



**TENDER DOCUMENT**  
**for**  
**Supply, Installation, Commencement and Implementation**  
**of**  
**Desktops, Laptops, UPS and Printers**  
**For**  
**Shri Saibaba Hospital (300 beds Super specialty)**  
**&**  
**Shri Sainath Hospital (300 beds Charity)**

**EDP Department**  
**Shri Saibaba Hospital**  
**SHRI SAIBABA SANSTHAN TRUST (SSST), SHIRDI,**  
**Po. Shirdi, Tal. Rahata, Dist. Ahmednagar.**  
**Phone No. (02423)-258953**  
**Website: - [www.sai.org.in](http://www.sai.org.in) email- hospital.edp@sai.org.in**

**Issued By**  
**The Chief Executive Officer,**  
**Shri Saibaba Sansthan Trust, Shirdi.**



## DETAILED TENDER NOTICE

**SHRI SAIBABA SANSTHAN TRUST**  
**EDP Department, Shri Saibaba Hospital**  
**Po. Shirdi, Tal. Rahata, Dist. Ahmednagar.**  
**Phone No. (02423)-258953**

Website: - [www.sai.org.in](http://www.sai.org.in) email- [hospital.edp@sai.org.in](mailto:hospital.edp@sai.org.in)

### Purchase of Desktops, Laptops, UPS and Printers

Online tenders are invited for the Purchase of Desktops, Laptops, UPS and Printers from authorized dealers. The tender details will be available on <https://mahatenders.gov.in> for downloading & the tender has view only access on the website of Trust [www.sai.org.in](http://www.sai.org.in) under tender menu.

Technical Specifications of peripherals are given in **Annexure B**.

#### 1.0 Time Table for online tender submission:

|  |                              |
|--|------------------------------|
| Online Tender Publish Date                 | Dt.: 09.08.2024 Time - 10.00 |
| Online Documents Download/Sales Start Date | Dt.: 09.08.2024 Time - 10.00 |
| Online Documents Download/Sales End Date   | Dt.: 26.08.2024 Time - 17.00 |
| Online Bid Submission Start Date           | Dt.: 09.08.2024 Time - 10.00 |
| Pre Bid Meeting Date                       | Dt.: 13.08.2024 Time - 11.00 |
| Online Bid Submission End Date             | Dt.: 26.08.2024 Time - 17.00 |
| Online Technical Bid Opening Date          | Dt.: 28.08.2024 Time - 11.00 |

#### 1.1 Pre-Bid Meeting:

- Pre-bid meeting will be held on date & time as mentioned above in Time Table.  
Venue - Shri Sai Niwas Atithi Gruh/Sai Meeting Hall, Shri Saibaba Sansthan Trust, Shirdi.
- The intending bidders are requested to make it convenient to attend the pre-bid meeting and also visit the site so that there will be no communication gap and they are aware of the requirements of SSST.
- All enquiries from the bidders relating to this bid must be submitted to the email ID: [hospital.edp@sai.org.in](mailto:hospital.edp@sai.org.in). The queries should be submitted in the following excel format within 24 hrs. of completion of Pre-Bid Meeting.

| Sr. No. | Tender Document (Section & Page No.) | Tender Clause | Clarification Required |
|---------|--------------------------------------|---------------|------------------------|
|         |                                      |               |                        |

- The responses to the queries (clarifications / corrigendum) shall be made available on <https://mahatenders.gov.in>
- Contact Information
  - E-mail: [hospital.edp@sai.org.in](mailto:hospital.edp@sai.org.in)
  - Phone No: 02423-258667 / 68 / 69

#### 1.2 Validity Period:

The offer of the bidder shall remain valid for acceptance for a minimum period of **120 days** from the last date of tender submission.

### 1.3 Scope of Work:

- Supply, installation, testing and commencement of supplied material as per SSST expectations.
- Provide product documentation, SOP, drivers, and Installation training to SSST to maintain the devices.
- The bidder shall be responsible for installing Desktops, Laptops, UPS and Printers, also provide proper support during the warranty period.

