of payment: E-Payment only	
1	Desktop Computer	26	₹ 82,000.00	₹3,000.00
2.	Laptop	6		
3.	600VA UPS	23		
Refer Annexure-1 for specifications				

Tender Schedule

1. The last date of online submission of tender is **01/12/2026** up to **12:00** hrs.
2. The date and time of online opening of Technical Bid is **02/12/2026** after **10:00** hrs.
3. Price Bid will be opened after completion of administrative and technical procedure.

Mode of Payment towards e-Tender Processing Fee (TPF) & Earnest Money Deposit (EMD) to be paid online through e-Payment mode via:

1) National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS). Tenderer requires downloading the pre-printed Challan on e-tender website and making its payment through any of their Bank.

Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date.

2) Net Banking: Payment can be made through the Internet Banking of Any Bank.

Important Notes to the Bidder:

1. The duly constituted committee appointed by the competent authority of Goa University reserves the right to select certain items (in single or multiple units) or reject any or all mentioned in the schedule.

2. The Bid shall be treated as a 2 Bid System. The Technical Bid will be considered only for applicants whose Earnest Money Deposit (EMD) is found in order. Price Bid shall be opened for only those bidders who have qualified in Technical Evaluation.

3. For technical related queries, interested bidders may contact Head of Computer Centre on phone nos. 8669609015/28 and email - hocc@unigoa.ac.in. For other queries may contact Purchase Section on phone nos. 8669609072/24.

4. The Vendor should clearly state the make/brand, model and the year of manufacturing of the items proposed to be supplied in response to the tender.

5. Vendor shall enclose the list of accessories to be provided with the equipment in the Technical bid.

6. Bidders seeking exemption from payment of EMD under MSME scheme must ensure that their company/organisation is registered with the Directorate of Industries, Trade and Commerce (DITC), Goa, in accordance with the provisions of Notification No. 3/40/2003-IND(Pt.II)(Vol.III)/132 issued by the Department of Industries, and published in the Official Gazette of Goa, Series I No. 13, dated 30/06/2022, under the Preferential Purchase Incentives for Micro, Small and Medium (MSME) Enterprises Scheme, 2022.

7. For assistance on e-Tender please contact Support Helpdesk- 91-7972854213, 91-7822039673, 91-7972871944 Email: e-tender.goa@gov.in

Sd/-

(Prof. S. N. Dhuri)
REGISTRAR

TERMS AND CONDITIONS OF THE TENDER:

1) **Price /Taxes:**
Prices stated in this tender are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to, in writing by both parties.

2) **Delivery:**
The equipment should be delivered to Goa University within 30 days of placing of order & installation be completed within next 15 days. If any material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet supplied and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by installment shall not be construed as obligatory unless agreed upon by both the parties.

3) **Reproduction of Documentation:**
The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature.

4) **Shipping, Packaging and Labelling:**
All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practices. It shall be the sole responsibility of the vender to provide/replace the item/goods, if it is lost or broken during the shipping or transportation due to whatever may be the reason. Vendor is responsible to ensure, by contacting the University, that the shipping has been properly done i.e., all the items/goods have properly reached the University.

5) **A) Terms of Payment and Conditions:**
   i) **For Indigenous/Indian equipment/stores on DDP Destination basis: -**100% of the total payment shall be released on submission of proof of delivery and on certification of satisfactory installation of the equipment at the University premises.

   ii) **For Foreign Equipment on CIP GOA**: If preferred mode is Letter of Credit (LC), the payment will be through Bank on receipt of documents. In case of credit payment, 100% will be made by Telegraphic Transfer (TT) after receipt and successful installation/demonstration of the equipment.

B) Price Fall Clause: -

If at any time prior to delivery of the equipments/stores, the bidder/supplier reduces the sale price of such equipments/stores as covered under this tender enquiry, to any organisation (including Central/State/Deemed university) at price lower than the price quoted under this contract, he shall forthwith reduce the price payable under this tender for the equipments/stores being supplied after the date of coming into force of such reduction, the price of equipments/stores shall stand correspondingly reduced.

