

# जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक / स्टोर / 25 / 584

दिनांक 29-9-25

## ई-निविदा सूचना

जीवाजी विश्वविद्यालय में उपकरण/सामग्री क्रय करने हेतु अधिकृत विक्रेता अथवा निर्माता से <https://mptenders.gov.in> पर ऑनलाइन निविदा आमंत्रित की जाती है। विवरण निम्नानुसार है:-

क्र.	टेण्डर आई.डी. क्रमांक	कार्य का विवरण	कार्य की अनुमानित राशि	धरोहर राशि रूपये	निविदा प्रपत्र की कीमत रूपये
1.	2025_JIWAJ_ 455051_1	Video Camera	रूपये 25,00,000 / -	रूपये 75,000 / -	रु. 2000 / - (वापसी योग्य नहीं)

टीप:- निविदा प्रपत्र एवं निविदा की समस्त शर्तों का अवलोकन विश्वविद्यालय की वेबसाइट [www.jiwaji.edu](http://www.jiwaji.edu) पर भी किया जा सकता है।

1. ऑनलाईन टेन्डर क्रय करने की अंतिम दिनांक 29.10.2025 समय 05:00 सांय तक।
2. ऑनलाईन टेन्डर (प्राइज बिड) जमा करने की अंतिम दिनांक 29.10.2025 समय 05:00 सांय तक।
3. निविदा की शेष तिथियाँ सम्पूर्ण जानकारी शर्तें एवं समस्त संशोधन केवल उपरोक्त दर्शाई गई वेबसाइट पर देखी जा सकती है इस हेतु अलग से कोई विज्ञापन/समाचार पत्रों में प्रकाशित नहीं किया जावेगा।
4. कार्य/सामग्री की मात्रा कम/ज्यादा भी हो सकती है।
5. निविदा स्वीकृत/अस्वीकृत/निरस्तीकरण या संशोधन के अधिकार कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर के पास रहेंगे।

माकुलसचिव  
29/9/25  
कुलसचिव



### NOTICE INVITING TENDER DETAILS

S.N o.	Description											
1.	Department Name	Jiwaji University, Gwalior -474011 (M.P.)										
2.	Tender Number	.....										
3.	Tender Subject	Supply, Installation & commissioning of <b>Video Camera</b>										
4.	Tender type	Open										
5.	Tender Category	Products/Equipments (both hardware and software)										
6.	EMD/BidSecurity (INR)	<table><tr><th>S. No.</th><th>Description of Equipment/Item</th><th>EMD (INR)</th></tr><tr><td>1.</td><td>Video Camera</td><td>Rs. 21,000/-</td></tr></table>	S. No.	Description of Equipment/Item	EMD (INR)	1.	Video Camera	Rs. 21,000/-				
S. No.	Description of Equipment/Item	EMD (INR)										
1.	Video Camera	Rs. 21,000/-										
7.	EMD/Bid security Payable to	Registrar, Jiwaji University, Gwalior -474011 (M.P.) EMD has to be paid online through <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>										
8.	Tender Fee (non-refundable)	The tender fee to be submitted online through <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> paid in the favor of Registrar, Jiwaji University, Gwalior.										
9.	Downloading of Tender Documents	<a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> / <a href="http://www.jiwaji.edu">www.jiwaji.edu</a>										
10.	Last date for the purchase ofTender	Date: ..... Time: .....										
11.	Price Bid Submission End date	Date: ..... Time: .....										
12.	Submission of E-Bid	<a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> For any delay, University cannot be held responsible.										
13.	Price Bid Opening	<a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>										
14.	Place of Technical Bid Opening	In the Administration Block of Jiwaji University, Gwalior										
15.	Officer Inviting Bids/Contact Person	Registrar, Jiwaji University Gwalior - 474 011, (M.P.)										
16.	Eligibility Criterion	As per the tender document (Annexure -02)										
17.	Procedure For Bid Submission	e-BID has to be submitted through <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> alongwith following documents: <table><tr><th>S. No.</th><th>Documents</th></tr><tr><td>1</td><td>The Company/the tenderer should be in existence for the last 5 years as per Annexure-02</td></tr><tr><td>2</td><td>The tenderers should be a Manufacturer or the authorized Dealer of equipment Manufacturer.</td></tr><tr><td>3</td><td>Supporting documents for registration of the Micro &amp; Small Enterprises (MSEs) and Start-Ups</td></tr></table>			S. No.	Documents	1	The Company/the tenderer should be in existence for the last 5 years as per Annexure-02	2	The tenderers should be a Manufacturer or the authorized Dealer of equipment Manufacturer.	3	Supporting documents for registration of the Micro & Small Enterprises (MSEs) and Start-Ups
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3	Supporting documents for registration of the Micro & Small Enterprises (MSEs) and Start-Ups											

