



Supply & Installation of Laptop Systems at SAU

ADDITIONAL TERMS & CONDITIONS

APRIL 2026

South Asian University
(a University established by SAARC nations)

www.sau.int
Phones: +91 - 11 - 35656500 | +91 - 11 – 35656641

INVITATION OF BIDS

For Supply of High-end and Mid-End Laptops

Tender No. SAU/ICT/2503202601

Dated 10.04.2026

Procurement of Laptops

The South Asian University (SAU) requires **high-quality, branded laptops** to ensure reliable, efficient, and long-term computing operations across departments. The objective is to procure laptops that deliver **superior performance, durability, and consistency** for academic, administrative, and technical use. This is a **new procurement**.

1. High-End Laptops (40 Nos.)

2. Mid-End Laptops (20 Nos.)

Accordingly, the University invites **bids from reputed authorized distributors/dealers/OEM partners to Supply & Install (if required)** items as per the specifications mentioned in **Form 7**.

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REQUIREMENTS

1. BID SECURITY / EARNEST MONEY DEPOSIT (EMD): Bid Security (EMD) of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand Only) is required to be submitted by each bidder (the "Bid Security") directly into the following bank account of the university:

Account Holder's Name: South Asian University

Account Holder Address: Rajpur Road, Maidan Garhi, Delhi 110068

Bank Name: State Bank of India

Bank Address: New Mehrauli Road, Delhi 110067

Account Number: 31238978138

IFSCCode: SBIN0001624

Branch Code: 01624

- (a) South Asian University (SAU) is a self-governing international educational institution which has been accorded the privileges & immunities contained in the UN Act of 1947.
- (b) **Any proposal submitted without EMD, mentioned above, will be summarily rejected. No EMD exemption shall be permitted regardless of the category of the applicant being MSE, startup, or otherwise.**
- (c) EMD of all unsuccessful bidders would be refunded by SAU after finalization of tender process and issue of Purchase order to successful bidder. The EMD of the successful bidder would be returned upon submission of requisite Performance Bank Guarantee (PBG) @ 3% of the contract value.
- (d) SAU will not be liable to pay any interest on bid security deposits.
- (e) SAU will be entitled to forfeit and appropriate the bid security as a mutually agreed loss and damage payable to SAU and without prejudice to SAU's any other right or remedy under the following conditions:
 - i. If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
 - ii. If a bidder withdraws its Proposal during the period of its validity as specified in this tender and as extended by the bidder;
 - iii. In the case of the selected bidder, if the selected bidder fails to sign the contract or provide the Performance Security within the specified time limit, or
 - iv. If the bidder commits any breach of the terms of this tender or is found to have made a false or misleading representation to SAU.

2. ELIGIBILITY CRITERIA: After initial scrutiny, responsive bids will be evaluated against the **eligibility criteria** mentioned in the **Form 5 checklist**. Bids not meeting the eligibility criteria are liable to be rejected.

3. PAGINATION: All documents uploaded whether together or under separate heads should be sequentially numbered with a covering index page listing out the requirements and the supporting page numbers. *Submit a statement containing the total number of pages in the bid.*
4. CERTIFICATE: Bidder must be an authorized partner / dealer / reseller, etc. of the OEM whose product is being offered. Bidder must upload a document¹ in support of this requirement which is valid on the date of bid submission.
5. ADDITIONAL DOC 1: Bidder must upload the OEM specification sheet of the model being quoted by them.
6. ADDITIONAL DOC 2: Bidder must have a registered address² in Delhi NCR. A document in support of this requirement must be uploaded by the bidder.
7. SUPPORT NUMBER: Bidder should have their own support number. Bidder must provide it in the technical bid.
8. TECHNICAL EVALUATION: For technical evaluation, one demo system of each type being bid must be supplied to the University for a limited duration of time.. In addition, a short technical presentation would be needed in respect of the model being proposed. In case sufficient number of bids do not technically qualify; SAU may, at its discretion, lower the qualifying technical score appropriately.
9. SELECTION BASIS: L1 from the technically qualified bidders will be considered to be the "Successful Bidder".
10. WARRANTY: The supplied equipment/s shall be under comprehensive (parts & labour) on-site OEM warranty for a period of 3 years from the date of installation and commissioning. A confirmation from OEM's website / letterhead for 3 years' warranty support bearing the laptop serial numbers must be provided from the accepted date of installation. Faulty systems must be rectified on next business day basis.
11. COMPLIANCE DOC: Bidders must submit a document indicating compliance with the above requirements with page number references of supporting documents instead of mere "ok" / "complied" or similar annotations.
- 12.
13. *REJECTION: Failure to comply with the requirements mentioned herein may render the Proposal non-compliant and the Proposal may be rejected. Bidders must submit the required documents with proper pagination.*

¹ Any OEM issued document that certifies that the bidder is an authorized partner / dealer / reseller, etc

² This is the address mentioned in the company registration document.

