



## **SHREE SAIBABA SANSTHAN TRUST, SHIRDI**

**Information Technology Department**

Tender Document for

**ANNUAL RATE CONTRACT (ARC) FOR SPARES AND CONSUMABLE  
OF COMPUTER, PRINTER, UPS & NETWORKING EQUIPMENT.**

**INFORMATION TECHNOLOGY DEPARTMENT**

**Po. Shirdi, Tal. Rahata, Dist. Ahilyanagar.**

**Phone No. (02423)-258953**

**Website: - [www.sai.org.in](http://www.sai.org.in) email- [it.office@sai.org.in](mailto:it.office@sai.org.in)**



## TENDER NOTICE

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INFORMATION TECHNOLOGY DEPARTMENT

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### Annual Rate Contract (ARC) for Spares and Consumable of Computer, Printer, UPS & Networking Equipment.

Online tenders are invited for the “Annual Rate Contract for supply of Spares and Consumables of Computers, Printers, UPS, and Network Equipment” from authorized dealers/suppliers. Tender details will be available for download and upload on <https://mahatenders.gov.in>. The tender can also be view on the Shree Saibaba Sansthan Trust website ([www.sai.org.in](http://www.sai.org.in)) under the Tender menu, with view-only access.

Technical Specifications of Spare and consumable items are mentioned in “Annexure B”.

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

Online Tender Publish Date	Dt. 18 /04/2026	Time- 11.00
Online Documents Download/Sales Start Date	Dt. 18 /04/2026	Time- 11.00
Online Documents Download/Sales End Date	Dt. 04 /05/2026	Time- 17.00
Online Technical Bid Opening Date	Dt. 07/05/2026	Time- 11.00

#### Pre-bid Meeting:

No Pre-bid Meeting will held, for any queries, bidder can call 02423-258953 or mail to [it.office@sai.org.in](mailto:it.office@sai.org.in) before given time in above schedule.

#### Validity Period:

Offer of the bidder shall remain valid for 120 days from last date of tender submission.

#### 2.0 Scope of Work:

- As this is Annual Rate Contract, successful bidders have to supply material time to time as per requirement and accepted rate for the contract period (work period) mentioned in the work order.
- Details of materials likely to be procured during the next year (contract period) are mentioned in “Annexure-B.”

#### 3.0 Tender Cost, Earnest Money Deposit:

- Tender Fees:** Rs: 6,000 (Rs. Six Thousand Only)
- Earnest Money Deposit (EMD):** Rs: 1,00,000 (Rs. One Lakh Only)
- No interest shall be payable on the Earnest Money Deposit (EMD) and Security Deposit.

Amount of EMD & Tender Fees to be transfer online while uploading the e-tender from [www.mahatenders.gov.in](http://www.mahatenders.gov.in).

#### 4.0 TENDERING PROCEDURE:

##### Qualification Criteria:

1. Bidder must have experience of minimum 4 years in computer consumables and spare part sales.
2. Average turnover of bidder in last three financial years (2025-2026, 2024-2025, 2023-2024) must be more than Rs. 7,00,000.00
3. The bidder should not currently have blacklisted, debarred or otherwise disqualified by the Central Government, any State Government, any Government Corporation or any Statutory Institute/Authority as of the date of submission of this bid.

##### 4.1 Technical Bid:

Technical BID must be submitted online only.

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

1. Firm registration certificate. (Shop Act/Certificate of Incorporation)
2. Certificate of GST Registration and PAN.
3. CA certificate for Average turnover of last three financial years. (2025-2026, 2024-2025, 2023-2024)
4. Undertaking on letterhead stating that "Firm is not currently blacklisted, debarred, or otherwise disqualified by the Central Government, any State Government, any Government Corporation, or any Statutory Institute/Authority as of the date of submission of this bid".
5. Letter on Company/Firm letter head stating that "Company/Firm have read all terms and conditions and agree with them"

##### 4.2 Commercial Bid:

- A. Rates of all items should be Exclusive of Tax.
- B. In future, if there is change in GST then it will be make applicable from the date of notification.
- C. The tenderer should quote online in BOQ provided.

##### 4.3 Acceptance of Tender:

The commercial bids of technically qualified bidders shall be open online. The lowest item-wise offer among the open bids shall be accepted. The acceptance of the tender will be communicated to the successful bidder by email or any other appropriate means.

