



हरिदेव जोशी पत्रकारिता और जनसंचार विश्वविद्यालय

HARIDEV JOSHI UNIVERSITY OF JOURNALISM AND MASS COMMUNICATION

No. F.2 (ज)53/HJU/RHTEQIS/3917

NOTICE INVITING BID

dated :-18/03/2026

Haridev Joshi University of Journalism and Mass Communication, Jaipur invites Technical and Financial bids for **“To Supply, Installation and Commissioning of Workstations, Computers, Laptop, Printers, Interactive Panels and Digital Podiums in the University under Rajasthan Higher Technical Education Quality Improvement Scheme”** from experienced firms meeting eligibility criterion as specified in the bid document.

Nature of the Work	To Supply, Installation and Commissioning of Workstation, Computers, Laptop, Printers, Interactive Panels and Digital Podiums in the University under Rajasthan Higher Technical Education Quality Improvement Scheme
Mode of Bid Submission	Online through e-Procurement / e-Tendering system at http://eproc.rajasthan.gov.in
Tendering Authority	Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur
Estimated Cost of the Bid	Rs. 45 Lakh including GST
Type of Bid	Two Packet / Cover Bid
Contact Person	Dr. Ashwini Sharma, Dy. Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur Email: registrar.hju@gmail.com
Submission of Banker's Cheque/ Demand Draft for Tender Document Fee (including GST @ 18%) with the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur in favor of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur (nonrefundable), payable at Jaipur, Rajasthan	Rs. 1770/- (Rupees One Thousand Seven Hundred Seventy Only) OR Rs. 885/- (Rupees Eight Hundred Eighty Five only)- for MSME situated in Rajasthan classified under Section 7(1) of MSME Development Act 2006.

Submission of Demand Draft for e- Tender Processing Fee (including GST@ 18%) with the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur, in favour of the M.D., RISL payable at Jaipur (nonrefundable)	Rs. 590/- (Rupees Five Hundred Ninety Only)
Submission of EMD / Bid Security	The bidders will submit the Bid Security amount/ EMD 2% (two percent) of bid amount. The Bid Security amount/ EMD is to be furnished in Banker's cheque/ D.D. in the name of Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur. Original Bid Security DD should be furnished in the office of tender inviting authority on physical receiving of original Bid Security DD as well as scan copy of BG shall be uploaded in technical bid packet-1/Cover-1. (Relaxation as per RTPP act & Rules to SSI/MSME of Rajasthan as per annexure-3).
Bid Publishing / Starting Date/Time	18.03.2026, 17:00 Hrs.
Document Download / Sale Start Date	18.03.2026, 17:00 Hrs.
Document Download / Sale End Date/Time	27.03.2026, Up to 16.00 Hrs.
Bid submission Start Date/Time	18.03.2026, 17:00 Hrs.
Bid submission Last Date/ Time	27.03.2026, Up to 16:00 Hrs.
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Processing Fee and Submission of EMD/ Bid Security Amount	27.03.2026, Up to 14:00 Hrs. in Office of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur, Plot No. 7, JDA Institutional Area, Dahami kalan, Ajmer Road, Jaipur (Raj.) 303007 Note: The Bid Security Amount in the form of Bank Guarantee will be deposited at Office of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur, Plot No. 7, JDA Institutional Area, Dahami kalan, Ajmer Road, Jaipur (Raj.) 303007
Date and Time of Opening of Technical Bids	27.03.2026, 16:30 Hrs.
Date & Time of Opening of Financial Bids	Will be intimated later to the technically qualified bidders
Websites for downloading Tender Document, Corrigendum's, Addendums etc.	https://eproc.rajasthan.gov.in https://hju.ac.in https://sppp.rajasthan.gov.in
Bid Validity & Bid Security Validity	Bid Validity: 120 Days from the date of Financial Bid Opening. Bid Security Validity: 180 Days from the Date of Technical Bid Opening. If required, the same shall be requested to be extended.

The prospective bidder should have the necessary competence, adequate financial standing, sufficient experience and expertise as per Qualification requirement detailed in this document.

Before bidding under this bid, bidder should ensure that: -

1. They are qualified as QR mentioned in this document.
2. The offered solution/services shall meet the technical and scope of work requirements laid down in this document.

NOTE:

1. The bid shall only be submitted through online tendering system of www.eproc.rajasthan.gov.in.
2. Bidders who wish to participate in this tender will have to register on <https://www.eproc.rajasthan.gov.in>. To participate in online tenders, Bidders will have to procure Digital Signature Certificate (Type – II or Type – III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency i.e. TCS, Safecrypt, Ncode etc. or they may contact e-Procurement Cell, Department of IT & C, Government of Rajasthan for future assistance. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate. Contact No. 0141 – 4022688 (Help Desk of RISL – 10:00 AM to 6:00PM on all working days) E-mail: eproc@rajasthan.gov.in Address: e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C- Scheme, Jaipur.
3. Bidders should go through the website <https://www.eproc.rajasthan.gov.in> should refer to the website and go through the link “Help For Contractors”, “Information About DSC”, “FAQ” and “Bidders Manual Kit” and Section-I to know the process for submitting the electronic bids at the website.
4. The ‘Instructions to bidders’ and other terms and conditions of this tender pertaining to the bidding process generally follow the guidelines of e-tendering system of the government of Rajasthan, available at URL <https://www.eproc.rajasthan.gov.in>. However, wherever there is any anomaly between the conditions referred to in this tender document and the GoR e-tendering system, the latter shall be final.
5. The complete tender document has been published on the websites <https://www.hju.ac.in>, <https://sppp.rajasthan.gov.in> and <https://www.eproc.rajasthan.gov.in> for the purpose of downloading.
6. The downloaded tender document shall be considered valid for participation in the bid process subject to submission of required Tender fees, e-Tender Processing Fee & EMD/Bid Security as

mentioned in the NIT Section table. A copy of receipt of the tender fees, e-Tender Processing Fees & EMD/Bid Security must be enclosed along with the Technical bid/ proposal failing which the bid will be summarily rejected. The last date of submission of these Original instruments is mentioned in the NIT Table. The Bidder must take due care in submitting the instruments and collecting receipts from University so that the Originals are submitted in hard copy and receipt scans are uploaded with the Technical Bid, before the Bid Submission Deadline.

7. All the communication/ correspondence including the bid document (Technical and Financial Bid) should be signed digitally by the Bidder. The Technical and Financial Bid which is uploaded on eproc portal must be signed and stamped on each relevant page by the designated Authorized Representative of the bidder. The name, designation and authority of the designated Authorized Representative of the Bidder shall be stated in the Bid.
8. No contractual obligation whatsoever shall arise from the tender document/bidding process unless and until a formal contract is signed and executed between the Haridev Joshi University of Journalism and Mass Communication, Jaipur and the successful bidder(s).
9. Haridev Joshi University of Journalism and Mass Communication, Jaipur disclaims any factual/ or any other errors in this tender document (the onus is purely on the individual bidders to verify such information) and the information provided herein are intended only to help the bidders to prepare a logical bid.
10. Bids will be considered only in the prescribed manner. Bids not submitted in the prescribed format will be summarily rejected without further evaluation.
11. Copies of various documents to be enclosed along with the bids must be legible and be self-attested by the authorized signatory with official seal. Claims made by bidder related to the project experience and other requirements shall be considered only when appropriate supporting documents are provided.
12. All the communication/correspondence including the Bid (Technical and Financial Bid) must be signed and stamped on each page by the designated Authorized Representative of the bidder and should be uploaded on e-procurement portal, failing which the bid will be summarily rejected.
13. The Bids can be submitted up to date and time given as specified in the NIT Table.
14. In case, a bidder imposes conditions which are in addition or at variance or in conflict with the terms and conditions as specified in this tender document, all such bids will be summarily rejected.
15. Tendering Authority reserves the complete right to accept or reject in part or full any or all the bids without assigning any reasons whatsoever. No further discussion/ interaction will be held with the bidders whose bids have been disqualified/ rejected by the tendering authority.