14. NOTE: In case of any conflict between GeM inserted clauses and clauses contained herein, the latter shall prevail.

SUBMISSION FORMS TO BE INCLUDED IN TECHNICAL BID

Form 1 – Turnover Certificate

(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANT ON THEIR LETTER HEAD)

This is to certify that M/s _____ (*Name & Address of Bidder*) are in the business of _____ for _____ completed years (considered up to 31st March of the last Financial Year). Their turnover and net profit in each Financial Year during the preceding 03 (three) years are as given below:

Financial Year*	Total Turnover (in INR)	Net Profit (in INR)
Average for three years		[indicate sum of above divided by 3]

*The last three financial years to be counted from the year such data is certifiably available

It is further certified that:

(a) the above Turnover is in line with the Turnover declared by the Bidder in their Income Tax Returns filed under PAN No: _____ which are verified by us; and

(b) the computation of net profit is based on my/our scrutiny of the books of accounts, records and documents, is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place:

Date:

M No.:

Name:

Signature:

SEAL

Form 2 – Past Experience Format

Mention one PO# for each of the last three years.

S.No.	Client	Items Supplied	PO Value	PO Year	Proof Document Page number
1.					
2.					
3.					

#These should be executed purchase orders

Form 3 – Organization Details

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	Item	Details	Page No. of the Proof Document
1.	Name, Designation and Contact Details of the Person Authorized to Make Commitments to the University		
2.	Company Registration No. (Copy of the Registration Certificate to be attached)		
3.	PAN No. (Copy of the Certificate to be attached)		
4.	GST No. (Copy of the Certificate to be attached)		

Form 4 – Proposal Submission

The Registrar

South Asian University

Rajpur Road, Maidan Garhi New Delhi – 110068

Email: registrar@sau.int

Dear Sir,

With reference to your requirement for supply & installation of laptops, we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal. The Proposal is unconditional and unqualified.

We hereby declare that:

(a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the goods or services as required under this tender.

(b) We are not and never in the past, black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.

(c) We undertake that the documents submitted are genuine/authentic and nothing material has been concealed therefrom and that we are not debarred by any Government organization and are competent to have the contract. We understand that the contract is liable to be terminated, if found to be have been obtained, through fraudulent means and/or concealment of information.

We have included relevant documentation in support of the eligibility and technical evaluation criteria.

Sincerely Yours,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

(Name and seal of the Bidder)

Form 5 – Eligibility Checklist

S.No.	Basic Requirement	Specific Requirement	Documents Required	Page No of Proof Document in Technical Bid
1.	Turnover	For bidder & OEM as specified in the GeM Bid Document	Form 1 (There is no need to upload entire voluminous balance sheets)	
2.	Certification	The bidder should have currently valid (as on proposal due date) ISO certifications: ISO 9001	Copies of valid ISO certificates	
3.	Local Presence	The bidder must have a local registered office in Delhi NCR with relevant service engineers,	Registration certificate	
4.	Experience	Bidder must have successfully completed at least the following numbers of laptops supply: One order for supply of not less than 80% of the number of computer systems being procured in this bid; OR Two order each of similar nature for supply of not less than 50% of the number of computer systems being procured in this bid; OR Three order each of similar nature for supply of 40% of the number of computer systems being procured in this bid;	Form 2	
5.	Legal Entity	The bidder should be a Company registered under the Companies Act, 1956 since last 3 years and operating for the last five years.	Form 3	
6.	Blacklisting	A self certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted in the past by any Central / State Government body or Public Sector institution or any	Form 4	

S.No.	Basic Requirement	Specific Requirement	Documents Required	Page No of Proof Document in Technical Bid
		autonomous institute or be under a declaration of ineligibility for corrupt or fraudulent practices as on proposal submission date must be submitted on original letter head of the bidder with signature and stamp.		

