



दादालख्मीचंदराज्यप्रदर्शनऔरदृश्यकलाविश्वविद्यालय, रोहतक  
**D. L. C. State University of Performing & Visual Arts, Rohtak**  
(A state University established under Haryana Act No. 24 of 2014)

### **Tender Notice**

Online tenders are hereby invited through e-tendering for the **Purchase of Computers and Other IT Products** for use in various Departments/Branches of the University, as per details given in the tender document. The bid documents will be available online from **13.11.2025 at 09:00 AM**. The last date for submission/uploading through e-tendering is **27.11.2025 at 05:00 PM**, and the **Technical Bids will be opened on 28.11.2025 at 03:00 PM**.

For submission and further details, please refer to the detailed NIT available on the e-tendering website: [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

**Note:** The Registrar reserves the right to accept or reject any tender without assigning any reason(s).

**Registrar**

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Chairperson , CPC

Director (IT)

Dy. Registrar (P&amp;S)

Chief Accounts officer  
/Nominee



दादालख्मीचंदराज्यप्रदर्शनऔरदृश्यकलाविश्वविद्यालय, रोहतक  
**D. L. C. State University of Performing & Visual Arts, Rohtak**  
 (A state University established under Haryana Act No. 24 of 2014)

The Registrar, Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak (Haryana) invites Online Bids under **Two Bid Systems** through e-tendering Portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) as per details given below:

Sr. No.	Name of work	Estimated Cost	Tender Document fee + E-tendering fee	Earnest money from bidders (In Rs.)	Release of tender	Last date for bid submission
1	Purchase of Computers and Other IT Products for Various Offices, Branches, and Departments at DLCSUPVA	Rs. 71,69,180/- (Completion within 30 days)	Rs. 5,000/- + Rs. 1,000/- (+18% GST extra)	Rs.1,43,384/- for Firm/agency or Rs. 71,692/- for Societies	13.11.2025	27.11.2025

- Detailed tender documents are available on the portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).
- Uploading of scanned copies of tender processing fee (Rs. 5,000/- + Rs. 1,000/- + GST extra, non-refundable) and Earnest Money (EMD) is mandatory on the e-tender portal.
- Earnest Money as shown against the respective e-tender must be submitted in both **hard copy and soft copy**.
- Validity of Earnest Money (EMD) should cover the full period of the rate contract.
- Tender fee (Rs. 5,000/- + Rs. 1,000/- + GST extra per e-tender) must be submitted through online mode only; submission in any other mode will not be accepted.
- If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.

- 7.** Other certificate in support of EMD and tender fee will be straightway rejected.
- 8.** The firms are required to upload online soft copy of technical bid offer, scanned copies of earnest money and tender fee of respective e-tender -offer.
- 9.** The Performance Security shall be refunded/returned to the agency without any interest, after the successful completion of the contract period.
- 10.** The validity of rate contract of any e-tender has been shown against each e- tender.
- 11.** Online uploading of soft copy of technical offer is must (mentioning e-tender - no., closing and opening date of e-tender -, complete address of the tenderer with phone no. / fax no. / e-mail address/ complete bank details (RTGS No.etc.)
- 12.** Hard copy (technical) is not required of respective e-tender -offers.
- 13.** Online submission of financial or price bid offer of any e-tender – is a must.
- 14.** E-tenders without tender fee of Rs.5,000/-per e-tender - (non-refundable) and EMD (refundable) mentioned against each e-tender -, shall be straightway rejected.
- 15.** Any exemption certificate for tender and EMD will not be accepted.
- 16.** The financial bids of technically qualified bidders will only be considered and opened.
- 17.** Any corrigendum regarding above e-tenders will be uploaded on [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).
- 18.** The Registrar of the institute reserves the right to cancel / reject /withdraw any e-tender in full or part without assigning any reasons.

**Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak**

**E-TENDER NO.** ..... DUE  
ON \_\_\_\_\_ UPTO \_\_\_\_\_ AND WILL BE OPENED ON \_\_\_\_\_ AT \_\_\_\_\_

**Name and address of the party in whose favour the Tender form has been issued:**

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1. I/We hereby submit our tender for the \_\_\_\_\_.
2. I/We have gone through all terms and conditions of the tender documents before submitting the same.
3. I/We hereby agree to all the terms and conditions, stipulated by the institution, in this connection including delivery, warranty, penalty etc.
4. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement, if required, within 15 (fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at **DLCSUPVA, ROHTAK.**

**NOTE: GST HAS TO BE INCLUDED IN THE PRICE QUOTED, FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE INCLUSIVE OF GST AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.**

1. WITNESS \_\_\_\_\_

**Yours faithfully,**

2. WITNESS \_\_\_\_\_

**Signature of Tenderer/Tenderer(s)  
with full Address**

**Key Dates:**

The Bidders can submit their tender documents (online) as per the dates mentioned in the key dates:-

Sr. No.	Department Stage	Bidder Stage	Start Date and Time	Expiry date and time
1.	Downloading of the tender online & bid preparation & submission	Tender Documents Download and Bid Preparation/Submission	13.11.2025 at 09:00 AM	27.11.2025 at 05:00 PM
2.	Technical bids opening	---	28.11.2025 at 03:00 PM	
3.	Financial bids opening	---	As decided by the Committee	

**IMPORTANT NOTE:**

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as Applications / bids notsubmitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities fore-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time-frame of the Applicant/Bidder Stage.