16. In case, a dispute arises with regard to interpretation/ omission/ error in this tender document, bid submitted, other documents; the decision of the tendering authority will be final and binding upon the bidders.
17. Interested bidders may obtain further information from the office of Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur, Plot No. 7, JDA Institutional Area, Dahami kalan, Ajmer Road, Jaipur (Raj.) 303007

REGISTRAR



हरिदेव जोशी पत्रकारिता और जनसंचार विश्वविद्यालय
HARIDEV JOSHI UNIVERSITY OF JOURNALISM AND MASS COMMUNICATION

TECHNICAL BID

Technical bid for “To Supply and Install Computers, Laptop, Printers, Interactive Panels and Digital Podiums in the University under Rajasthan Higher Technical Education Quality Improvement Scheme”.

S. No.	Description	Enclosed (Yes / No)	Page No.
1.	Name of Bidder / Firm / Organization: _____ _____ Address: _____ _____ Telephone / Mobile No.: _____ Email: _____		
2.	Tender Document Fee: Demand Draft / Banker’s Cheque No. _____ dated _____ in favour of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur (to be deposited in original at the University).		
3.	EMD / Bid Security: Demand Draft / Banker’s Cheque No. _____ dated _____ in favour of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur (to be deposited in original at the University).		
4.	RISL Processing Fee: Demand Draft / Banker’s Cheque of ₹590/- in favour of MD, RISL (to be deposited in original at the University).		
5.	PAN Number of the Bidder / Firm (Attach / Upload self-attested proof)		

6.	GST Number of the Bidder / Firm (Attach / Upload self-attested proof)		
7.	Certificate as per the format of Annexure-1 from the Chartered Accountant / Cost Accountant in respect of minimum average annual financial turnover of the bidder		
8.	Experience details as per the format of Annexure-8 and copies of relevant contracts and delivery acceptance certificates like CRAC for supplied same or similar Category Products to any Central / State Govt Organization / PSU /Public Listed Company for three (03) financial years		
9.	Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant in respect of the minimum average annual financial turnover of the OEM		
10.	Documents like work completion report /Payment confirmation certificate for meeting the criterion that the bidder must have successfully completed order of Rs. 45 Lakhs for Supply, Installation, Testing and commissioning of IT Equipment in any State/ Central government organization/ PSU/Public listed company only in India, during the period 01-Apr-2022 to 31-March-25		
11.	Product Datasheet, Bid Specific MAF for each item and Compliance Sheet on OEM's Letterhead duly signed and stamped by the authorized signatory		
12.	Documents regarding meeting the criterion that the bidder should have registered office in Rajasthan for the last 5 years, company incorporated or registered in the state of Rajasthan.		
13.	Documents regarding meeting the criterion that the OEM should have presence in India since last 10 years.		
14.	Documents regarding meeting the criterion that the OEM must have an authorized Service Centre must be available at Jaipur, Rajasthan.		
15.	Each page of Bid Document signed by the authorized signatory of the bidder		—
16.	As per the Rajasthan Transparency in Public Procurement Act, 2012		

	and Rule 2013 , attach/upload Annexures A, B, C, and D along with the Declaration under Section 7 of the RTPP Act, 2012 (Annexure-7).		
17.	Affidavit on a Non-Judicial Stamp Paper of ₹100 stating that the bidder / firm / institution has not been blacklisted / debarred /banned/ restricted by any Government Department during the last three years. The affidavit must be notarized with date as per Annexure-4 .		
18.	Affidavit on a Non-Judicial Stamp Paper of ₹100 stating that the bidder / firm / institution is an MSME situated in Rajasthan. The affidavit must be notarized with date as per Annexure-3 .		
19.	Details of Quoted Items like brand and part number are required to be submitted in the Annexure-2 .		
20.	Format of EMD / Bid Security in the form of Bank Guarantee (if applicable) Annexure-5 .		
21.	Authorization Letter (if applicable) – attach/upload as per Annexure-6 .		
22.	Valid supporting document for EMD exemption (if applicable)		



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TERMS AND CONDITIONS

1. GENERAL INSTRUCTIONS:-

- a) The Haridev Joshi University of Journalism and Mass Communication, Jaipur. payable at Jaipur [hereinafter to be referred to as HJU] or any authority designated hereinafter called 'OWNER', will receive bids in respect of services as set forth in the accompanying specification.
- b) All bids shall be prepared and submitted in accordance with these instructions.
- c) The Bidder, in his own interest is requested to read very carefully these instructions, terms and conditions and Technical specification before filling the Bid proposal form.
- d) If he has any doubt as to the meaning of this specification or any portion thereof, he shall before submitting the Bid, may refer the same to the Haridev Joshi University of Journalism and Mass Communication, Jaipur. payable at Jaipur well in time before the specified date of opening of Bids so that such doubts may be clarified.
- e) Submission of the Bid shall be deemed to be the conclusive proof of the fact that the Bidder has acquainted himself and is in agreement with all the instructions, terms and conditions governing the specification, unless otherwise specifically indicated/commented by him in his Bid.
- f) Bids submitted after the time and date fixed for receipt of bids asset out in the invitation to Bid shall be rejected and returned to the Bidders.
- g) The works referred herein shall cover the entire scope of the proposal which include commissioning and erection of equipment including the successful completion of performance and guarantee tests which the owner desires to get executed.

2. EMD / Bid Security

The Bidder shall furnish EMD/Bid Security as per the prescribed in NIT sections. Bidders can submit the EMD with Account Payee Demand Draft in favour of Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur, payable at Jaipur or Bank Guarantee, in specified

format to be stamped in accordance with Stamp Act; on Non-Judicial Stamp Paper stamp paper of GoR of 0.25% of BG amount or maximum up to Rs. 25,000/-, of a scheduled bank in favour of Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur. Bidder has to upload scanned copy/proof of the DD along with bid and has to ensure delivery of hard copy to the Buyer within 3 days of Bid End date / Bid Opening date. Bank Guarantee, if applicable, should be unconditional.

No interest shall be payable on EMD/bid security. University reserves the right to forfeit EMD/Bid Security & take appropriate action as per RTPP Act-2012 & RTPP Rules, 2013, if successful bidder either has not accepted the work order or not completed the contractual requirement within the specified period.

3. Tender Document Fee & Tender Processing Fee

The bidders are permitted to download the bid document from websites <https://eproc.rajasthan.gov.in>, <https://www.hju.ac.in> and <https://sppp.rajasthan.gov.in/> but must pay the cost of Tender document fee and e-Tender processing fee as mentioned in NIT table within the stipulated date & time in the office of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur. e-Tender processing fee shall be sent to RISL.

4. Submission and Opening of Bids

Bids are to be submitted in two parts. The Bid shall be submitted within the specified time on <https://www.eproc.rajasthan.gov.in> in electronic format in the following manner:

- a) Part- A (Technical Bid): To be uploaded in pdf format. It will contain (i) Copy of receipt of submission of Tender document fees (ii) Copy of receipt of submission of Tender processing fee (iii) Copy of receipt of submission of EMD/Bid Security (iv) Complete Technical Bid comprising information in specified formats and schedules (Except the price schedule) (v) Supporting documents to ascertain the eligibility / qualification as per the QR requirements of this tender.

The Tendering Authority may require any bidder to furnish the documents in original or copy duly attested by Notary as the case may be for verification, in physical form on short notice of three working days.