### 2.0 Tender Cost, Earnest Money Deposit & Security Deposit:

- Tender Fees** : Rs: 17,000/- (Rs: Seventeen Thousand Only).
- Earnest Money Deposit (EMD)**: Rs. : 1,70,000/- (Rs. : One Lakh Seventy Thousand Only).
- Security Deposit (SD)**: Successful bidder has to deposit 3% amount of awarded cost as security deposit within 10 days from acceptance of Purchase Order. This amount will be refunded after warranty period.
- No interest will be paid on the EMD and Security Deposit.

Amount of EMD & Tender Fees must transfer online while uploading the e-tender from <https://mahatenders.gov.in>.

#### Note:

1. The amount of EMD will be refunded back to all bidders (except L1 bidder) after issuing purchase order to L1 bidder.
2. L1 bidder's EMD amount will be refunded after receiving security deposit.
3. Even though the bidders meet the requirements, they are subject to be disqualified in case of misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.

### 3.0 TENDERING PROCEDURE.

#### 3.1 Technical Bid:

Technical BID must submit online only.

Scanned copy of following documents must uploaded as Technical-bid.

(Note: Only 6 documents are allowed to upload, so bidder can merge multiple documents into a single file ensuring minimum DPI and file size in KB)

| Sr.No. | Qualification Criteria   | Document to upload   |
|--------|--|--|
| 01.    | The bidder should be a company registered under Indian Companies Act, 1956 OR a Partnership Firm registered under Indian Partnership Act, 1932 or Authorized Dealer.                         | Certificate of Registration/ Incorporation/Shop Act License etc.                   |
| 02.    | Certificate of GST Registration and PAN  | Photocopy of documents   |
| 02.    | The Bidder should have an average annual turnover of at least INR 2 Crore from Computer Hardware & maintenance business over the last three financial years (2021-22, 2022-2023, 2023-2024). | Certificate of Chartered Accountant showing annual turnover for the last three FY. |
| 03.    | Bidders should not have been blacklisted by any Government Organization / PSU.   | Undertaking on Firm Letter Head  |
| 04.    | The bidder should be a OEM/ Company's authorized dealer.   | Authorized Partner/Dealer Documents/Letter from OEM.                               |

| Sr.No. | Qualification Criteria   | Document to upload                                      |
|--------|--|---|
| 05.    | Bidder should be authorised by OEM for this tender   | Manufacturer's Authorization Form (MAF) for this tender |
| 06.    | The OEM of the offered Computer Hardware should have their registered service centre in Maharashtra. | Service Centre details with address and PoC.            |
| 07.    | Bidder must be agreed with all Terms and Conditions mentioned in Tender                              | Undertaking on Firm Letter Head                         |
| 08.    | Annexure "A"   | Duly filled Annexure "A" form                           |
| 09.    | Annexure "C"   | Duly filled Annexure "C" form                           |

### 3.2 Commercial Bid:

1. The Bidder should quote his offer online in BOQ provided. The bid should have validity of 120 days from the last date of bid submission.
2. Rates of all items should be inclusive of all taxes.
3. GST Rate applicable should be mentioned separately in separate column of BoQ. BoQ format for information is attached as Annexure "E".

### 3.3 Acceptance of Tender:

1. The commercial bid of technically qualified bidders, shall only opened online and lowest offer (item wise) of the technically qualified bidder shall be accepted. The acceptance of tender will be communicated to the bidder by email or otherwise.
2. The quoted amount in online tender shall be valid for 120 days (Four Months) from the last date of tender submission.