## **INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM:**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### **1. Registration of bidders on Portal:-**

All the bidders intending to participate in the tenders' process online are required to get registered on the centralized Portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in). Please visit the website for more details.

### **2. Obtaining a Digital Certificate:**

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Gazetted Officer. Only upon the receipt of the required documents, a Digital Certificate can be issued. For more details please visit the Portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).
- 2.3 The bidders must obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or must obtain information and application format and documents required for the issue of digital certificate from.
- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate / power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of

the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

- 2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3. Opening of an Electronic Payment Account:**

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments Gateway service shall be integrated with the system very soon Till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the Portal: [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

### **4. Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in). The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### **5. Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal on the Home Page at [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

### **6. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

## **7. KeyDates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

## **8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees.**

- 8.1** The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

Hence, the bidders have to provide information and credentials related to manual payment submission at single portal e - Procurement system, under Technical Envelope of the respective tenders.

- 8.2** The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

The bidders shall quote the prices in price bid format.

### **NOTE:-**

- (A)** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.
- (B)** For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.
1. The agency shall provide the bank Guarantee and Earnest Money verified from the concerned issuing bank branch and submit the Confirmation letter of Bank Guarantee alongwith the bank Guarantee. The Confirmation letter should contain the land line telephone no. Fax No. of the issuing Bank branch and land line telephone No. Fax No., of the regional office of the Bank.

FINANCIAL or PRICE BID PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original should not to be submitted manually.

### **Special Terms & Conditions**

- 1.** All items supplied shall be brand new, in sealed packs with the manufacturer's seal. Refurbished or used items will not be accepted.
- 2.** The supplier shall provide a minimum of 3 years onsite comprehensive warranty for all supplied items from the date of successful installation.
- 3.** The supplier must ensure timely availability of spare parts, drivers, updates, and technical support for the supplied equipment during the warranty period.
- 4.** The supplier shall provide free installation, configuration, testing, and basic user training at the University premises.
- 5.** In case of any defect, breakdown, or non-performance, the supplier shall ensure resolution or replacement within 48 hours of reporting. If not rectified, the University reserves the right to get it resolved from other sources at the risk and cost of the supplier.
- 6.** The University reserves the right to inspect, test, or verify the equipment at the time of delivery/installation. Any substandard or non-compliant item shall be rejected at the cost and risk of the supplier.
- 7.** The supplier shall be responsible for safe delivery, insurance, and transportation of goods on F.O.R. basis to DLCSUPVA, Rohtak.
- 8.** The order must be executed within one (01) month from the date of issue of the supply order.
- 9.** In case of delay in supply, a penalty as per In case, the material/work is not supplied/executed within the supply/work execution period, the Supplier/Contractor shall be liable to pay the University the compensation amount equal to 1% (one percent) of the cost of material/contract per day
- 10.** No advance payment shall be made. Payment shall be released only after successful supply, installation, and acceptance.

- 11.** PAN and GST numbers must be enclosed with the tender documents.
- 12.** The Earnest Money Deposit (EMD) and Tender Fee shall be submitted online only, in favour of the Registrar, DLCSUPVA, Rohtak.
- 13.** The bidder must submit an Affidavit on Non-Judicial Stamp Paper, duly attested by a Notary, stating that the firm has not been debarred/blacklisted by any Government Department/PSU/University/Public or Private Institution in India (Annexure-I).
- 14.** The EMD of eligible bidders will be released only after submission Performance Guarantee.
- 15.** All Technical Documents and Commercial/Price Bids must be uploaded online as per the e-tender process.
- 16.** All disputes, if any, shall be subject to the jurisdiction of Rohtak (Haryana) courts only.
- 17.** The supplier shall provide one-time free shifting and reinstallation of equipment during the warranty period, if required.
- 18.** The supplier shall ensure that all software licenses (Operating Systems, Antivirus, etc.) are genuine, perpetual, and provided with original media/keys.
- 19.** The bidder shall certify that the rates quoted for the items are not higher than those offered to any other Government, Semi-Government Department, or Institution. The bidder further undertakes that they shall not supply the same items to any such organization at rates lower than those quoted to the University.
- 20.** All quoted prices shall be inclusive of inspection, packaging, and three (03) years AMC charges. The prices shall also be inclusive of all applicable taxes.
- 21.** The material shall be inspected by the committee constituted by the competent authority for said purpose.
- 22.** The quantity may be increased or decreased by the competent authority. No claim on this account will be entertained.