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			of Madhya Pradesh only for the tendered items, if applicable
		4	Copy of PAN No. issued by Income tax department and IT returns for the last three financial years preceding the date of tender.
		5	Copies of GST Registration Certificate and GSTR 3B of last three months.
		6	Proof of average annual turnover for the last three financial years preceding the date of tender (copies of Audited Balance Sheet of the firm with Audit Report / CA certified turnover certificate with UDIN number / Copies of GST Return)
		7	Technical Specifications of Annexure-05 (Complied or Not-Complied report) along with supporting documents of the items bided for the scientific equipments clearly mentioning the make and model
		8	List mentioning the addresses and contact persons with phone numbers of the Service Centers
		9	The list of customers, to whom the bidder had supplied identical materials in the past
		10	Declaration on Rs. 500/- notarized stamp paper as per Annexure – 12.
		11	Online EMD submission slip drawn in favor of "Registrar, Jiwaji University, Gwalior".
		12	Annexure-02 duly signed & office Seal affixed as a token of acceptance of Special Terms and Conditions
		The bidding documents have to be submitted to The Registrar, Jiwaji University Gwalior. Registrar will not hold any risk and responsibility for non-visibility of the scanned document or the loss in transit.	
18.	General Terms and Conditions	As per tender document	

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## Schedule of Quantity

### Supply, Installation and Commissioning of Scientific Equipment / Item at Respective Laboratory

S.No.	Description of Equipment / Item	Quantity
1.	Video Camera	01

1. Delivery Period: The delivery should be made within 10 days from the date of receipt of purchase order by the tenderer.
2. Warranty: All equipment shall be covered by a minimum warranty of 12 months from the date of delivery. The manufacturer's warranty should explicitly cover parts and labor. Consumable parts, Any repair work or replacement of parts are to be done on site and the manufacturer must confirm this in the quotation.
3. Installation: The installation should be done at the respective Laboratories as mentioned in the Annexure - 04 enclosed, at no extra cost.
4. Response Time: The response time of the tenderer to attend to any complaint upon receipt of the complaint/information from the user should not be more than 48 hours.
5. Advance payment either direct or through bank will not be accepted in any case. As per rule, the payment will be made after receipt of material, inspection thereof and after satisfactory installation and working of the entire equipment.
6. It will be accepted in case of imported equipment if quoted in foreign currency. The currency quoted must be of the country of origin.
7. Taxes will be applicable as per State/Central government guidelines.
8. The tenderer shall be responsible for getting the consignment cleared and deliver the goods. The tenderer shall be responsible for all duties if any should be levied on the cost of the equipment.
9. The tenderer shall declare the use of trade terms such as "extra as applicable". Such tender will be rejected.
10. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
11. Quotations for the accessories to be considered together as one unit and their total price shall be treated as your bid for the tender. Optional items may be quoted separately. Where the equipment offered is controlled by a graduated personal computer and it is possible to use an indigenous PC, the same should be quoted instead of an imported PC. The same would apply to a printer or any computer other accessory or subsystem.
12. Each page of the tender should be signed and stamped by the bidder.

TENDERER  
Signature & Seal



## ELIGIBILITY CRITERIA AND SPECIAL TERMS AND CONDITIONS

### A. ELIGIBILITY CRITERIA FOR TENDERERS:

- The Company/ the tenderer should be in existence for the last 5 years
- The Company or tenderer should have at least one Service Centre in India.
- The tenderer should be a Manufacturer or the authorized distributor of the equipment manufacturer.
- The supplying firm should have an average annual turnover of at least **Rs. 7,00,000/- (Rupees Seven lac only)** for the last three financial years preceding the date of tender. Copy of Audited Balance Sheet of the firm with Audit Report / CA certified turnover certificate with UDIN number / Copies of GST Return should be submitted as a proof.

