



# **SHRI SAIBABA SANSTHAN TRUST SHIRDI**

**EDP Department,  
Shri Saibaba and Shri Sainath Hospital's**

**Tender Document for  
Purchase of Desktops, Laptops, Printers and UPS  
On GeM**

**EDP DEPARTMENT**  
Po. Shirdi, Tal. Rahata, Dist. Ahmednagar.  
Phone No. (02423) – 258667  
Website – [www.sai.org.in](http://www.sai.org.in) email – [hospital.edp@sai.org.in](mailto:hospital.edp@sai.org.in)

## DETAILED TENDER NOTICE

SHRI SAIBABA SANSTHAN TRUST  
E.D.P. DEPARTMENT  
Po. Shirdi, Tal. Rahata, Dist. Ahmednagar.

Phone No. (02423)-258667

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, Printers and UPS

Online tenders are invited on GeM for the purchase of Desktops, Laptops, printers and UPS from authorized dealers. The tender details will be available on <https://gem.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 Desktops, Laptop, Printers and UPS are given in **Annexure B**.

#### 1.0 Time Table for online tender submission on GeM Portal

Online Tender Publish Date	Dt. 13/10/2023	Time - 11.00 am
Online Bid Submission Start Date	Dt. 13/10/2023	Time - 11.00 am
Online Bid Submission End Date	Dt. 03/11/2023	Time - 17.00 pm
Online Technical Bid Opening Date	Dt. 06/11/2023	-

#### 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.

#### 1.1 Scope of Work.

- Supply, installation, testing and commencement of supplied Desktops Laptops and printers as per SSST expectations.
- Provide product documentation, SOP, drivers and Installation training to SSST to maintain the hardware.

#### 2.0 Earnest Money Deposit & Security Deposit:

- a) **Earnest Money Deposit (EMD):** Rs : 2,90,000/- (Two lakhs Ninety Thousand Only)

##### Item Wise EMD Amount –

Sr.No.	Item	EMD Amount
1.	DESKTOP COMPUTER	2,46,000/-
2.	LAPTOP	3,000/-
3.	UPS	21,000/-
4.	Printer	20,000/-

#### Bank Details to Transfer Money:

<b>Bank Name:</b>	<b>STATE BANK OF INDIA</b>
<b>Branch :</b>	<b>SHIRDI</b>
<b>Account Number :</b>	<b>30630896801</b>
<b>IFSC Code :</b>	<b>SBIN0005160</b>

- b) **Security Deposit (SD):** Successful bidder has to deposit 3% amount of awarded cost as security deposit within 15 days from acceptance of purchase order. This SD amount will be refunded after warranty period of Desktops, Laptops, Printers and UPS.
- c) No interest will be paid on the EMD and Security Deposit.

**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 deposit of Security Deposit by bidder.
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.**

**Qualification Criteria:**

1. Bidder should be the Original Equipment Manufacturer/Authorized Dealer of the original equipment manufacturer of Desktops, Laptops, Printers and UPS.
2. Bidder should not be blacklisted by Central / State Government or Government Corporation or statutory Institute.

**3.1 Technical Bid**

Technical BID must be submitted online only.

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

1. Certificate of GST Registration and PAN.
2. Letter stating that the Firm/Company is not blacklisted by Central / State Government, Government Corporation, statutory Institute.
3. Desktops, Laptops, Printers and UPS white papers/ Pamphlets/ Brochure along with model number and specification in comparison with requested model.
4. Letter on company/Firm letter head Stating that "Company/Firm have read all terms and conditions and agree with them"
5. Fill and upload the 'Annexure C'.

**3.2 Commercial Bid**

- ❖ **Price of all items should be exclusive of all Tax. Show taxes separately.**
- ❖ **In future, if there is change in GST then it will be make applicable from the date of notification.**
- ❖ **The tenderer should quote online, in BOQ provided.**

**3.3 Acceptance of Tender:**

1. The commercial bid of technically qualified bidders shall be opened online only and lowest offer (Item wise) amongst the opened bid will 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 the tender.

**3.4 Warranty Period.**

1. Warranty period of Desktops and Laptops is 5 years, Printers and UPS is 3 years on site next business day.
2. Bidder should provide 24X7 online support within warranty period. And should help our representative to log the call.
3. If supplier fails to resolve the issue in 48 hours from next business day, 5% cost of the faulty desktop will be deducted per week from security deposit until the issue is resolved.

#### **4.0 Payments:**

After supply, successful Installation/configuration, inspection of all ordered Desktops, Laptops, Printers and UPS

#### **4.1 Penalty:**

- a) If Bidder/Supplier fails to deliver/install Desktops, Laptops, Printers and UPS within stipulated time, 0.5% of the bid amount will deducted per week from EMD.
- b) If successful bidder refuses to deliver the Desktops, Laptops, Printers and UPS or fails to deliver, EMD will be forfeited and bidder will be blacklisted for 3 years.