- 23.** Bid validity shall be 120 days from the deadline date of bid submission.
- 24.** If successful bidder fails to submit the Performance Guarantee, shall constitute sufficient ground for cancellation of award, forfeiture of EMD and de-barring the agency for giving tenders for one year.
- 25.** In case any dispute arises, the agency will make an appeal to the Appellant Authority i.e. Registrar, DLCSUPVA, Rohtak who will decide the issue within 90 days. If agency is not satisfied with the appeal, then can go for Arbitration. Adjunction of the dispute shall be done by Soul Arbitrator to be appointed by Vice-chancellor, DLCSUPVA, Rohtak.
- 26.** Extension in Completion Date- The time extension in intended completion date shall be granted by Vice-chancellor, DLCSUPVA, Rohtak.
- 27.** Termination:-

The employer may terminate the contract if the agency causes a fundamental breach of contract. The fundamental breach of contract includes, but shall not be limited to the following:-

- a. The agency will not complete the order quantity without any ground.
  - b. The agency delays the supply beyond 60 days from the stipulated date of completion.
  - c. The agency made bankrupt or goes into liquidation other than for a reconstruction or amalgamation.
  - d. DLCSUPVA issues notice that failure to correct a particular defect, is a fundamental breach of contract and agency fails to resolve it within reasonable period of time determined by DLCSUPVA.
  - e. If the agency engaged in corrupt or fraudulent practice in completing the contract / supply.
- 28.** The DLCSUPVA will issue 3 notices to agency before termination of contract, to submit his reply. After termination of the contract, the performance guarantee will be forfeited and the agency will be blacklisted for one year.

## **Additional Terms & Conditions**

### **1. Amendment of Tender Documents**

The University may amend the tender documents at any time before the last date of submission by issuing an addendum/corrigendum. The University also reserves the right to make changes, if required, in specifications, design, delivery schedule, testing methods, packing, or destination through a written amendment order. Such addendum/corrigendum will be the part of bid. The bidders are requested to visit the site time to time for any amendment. If any.

### **2. Performance Security**

After receiving the order from the University, the successful bidder shall submit a Performance Security of 5% of the order value within 15 days, in the form of a DD/FDR issued from any Nationalize bank in India, in favour of Registrar, DLCSUPVA, Rohtak.

- The Performance Security must remain valid up to the end of Time Period-warranty period+60 days.
- The Performance Security will be forfeited and credited to the University if the supplier breaches the contract.
- Failure to submit the Performance Security within the prescribed time will result in cancellation of the award and forfeiture of the EMD. In such cases, the University may award the contract to the next eligible bidder or invite fresh bids.

### **3. Delivery Schedule**

The ordered equipment/material must be delivered and installed at DLCSUPVA, Rohtak within one (01) month from the date of issue of the supply order.

### **4. Installation & Training**

- a) The supplier shall provide free installation, commissioning, and testing of all equipment at the designated locations of the University.
- b) The supplier shall provide training to University faculty and staff on operation and basic maintenance of the supplied equipment after installation.

### **Declaration**

I/We (Name & Address of the Firm/Organization) \_\_\_\_\_ do hereby solemnly affirm and declare that the facts stated in the Technical Bid are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case any concealment or misrepresentation is detected at any stage, I/We shall be liable for legal action under Section 182 and Section 415, read with Sections 417 and 420 of the Indian Penal Code, as applicable.

**Place:** \_\_\_\_\_

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

**(Signature of the Vendor)**  
(with Seal/Stamp)

Chairperson , CPC

Director (IT)

Dy. Registrar (P&S)