- b) Part- B (Financial Bid): It will contain the Financial Bid for carrying out the scope of work defined for this NIT. The Financial Bid is submitted in excel file of BOQ. The Financial Bid will

be opened only for the Bidders shortlisted on the basis of Technical Bid. The date of opening of such Financial Bids will be intimated on the e-proc website.

5. Bid Prices

- a) All the prices should be firm & quoted only in Indian Rupees (INR) Currency.
- b) Goods & Service Tax: Haridev Joshi University of Journalism and Mass Communication, Jaipur is registered under Rajasthan Goods and Service Tax- 2017 Reg. No. 08AAALH1207Q1D9.

6. Evaluation & Comparison of Bids

The evaluation of bids will be made in the following two stages:

- a) 1st Stage: Qualification Requirement (Part –A) & Evaluation of Technical offer
 - A. Qualification Requirement- Each bid shall be evaluated to ascertain the qualification of bidder with respect to the requirements laid down in this bid document.
 - B. Technical details and proposals submitted by the bidders shall be critically examined in line with objectives & scope of work along with all the documents submitted. University shall prepare the list of qualified bidders on the basis of above criteria and accordingly notified through e-portal for opening of financial bid.
- b) 2nd Stage: Financial Bid Evaluation: The Financial Bids which are opened shall be evaluated. The University will correct arithmetical errors during evaluation of Financial Bids on the following basis:
 - i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the University there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. If there is a discrepancy between words and figures, the amount in words shall prevail. However, where the amount expressed in words is related to an arithmetic error, the amount in figures shall prevail subject to (1) and (2) above.
 - iv. If there is a discrepancy between percentage and figures related to various taxes or levies, the percentage shall prevail over figure mentioned. However, where the

amount expressed in percentage is related to an arithmetic error, the amount in figures shall prevail subject to (1) and (2) above. It should also be noted that at time of payment against, the prevailing tax/levy rates will be used as on the date of approval of payment.

Except as provided in sub-clauses (1) to (4) herein above, Tendering Authority shall reject the Price Proposal if the same contains any other computational or arithmetic discrepancy or error. If the Bidder does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited.

- c) The bids will be evaluated and awarded as per the evaluation criteria that “The Bidders having lowest financial quote during Financial Bid Evaluation shall be considered as the L1 Bidders”.
- d) The EMD/ Bid Security of the other technically qualified Bidders shall be returned after 15 working days from the date of signing of Contract by the University with the successful Bidder.

7. Negotiations

- a) As a general rule, negotiations after opening of bids would be discouraged. However, negotiations may be undertaken in exceptional circumstances, such as:
 - When ring prices have been quoted.
 - When the quoted rates have wide variations and are much higher than the market rates prevailing at the time of opening of bids.
- b) Negotiations shall not make original offer of the bidder ineffective.
- c) Negotiations shall be conducted with the lowest bidder (L1) only and by information given in writing with a minimum period of 3 days (in case of a local bidder) and 7 days (in case of an outstation bidder) shall be given for response in writing and in sealed cover. In case of urgency the tender sanctioning Procurement Committee may reduce the notice period for negotiations, provided the bidder receives the information regarding holding negotiations.
- d) In case the lowest/ best bidder does not reduce his rates in response to negotiations or the rates so reduced are still considered to be higher, the tender sanctioning Procurement Committee may decide to make a written counter offer to the lowest/ best bidder. If the lowest/ best bidder does not accept the counter offer given by the Procurement Committee, the Procurement Committee may recommend rejecting the bid or may repeat the process

to make the same counter offer to second lowest/ best bidder and so on to third, fourth lowest/ best bidder, etc. till any bidder accepts it.

8. Acceptance of the Tender/Bid and Notification of Award

- a) After the selection of the Successful Bidder by the Tendering Authority within the validity period of Bid, the Tendering Authority shall inform such Bidder in writing by issuing Letter of Intent (LOI).
- b) The Successful Bidder (s) shall send an acknowledgement the LOI to the University, post which University shall prepare and send a detailed work order to the Successful Bidder (s). In case, the Successful Bidder(s) refuses at the issue of LOI, the intent to perform the scope of work, it shall be rejected with forfeiture of its Bid Security and offer may be extended to the L2 Bidder and so on.
- c) University shall issue Work Order to the Successful Bidder requiring him to do the following things within specified timeline. If the Bidder fails to do the following things within specified timeline, Bid Security of such Bidder shall be forfeited and Tendering Authority of University may consider the next ranked bidder.
- d) Written Letter of Acceptance of Work Order along with duly signed and sealed copy of such Work Order as token of such acknowledgement within 3 working days.
- e) Submission of Performance Bank Guarantee as required to be submitted under the Contract within 7 working days.
- f) Signing of the Contract (based on the terms & conditions of this Tender Document) with the University within 7 working days after issue of Contract format by the University to Successful Bidder. In case any of the party (University and the Successful Bidder) is unable to sign the Contract within 7 working days, it shall inform the other party in advance regarding the same along with the reason and suitable time for signing of the Contract.
- g) Decision on bids shall be taken within original validity period of offers. If the decision on acceptance or rejection of a bid cannot be taken within the original bid validity period due to unavoidable circumstances, all the bidders shall be requested to extend validity period of their bids up to a specified date. It is discretion of bidder to accept the extension or not. Those bidders who do not accept shall be discontinued form the bid process and their Bid Security may be refunded.
- h) Award Criteria: L-1 Bidder will be awarded 100% quantity.

Note: Wherever there are more than one bidder quoting the same price at any level, their ascending order would be determined on the basis drawl of lottery in presence of the bidder who wishes to be present.

9. Signing of Contract

- a) The successful bidder will, on receipt of Work Order from the University enter into a contract with the University by jointly signing the Contract.
- b) The draft of the Contract based on the terms & conditions will be forwarded to the successful bidder for execution by the University.
- c) The Contract will be signed with in seven days thereafter. The person to sign the Contract must be duly authorized by the Bidding entities.

10. Reservation of Rights

To take care of unexpected circumstances, University shall reserve the rights for the following:

- a) Extend the closing date for submission of the bid proposals.
- b) Amend the bidding requirements at any time prior to the closing date, with the amendment being notified to prospective bidders.
- c) Allow to change its Technical proposal before opening of price bid to all bidders and
- d) To accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone or more of the articles for which bid has been invited or distribute items of stores to more than one bidder.
- e) Terminate or abandon the bidding procedure or the entire project whether before or after the receipt of bid proposals.
- f) Seek the advice of external consultants to assist University in the evaluation or review of proposals.
- g) Make enquiries of any person, company or organization to ascertain information regarding the bidder and its proposal.
- h) Reproduce for the purposes of the procedure the whole or any portion of the proposal despite any copyright or other intellectual property right that may subsist in the proposal.

Note: Direct or indirect canvassing on the part of the bidder or his representative would be a disqualification.

11. Lack of Competition

A situation may arise where, after evaluation of Bids, the Tendering Authority may end-up with one responsive bid only. In such a situation **the Tendering authority acts as per RTPP Rule 2013 CLAUSE 68 “Lack of Competition”**.

12. General

- a) University does not bind itself to accept the lowest or any bid or any part of the bid and shall not assign any reason(s) for the rejection of any bid or a part thereof.
- b) The fact of submission of bid to the University shall be deemed to constitute an agreement between the Bidder and the University whereby such bid shall remain open for acceptance by the University and Bidder shall not have option to withdraw his offer, impair or derogate the same. If the Bidder is notified during the period of validity of bid that his bid is accepted by the University, he shall be bound by the terms of agreement constituted by his bid and such acceptance thereof by the University, until formal contract of the same bid has been signed between him and University in replacement of such agreement.
- c) The successful bidder will have to sign the contract agreement for the proper fulfilment of the contract. In case of ambiguous or contradictory terms and conditions mentioned in the Tender Document/ Bid, interpretations as may be advantageous to University may be taken, if satisfactory clarification is not furnished within the prescribed period.
- d) University will not be responsible for any cost or expenses incurred by the bidder in connection with preparation or submission of bids.
- e) University reserves the right to: Reject or accept any bid. Cancel the bid process and reject all applications.
- f) University shall neither be liable for any action nor be under any obligation to inform the bidders of the grounds for any of the above actions.