### B. SPECIAL TERMS AND CONDITIONS:

1. **Delivery Period:** The delivery should be made within 30 days from the date of receipt of purchase order by the tenderer.
2. **Warranty:** All items supplied by the tenderer shall be under on-site Comprehensive warranty for a period **as specified in the "Technical Bid"** from the date of installation by the manufacturer or its representative. Comprehensive warranty should explicitly include all spare parts and system consumable parts. Any repair work or replacement of spares needs to be done on site and the manufacturer must confirm this in the quotation.
3. **Installation:** The installation should be done at the respective Laboratories as mentioned in the Annexure – 04 enclosed, at no extra cost.
4. **Response Time:** The response time of the tenderer to attend to any complaint upon receipt of the complaint/information from the user should not be more than 48 hours.
5. Advance payment either direct or through bank will not be accepted in any case. As per rule, full payment will be made after receipt of material, inspection thereof and after satisfactory installation and working of the entire equipment.  
LC will be opened in case of imported equipments if quoted in foreign Currency. The currency quoted must be of the country of origin.
6. Taxes will be applicable as per State/Central government guidelines.
7. The bidder shall be responsible for getting the consignment cleared and deliver the goods. The expenses on it and concessional duties, if any should be included in the cost of the equipment.
8. The tenderer should avoid the use of vague terms such as **"extra as applicable"**. Such tenders will be rejected.
9. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
10. Quotations for the accessories to be considered together as one unit and thus total price shall be treated as your bid for the tender. Optional items may be quoted separately. Where the equipment offered is controlled by a preloaded personal computer and it is possible to use an indigenous PC, the same should be quoted instead of an imported PC. The same would apply to a printer or any compiled other accessory or subsystem.
11. Each page of the tender should be signed and stamped by the bidder.

**TENDERER**  
**Signature & Seal**

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## List of Documents to be enclosed

1. The following documents should be submitted along with the bidding form otherwise the tenders are liable to be disqualified.
  - a. All the Supporting documents in respect of Eligibility criteria i.e. Registration /Incorporation Certificate in support of the existence of the company for required number of years as per the tender schedule eligibility criteria.
  - b. Supporting documents for registration of the Micro & Small Enterprises (MSEs) and Start-Ups of Madhya Pradesh only for the tendered items, if applicable.
  - c. List mentioning the addresses and contact persons with phone numbers of the service centers present in India.
  - d. Supporting Documents indicating that the tenderer is the Manufacture or the Authorized dealer of the corresponding items/products.
  - e. Copy of PAN No. issued by Income tax department
  - f. Copies of GST Registration Certificate and GSTR 3B of last three months.
  - g. Proof of average annual turnover for the last three financial years preceding the date of tender (copies of Audited Balance Sheet of the firm with Audit Report / CA certified turnover certificate with UDIN number / Copies of GST Return)
  - h. Copy of Income Tax Return for the last three financial years preceding the date of tender.
  - i. Declaration on Rs. 500/- notarized stamp paper as per Annexure – 12.
  - j. Online EMD submission slip drawn in favor of "Registrar, Jiwaji University, Gwalior".
2. Annexure-02 duly signed & office Seal affixed as a token of acceptance of Special Terms and Conditions.
3. Documents in supports of Technical Specifications for the scientific equipments as mentioned in Annexure-05 clearly mentioning the make and model.

## Note:

1. The Registrar Jiwaji University, Gwalior will not hold any risk and responsibility for non-visibility of scanned document or **non-receipt of hardcopies** or loss in transit.
2. The Documents that are received in time will only be considered for Technical Bid Evaluation.
3. The tenderer will be disqualified at any stage of the tender process, if found to have mislead or furnished false information in the forms/Statement/Certificate submitted in proof.
4. The Registrar, Jiwaji University, Gwalior does not bind himself to accept the lowest or any tender and he reserve the right to reject any offer without assigning any reason.