### 3.4 Warranty Period:

1. For Desktop & Laptop warranty must be 5 years.
2. For UPS & Printers warranty must be 3 years.
3. Warranty of all devices should be registered with respective company and must be reflected on respective website.
4. Supplier should resolve issue within 48 hrs., in case issue is not resolved within time period replacement device of same specification should be provided.
5. Supplier should support SSST representative to log call with respective company.
6. The bidder shall be responsible for the Operation and maintenance (O&M) support of the entire system during the warranty period mentioned in the Technical Specification Chart.
7. The bidder will provide onsite/remote (as per complexity) post implementation support.

### 4.0. Payments, Penalty and Security Deposit:

1. After successful delivery allotted products, the payment will be released as follows.
2. 95% of payment will be released after review and acceptance of delivered products.
3. 5% of payment will be released after 3 months from delivery of all allotted product.
4. SSST GST number as well as supplier GST number must be mentioned on invoices.
5. GST against the invoice submitted to SSST must be reflected in GST portal as per the due date for releasing the payment
6. Successful bidder has to supply and install allotted product in stipulated timeline mentioned in **Delivery Schedule**. In case of late delivery of Product or delay, bidder shall be liable to pay penalty @ 0.5% of the undelivered and / or uninstalled parts per week thereof, up to a maximum amount of 5% of order value, after which the order is liable to be cancelled.
7. If bidder fails to resolve the call within stipulated timeline mentioned in **Warranty Period**, 1%

cost of faulty product will be deducted per week from security deposit.

**8. Security Deposit (SD):**

- A. Successful bidder must deposit 3% of the P.O. amount as Security Deposit, within 10 days from acceptance of purchase order.
- B. No interest shall be payable on the Security Deposit.
- C. All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.
- D. The Security deposit will be refunded after warranty period. If warranty period of allotted products is different than security deposit will be remitted accordingly to warranty period of respective products.

**5.0 DELIVERY SCHEDULE:**

1. Successful bidder should supply the Product within 8 Weeks from the date of acceptance of Purchase Order.
2. Bidder should complete the Installation/configuration within 2 weeks from the Product delivery date. In total, bidder can manage the delivery and installation in 10 weeks from purchase order acceptance date.
3. All products and software should be registered in the name of “Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi.”
4. Delivery of Product to be done at EDP Department, Shri Saibaba Hospital, Shri Saibaba Sansthan Trust, Shirdi on working days between 10.00 am to 6.00 pm.
5. Transport, freight and other charges will be responsibility of supplier.
6. If successful bidder refuses to deliver the allotted items or fails to deliver the Product, EMD will be forfeited and bidder will be black listed for 3 Years.

**6.0 REJECTION OF BIDS:**

Canvassing by the bidders in any form, unsolicited letters and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected by SSST, Shirdi. SSST reserves the right to reject/cancel any or all of the bids without assigning any reason thereof.

**7.0 INDEMNITY:**

The successful bidder shall at all times indemnify SSST towards any loss/damage caused or any claim raised against SSST by any party/third party consequent to the contract to supply the items. The successful bidder shall be liable, in accordance with the Indian Laws and Regulations for any accident or damage incurred or claims rise against SSST during the period of supply and installation of the items. The successful bidder shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful bidder on this account.

**8.0 TERMS AND CONDITIONS:**

1. The successful bidder will be required to supply the items as per specifications given in the technical bid document and would have to install the same as per requirement of SSST.
2. The Bidder selected shall not sublet the deal to any other firm/agency. The items should be securely packed to withstand transportation and delivered in perfect condition.
3. Bidder shall be responsible for arranging at its own cost all products/items and all services required for executing the supply and installation of Desktops, Laptops, UPS and Printers.
4. The actual procurement of the specified items may increase or decrease at the discretion of SSST.