13. Minimum Average Annual Financial Turnover (MAAT)

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 Rs. 45 Lakh. Certificate in the format of Annexure -1 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 criterion.

Note:- Minimum Turnover for MSME situated in Rajasthan classified under section 7(1) of MSME Development Act 2006 shall be 25% of the estimated cost of Tender.

14. Experience Criteria

In respect of the filter applied for experience criteria, the Bidder/ OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU /Public Listed Company for three (03) financial years before the bid opening date. Experience summary in the format of Annexure-8 as well as copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

15. OEM Turn Over Criteria

The minimum average annual financial turnover of the Desktop OEM of the product offered during the last three years, ending on 31st March of the previous financial year, should be Rs. 20 Cr. 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 OEM is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be considered for this criteria.

16. Estimated Bid Value

Estimated Bid Value indicated in the bid 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 / Experience etc. This has no relevance or bearing on the price 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.

17. Past Performance

The Bidder / OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three financial years before the bid opening date to any Central / State Govt Organization / PSU/ Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

18. Scope of Supply

All Equipment to be supplied strictly as per technical specifications mentioned in the bid document for each equipment respectively. Bid price include all cost components of Goods. Motherboard, keyboard and Mouse must be from the same OEM as the Computer and OEM logo /trademark on them; no sticker allowed. Bidder should submit declaration about agree to supply as per technical specifications mentioned in the bid document.

19. Performance Deposit/Guarantee (PBG)

- a) In order to secure/assure due fulfilment of the contract, the successful Bidder(s) upon receipt of preliminary acceptance letter/detailed work order as the case may be shall furnish within a period of 5 working days a Performance Security equivalent to 5% (Five percent) of the contract value in the form of Bank Draft in favour of Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur payable at Jaipur or by way of Bank Guarantee from any scheduled Bank in the prescribed Performa provided by the University acceptable to the owner on a Rajasthan State Non judicial stamp paper of worth rupees 0.25% of value of Bank Guarantee duly authenticated by a 1st Class Magistrate or notary public or directly confirmed by the issuing Banker. Such Bank Guarantee should be valid for a minimum period of 60 months + 3 Months grace from the date of successful installation of all material. If required by the University, the validity of the Bank guarantee shall have to be further extended for such period as desired. The B.G. is to be furnished in whole Rupees with validity up to last day of required calendar month. Bank commission charges or any other charges, if any, shall be to the Contractor's account. "In case of invocation of Bank guarantee issuing Bank must authorize for entertaining the case at the sister branch located in Jaipur, Rajasthan". The Bank guarantee must be from any Nationalized / Scheduled Bank.

- b) Bank Guarantee submitted by the bidder for furnishing performance security shall be unconditional.
- c) Unless otherwise specifically required to be retained/forfeited by the University, the Security deposit shall be refundable on request of the contractor after three months on completion of the entire work to the satisfaction of the University.
- d) If the contractor fails or neglect to observe or perform any of his obligations under the contract, it will be lawful for the University to forfeit either in whole or in part at his absolute discretion, the Security deposit furnished by the contractor.
- e) No interest shall be payable on such deposits.
- f) If you fail to provide the Security within the period specified, such failure shall constitute a breach of the Contract and the University shall be entitled to make other arrangements at your risk and expenses and the bid security deposited by the contractor shall stand forfeited by the University.

Other Terms & condition regarding performance security deposits which are not mentioned here shall prevail as per RTPP Act 2012 and rules 2013 & its amendments thereof.

20. Undertaking:

The bidder must have successfully completed order of Rs. 45 Lakhs for Supply, Installation, Testing and commissioning of IT Equipment in any State/ Central government organization/ PSU/Public limited company only in India, during the period 01-Apr-2022 to 31-March-25. Documents to be submit work completion report /Payment confirmation certificate. The bidder should have Minimum Average Annual Turn Over (MAAT) of Rs. 45 Lakhs in last 3 Fiscal years (2022-23, 2023-24, 2024-25) from the Hardware and IT/ITes business only. Bidder should submit the undertaking on the Stamp about non-debarment/non blacklisting/ no forfeiture during last years by any Govt./PSU/central or state agencies. In absence of the said undertaking the bid will be summarily rejected. (Affidavit On Rupees 100 Stamp Paper issued by Government of Rajasthan)

21. Manufacturer Authorization Form (MAF):

The bidder needs to submit Product Datasheet, Bid Specific MAF for each item and Compliance Sheet on OEM's Letter head duly signed and stamped by the authorized signatory. The Offered Product details/catalogue should be available in public domain before publishing the bid.

Office productivity Suite (Word, Excel, Power point and PDF reader and converter) perpetual license MAF required from OEM.

Antivirus OEM must be MII, ISO 27001 certified in network, Data protection and privacy, Auto encrypted back up and Anti ransomware and Signatureless behavior Based detection patent Technology. MAF required from OEM.

22. Technical Documentation:

Technical documents, including product datasheets and technical compliance, must be submitted on the OEM's official letterhead. These documents should be signed (ink-signed or digitally signed) by an authorized signatory and must mention the quoted model number and part number (if applicable).

23. Operating System Requirements:

The equipment should have a digital product key for operating system as per technical specifications embedded in the motherboard. The operating system must be factory pre-loaded from OEM which can be verified through OEM Portal corresponding to the serial number of machines. OEM written Declaration on factory preloaded OS is acceptable only. The confirmation from OEM for preloaded Windows operating system need to be submitted along with Bid. Microsoft Windows 11 Professional with OEM Recovery DVD or option of Cloud Recovery. OEM must have online system, hardware diagnostics facility.

24. Vendor Registration:

The bidder should be registered under the Companies Act 1956/2013 or a Partnership firm including limited liability partnership (L.L.P.) registered under Partnership Act 1932/2008 or a Proprietor firms or society registered under societies act.

OR

Registered with MSMED (for nature of work) situated in Rajasthan classified under section 7 (1) of MSME Development Act 2006 subject to fulfillment of qualifying requirement for turnover and work experience.

The bidder should submit Self-attested copy of 1) Incorporation Certificate, MOA & AOA in case of Company. 2) Partnership deed in case of partnership firm. 3) Undertaking on Rs.100 NJSP with duly Notarized in case of Proprietor firm. 4) Society Registration Certificate for society registered under society act. 5) MSME Registration Certificate for MSME's Department.

The bidder should have registered office in Rajasthan since last 5 years, company incorporated or registered in the state of Rajasthan and the OEM should have presence in India since last 10 years.

25. Goods and Service Tax

The bidder should have a valid GSTIN number and relevant document as a proof of GSTIN number.

26. OEM Service Centre Presence:

The OEM must have an authorized Service Centre and must be available at the consignee locations (Jaipur, Rajasthan) as mentioned in the Bid document. Documentary proof also needs to be submitted. After raising the service request, the service query must be resolved within seven days, If the service request is not resolved within 7 days, then the penalty amount will be Rs 100/- per day or such penalty amount as may be decided by the procurement committee.

