

**Jamia Hamdard**  
**(A Government-Aided Deemed to be University),**  
**NAAC A+ Accredited,**  
**Hamdard Nagar, New Delhi -110062**

**TENDER DOCUMENT FOR SUPPLY, INSTALLATION AND COMMISSIONING OF 30**  
**DESKTOP COMPUTERS**

Tender Reference No.: LTE/PS/JKC/Ur.P/01

Date of Issue: 13/05/2026

Last Date and Time for Submission of Bids: 18 May 2026, 11:00 AM

Delivery Location: Kannur, Kerala

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### **Chapter 1: Instructions to Bidders (ITB)**

- Eligible bidders shall be OEMs or their authorized partners/dealers.
- The bid shall comprise: Bid Submission Form, Technical Offer, Price Schedule, Authorization letter, Warranty undertaking, and Statutory documents.
- The bid shall remain valid for 90 days from the bid opening date.
- The bidder shall quote prices in Indian Rupees (INR) only and price valid for 90 days from the bid opening date.
- All pages of the bid shall be signed and stamped by the authorized signatory.
- Bids received after the due date and time shall not be considered.
- Evaluation shall be based on technical responsiveness and lowest evaluated price (L1).
- The Jamia Hamdard reserves the right to accept or reject any or all bids without assigning any reason.
- OPTION CLAUSE: The Jamia Hamdard reserves the right to increase or decrease the ordered quantity by up to 25% at the time of contract placement and may further increase the contracted quantity by up to 25% during the contract period at the same rates, with additional delivery time to be provided as per applicable terms, and bidders shall comply accordingly.

## Chapter 2: General Conditions of Contract (GCC)

- The successful bidder shall supply, install, and commission the equipment as per the Purchase Order.
- Delivery, installation, and commissioning shall be completed within 10 days from the date of Purchase Order.
- Prices shall be firm and fixed for the entire contract period.
- Payment shall be released after satisfactory delivery, installation, and acceptance.
- A minimum 3-year comprehensive onsite warranty is mandatory.
- The supplier shall replace defective items at no additional cost.
- Liquidated damages may be imposed for delay in delivery as per applicable procurement rules.
- The contract may be terminated for default, insolvency, or breach of contractual obligations.
- Disputes, if any shall be subject to the jurisdiction of courts at New Delhi.

## Chapter 3: Schedule of Requirements

Sl. No.	Item Description	Quantity	Delivery Location	Delivery Period
1	Desktop Computers	30 Units	Kannur, Kerala	Within 10 days of Purchase Order

## Chapter 4: Technical Specifications and Allied Details

Sl. No.	Specification	Requirement
1	Processor	Intel Core i5 12th Gen (12400) or higher
2	RAM	16 GB or higher
3	Primary Storage	500 GB SSD or higher
4	Secondary Storage	500 GB HDD or higher
5	Monitor	19-inch or higher
6	Accessories	USB Keyboard and Optical Mouse
7	Operating System	Factory Pre-loaded Windows 11 Professional
8	Warranty	Minimum 3 Years Comprehensive Onsite Warranty
9	Brands	HP, Dell, Acer, Lenovo or equivalent reputed brand

## Chapter 5: Price Schedule

The bidder shall quote prices inclusive of GST, freight, insurance, installation, and all incidental charges.

Sl. No.	Brand & Model	Unit Price (₹)	Quantity	Total amount inclusive of GST (₹)	Remarks
1			30		

## Chapter 6: Contract Form

This Agreement is made between Jamia Hamdard (hereinafter referred to as the 'Purchaser') and \_\_\_\_\_ (hereinafter referred to as the 'Supplier') for the supply, installation and commissioning of 30 Desktop Computers in accordance with the Tender Document and Purchase Order.

## Chapter 7: Standard Forms and Annexures

- Annexure I: Bid Submission Form
- Annexure II: Manufacturer's Authorization Form
- Annexure III: Warranty Undertaking
- Annexure IV: Declaration of Acceptance of Tender Terms and Conditions
- Annexure V: Bank Details Form

## **Annexure I: Bid Submission Form**

To,  
The Registrar  
Jamia Hamdard  
New Delhi / Kannur Campus

### **Submission of Bid for Supply, Installation and Commissioning of 30 Desktop Computers**

Sir/Madam,

Having examined the tender documents, terms and conditions, specifications, and schedule, we hereby submit our bid for the above-mentioned tender.

We undertake that:

1. We have carefully read and understood all terms and conditions of the tender.
2. We agree to supply, install, and commission the required items as per specifications.
3. The rates quoted by us are inclusive/exclusive of applicable taxes as indicated in the financial bid.
4. We agree to abide by this bid for a period of \_\_\_\_\_ days from the date of opening of the tender.
5. All information furnished in this bid is true and correct.

#### **Bidder Details:**

- Name of Firm: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Person Name & Mobile Number: \_\_\_\_\_
- Email ID: \_\_\_\_\_
- GST No.: \_\_\_\_\_
- PAN No.: \_\_\_\_\_

**Authorized Signatory**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

## **Annexure II: Manufacturer's Authorization Form**

### **To Whomsoever It May Concern**

This is to certify that M/s \_\_\_\_\_ is an authorized dealer/distributor/reseller of our products and is hereby authorized to quote, supply, install, and provide warranty support for our desktop computer systems under the tender for Supply, Installation and Commissioning of 30 Desktop Computers.

We further confirm that:

1. The products supplied shall be genuine and as per tender specifications.
2. Full warranty and technical support shall be provided.
3. Spare parts and after-sales service shall be available during the warranty period.

#### **Manufacturer Details:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Contact Mobile Number: \_\_\_\_\_

Authorized Signatory of Manufacturer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID: \_\_\_\_\_

### **Annexure III: Warranty Undertaking**

We hereby undertake that all supplied desktop computers and associated equipment shall carry a comprehensive onsite warranty for a period of \_\_\_\_\_ years from the date of successful installation and commissioning.

We assure:

1. Repair/replacement of defective components during warranty period.
2. Availability of technical support.
3. Timely resolution of complaints.
4. Compliance with tender technical specifications.

Authorized Signatory

Name of Firm: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

## **Annexure IV: Declaration of Acceptance of Tender Terms and Conditions**

I/We, the undersigned, declare that:

1. I/We have read and understood all terms and conditions of the tender document.
2. I/We accept all terms and conditions without any deviation.
3. I/We understand that failure to comply may result in rejection of our bid.

Name of Firm: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

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

## Annexure V: Bank Details Form

**Firm Name:** \_\_\_\_\_

### Bank Details:

- Bank Name: \_\_\_\_\_
- Branch Name: \_\_\_\_\_
- Account Holder Name: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- IFSC Code: \_\_\_\_\_
- MICR Code: \_\_\_\_\_
- Cancelled Cheque Attached: Yes / No

Certified that the above information is true and correct.

Authorized Signatory

Name: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_