5. Device/Software license registration with respective OEM should be done in the name of 'Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi'.
6. The decision of Ad-hoc Committee/Board of Management/Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi will be final and binding in case of any dispute between Trust and the bidder.
7. The bidder should study all the tender documents carefully and understand the tender contract conditions, specifications etc. before quoting online. If there are any doubts, they should get clarifications in writing but this shall not be a justification for submission of late tender or extension of submission date.
8. Each of the tender documents uploaded in technical bid is required to sign by the person/ persons submitting the tender.
9. Chief Executive Officer, Shri Saibaba Sansthan Trust reserves the rights to Accept / Reject Partial / Full Tender.

**Chief Executive Officer**  
Shri Saibaba Sansthan Trust Shirdi

**ANNEXURE- "A"**  
Personal & Bank Details for RTGS  
All columns are mandatory  
**(Submit on Company Letter Head)**

| <b>Sr</b> | <b>Personal Detail</b>             |  |
|-----------|------------------------------------|--|
| 1         | Name of the Firm                   |  |
| 2         | Address                            |  |
| 3         | Contact Person and Cell No         |  |
| 4         | GST number                         |  |
| 5         | Bank Details –<br>Name of the Bank |  |
|           | Bank City                          |  |
|           | Branch Name and Code               |  |
|           | Account Type                       |  |
|           | Account Number                     |  |
|           | IFSC CODE                          |  |
|           | MICR NO.                           |  |
| 6         | Stamp and Signature of the agency  |  |

## ANNEXURE- "B"

## PERIPHERAL SPECIFICATION

| Sr. No. | Particular   | Qty. |
|---------|--|------|
| 01      | DESKTOP COMPUTER:<br>Brand - HP / Dell<br>Intel Q670 Q Series Chipset Core i5 12th Gen i5-12500 (up to 4.6 GHz frequency with intel Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads) processor, 8GB RAM, 512 GB SSD drive 4 sata port, 1 ethernet 1gbps, Intel Wi-Fi + Bluetooth 5.0 W, 6 usb port, 1920x1080 resolution, 21 inch + screen size, USB wired keyboard and mouse, Windows License – Windows 11 professional Preloaded with 5 Years OEM onsite Warranty. | 212  |
| 02      | LAPTOP:<br>Brand – HP / Dell<br>Intel Core i5 -12th Gen. Processor 16 GB, DDR4, 3200 MT/s 512 GB, M.2 PCIe NVMe, SSD Integrated Intel® Iris® Xe or UHD Graphics for i5-Processor 14"+ display Full HD (1920X1080) With Camera, Windows License – MS Windows 11 Professional with 5 Years onsite Warranty.  | 03   |
| 03      | UPS –<br>Brand – Luminous /APC / EMERSON / Amaron<br>Standalone 600 VA 360W, Backup : Minimum 20 Minutes<br>Warranty: 3 years onsite   | 212  |
| 04      | Printer –<br>Brand - HP / Canon<br>HP LaserJet Tank 1020W / HP LaserJet 108 W,<br>Canon image CLASS LBP 6030W / 6030B,<br>Warranty : 3 years Onsite  | 131  |



**ANNEXURE “C”**  
**Compliance Sheet for technical Document**

| <b>Sr. No.</b> | <b>Particular</b>  | <b>Required Documents As</b>   | <b>File Name/<br/>Page No.</b> |
|----------------|--|--|--------------------------------|
| 1.             | The bidder should be a company registered under Indian Companies Act, 1956 OR a Partnership Firm registered under Indian Partnership Act, 1932 or Authorized Dealer.                         | Copy of Certificate of Registration/ Incorporation. / Shop Act License etc.                                      |                                |
| 2.             | The Bidder should have an average annual turnover of at least INR 2 Crore from Computer Hardware & maintenance business over the last three financial years (2021-22, 2022-2023, 2023-2024). | Certificate of Chartered Accountant showing annual turnover for financial years (2021-22, 2022-2023, 2023-2024). |                                |
| 3.             | Bidder should have valid documentary proof of GST Registration and PAN Registration  | Copy of GST and PAN Registration Certificate/Number  |                                |
| 4.             | Bidders should not have been blacklisted by any Government / PSU   | Self-Declaration Document on Paper as per “Annexure – D”   |                                |
| 5.             | The bidder should be a company’s authorized dealer/OEM/trader.   | Companies Authorized Dealer Letter and MAF.  |                                |
| 6.             | The OEM of the offered Computer Hardware should have their registered service center in Maharashtra.   | Document Containing list of Service centers in Maharashtra.  |                                |
| 7.             | Letter on Company/Firm letter head Stating that “Company/Firm have read all terms and conditions and agree with them”  | Letter on Company/Firm letter head.  |                                |
| 8.             | Annexure “A”   | Upload duly filled Annexure “A” form   |                                |
| 9.             | Annexure “C”   | Upload duly filled Annexure “C” form   |                                |