27. Incomplete quotes, quotes without datasheet if submitted will be rejected. Department reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

28. EMD exempted only for MSE's of Rajasthan.

29. Warranty shall be as mentioned in the specification of each item respectively in the bid document.

30. System supplied shall have inbuilt Wi-Fi feature (wherever applicable), external dongle /USB are not allowed.

31. Extension in Delivery Period and Liquidated Damages (LD)

a) The time specified for delivery in the Bid Document will be deemed to be the essence of the contract and the successful bidder will arrange supplies within the specified period on receipt of order from the Procuring Entity.

b) In case of extension in the delivery period with liquidated damages the recovery will be made based on following percentages of value of stores which the bidder has failed to supply: -

i. Delay up to one- fourth period of the prescribed Delivery Period -2.5%

ii. Delay exceeding one fourth but not exceeding half of the prescribed delivery period - 5%

iii. Delay exceeding half but not exceeding three- fourth of the prescribed delivery period - 7. 5%

iv. Delay exceeding three- fourth of the prescribed period - 10%

- c) Fraction of a day in reckoning the period of delay in supplies will be eliminated if it is less than half a day.
- d) The maximum amount of agreed liquidated damages will be 10%.
- e) If the supplier requires an extension in time for completion of contractual supply, on account of occurrence of any hindrance he will apply in writing for extension on occurrence of hindrance but not after the stipulated date of completion of supply.
- f) The Procuring Entity may extend the delivery period with or without liquidated damages in case they are satisfied that the delay in the supply of goods is on account of hindrances beyond control, such reasons will be recorded while seeking extension.
- g) In exceptional hardship cases, the Procuring Entity will have the powers to waive the damages/late penalty as stated above.
- h) In the event of failure to supply the ordered quantity by the successful bidder within the stipulated time, the Procuring Entity reserves the right to cancel the orders for the unsupplied quantity and place orders with the remaining suppliers for the supply of the said quantity or purchase the unsupplied quantity through Bid system at the risk and cost of such supplier and such supplier is liable and responsible to make good the financial loss sustained by the Procuring Entity. If the rate is cheaper the benefit will not accrue to the supplier.
- i) The Procuring Entity reserves the right to charge penalty as decided by the Procuring Entity or withhold payment for any unsatisfactory stocks supplied by the supplier without prejudices to other rights and the decision of the Procuring Entity is final and cannot be called into question. The supplier is liable to reimburse/ Compensate the Procuring Entity or to third party for any loss, damage, injury, etc. caused or arising out of the negligence in supply of low or inferior quality of stocks or any breach of contract.
- j) Notwithstanding anything contained in the terms and conditions of this Bid the Authority is the ultimate authority in deciding the recovery of penalty from the supplier.

32. Documents Required in the Bid:

Experience, Past Performance, Bidder Turnover, OEM Authorization Certificate, OEM Annual Turnover, Compliance of BoQ Specification and supporting document, Other documents as mentioned above.

*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

33. Technical Features & Specifications and Schedule of Requirement

Specifications Desktop Computers (Nos. 15)

Parameter	Minimum Technical Specification
Processor	Intel i5, 6 Core or higher, with minimum 2.5 GHz or higher (Base Frequency), 18 MB Cache or higher with 13 th or higher Generation and to be Certified by OEM OR Ryzen 5, 6 Core or higher, with minimum 3.9 GHz or higher (Base Frequency), 18 MB Cache or higher with 5000 Series or higher and to be Certified by OEM
Chipset	Compatible Chipset
Operating System	1. Pre-installed Genuine Microsoft Windows 11 Professional (64 bit) or higher/ Latest Linux version (to be decided by concerned Dept. as per requirement) 2. Recovery partition (applicable for Windows).
Memory (RAM)	16 GB DDR4 3200MHz or higher with 64 GB Expandability
Storage	1 TB SSD
Graphics	Integrated HD Graphic card or higher
Ports	Minimum 5 USB ports with at least 2 USB 3.0 or higher ports, HDMI, Display port, Audio jack for headphone & microphone
Display	Minimum 19.5 inch or higher, Resolution 1600x900 or higher Display
Antivirus	Latest Antivirus & Internet Security, with minimum 3 years subscription
Certification	BIS (for Monitor only)
Compliance	RoHS
Keyboard & Mouse	USB Keyboard & USB two button optical Mouse with Mouse Pad (Same make as Desktop)
Network Interface	Integrated 10/100/1000 GB Ethernet, Integrated 802.11ac Wi-Fi and Bluetooth 4.0 or higher
Form Factor	SFF/MT
Accessories	All necessary cables
Security	2.0 Trusted Platform Module (TPM) (Hardware/Firmware)
Expansion slots	Minimum two PCIe slots
Warranty	3 Years comprehensive on site OEM warranty

In addition, software - office productivity Suite (Word, Excel, Power point and PDF reader and converter) perpetual license is required to be provided with each desktop computer.

Specifications Workstation (Nos. 1)

Parameter	Minimum Tech. Specifications
Processor	Intel - 36 MB Cache, 14 Cores, 20 threads, up to 5 GHz Turbo or higher OR AMD - 36 MB Cache, 12 Cores, 24 threads, up to 3.0 GHz Turbo or higher
Chipset	Compatible Chipset
Memory	32 GB (32X1) or higher, DDR5, 4800 MHz (Upgradable up to minimum 64 GB)
Hard Disk Drive	1 TB or higher Gen. 4 PCIe NVMe M.2 SSD
Graphic Card	4GB or higher
I/O Ports	a) Universal audio jack b) min. 2 USB 3.2 Gen 1 Type-A (1x power enabled) c) min. 2 HDMI 2.0 or higher d) min. 4 USB-C ports e) Smart Card (Optional)
OS Model specific Certification	Windows / RHEL Certified (as per requirement)
Networking	a) Min. 2 Integrated 10/100/1000 GB Ethernet b) Bluetooth 5.2 or above & integrated Wi-Fi 802.11 b/g/n or Wi-Fi 6 (802.11ax) or higher
OS	Windows 11 / RHEL (Windows 11 Pro License included) (English) or higher (as per requirement)
Keyboard & Mouse	Standard USB Keyboard & USB two button optical Mouse with Mouse Pad (Same make as Workstation)
Display	Minimum 23.8 inch or higher, Resolution 1920x1080 or higher Display
Warranty	3 Years Onsite Comprehensive Warranty

In addition, software - office productivity Suite (Word, Excel, Power point and PDF reader and converter) perpetual license is required to be provided with each desktop computer.

Specifications All in One Computers (Nos. 15)

Parameter	Minimum Technical Specification
Processor	Intel i3, 4 Core or higher, with minimum 2.7 GHz or higher (Base Frequency), 10 MB Cache or higher with 13th or higher Generation and to be Certified by OEM OR Ryzen 3, 4 Core or higher, with minimum 2.7 GHz or higher (Base Frequency), 12 MB Cache or higher with 5000 Series or higher and to be Certified by OEM
Chipset	Compatible Chipset
Operating System	1. Pre-installed Genuine Microsoft Windows 11 Professional (64 bit) or higher/ Latest Linux version (to be decided by concerned Dept. as per requirement) 2. Recovery partition (applicable for Windows).
Memory (RAM)	16 GB DDR4 3200MHz or higher with 64 GB Expandability
Storage	1 TB SSD
Audio	Integrated audio controller with internal Speaker
Ports	Minimum 5 USB ports with at least 2 USB 3.0 or higher ports, HDMI, Display port, Type-C Port, Audio jack for headphone & microphone
Camera	Integrated webcam 2 MP or higher
Display	Minimum 23.8 inch or higher, Resolution 1920x1080 or higher Display
Antivirus	Latest Antivirus & Internet Security, with minimum 3 years Subscription
Certification	BIS
Compliance	RoHS
Keyboard & Mouse	USB Keyboard & USB two button optical Mouse with Mouse Pad (Same make as AIO)
Network Interface	Integrated 10/100/1000 GB Ethernet, Integrated 802.11ac Wi-Fi and Bluetooth 4.0 or higher
Accessories	All necessary cables
Security	2.0 Trusted Platform Module (TPM) (Hardware/Firmware)
Warranty	3 Years comprehensive on-site OEM warranty

In addition, software - office productivity Suite (Word, Excel, Power point and PDF reader and converter) perpetual license is required to be provided with each All in One Computer.