Form 6 – Compliance Sheet (General)

S.No	Requirement (as listed in the Requirements section above)	Compliance (Y/N)	Proof document page number
1.	PAGINATION: All documents uploaded whether together or under separate heads should be sequentially numbered with a covering index page listing out the requirements and the supporting page numbers. Submit a statement containing the total number of pages in the bid.		
2.	CERTIFICATE: Bidder must be an authorized partner / dealer / reseller, etc of the OEM whose product is being offered. Bidder must upload a document in support of this requirement which is valid on the date of bid submission.		
3.	ADDITIONAL DOC 1: Bidder must upload the OEM specification sheet of the model being quoted by them.		
4.	ADDITIONAL DOC 2: Bidder must have a registered address in Delhi NCR. A document in support of this requirement must be uploaded by the bidder.		
5.	SUPPORT NUMBER: Bidder should have their own support number. Bidder must provide it in the technical bid.		
6.	WARRANTY: The supplied computers shall be under comprehensive (parts & labor) on-site OEM backed warranty for a period of 3 years from the date of installation and commissioning. A verification from OEM for 3 years warranty support bearing the equipment serial numbers must be provided from the accepted date of installation. Faulty systems must be rectified on next business day basis.		

Form 7 – Specifications & Compliance Sheets (Technical)

40 units of HIGH END LAPTOP		
S. No	Parameters	Description
2	Display	WUXGA 14-inch non-touch 300 nits Brightness Display with Backlit Keyboard; Aspect Ratio: 16:10
3	Operating System	Windows 11 Pro (Educational)
4	Processor	Intel Ultra 7 255H / AMD Ryzen 7 250 or Higher
5	No. of Cores, Cache, frequency	16 cores, 24 MB L3 cache, up to 5.1 GHz for Intel Processors 8 cores, 16 MB L3 cache, up to 5.1 GHz for AMD Processors
6	NPU	13 TOPS for Intel; 16 TOPS for AMD Processors
7	Graphics	Integrated Intel ARC Graphics/ AMD Radeon Graphics
8	Memory	16GB DDR5-5600 (2 × SODIMM, at least 1 slot empty)
9	Storage	512 GB SSD
10	Camera	5 MP + IR camera
11	I/O Ports and Slots	2 x USB Type-C 2 x USB 3.2 Type-A port 1 x HDMI 2.1 1 x RJ-45 Ethernet port 1 x Headphone/mic combo jack
12	Connectivity	Wi-Fi 6 + Bluetooth 5 or Higher
13	Battery	56Whr battery or higher
14	Audio HW & SW	Dual Integrated Stereo speakers, dual microphones
15	Accessories	OEM Backpack
16	Enterprise Features	TPM 2.0 or higher embedded security chip, Fingerprint Sensor
17	Sustainability	Aluminium Chassis, Energy Star, EPEAT Gold
18	Others	OEM must have online system hardware diagnostics facility and facility to download updates of software, device drivers, and firmware on its website. Specifications and warranty of the offered Laptop should be available through serial number search / tracking on the website of the OEM.
19	Certifications	TCO, ROHS, BIS
20	Warranty	3 Years Onsite Warranty

20 units of MID END LAPTOP

S. No	Parameters	Description
2	Display	WUXGA 14-inch Non-Touch 300 nits Brightness Display with Backlit Keyboard, Aspect Ratio: 16:10
3	Operating System	Windows 11 Pro (Educational)
4	Processor	Intel Ultra 5 225U/ AMD Ryzen 5 230
5	No. of Cores, Cache, frequency	12 cores, 12 MB L3 cache, up to 4.80 GHz for Intel Processors 6 cores, 16 MB L3 cache, up to 4.90 GHz for AMD Processors
6	NPU	12 TOPS for Intel; 16 TOPS for AMD Processors
7	Graphics	Integrated Intel Graphic / AMD Radeon
8	Memory	16GB DDR5 (expandable up to 48GB); atleast 1 slot empty
9	Storage	512GB SSD (Upgradeable to 1TB)
10	Camera	FHD Camera
11	I/O Ports	1x USB Type C 3.2, 2x USB 3.2, 1 HDMI, 1x RJ-45
12	Connectivity	Wi-Fi 6 + Bluetooth 5 or higher
13	Battery	56Whr or higher
14	Audio	Stereo speakers, microphone
15	Accessories	OEM Backpack
16	Security	TPM 2.0 or higher, Fingerprint Sensor
17	Build & Certifications	Aluminum Chassis, Energy Star, TCO, ROHS, BIS
18	Others	OEM must have online system hardware diagnostics facility and facility to download updates of software, device drivers, and firmware on its website. Specifications and warranty of the offered Laptop should be available through serial number search / tracking on the website of the OEM.
20	Warranty	3 Years Onsite Warranty

(On Bidder's Letter Head)

Bid Security (EMD) Certificate

[The Bidder shall submit EMD in accordance with the instructions]

DETAILS OF EARNEST MONEY DEPOSIT

Transaction Number	
Dated	
Amount	
Account details to which the EMD should be returned	