



SHRI SAIBABA SANSTHAN TRUST SHIRDI

EDP Department
Shri Saibaba Hospital
Tender document for
Purchase of Desktop, UPS, Printer and Scanner

EDP Department,
Shri Saibaba Hospital
Shirdi Tal- Rahata Dist.- Ahmednagar.
Phone No. (02423)-258953
Website: - www.sai.org.in email- hospital.edp@sai.org.in



DETAILED TENDER NOTICE

SHRI SAIBABA SANSTHAN TRUST
EDP Department Shri Saibaba Hospital
Shirdi, Tal. Rahata, Dist. Ahmednagar.
Phone No. (02423)-258667/68/69

Website: -www.sai.org.in email- hospital.edp@sai.org.in

Purchase of Desktop, UPS, Printer and Scanner

Online tenders are invited for the purchase of desktop from authorized dealers. The tender details will be available on <https://mahatenders.gov.in> for downloading and the tender has view only access on the website of Trust www.sai.org.in under tender menu.

Technical Specifications are given in Annexure B.

1.0 Time Table for online tender submission

Online Tender Publish Date	Dt. 18/01/2022	Time- 10.00
Online Documents Download/Sales Start Date	Dt. 18/01/2022	Time- 10.00
Online Documents Download/Sales End Date	Dt. 02/02/2022	Time- 17.00
Online Bid Submission Start Date	Dt. 18/01/2022	Time- 10.00
Queries Submission Last Date	Dt. 24/01/2022	Time- 17.00
Online Pre-Bid meeting Date	Dt. 24/01/2022	Time- 11.00
Online Bid Submission End Date	Dt. 02/02/2022	Time- 17.00
Online Technical Bid Opening Date	Dt. 07/02/2022	Time- 10.00

Pre-bid Meeting.

Considering the COVID-19 situation, pre-bid meeting will be conducted online through Microsoft Teams Link instead of in-person meeting at Shirdi. Bidders willing to attend meeting should drop an email to following email address.

For any queries, bidder can call 02423-258667/68/69 or mail to hospital.edp@sai.org.in be for given time in above scheduled.

Validity Period:

The offer of the bidder shall remain valid for acceptance for a minimum period of **120 days** from the date of opening of Commercial Bid.

1.1 Scope of Work.

- Supply, installation, testing and commencement of supplied materials as per SSST expectations.
- Provide product documentation and Installation training to SSST to maintain the devices.

2.0 Tender Cost, Earnest Money Deposit and Security Deposit:

- a) **Earnest Money Deposit (EMD):** Rs: 75,000/- (Seventy Five Thousand Only)
- b) **Tender Fees :** Rs: 4,500/- (Four Thousands Five Hundred Only)
- c) **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 amount will be refunded after warranty period.

- d) No interest will be paid on the EMD and Security Deposit.

Amount of EMD & Tender Fees must transfer online to Sansthan Bank Account while uploading the e-tender from www.mahatenders.gov.in.

Note:

1. The amount of EMD will be refunded back to all bidders (except L1 bidder) after issuing order to L1 bidder.
2. L1 bidder 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.

Qualification Criteria:

- 1) Bidder should be the Original Equipment Manufacturer/Authorized Dealer of the original equipment manufacturer of desktop.
- 2) Bidder should not be blacklisted by Central / State Government or Government Corporation or statutory Institute.
- 3) Desktop/Printer White papers/ Pamphlets/ Brochure for which you have quoted (Model number and specification).

3.1 Technical Bid

Technical BID must submit online only.

Scanned copy of following documents must be 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)

1. Certificate of firm registration, GST Registration and PAN.
2. Authorized Dealer Documents/Letter from OEM.
3. Letter stating that the Firm/Company is not blacklisted by Central / State Government, Government Corporation, statutory Institute.
4. Desktop White papers/ Pamphlets/ Brochure for which you have quoted (Model number and specification).
5. Letter on company/Firm letter head Stating that "Company/Firm have read all terms and conditions and agree with them"
6. Bidder should fill and upload the Annexure C.

3.2 Commercial Bid

* Price of all items should be exclusive of Tax.

* In future, if there is change in GST then it will be make applicable from the date of Notification.

* The bidder should quote online in BOQ provided.

3.3 Acceptance of Tender:

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

3.4 Warranty Period.

1. Warranty period of each product is mentioned in Technical Specification
2. Bidder should provide 24X7 online support within warranty period. And should help our representative to log the call with respective company/OEM.