Specifications LapTop Computers (Nos. 02)

Parameter	Minimum Technical Specification
Processor	Intel i7, Minimum 8 core or higher, 18 MB Cache or higher 13th or higher Generation and to be Certified by OEM OR Ryzen 7, Minimum 8 core or higher, 20 MB Cache or higher 7730 Series or higher and to be Certified by OEM
Operating System	1. Pre-installed Genuine Microsoft Windows 11 Professional (64 bit) or higher/ Latest Linux version (to be decided by concerned Dept. as per requirement) 2. Recovery partition (applicable for Windows).
Display	14" or higher diagonal Full HD Display
Memory (RAM)	16 GB DDR4 or higher expandable up to 32 GB
Hard Drive	1 TB SSD or higher
Speaker & Microphone	Inbuilt speakers and integrated digital microphone
Connection Type	Minimum 2 USB 3.0 or higher, HDMI 2.0, Head phone/ Microphone combo/ separate, 1- USB type c
Network card	Integrated 10/100/1000 GB Ethernet
Wireless Connectivity	Bluetooth 4.0 or above & integrated Wi-Fi 802.11 b/g/n or higher
Web Cam	Integrated HD Web Camera (Front facing)
Battery	Minimum 40Whr
Power Adapter	Standard power adapter
Antivirus	Minimum 3 years subscription Antivirus with protection for Ransomware, Browsing, Phishing along with OEM undertaking to be provided.
Certification	BIS
Compliance	RoHS , ISO 9001
Accessories	Carry Bag
Warranty	3 Years comprehensive on site OEM warranty

In addition, software - office productivity Suite (Word, Excel, Power point and PDF reader and converter) perpetual license is required to be provided with each Laptop.

Specifications Laser Printer (No. 04)

Parameter	Generic Technical Specification
Functions	Print
Printing Technology	Laser
Paper Size	A4 or higher
Print Speed (Minimum)	18 PPM (Mono) or higher
Print Resolution	600 x 600 dpi or higher
Duplex	Manual Duplex
Connectivity	Hi-Speed USB 2.0 Port
Duty Cycle (Monthly)	5000 pages or higher
Memory	16 MB or higher
Input paper tray capacity	100 pages or higher
Compatible OS	Windows and Linux
Cables / Accessories	All the required cables, accessories
Software Media	Driver & Utility Software
Model specific Certifications	BIS
Compliance	RoHS , ISO 9001
Warranty	3 Years comprehensive on site OEM warranty

Specifications Multi Functional Printer (Nos. 07)

Parameter	Generic Technical Specification
Functions	Print, Scan, Copy
Printing Technology	Laser
Print Speed (Minimum)	25 PPM (Mono) or higher
Paper Size	A4 or above
Print Resolution	600 x 600 dpi or higher
Duplex	Manual Duplex
Memory	64 MB or higher
Display	Yes
Connectivity	USB/Ethernet, Wi-Fi
Duty Cycle (Monthly)	8000 pages or higher
Copy Speed	10 PPM or Higher
Copy Resolution	600 x 600 dpi or higher
Scan File Format	PDF, JPEG etc.
Scan Resolution	600 x 600 dpi or higher
Scan Type	FLATBED with ADF/ DADF or better
Input paper tray capacity	150 pages or higher
Compatible OS	Windows and Linux
Cables/Accessories	All the required cables, accessories
Software Media	Driver & Utility Software
Model specific Certifications	BIS
Compliance	ROHS, ISO 9001,
Warranty	3 years comprehensive on-site OEM warranty

Specifications Colour Printer (No. 01)

Parameter	Generic Technical Specification
Printing Technology	Laser
Printing Function	Print
Type of Printing	Colour
Duplex	Auto
Paper Size	A4, Legal
Print Speed (A4) Mono	20 PPM or higher
Print Speed (A4) color	20 PPM or higher
Print Resolution	600x600 Dpi or higher
Memory	256 MB or higher
Network Connectivity	USB, Ethernet, Wi-Fi
Cartridges	Black &Color
Cartridges per install Paper Tray Capacity (A4)	150 pages or higher
Duty Cycle (Monthly)	8000 pages or higher
Software media	Driver & Utility Software
Compatible Operating System	Windows, Linux, Mac OS.
Accessories	All necessary cables (Power & Communication)
Model specific Certification	BIS
Compliance	ROHS, ISO 9001
Warranty	3 Years comprehensive on site OEM warranty

Specifications Bar Code Printer (No. 01)

Parameter	Generic Technical Specification
Printing Technology	Thermal Transfer
Print Speed	2 IPS or higher
Print Width	100mm (4.09") or higher
Print Length	991mm (39.33") or higher
Ribbon Length	Minimum 300 mtr.
Ribbon	Automatic Ribbon Control & Positioning System
Label Sensor Type	Fully Adjustable Sensor with Label gap, card notch & reflective black mark
Label Roll Capacity	Internal - 125 mm OD
Memory	Flash - 2MB, DRAM - 6 MB
Interface	RS-232, Centronics Parallel Port, USB
Bar Code	1D Barcodes: Min. 12 standard barcodes 2D Barcodes: Min. PDF-417, Maxi code, Data matrix
Media Type	Roll-fed, Fan fold, Continuous, Die cut, black mark, ticket, tag
Media Width	1" to 4.1" with adjustable printing size
Cables & Interfaces	All necessary cables & interfaces for connectivity to Mains & Computer.
Others	Should come with drivers for Windows, Mac OS
Integration	Easy integration with HIS application
Accessories	All Accessories cables (Power and Data Cable) to be included
Warranty	3 years comprehensive on-site OEM warranty

Specifications Interactive Flat Panel (Nos. 06)

Parameter	Generic Technical Specification
Size (Diagonal)	75" or higher
Panel Technology	IPS/ VA
Resolution (Minimum)	4 K (3840 x 2160)
Brightness	400 nits or better
Contrast Ration (Typical)	1200:01 or better
Viewing Angle (H x V)	178*178
Response Time	8 Ms or less
RAM	4 GB or higher
On-board Memory	32 GB or higher
Input (Minimum)	2 x HDMI, 4 x USB (Out of which min 2xUSB3.0), 1 x Audio, 1 x OPS slot, 1 x USB Type- C Port
Output (Minimum)	1 x HDMI, 1 x Audio
Panel Life (Minimum)	30000 Hours or higher
Wi-Fi Supports	Wi-Fi (802.11 a/b/g/n/ac) Support
External Control	RS232C (1), RJ45 (1)
Speaker	Built-in Speaker (15 W+ 15 W) or higher
Platform	Android 13.0 or higher
Detection Method	IR/ IPV
Pen (Stylus)	2 nos. with dual pen support and Magnetic Fixtures
Operating System	Windows / Linux / Android
Multi Touch Point	Minimum 20 Points with +/- 2.0 mm or better
Surface Hardness	Minimum 3.0 MM Toughened Glass with level 7 MOHS Standard or higher surface hardness (configuration)
Features	Smart Writing of different colours & annotation
Panel Features	Interactive flat panel with Light Sensor / Manual Light & Brightness Control, Connectivity via wireless Screen Cast, Wireless Screen Sharing from Mobile, Tablet, Laptop/PC
Model specific	BIS and UL/ CE/ CB/ CSA/ FCC
Compliance	ROHS, ISO 9001
User Convenience	Multi-Screen with PBP/PIP, min 2 split view, etc.
Accessory	Power Cable (IS), HDMI Cable, User Manual, Wall Mount Kit with 8 no. Fasteners
Warranty	3 years comprehensive on site OEM warranty