## TENDERER

Signature &amp; Seal

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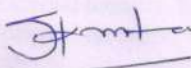
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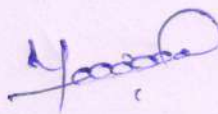
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Address where the equipment is to be installed

**Centre for Journalism and Mass Communication**

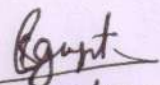
Jiwaji University  
Gwalior -474011 (M.P.)

  
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# **158. Video camera**

Mirror-less camera

Sensor and image quality

- Full –frame 35.6x23.8 mm CMOS sensor
- Actual resolution: 12.1 MP

Stabilization

- 5-axis in-body (IBIS)

ISO range

- 80-102, 400

Video recording

- 8K resolution at up to 120 fps
- Internal 10 bit 4:2:2 recording
- Option for RAW output via HDI
- Dual native ISO or high dynamic range (at least 13-15 stops)
- In body 5-axis image stabilization (IBIS)
- Autofocus system with face and eye
- Multiple mounting points (1/4" screw threads for rigging)
- Professional audio input options (XLR/TRS inputs with handle /adapter)
- Articulating LCD touch screen for flexible viewing angles
- Compact and light weight body suitable for handheld and gimlet use
- Media slots for CFexpress type A/ high speed SD cards
- Battery system with long recording time
- Approved for OTT or broadcast use

Supporting accessories

- External monitor
- External recorder

Audio gear

- Shotgun mic (no. of item 2)
- Lavalier wireless system (no. of item 6)

Stabilization tools

- Gimble
- Tripod with a fluid head for steady pans and tilts in static shots

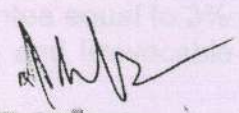
Lighting gear

- Portable LED lights – panel and ring (three each)

Case for camera

Warranty: 02 years

Extended warranty: 03 years

  
Co-ordinator  
Journalism & Mass Comm  
Jiwaji University, Gwalior



**'INSTRUCTIONS TO BIDDERS'**

The Instructions given below must be read very carefully, as failure in compliance with any of these may render the offer liable for rejection. If a bidder has any doubt about the meaning of any stipulation herein, General Purchase Condition, specification of materials or any other enclosed document, he should immediately obtain the clarification/information in writing.

**1. Earnest money Deposit (EMD)**

1. E-Tender shall be submitted online along with an earnest money of **Rs. 21,000/- (Rs. Twenty-one thousand only)** without which tenders will not be considered. The amount should be deposited online.
2. The Micro & Small Enterprises (MSEs) and Start-Ups of Madhya Pradesh registered for the tendered items shall be exempted from payment of Earnest Money under provisions of M. P. Bhandar Kraya Niyam and Sewa Uparjan Niyam 2015 (as amended in 2022)
3. Refund of earnest money:
  - a. The earnest money of unsuccessful tenderer shall be refunded soon after finalization of Tender.
  - b. The earnest money of successful tenderer shall be refunded after installation and commissioning of the equipment supplied at site and after furnishing of Performance Bank Guarantee.
4. The EMD shall be forfeited, if:
  - a. Bidder withdraws the bid before expiry of its validity.
  - b. Successful bidder does not accept the order or fails to enter into a contract within validity period of offer.
  - c. Successful bidder fails to furnish Security Deposit within one month of intimation/ date of issue of Purchase Order.

**2. Acceptance of University Payment Terms**

The Standard Payment terms shall be –

- I. 100% of all inclusive prices of the materials will be paid on receipt and acceptance of the material in good condition, installation and commissioning of the equipment supplied at site and after furnishing of Performance Bank Guarantee equal to 3% of the tender value in cash or Demand Draft, FDR, Banker's Cheque and Irrevocable Bank Guarantee of any Commercial Bank.
- II. LC will be opened in case of imported equipments if quoted in foreign Currency. The currency quoted must be of the country of origin. Company/bidder should attach a letter in a sealed envelope stating in which currency they have quoted the price in price bid form.