4. Payments, Penalty:

1. 95% of payment after supply, successful Installation/configuration and inspection of all ordered material.
2. Remaining 5% of payment will be done after successful inspection by third Party.
3. If Bidder/Supplier fails to deliver material within stipulated time, 0.5% amount of tender cost per week will be deducted from EMD.
4. If successful bidder refuses to deliver the allotted items or fails to deliver the material EMD will be forfeited.
5. **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 amount will be refunded after warranty period.
6. SSST GST Number as well as supplier GST Number must be mentioned on invoices.
7. Successful bidder must pay GST amount against invoice submitted to SSST, it should be reflected on GST Portal, otherwise SSST will not proceed with 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 decision of Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi will be final and binding in case of any dispute between Trust and the bidder.
3. 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.
4. Each of the tender documents uploaded in technical bid is required to be signed by the person/persons submitting the tender.
5. Chief Executive Officer, Shri Saibaba Sansthan Trust reserves the rights to Accept / Reject Partial / Full Tender.

6. Delivery Schedule

1. Successful bidder should supply the material within 3 Weeks from the purchase order acceptance date. Bidder should complete the Installation/configuration within 2 weeks from the material delivery date. In total, bidder can manage the delivery and installation in 5 weeks from purchase order acceptance date
2. Delivery of material to be done at EDP Department, Shri Saibaba Hospital, Shri Saibaba Sansthan Trust, Shirdi on working days between 10 am to 6 pm.

3. Transport, freight and other charges will be responsibility of supplier.
4. If successful bidder refuses to deliver the allotted items or fails to deliver the material, EMD will be forfeited and bidder will be black listed for 3 Years.

Chief Executive Officer
Shri Saibaba Sansthan Trust Shirdi

SHRI SAIBABA SANSTHAN TRUST SHIRDI

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

Sr No	Personal Detail	
1	Name of the Firm	
2	Address	
4	Contact Person and Cell No	
5	GST umber	
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.
1	<p>Desktop (Make: HP, Lenovo, Dell) Form Factor Tower Intel® 10th Generation 6Core i5 Processor (6-Core, 12MB Cache, 2.9GHz to 4.6 GHz) Intel H470 Chipset/Higher/Equivalent OEM Motherboard with OEM logo embossed on the motherboard (no sticker) RAM :1X4 GB 2666 MHz DDR4 Memory Upgradable to 16 GB Graphics : Integrated Intel Graphics Hard Drive :-1 TB 7200rpm (3.5) SATA HDD Network : Integrated 10/100/1000 Ethernet Controller Display : 19.5" Monitor (with Minimum resolution of 1600X900), with VGA USB Ports : Min 4 USB 3.0 or above; 1 Network port Wireless Card :- 802.11 ac 1x1 + Bluetooth 4.2 Accessories: With required accessories, connecting cables and driver media, should be supplied Operating system: Windows 10 pro Pre-Loaded Warranty : 3 years onsite</p>	24
2	Supply and installation of APC 700 VA UPS with 3 years onsite warranty	24
3	Supply and installation of HP LaserJet 1005 All-in-One Printer with 2 years onsite warranty	5
4	Supply and installation of A3 Scanner HP N9120 with 3 years onsite warranty	1

Annexure C
Compliance Sheet for technical Document

Sr.no.	Tender Requirement.	Document uploaded in Online Bid.
1	PAN, Certificate of registration for GST, Company /Firm Registration	
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 of Desktop. (Authorization letter from company)	
4	Desktop White papers/ Pamphlets/ Boucher for which you have quoted (Model number and specification)	
5	Letter stating that Firm/Company has read all terms& conditions, and agreed with them. (On letter head of Firm)	

BOQ format

Sr.No.	Peripheral specification	Qty.	Rate per Quantity Tax Exclusive	Total Amount Tax Exclusive
1	Desktop (Make: HP, Lenovo, Dell) Form Factor Tower Intel® 10th Generation 6Core i5 Processor (6-Core, 12MB Cache, 2.9GHz to 4.6 GHz) Intel H470 Chipset/Higher/Equivalent OEM Motherboard with OEM logo embossed on the motherboard (no sticker) RAM :1X4 GB 2666 MHz DDR4 Memory Upgradable to 16 GB Graphics : Integrated Intel Graphics Hard Drive :-1 TB 7200rpm (3.5) SATA HDD Network : Integrated 10/100/1000 Ethernet Controller Display : 19.5" Monitor (with Minimum resolution of 1600X900), with VGA USB Ports : Min 4 USB 3.0 or above; 1 Network port Wireless Card :- 802.11 ac 1x1 + Bluetooth 4.2 Accessories: With required accessories, connecting cables and driver media, should be supplied Operating system: Windows 10 pro Pre-Loaded Warranty : 3 years onsite	24		
2	Supply and installation of APC 700 VA UPS with 3 years onsite warranty	24		
3	Supply and installation of HP LaserJet 1005 All- in-One Printer with 2 years onsite warranty	5		
4	Supply and installation of A3 Scanner HP N9120 with 3 years onsite warranty	1		

Note:-

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

Approved

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