Chief Accounts officer  
/Nominee

## SPECIFICATIONS: Scope of Work

Sr. No	Item	Specification	Preferred Brand/ Model	Qty. (Nos.)
1	Work station	Intel Xeon w7-2595 X Processor, Intel UHD Graphics NVIDIA GeForce RTX 3060, 32 GB DDR5 1 TB M.2PCIe NVMe Solid State Drive Multimedia Keyboard, Optical Mouse, Bluetooth, wireless card Wi-Fi 6, CPU Port – HDMI or Display Port, USB A 3.0, Headphone/microphone combo, RJ-45, OS – Window 11 pro or latest 27" UHD Anti-Glare Screen with Video connectors HDMI or DisplayPort, 3 years onsite warranty	HP, Dell	3
2.	Personal Computer	13 <sup>th</sup> Generation Intel Core i5 processor or higher Intel UHD Graphics, 8 GB DDR5, 1x8GB 512 GB M.2 PCIe NVMe Solid State Drive Multimedia Keyboard, Optical Mouse, Bluetooth, Wireless card WI-Fi 6, CPU Port – HDMI or Display Port, USB A 3.0, Headphone/microphone combo, RJ-45 OS – Window 11 pro or latest, 24" FHD monitor Video connector with HDMI Or Display Port, 3 years onsite warranty	HP, Dell	39
3.	MF Printer	Product Type-Laser, Function-Print, Copy and Scan, Nos. of Print Cartridge 01 Black, Automatic Paper Sensor-Yes Key feature: Auto-duplex printing, Wi-fi, USB, Bluetooth Printing, Paper support-A4, Legal, Letter. Support Os: Window 10 64bitor Latest Warranty- Three Year onsite.	HP, Canon, Samsung	24
4	Desktop	Window 11 Pro 64 bit with Microsoft Office 2019 or latest, 13 <sup>th</sup> Genration Intel Core i7 processor, 16 GB DDR5 Ram (1x16 GB) !TBNVMe M.2 SSD, Intel UHD Graphics, Wired Keyboard, audio in-out, RJ-45, HDMI, UHD Type-A, WiFi, Bluetooth, 30-32 inch 4K Monitor with up to 120 Hz refresh rate and Integrated Speakers having Video connectors HDMI, 3 Years onsite warranty	HP, Dell	03
5.	Photocopier Machine	Suggested brand & model – HP LaserJet Pro MFP 4104 fdw, with genuine 01 Cartridge Extra. Warranty-Three Year onsite.		09
6.	Computer UPS	1100 KVA	: V-Guard, Microtek, Luminous)	29
7	Laptop	Operating system window 11, Intel i7 13 generation, Memory -16 GB DDR5- RAM (1x16 GB), Hard Drive-1 TB NVMe M.2 SSD Graphics Intel UHD graphics	HP/Dell	02
8	Color printer	Function –Duplex printing, Scan and copy Compatible OS- window 10/11	(HP/ Cannon)	03

Chairperson , CPC

Director (IT)

Dy. Registrar (P&amp;S)

Chief Accounts officer  
/Nominee

**TECHNICAL BID**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Copy Enclosed (Yes/No)</b>	<b>Page No. From To</b>
1.	Name of the Entity/Firm/Consortium		
2.	Copy of PAN Card		
3.	Copy of GST Number		
4.	Copy of ITR (Income Tax Return) for last 3 financial years		
5.	Copy of Balance Sheet for last 3 financial years (Certified by CA)		
6.	Average annual financial turnover should be at least 80% of tender amount, during last three financial years (Turn over Certificate duly signed by CA)		
7.	Successfully work done (completion certificates) of similar nature during last 7 years in any Govt. Department of State/ Centre / PSU either directly or through OEM as under:-  One certificate of 85 of tender amount Or Two certificate of 60% each of tender amount Or Three certificate of 40 % each of tender amount		
8.	Reg. Office/ Business Address/contract for the entry		
9.	Affidavit of Non-Blacklisting of the firm (Please attach a copy)		
10.	Bank Account details & IFSC code		
11.	Local Address of the agency with contract number (Local address of agency must required for better support)		
12.	Authorization Certificate of HP or Dell (For Computer)		
13.	Authorization Certificate of HP or Cannon (For Computer)		

Yours Faithfully

Signature and Name of the  
authorized Designation  
Signatory

Name of the company (Tenderer)

Chairperson , CPC

Director (IT)

Dy. Registrar (P&amp;S)

Chief Accounts officer  
/Nominee

**Annexure -III****PRICE BID**

Sl. No.	Description	Specifications with Make & Model	Preferred Brand/Model	Qty.	Rate (Rs.) (Per day)	GST Amount (Rs.)	Total Amount including GST
1.							

**NOTE:**

1. Certified that the specifications of all items shall be same as given in "Scope of work" Annexure- I.
2. After the date of floating of tender, if there is any up gradation/latest model of the same make has been launched in the market, the rate of such items along with the specifications may be quoted in the financial bid separately.

**Certificate:**

1. I/We.....submitted – bidfore-Tender No.....for “ \_\_\_\_\_ ” for Dada Lakhmi Chand State University of Performing And Visual Arts Rohtak (Haryana).
2. I/We have thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide bythem.

Signature

(Name of Tenderer)

Seal of the Firm.....

Name &amp; Address.....

Chairperson , CPC

Director (IT)

Dy. Registrar (P&amp;S)

Chief Accounts officer  
/Nominee