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### Price Basis:

The prices quoted shall be on FOR destination basis as per annexure-04 and also shall include:

- a) Transit Insurance
- b) All Taxes, Duties and Levies.

### 4. Delivery:

The Supply, Installation, and Commissioning of the material: The bidder shall offer his best, realistic and firm delivery, which shall be specific and guaranteed. Delivery period shall be reckoned from the date of P.O. which is the first intimation of acceptance of bidder's offer. Final date of delivery shall be evidenced by date of dispatch of materials as per transporter's Lorry Receipt/Goods Receipt/RR/PWB/AWB. For delivery beyond contractual delivery period, provisions of 'General Purchase conditions' shall apply.

- 5. It is not binding on university to accept the lowest or any bid. The University reserves the right to place orders for individual items with different bidders and to revise the quantities at the time of placing the order and in such event also, the quoted rates, terms and conditions shall apply. The order for the materials may also be split up between different bidders to facilitate quick delivery of critically required materials. University further reserves the right to accept or reject any/all bids without assigning any reason thereof. Final decision on bids also depends on the components/accessories/additional features offered.
- 6. Orders placed against this tender enquiry shall be subject to 'General Purchase Conditions of University, copy of which is enclosed. Bidders are requested to confirm acceptance of these conditions into in their offer.
- 8. Make/Brand of items offered shall be specified failing which offers are liable to be rejected. It shall be appreciated if one copy of detailed descriptive literature/ pamphlets is enclosed along with the offer which may help technical evaluation. In a case material offered is ISI Marked /tested at any Govt. Recognized test house; copies of relevant certificates shall be furnished along with the offer.

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## GENERAL PURCHASE CONDITIONS

SECTION -IGENERAL

1. The following terms and expressions used herein shall have the meaning as indicated therein Supplier / Vendors; shall mean the individual firm or partnership firm or company whether incorporated or otherwise in whose name the purchase order is addressed and shall include its permitted assignees and successors. Purchaser shall mean Registrar Jiwaji University, Gwalior – 474011.
2. **Reference:** The purchase order number must appear on all the correspondence, packing slips, invoices, drawing or any other document or paper connected with the purchase order:
3. **Waiver:** Any waiver by the purchaser of the terms and conditions of the purchase order shall not constitute any right for subsequent waiver of any other terms or conditions.
4. **Sub-letting and Assignment:** The supplier shall not sublet, transfer or assign this order or any part thereof or interest therein or benefit or advantage, thereof in any manner.
5. **Supplier Liability:** Supplier hereby accepts full responsibility and indemnifies the University and shall hold the University harmless from all acts of omission and commission on the part of the supplier, his agents, his subcontractors and employees in execution of the purchase order. The supplier also agrees to defend and hereby undertakes to indemnify the University and also hold it harmless from any and all claims for injury to or death of any and all persons including but not limited to his/her employees and for damage to the property arising out of or in connection with the performance of the work under the purchase order.
6. **Checking/Testing:** Upon receipt at our Stores, if the material/equipment does not meet the specifications, they shall be rejected and returned to the supplier for repair/modification etc. or for replacement. In such cases all expenses including to-and-fro freight, re-packing charges, transit insurance etc. shall be to the account of supplier.
7. **Packing and Marking:** All materials/equipment shall be securely packed to the requirements of transportation by Air/Rail/Road/Sea. All exposed services/ connections/, protrusions shall be properly protected. All unexposed part shall be packed with due care and the packages should bear the words 'handle with care'. The packing requirements of Air/Rail/Road transport shall be complied with so as to obtain clear Airway/Railway Receipt/Lorry Receipt i.e. without any qualifying remarks. All packages and unpacked materials shall be marked with the name of Consignor, Consignee, purchase order No., gross and Net weight, sign of handling, if any, with indelible paint in English at least at two places. In case of bundles, metallic plates marked with the above details shall be tagged to such bundles.
8. **Dispatch of Materials:** The supplier is responsible for the safe delivery of the goods in good condition at destination stores. The supplier should acquaint himself of the conditions relating to handling and transport of the goods to destination and shall include

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and provide for security and protective packing of the goods so as to avoid damage in transit.