Specifications Digital Podium (Nos. 02)

Parameter	Generic Technical Specification
Display	Interactive Panel (23.8" above diagonal size) / 21" / 19" (As per requirement) Resolution 1920 x 1080, 10 Points Multi-touches Free stylus with eraser switch, Video I/O port, four shortcut keys, 11-73 degree adjustable tilt stand with accessories (supplied with Toughened Glass and Shock Mounting)
Integrated Controller	Touch panel control minimum i7 or better (must be fitted in Podium) <ul style="list-style-type: none"> • Min 1 VGA Input, Min 1 VGA Output / HDMI Out / USB Type C port • Min 2 Screen control port • Min 2 RS 232 Port IR receiver for IR Control • Min 2 Hybrid Relay Ports • Min 1 LAN Port Squelch Control and frequency from 100 Hz to 15000 Hz (impedance less than 280 ohms)
Temperature controlled fan	Integrated Temperature controlled Cooling fans to help regulate the temperature for the podium
Mobility	4 Wheels or more as required
Rack Storage	19U or more (to keep tablet/writing panel, CPU, video mixer, DSP, Amplifier, switch & Wi-Fi modem)
Extra Ports on the podium	Power outlet, USB, LAN, RGB, Audio In, HDMI
Security	Locking front and sliding cover doors
Keyboard	Pull out the shelf for the keyboard
Controller	<ul style="list-style-type: none"> • Movement of Screens, Projector, LCD display, and Volume adjustment shall be controlled through the controller • Video Output can be switched from Podium Desktop and Writing panel through controller • Video Output can be switched from current location to remote location from the desktop/ laptop/ controller • Video Output of tablet / camera of the class can be viewed at remote site • Synchronization of student interaction mic with mixers/ DSP for every participating class • Synchronization of different speakers / mic, video equipment and amplifiers in all the classes • Fixed inside the podium/dais resolution : 800X480

Financial Details

(To be furnished on Bidder's Letter head)

S. No.	Turnover	Response	Net worth	Response
1.	Turnover FY 2022-23 in INR		Net worth FY 2022-23 in INR	
2.	Turnover FY 2023-24 in INR		Net worth FY 2023-24 in INR	
3.	Turnover FY 2024-25 in INR		Net worth FY 2024-25 in INR	
	Total Turnover 2022-23 to 2024-25 in INR		Total Net worth 2022-23 to 2024-25 in INR	

Kindly refer to turnover & Net worth in the bid document.

Signature of

Proprietor/Director
Authorized Signatory
With
Rubber Stamp and Date

Average Turnover of the Last Three Financial Years: ₹ _____

It is hereby certified that, according to the **Books of Accounts/Records of the firm**, the above statement is **true and correct**.

Chartered Accountant (Name and Address):

.....
.....

Registration No. of CA:

UDIN:

Mobile No.:

*(Certified by a Registered
Chartered Accountant)*

Details of quoted systems

(To be furnished on Bidder's Letterhead)

S. No.	Particulars	Brand Name / Product Name	Product Number /Specification Number	Compliances of Mandatory Certification
1	2	3	4	5
1	Desktop Computers			YES / NO
2	All in One Computers			YES / NO
3	Laptop Computers			YES / NO
4	Workstation			YES / NO
5	Laser Printer			YES / NO
6	Colour Printer			YES / NO
7	Multi Functional Printer			YES / NO
8	Bar Code Printer			YES / NO
9	Interactive Flat Panel			YES / NO
10	Digital Podium			YES / NO

Note: The bidder is required to furnish brand / product no. in column no. 2 & 3. In case of alternatives furnished by the bidder Haridev Joshi University of Journalism and Mass Communication, Jaipur reserves the right to select any brand / product no. from the alternatives given by the bidder on the quoted rates.

Signature of

Proprietor/Director
Authorized Signatory
With
Rubber Stamp and Date

Format of affidavit for MSME situated in Rajasthan

(To be furnished on Non Judicial Stamp Paper of Rs 100/-)(Duly Notarized)

I _____ S/o _____ Aged
 _____ Yrs Residing at _____

Proprietor/Partner/Director of M/s _____ do hereby
 solemnly affirm and declare that:

(a) My/Our above noted enterprise M/s _____ has been
 issued acknowledgement of Entrepreneurial Memorandum Part-II by the District Industries
 Center _____ The acknowledgement No. is
 _____ Dated _____ and has been issued for manufactures of
 following items:

Name of item	Production Capacity (Yearly)
(i)	
(ii)	
(iii)	
(iv)	
(v)	

(b) My/Our above noted acknowledgement of Entrepreneurial Memorandum Part-II
 Has not been cancelled or withdrawn by the industries Department and that the enterprise
 regularly manufacturing the above items.

(c) My/Our enterprise is having all the requisite plant and machinery and is fully equipped to
 manufacturing the above noted items.

Place _____

Signature of

Proprietor/Director
 Authorized Signatory
 With
 Rubber Stamp and Date

FORMAT OF SELF DECLARATION - NO BLACKLISTING

(To be furnished on Non Judicial Stamp Paper of Rs 100/-)(Duly Notarized)

To,

Registrar,

Haridev Joshi University of Journalism and Mass Communication, Jaipur

Plot No. 7, JDA Institutional Area, Village Dahami Kalan,

Ajmer Road, Jaipur (Raj.) 303007

In response to the NIT Ref. No. _____ dated _____ for Supply, Installation and Commissioning of Workstation, Computers, Laptop, Printers, Interactive Panels and Digital Podiums in the University under Rajasthan Higher Technical Education Quality Improvement Scheme, as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby declare that presently our Company/ firm, at the time of bidding: -

- a. possess the necessary professional, technical, financial and managerial resources and Competence required by the Bidding Document issued by the University; have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- b. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- c. does not have any previous transgressions with any entity in India or any other country during the last three years, does not blacklisted / Debarred / Sever of Business Relationship by any of State Government / Central Government / Central or State Govt. undertaking / Utilities / Private Organization etc. on the date of bid submission for fraudulent and corrupt practices, is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- d. does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of three years preceding the

commencement of the contract, or not have been otherwise disqualified pursuant to debarment proceedings;

- e. Does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- f. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking You,

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for and

on behalf of.....

Seal of the Organization: -

Date.....

Place.....

Performa for Bank Guarantee (Bid Security)

(On NJS of Rajasthan state worth 0.25 % of BG value or Max. Rs. 25000.00)

Ref : Bank Guarantee No. _____ Dated: _____

The Registrar,

Haridev Joshi University of Journalism and Mass Communication, Jaipur

Plot No. 7, JDA Institutional Area, Village Dahami Kalan,

Ajmer Road, Jaipur (Raj.) 303007

1. Whereas _____ [name of the Bidder] (hereinafter called “the Bidder”) has submitted its bid dated _____ [date of submission of bid] for the Supply, Installation and Commissioning of Workstation, Computers, Laptop, Printers, Interactive Panels and Digital Podiums in the University under Rajasthan Higher Technical Education Quality Improvement Scheme (herein after called “the Bid”).
2. KNOW ALL PEOPLE by these presents that we..... [name of bank] of[name of country], having our registered office at..... [Address of bank] (hereinafter called “the Bank”), are bound unto..... [name of Purchaser] (hereinafter called “the Purchaser”) in the sum of Rs. * _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day _____ of 2025.
3. THE CONDITIONS of this obligation are:
 - I. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder in the Bid Form; or
 - II. If the bidder refuses to accept the correction of error in his Bid; or
 - III. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - a. fails or refuses to execute the Contract agreement, if required; or

- b. fails or refuses to furnish the performance security, in accordance with the General Conditions of Contract.
4. we undertake and authorize our branch situated at JAIPUR (Rajasthan) address: _____ to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or all of the three conditions, specifying the occurred condition or conditions.
 5. The decision of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur shall be final whether breach has been committed on the right to demand the amount of guarantee from us which has accrued to the purchaser.
 6. This guarantee shall not cease or determine, if the purchaser grants time or indulgence or vary the terms of the contract with the contractor or without our consent or knowledge.
 7. The guarantee shall not be affected by any change in the constitution of the contractor.
 8. We, further undertake not to evoke this guarantee during its currency except with the previous consent of the Registrar, Haridev Joshi University of Journalism and Mass Communication, Jaipur.
 9. All disputes arising under the said guarantee between the Bank and the University or between the Contractor and the University pertaining to the guarantee, shall be subject to the jurisdiction of Courts in Jaipur, Rajasthan alone.
 10. This guarantee will remain in force up to the bid validity period initially plus 30- days grace period and further extendable till finalization of bid.