6) SPECIFICATIONS:

i) Specifications are the basic essence of the item/contract. It must be ensured that the offers strictly adhere to our specifications. A tender has to be supported with the printed technical leaflet/literature of the quoted model of the item.

ii) In case of authorised dealers/distributor certificate in prescribed format from Original Equipment Manufacturers (OEM), on the same should be enclosed for participation in the said tender.

iii) It is only when the information about the company/Goods in quotation in technical bid is found satisfactory; the commercial part will be opened.

7) Price Bid:

a) The Cost of the equipment should be inclusive of all taxes and statutory levies. Labour/installation charges, packing, insurance, freight etc. should be mentioned separately (inclusive of all taxes leviable on them). For imported/indigenous goods price to be quoted FOR Goa University. Unit price of each product and accessories should be quoted separately.

b) In case of receipt of the material in short supply or damaged condition the supplier will have to arrange the supplies/ replacement of goods free of cost pending the settlement of the insurance case wherever applicable on FOR at the University or CIF basis for satisfactory installation of the system.

c) No commitment to accept lowest or any bid: University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the bid. University will not be obliged to meet and have discussion with any vendor and or to listen to any representations.

d) Short listing of Vendors: University will create a shortlist of technically qualifying vendors and the financial bid of only these vendors will be opened. University reserves the right to decide whether the items being quoted are as per the requirement of the University and are of standard/leading brands in the

market. University reserves the right to decide which offer best suits the requirement of the University.

e) Installation and Commissioning: Free of cost at University. The OEM must ensure timely installation of the complete unit with necessary support to the indenters.

f) Conditional Offer will not be accepted and technical/financial bids in such cases may be rejected.

g) Past Performance of the Vendors will be judged at the time of Technical Evaluation.

h) All items proposed to be supplied should be of recent manufacture, preferably manufactured in the last three months, and not exceeding six months.

8) Insurance: In case of item requiring import kindly note the following:

a) Please quote CIP value for clearance up to Dabolim Airport, Goa, India.

b) Item must be insured from warehouse of manufacturer to warehouse of Goa University, Taleigao, Plateau, Goa, India.

c) Vendors are advised to declare the commission if any, so that the same shall be paid to the party in Indian currency after successful installation/demonstration of the equipment.

9) Rejection of Bids:

a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.

b) Incomplete bids are liable to be rejected.

c) If the technical offer contains any price information, the offer is liable to be rejected.
All annexures to the tender document should be duly stamped and signed by the bidder and submitted along with the tender bid.

d) The bidder shall provide a self-attested certificate stating that, they have not been disqualified/debarred from submission of tender/quotation under Rule 151 of GFR 2017 by any Government/Ministry/any organisation like University etc. who is funded by State or Central Government.

10) Warranty:

Warranty details may be seen in Annexure - 1. Statement of warranty of goods

against any manufacturing defects and also give the warranty declaration that everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship, transportation hazards, and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specifications. During the warranty period, replacement of any part of equipment's or rectification of defects of works will be free of cost.

11) Performance Security:

(a) The successful bidder who has been awarded the contract shall submit a performance security of 5% of the Contract Value.

(b) The performance security shall be deducted from the invoice payable.

(c) The Performance security shall be returned to the bidder within 60 days after completion of contractual obligations and warranty period.

12) Consumables/spares: All hardware & software including drivers, device interface cards/network adaptor card must be pre-configured in the computer equipment provided. Licensed version of system software should be provided in CD (with up gradable version). Manual Hard copies of instruction/operation/service manuals should be supplied. List of important Consumables/ Spares and parts having sufficient shelf life for trouble free operation of four years should also be provided.

13) Training/installation:

a) Installation testing: suppliers of the instrument must provide free installation, commissioning and testing of the equipment in the laboratory at the current temporary site and thereafter at permanent site.

b) Comprehensive training of faculty & staff after installation should be provided, wherever deemed appropriate and an update in every six months (3-4 days) for the first two years and every year (1 week) for the next three years.

14) A.M.C.: A separate annual maintenance contract may be executed after completion of the warranty period.

15) Law of the Contract: The agreement entered with vendor shall be governed by and interpreted in accordance with the laws in existence and within the Jurisdiction of the court of Panaji, Goa.