9. **Validity of offers:** The offers shall be valid for a period of 90 days (Depending on the type of equipment) from the date of opening of bids. The period of validity cannot be counted from any other date other than the date of opening the bids. During this period the tenderer shall not be permitted to withdraw or vary his offer made and if the tenderer does so, the EMD shall be forfeited.
10. **Jurisdiction:** All and any disputes or difference arising out of or touching this order shall be decided only by the Courts or Tribunals situated in Gwalior.
11. The Registrar, Jiwaji University, Gwalior does not bind himself to accept the lowest or any tender and he reserves the right to reject any offer without assigning any reason.

## SECTION-II FINANCIAL

### 1 **Prices:**

Prices quoted shall be inclusive of all taxes including GST.

### 2 **Terms of payment:**

- a) Payments by the purchaser shall be made online only. Bank charges if any shall be borne by the supplier.
- b) If the supplier has received any overpayments by mistake or if any amounts are due to the University from the supplier due to any other reasons and when it is not possible to recover such amount under the present purchase order, the University reserves the right to collect the same from any other amounts and/ or Bank Guarantee given by the supplier due to or with the University.

### 3 **Liquidated Damages/ Failure and Termination:**

- a. In the event of any delay in the supply of material beyond the stipulated date of completion including any extension permitted in writing, the University reserves the right to recover from the supplier a sum equivalent to 0.5% of the value of delayed materials/ equipment for each week of delay and part thereof subject to a maximum of 5% of the total value of the order.
- b. Alternatively, the University reserves the right to give the contract elsewhere at the sole risk and cost of the supplier and recover all such extra cost incurred by the University in procuring the materials from the other source.
- c. Alternatively, University may cancel the Purchase Order completely or partly without prejudice to its right under the alternatives mentioned above.

### 4 **Delivery Schedule:**

Time is essence of this order and no delay shall be allowed in the delivery time/ delivery schedule mentioned in the purchase order.

### 5 **Performance Bank Guarantee:**

The supplier shall ensure that all materials/equipment under this purchase order shall conform to University's requirements and specifications. An additional security in the form of Performance Bank Guarantee is essential for satisfactory performance of the equipment over a period of time. In view of this, the supplier shall be required to furnish a Performance Bank Guarantee equal to 3% of the tender value in cash or Demand Draft, FDR, Banker's Cheque and Irrevocable Bank Guarantee of any Scheduled Bank/Commercial Bank with validity up to warranty period from the date of installation of equipment against any manufacturing defects/ poor workmanship/poor performance.

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In case any deficiencies are found during this period, the same shall be repaired/rectified/replaced free of cost. The University shall at its discretion have recourse to the said Performance Bank Guarantee for recovery of any or all amount due from the supplier in connection with the purchase order including of guarantee obligations.

6 **Insurance:**

Supplier shall arrange suitable insurance cover at his risk and cost for the transit of the equipment upto for installation and testing.

7 **Removal of rejected goods and Replacement:**

- a. If upon delivery, the material/equipment is found not in conformity with the specifications stipulated in the purchase order, whether inspected and approved earlier, or otherwise, such material/ equipment will be rejected by the University or his authorized representative. A notice to this effect shall be issued to the supplier, normally within 30 days from the date of receipt of materials at our Stores.
- b. Supplier shall arrange suitable replacement supplies and remove the rejected goods within 30 days from the date of notice failing which, the goods shall be dispatched to, vendor by road transport on 'Freight to pay basis at supplier's risk and cost.
- c. External damages or shortages that are *prima-facie* as a result of rough handling in transit or due to defective packing shall be intimated to the supplier within, a period of one month of the receipt of the materials, spares etc. In case of Internal defects, damages or shortages of any internal part, which cannot ordinarily be detected on a superficial visual examination, due to bad handling in transit of defective packing or any other reason, it should be intimated to the supplier within 3 months from the date of receipt of the material. In either case the damaged or defective material should be replaced by the supplier free of costs.
- d. If no steps are taken within 15 days of receipt of intimation of defects or such other reasonable time as the University may deem proper to afford, the University may without prejudice to its other rights and remedies arrange for repairs/rectification of the defective materials or replace them entirely and recover the expenditure incurred on account of the sections from the deposits such as EMD, SD and performance guarantees or other monies available with the University or by resorting to legal action.