#### **4.2 Security Deposit:**

- a) Successful bidder has to deposit 3% amount of awarded cost as security deposit within 15 days from acceptance of purchase order. This SD amount will be refunded after warranty period of Desktops, Laptops, Printers and UPS.
- b) SSST GST number as well as supplier GST number must be mentioned on invoices.
- c) Successful bidder must pay GST amount against invoice submitted to SSST, it should reflect on GST Portal, otherwise SSST will not proceed invoice for Payment.

#### **5. Terms and Conditions:**

1. Device/Software license registration with respective OEM should be done in the name of "Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi".
2. 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.
3. Only Bids from OEM's will be Considered (Bids from resellers will not be considered)
4. Each of the tender documents uploaded in technical bid is required to sign by the person/persons submitting the tender.
5. Shri Saibaba Sansthan Trust reserves the rights to accept / reject partial / Full Tender.

#### **6. Delivery Schedule**

1. Successful bidder should supply the Desktops, Laptops, Printers and UPS within 6 weeks from the purchase order acceptance date. Bidder should complete the Installation/configuration/ inspection within 2 weeks from the desktop delivery date. In total, bidder can manage the delivery and installation in 8 weeks from purchase order acceptance date.
2. Delivery of Desktops, Laptops, Printers and UPS to be done at EDP Department, Shri Saibaba Hospital, Shri Saibaba Sansthan Trust, Shirdi on working day between 10 am to 6 pm.
3. Transport, freight and other charges will be bidder's responsibility.
4. If successful bidder refuses to deliver the Desktops, Laptops, Printers and UPS, EMD will be forfeited and bidder will be blacklisted for 3 years.

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

## ANNEXURE- B

Sr. No.	Peripheral specification	Qty.
01	<b>DESKTOP COMPUTER :</b> Brand - HP / Dell /Lenovo/Acer/Asus 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, DVD Writer, 1 ethernet 1gbps, Intel Wi-Fi + Bluetooth 5.0 W, 6 usb port, 1920x1080 resolution, 21'' screen size, Usb wired keyboard and mouse, <b>Windows License –</b> Windows 11 Pro Paper License win pro 11 Charity with 5 Year OEM onsite Warranty.	212
02	<b>LAPTOP –</b> Brand – HP / Dell Intel Core i5-1250U/MS Windows 11 Professional /8GB /512 GB PCIe NVMe X2 SSD onboard/14" Intel Iris Xe Graphics IR Camera/3 Yrs + 3 Yrs ADP/Backlit KB/Professional, Brief case 5 Year OEM onsite Warranty	03
03	<b>UPS -</b> Brand – Luminous/APC / EMERSON/Amaron Standalone 700 VA 360W, Backup: Minimum 20 Minutes Warranty: 3 years on site	212
04	<b>Printer -</b> Brand - HP LaserJet 1020W/ Cannon LBP 2900 Warranty : 3 years On site	65

**Annexure C**  
**Compliance Sheet for technical Document**

<b>Sr. No.</b>	<b>Tender Requirement.</b>	<b>Document uploaded in Online Bid.</b>
1	PAN, Certificate of registration for GST, Company	
2	Letter stating that the Firm/Company is not blacklisted by Central / State Government, Government Corporation, statutory Institute. (On letter head of Firm)	
3	Bidder should be the authorized dealer of the original equipment manufacturer. (Authorization letter from company)	
4	Desktops, Laptops, Printers and UPS related white papers/ Pamphlets/ Brochure along with model number and specification in comparison with requested model.	
5	Letter stating that Firm/Company has read all terms& conditions, and agreed with them. (On letter head of Firm)	
6	Amount transferred Receipt	

## BOQ format

Sr. No.	Peripheral specification	Qty.	Rate Per Qty. Tax Exclusive	Total Amount Tax Exclusive
01	<b>DESKTOP COMPUTER</b> : Brand - HP / Dell / Lenovo / Acer /Asus. 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, DVD Writer, 1 ethernet 1gbps, Intel Wi-Fi + Bluetooth 5.0 W, 6 usb port, 1920x1080 resolution, 21” screen size, Usb wired keyboard and mouse, <b>Windows License –</b> Windows 11 Pro Paper License win pro 11 Charity with 5 Year OEM onsite Warranty.	212		
02	<b>LAPTOP</b> – Brand – HP / Dell Intel Core i5-1250U/MS Windows 11 Professional /8GB /512 GB PCIe NVMe X2 SSD onboard/14" Intel Iris Xe Graphics IR Camera/3 Yrs + 3 Yrs ADP/Backlit KB/Professional, Brief case 5 Year OEM onsite Warranty	03		
03	<b>UPS</b> - Brand – Luminous/APC / EMERSON/Amaron Standalone 700 VA 360W, Backup : Minimum 20 Minutes Warranty: 3 years onsite	212		
04	<b>Printer</b> - Brand - HP LaserJet 1020W / Cannon LBP 2900 Warranty : 3 years onsite	65		

**Note:-**

- 1) Fill-up the Rates in BOQ provided online of website.
- 2) Technical and Commercial Bid to submitted online only. No physical Bid will be accepted.