Note: 1. All documents with technical bid should be sealed and signed.

2. Uploaded document’s file name and page no. should be mentioned in File Name/Page No. column.

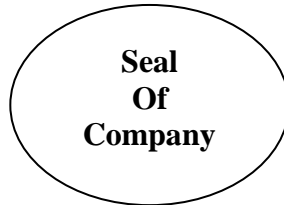
**Annexure "D"**

I \_\_\_\_\_, Proprietor / Director of our Firm Premises at \_\_\_\_\_,  
hereby solemnly affirm and state on oath as follows:

That our Firm has not been Blacklisted by any Govt. Department or Organization or any  
other State.

**Signature :-**

**Name and Designation :-**



\* **Note:** - This undertaking should be submitted on bidder's Letter Head.

**Annexure "E"**  
**BOQ Format**

| Sr. No. | Peripheral specification  | Qty.       | Rate Per Qty. Incl. of Tax | Tot. Amt. Incl. of Tax | GST (%) |
|---------|---|------------|----------------------------|------------------------|---------|
| 01      | <b>DESKTOP COMPUTER :</b> Brand - HP / Dell<br>Intel Q670 Q Series Chipset Core i5 12th Gen i5-12500 (up to 4.6 GHz frequency with intel Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads) processor, 8GB Ram , 512 GB SSD drive 4 sata port, 1 ethernet 1gbps, Intel Wi-Fi + Bluetooth 5.0 W, 6 usb port, 1920x1080 resolution, 21 inch+ screen size, USB wired keyboard and mouse,<br><b>Windows License</b> – Windows 11 professional Preloaded, with 5 Year OEM onsite Warranty. | <b>212</b> |                            |                        |         |
| 02      | <b>LAPTOP</b> – Brand – HP / Dell<br>Intel Core i5 -12th Gen. Processor<br>16 GB, DDR4, 3200 MT/s<br>512 GB, M.2 PCIe NVMe, SSD<br>Integrated Intel® Iris® Xe or UHD Graphics for i5-Processor<br>14"+ display Full HD (1920X1080) With Camera,<br><b>Windows License</b> – MS Windows 11 Professional, with 5 Year onsite Warranty.  | <b>03</b>  |                            |                        |         |
| 03      | <b>UPS</b> - Brand – Luminous /APC / EMERSON / Amaron<br>Standalone 600 VA 360W,<br>Backup : Minimum 20 Minutes,<br>Warranty: 3 years on site   | <b>212</b> |                            |                        |         |
| 04      | <b>Printer</b> – Brand - HP / Canon<br>HP LaserJet Tank 1020W / HP LaserJet 108 W,<br>Canon image CLASS LBP 6030W / 6030B<br>Warranty : 3 years On site   | <b>131</b> |                            |                        |         |

**Note:**

1. All Rates should be fill up online only as per the BOQ provided on Government's website [www.mahatenders.gov.in](http://www.mahatenders.gov.in)
2. Submission of Technical and Commercial Bid should be online only.
3. No physical Bid will be accepted.

**Approved**

Goraksha Gadilkar, I.A.S.  
Chief Executive Officer,  
Shri Saibaba Sansthan Trust, Shirdi