8 **Force Majeure: -**

- a) The supplier shall not be liable for delay or failing to supply the material for reasons of Force Majeure such as Act of God, Act of War, Act of Public Enemy, Natural Calamities, fires, Floods, Frost, Strikes. Lockouts etc. Only those causes which have duration of more than 7 days shall be considered for force Majeure.
- b) The Supplier shall within 10 days from the beginning of such delay notify the University in writing the cause of delay. The University shall verify the facts and grant such extension of time as facts justify.
- c) No price variation shall be allowed during the period of force majeure and liquidated damages would not be levied for this period.

At the option; of university, the order may be cancelled. Such cancellation, would be without any liability whatsoever on the part of the University. In the event of such cancellation, supplier shall refund any amount advanced or paid to him by the University and deliver back any materials issued to him by the University and release facilities, if any, provided by the University.





### Guide-lines for Submission of Performance Bank Guarantee

The Performance Bank Guarantee(PBG) shall fulfill the following conditions failing which it shall not be considered valid:

1. **PBG** shall be executed on non-judicial stamp paper of applicable value purchased in the name of bank.
  2. Non-judicial stamp paper shall be used within 6 months from the date of purchase. **PBG** executed on the stamp paper of more than 6 months old shall be treated as invalid.
  3. The contents of the **PBG** shall be as per our Proforma (Annexure -09).
  4. The Bank Guarantee should be executed by a scheduled bank or banks viz.
- 
- 
- 
5. The executor of **PBG** (Bank Authority) should mention the Power of Attorney No. and Date executed in his/her favor authorizing him/her to sign the document or produce the Photostat copy of Power of Attorney.
  6. All conditions, corrections, deletion in the **PBG** should be authenticated by signature of Bank Officials signing the **PBG**.
  7. Each page of **PBG** shall bear signature and seal of the Bank.
  8. Two persons should sign as witnesses mentioning their full name and address.

Registrar,  
Jiwaji University,  
Gwalior -474011 (M.P.)

*Signature*  
25/9/25

*Signature*

*Signature*

*Signature*

*Signature*  
25/09/25



**PERFORMANCE BANK GUARANTEE PROFORMA**

This agreement has to be executed on a Non-Judicial Stamped Paper worth Rs. 1000/- (Rs. One Thousand) whereas the \_\_\_\_\_ here-in-after called (The Bidder) has submitted their bid dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (Here-in-after called "the Bid") \_\_\_\_\_

know all men by these presents that we \_\_\_\_\_ (Hereinafter called the Bank) are bound unto Registrar, Jiwaji University, Gwalior, M.P. Hereinafter called "the purchaser") in the sum of Rs. \_\_\_\_\_ for which payment will 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

**THE CONDITIONS OF THIS OBLIGATION ARE:**

1. When the successful tenderer does not accept the order after issue of preliminary acceptance letter/letter of intent/purchase order.
2. When the successful tenderer fails to furnish the security deposit within 30 days from the date of issue of preliminary acceptance letter or the 'letter of intent' or purchase order \_\_\_\_\_.
3. When tenderer is disqualified for reasons outlined in \_\_\_\_\_.
4. When tenderer alters his prices or withdraws his offer during the validity period.

We undertake to pay to the purchaser the above amount within one week upon receipt of its first written demand without the purchaser having to substantiate his demand, without referring to the supplier and without questioning the right of University to make such demand or the propriety or legality of the demand provided that in its demand the purchaser will note that the amount claimed by it is due to it owing to any of the occurrence of the above mentioned conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained in the foregoing our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Our guarantee shall remain in force until \_\_\_\_\_. Unless a claim within 3 months from that date, all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liability thereafter.

We \_\_\_\_\_ Bank Limited lastly undertake not to revoke this guarantee during its currency except with the previous consent of university in writing.

Date the \_\_\_\_\_ Day \_\_\_\_\_ 2025

For \_\_\_\_\_ Bank Ltd.