16) Site preparation:

The supplier shall inform the University about the site preparation, if any, needed for installation, along with the technical bid. Suppliers must provide complete details regarding space and all infrastructural requirements needed for the equipment, which University should arrange before the arrival of equipment to ensure its early installation and smooth operation thereafter. The supplier may offer his advice and render assistance to University in the preparation of the site and other

pre-installation requirements.

17) The successful bidder has to communicate the acceptance of the purchase order within five days of the receipt of the order.

18) The quantity of items in the tender form may increase or decrease as per requirement.

19) Vendors may quote all/Any Items.

Certified that:

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

Date: **Seal & Signature of Vendor**

TECHNICAL BID FORM

I. Addressed to:

a.	Name of the Bidding authority	Registrar, Goa University
b.	Address	Goa University, Taleigao Plateau, Goa – 403 206
c.	Telephone	8669609072/24

II. Other related details:

1.	Name of Bidder/Party				
2.	Name & Designation of Authorised Signatory				
3.	Year of Establishment				
4.	Type of Firm	Public Ltd.	Private Ltd.	Partnership	Proprietary
	Put Tick (√) mark				
5.	Telephone Number (s)/ Mobile				
6.	Website URL				
7.	Fax No.				
8.	Email Address				
9.	GST number and validity				
10.	Pan card number				
11.	Registered Office Address in Goa	Address			
		Phone		Fax:	
		Contact Person			
12.	Service Centre (s) in Goa	Address			
		Phone		Fax:	
		Contact Person			
(Enclose list of Service Centre consisting name of contact person, telephone number, e-mail address, office address.)					

III. Clientele list: List of the institutes/organisations, where the similar order has been executed during the last three years, and work done list should be enclosed.

IV. The rates quoted are applicable up to 3 months from the date of opening of bid. The validity period can be extended with mutual agreement. Following documents are attached towards the proof of earnest money deposited in favour of ITG.

Sr. No.	**Earnest Money deposited through**	**Number**	**Dated**
1.	E-payment mode		

V. We agree to abide by all the conditions mentioned in this Bid Document issued by the Bidding Authority.

Signature:_____

Name:_____

Designation:_____

Place:_____

Date:_____

Note: If the Technical offer contains any price information, the offer is liable to be rejected.

Annexure – 1

1. Desktop Computer Specifications

Type:	Commercial Series
Processor:	13th Generation Intel® Core™ i5 /Core ultra 5 Processor or above, clock speed 2.4Ghz or higher
Monitor:	21" or bigger.
RAM:	16GB DDR5, upgradable to 32GB.
HDD:	SSD 512GB or higher.
Graphics:	Integrated.
Connectivity:	Ethernet, Bluetooth, 4 USB ports, USB-C, HDMI, MIC and audio jack in front,
Accessories:	USB keyboard and mouse.
Cabinet:	Slim tower or better.
Warranty from OEM:	3 years onsite warranty.
Operating System:	Windows 11 or higher (Professional).
MS -Office:	Preloaded MS-Office 2021 or higher with Academic Licence.

2. Laptop Computer Specifications

Type	Commercial Series
Processor	13th generation intel Core i5/Core ultra 5 processor or above
Clock Speed	3.0 GHz or higher
Screen Size	15" or higher Backlit antiglare
RAM	16GB DDR5
HDD (storage)	SSD 512GB or higher
Audio/Mic	1-audio/1-Mic jack
Graphics	Integrated
Connectivity	Wireless, Bluetooth, Ethernet
USB port/HDMI	2 –USB port,1- HDMI port, USB-C
MS-office	Preloaded office 2021 or higher with Academic license.
Operating System	64-bit Windows 11 pro
Warranty	3 years onsite warranty for laptop and 1 year on battery.
Carry Case	Bag pack

3. **UPS Specifications:**

UPS Capacity	600VA
Active Power	360W minimum
Input Voltage	140V–280V AC
Output Voltage	230V ±10%
Power sockets	At least 3
Warranty (on site)	2 years including battery

Additional Terms and Conditions:

1. All the participating bidders are compulsorily required to submit MAF (Manufacturing authorisation form) from OEM for Desktops & laptops.