Yours faithfully,

Bankers (EXECUTANT)

Witness: -1.

Witness: -2.

Note: The Bidder should insert the amount of the guarantee in words and figures denominated in the currency of bid.

BIDDERS'S AUTHORIZATION CERTIFICATE

(To be furnished on Bidder's Letterhead.)

To,

The Registrar,

Haridev Joshi University of Journalism and Mass Communication, Jaipur

Plot No. 7, JDA Institutional Area, Village Dahami Kalan,

Ajmer Road, Jaipur (Raj.) 303007

[Reference No.]

I/ We <NAME / DESIGNATION> hereby declare/ certify that is <NAME / DESIGNATION> hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Tender/ NIT reference No. _____ dated _____. He/ She are also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:-

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Annexure A- Compliance of Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall:-

- (a) Not offer any bribe, reward of gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit or mislead or attempt to mislead so as to obtain a financial or other benefit of avoid an obligation.
- (c) Not indulge in any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and process of the procurement process.
- (d) Not misuse any information shared between the procuring entity and the bidder with an intent to gain unfair advantage in the procurement process.
- (e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or its property to influence the procurement process.
- (f) Not obstruct any investigation or audit of a procurement process.
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any pervious transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited :
 - a. have controlling partners/shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them;
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decision of the procuring Entity regarding the bidding process; or
 - e. the Bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the all same subcontractor, not otherwise participation as Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Annexure B - Declaration by the Bidder Regarding Qualification

In relation to my/our Bid submitted to Registrar, Hardev Joshi University of Journalism and Mass Communication, Jaipur for _____ in response to their notice Inviting Bid No. _____ Dated _____. I/we hereby declare under section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:-

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required in the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, nor have my/our affairs administered by a court or a judicial officer, nor have my/our business activities suspended and have not been the subject of legal proceedings for any of the foregoing reasons;
4. I/we and our directors or officers have not been convicted of any criminal offence related to my/our professional conduct or making false statement or misrepresentations as to my/our qualification in order to enter into a procurement contract within a period of three years preceding the commencement of this procurement process. Also, I/we have not been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition.

Date:

Place:

**Signature of bidder
(With Office Seal)**

Name:

Designation:

Address:

Annexure C - Grievance Redressed during Procurement Process

The First Appellate Authority is Registrar, Haridev Joshi Journalism and Mass Communication, Rajasthan, Jaipur.

The second appellate authority is Vice-Chancellor, Haridev Joshi Journalism and Mass Communication, Rajasthan, Jaipur

Filing an Appeal:-

- (1) If any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the act or the rules or the guidelines issued there under, he may file an appeal to first appellate authority, as specified in the bidding document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:
Provided that after the declaration of a bidder as successful the appeal may be filed only by a bidder who has participated in procurement proceedings :
Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.
- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the Order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.
- (4) Appeal not to lie in certain case- No appeal shall lie against any decision of the procuring entity relating to the following matters, namely :-
 - (a) determination of need of procurement;
 - (b) provisions limiting participation of bidders in the bid process;
 - (c) the decision of whether or not to enter into negotiations;
 - (d) cancellation of a procurement process;
 - (e) applicability of the provisions of confidentiality.
- (5) Form of Appeal
 - (a) An appeal under para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
 - (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
 - (c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or by authorized representative.

- (6) Fee for filing Appeal
- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
 - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.
- (7) Procedure for disposal of appeal
- (a) The first appellate authority or second appellate authority, as the case may be upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
 - (b) on the date fixed hearing, the first appellate authority or second appellate authority, as the case may be shall, -
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies there of relating to the matter.
 - (c) After hearing the parties, perusal or inspection of documents and relevant records or copies there of relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
 - (d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.

Annexure D - Additional Conditions of Contract

1. Correction of arithmetical errors provided that a financial bid is substantially responsive, the procuring entity will correct arithmetical errors during evaluation of financial bids on the following basis:
 - a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - c. if there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
if the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its bid security shall be forfeited or its bid securing declaration shall be executed.
2. Procuring Entity's right to vary quantities
 - i. At the time of award of contract, the quantity of goods, works or services originally specified in the bidding document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent of the quantity specified in the bidding document. It shall be without any change in the unit prices or other terms and conditions of the bid and the conditions of the bid and the conditions of contract.
 - ii. If the procuring entity does not procure and subject matter of procurement or procures less than the quantity specified in the bidding document due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
 - iii. In case of procurement of goods or services, additional quantity may be procured by placing a repeat order on the rates and condition of the original order. However, the additional quantity shall not be more than 25% of the value of goods of the original contract and shall be within one month from the date of expiry of last supply. If the supplier fails to do so, the procuring entity shall be free to arrange for the balance supply by limited bidding or otherwise and the extra cost incurred shall be recovered from the supplier.
3. Dividing Quantities among more than one bidder at the time of award (in case of procurement of goods)
As a general rule all the quantities of the subject matter of procurements shall be procured from the bidder, whose bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the

capacity of the bidder, whose bid is accepted, to deliver the entire quantity or when it is considered that the subject matter or procurement to be procured is of critical and vital natures, in such cases, the quantity may be divided between the bidder, whose bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates if the bidder, whose bid is accepted.

Experience Summary

(To be furnished on bidder's letterhead)

Bidder's Name & Address:

To

The Registrar,

Haridev Joshi University of Journalism and Mass Communication, Jaipur

Plot No. 7, JDA Institutional Area, Village Dahami Kalan,

Ajmer Road, Jaipur (Raj.) 303007

Dear Sirs,

We have completed /executed the orders as per details given here under:-

S. No.	Details of ordered work	Order No. & Date	Name & details of ordering utility	Date of commencement
1	2	3	4	5

Date of completion	Contract value of ordered/ executed work	Whether order executed as per stipulated work completion schedule or not	Remarks
6	7	8	9

Note: Certificate(s) of competent authority of the utility for satisfactory execution of stated works are to be furnished along-with this annexure.

Date :

Place :

(Signature)...

(Name).....

(Designation).....

(Common Seal).....

Price schedule is for reference purpose only. Bidder has to quote the price in BOQ.xls only.

Please do not fill the prices here.

S. No.	Item Description	Quantity	Units	Unit Price excluding applicable GST Rs.	Rate of GST applicable in %	TOTAL AMOUNT Without GST in Rs.	TOTAL AMOUNT With GST	TOTAL AMOUNT In Words
1	Desktop Computers	15	Nos.					
2	All in One Computers	15	Nos.					
3	Laptop Computers	02	Nos.					
4	Workstation	01	Nos.					
5	Laser Printer	04	Nos.					
6	Colour Printer	01	Nos.					
7	Multi Functional Printer	07	Nos.					
8	Bar Code Printer	01	Nos.					
9	Interactive Flat Panel	06	Nos.					
10	Digital Podium	02	Nos.					
Total in Figures								L1 will be evaluated on this price