**Seal & Signature**

*[Signature]*  
25/9/25

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*  
25/09/25



## TECHNICAL BID FORM

S. No.	Documents	Copy submitted or not (Yes/No)
1	The Company/the tenderer should be in existence for the last 5 years as per Annexure-02	
2	The tenderer should be a Manufacturer or the authorized Dealer of equipment Manufacturer.	
3	Supporting documents for registration of the Micro & Small Enterprises (MSEs) and Start-Ups of Madhya Pradesh only for the tendered items, if applicable	
4	Copy of PAN No. issued by Income tax department and IT returns for the last three financial years preceding the date of tender.	
5	Copies of GST Registration Certificate and GSTR 3B of last three months.	
6	Proof of average annual turnover for the last three financial years preceding the date of tender (copies of Audited Balance Sheet of the firm with Audit Report / CA certified turnover certificate with UDIN number / Copies of GST Return)	
7	Technical Specifications of Annexure-05 (Complied or Not-Complied report) along with supporting documents of the items bid for the scientific equipments clearly mentioning the make and model	
8	List mentioning the addresses and contact persons with phone numbers of the Service Centers	
9	The list of customers, to whom the bidder had supplied identical materials in the past	
10	Declaration on Rs. 500/- notarized stamp paper as per Annexure – 12.	
11	Online EMD submission slip drawn in favor of "Registrar, Jiwaji University, Gwalior".	
12	Annexure-02 duly signed & office Seal affixed as a token of acceptance of Special Terms and Conditions	

**TENDERER**  
Signature & Seal

*[Signature]*  
25/9/25

*[Signature]*

*[Signature]*

*[Signature]*  
25/09/25



**JIWAJI UNIVERSITY, GWALIOR****COMMERCIAL BID (ONLINE) FOR PURCHASE OF .....**

1. Name of the Firm: -

.....

2. Address of the Firm: -

.....

3. Name of the Proprietor / Partner / Director of the Firm: -

.....

4. Telephone No and e-mail ID: -

.....

**COMMERCIAL BID FORM (e-Bid)**

Sr. No.	Equipment or Item	Rate per Item		Quantity	Total Amount	
		INR/Foreign currency			INR/Foreign currency	
		In Figure	In words		In Figure	In words
1.	Video Camera			01		

**(SIGNATURE OF THE BIDDER WITH NAME & SEAL)**

The block contains several handwritten signatures and stamps. From left to right: a signature in blue ink, a signature in purple ink, a blue checkmark, a circular stamp with a signature inside, and a date stamp '23/09/20' with a signature over it.



**// AFFIDAVIT//**

(To be submitted along with Technical Bid)

I/We..... who  
is/are ..... (Status in the firm/company) and competent for  
submission of the affidavit on behalf of M/S ..... (Contractor)  
does solemnly affirm an oath and state that:

I/we, am/are fully satisfied for the correctness of the certificates / records submitted in support of the  
following information in bid documents which are being submitted in response to notice inviting e-  
tender No..... for..... (Name of work) dated  
..... issued by the ..... (Name of the Client).

I/we am/are fully responsible for the correctness of following self-certified information/document and  
certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  - a. Online deposit receipt for amount deposited as earnest money, online deposit receipt for cost of bid document and other relevant document are authentic.
  - b. Information regarding financial qualification and annual turnover is correct.
  - c. Information regarding various technical qualifications is correct.
3. That:
  - a. Any vigilance authority/CBI or the court has not given any adverse decision against the firm or the firm has not been found guilty.
  - b. The firm has not been banned/delisted/black listed by any Tender Inviting Authority or by any organization of State Government or by Government of India.
4. No close relative of the undersigned and our firm/company is working in the Jiwaji University.  
or

Following close relative/relatives is/are working in the Jiwaji University:

Name ..... Post ..... Present Posting .....

**Signature with seal of the deponent (bidder)**

I/We ..... above deponent do hereby certify that the facts mentioned  
above are correct to the best of my knowledge and belief.

Verified today ..... (Dated) at.....(place)

**Signature with seal of the deponent (bidder)**

*[Signature]*  
25/9/25

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*  
25/09/25