##### 4.4 Warranty Period:

Warranty period of non-consumable items must be 1 year.

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

1. 100% of payment after supply and inspection of material.
2. **Security Deposit (SD):** Successful bidder has to deposit 3% amount of awarded work order cost as security deposit within 15 days from acceptance of work order. This SD amount will be refund after contract period.
3. Amount of security deposit will be deducted from bill payment, if successful bidders fails to deposit Security Deposit.
4. If the successful bidder refuses to deliver the material or fails to deliver the material, the Earnest Money Deposit (EMD) or Security Deposit shall be forfeited, and the bidder shall be blacklisted for a period of three (3) years.
5. SSST GST number as well as supplier GST number must be mentioned on invoices.

6. The successful bidder shall be required to pay the applicable GST amount against the invoice submitted to SSST. The GST payment must be duly reflected on the GST Portal; otherwise, SSST will not process the invoice for payment.

**6. Terms and Conditions:**

1. In the event of any dispute between the Sansthan and the bidder, the decision of the Board of Management or the Chief Executive Officer of Shree Saibaba Sansthan Trust, Shirdi, shall be final and binding.
2. The bidder shall carefully study all tender documents and fully understand the contract conditions, specifications, and other requirements before submitting an online quotation. In case of any doubts, the bidder must seek clarifications in writing. However, such clarifications shall not be consider a valid reason for submission of a late tender or for extension of the submission deadline.
3. Shree Saibaba Sansthan Trust reserves the rights to Accept / Reject Partial / Full Tender.
4. The supply of material must conform to the required specifications and quality standards. In the event that the material supplied does not meet the specified requirements or expected quality, the supplier shall replace the same within seven (7) days.
5. If the supplier fails to replace the material as stipulated above, an amount equivalent to 0.5% of the value of the faulty material shall be deduct per week from the Security Deposit.

**7. Delivery Schedule**

1. Successful bidder should supply the material within 15 days from the date of receiving purchase order time to time.
2. Delivery of Material to be done at IT Department, Shree 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 fails to deliver material within 15 days, 0.5% amount of the non-delivered material will be deducted per week from Security Deposit.
5. If the successful bidder refuses to deliver the material or fails to deliver the material, the Earnest Money Deposit (EMD) or Security Deposit shall be forfeited, and the bidder shall be blacklisted for a period of three (3) years

(Goraksha Gadilkar, I.A.S.)  
**Chief Executive Officer,**  
Shree 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****The details of the materials likely to be purchase during the next year (Annual Rate Contract Period)**

Sr.No.	Description	UOM	Make	Estimated Qty.
1	12 Volt 07 Ah UPS Battery	Nos	Exide, Amron	30
2	Computer CMOS Battery	Nos	Sony, Panasonic	80
3	USB Mouse wired	Nos	Dell MS116/MS111 HP M10/1000 , M80	50
4	CPU Cooling Paste (30 Gram Thermal Grease Paste Heat Sink Compound for CPU and Chipset)	Nos	Ikis / Cooler master/Silicone	20
5	PEN DRIVE 64 GB USB 3.0	Nos	HP/Scandisk/EVM	15
6	USB Keyboard Wired	Nos	HP K100/HP K120/ HP K160 /Dell KB216/ Dell L-100	50
7	USB To LAN Card (10 to 1000Mbps)	Nos	Zebronics/ Porttronics/ Amazon Basics/ TP-Link/ Honeywell	10
8	Antivirus Net Protector Complete Security Single user 1 yr. validity	Nos	Net Protector	30
9	SSD 500 GB NVMe Internal SSD	Nos	Western Digital, Samsung, Seagate, EVM	15
10	256 GB SSD-SATA	Nos	Western Digital, Samsung, Seagate, EVM	5
11	VGA Cable (1.5 Meter Male/Male )	Nos	Zebronics/ dell/HP/ Amazon Basics	10
12	HDMI Cable (4k Compatible) 1.5 Meter	Nos	Zebronics/ dell/HP/ Amazon Basics	10
13	Network Switch 5 Port Gigabit Switch Non PoE	Nos	Lapcare, D-link, Frontech	20
14	Media Convertor Simplex for single mode with SC connector (Single fibre core, Gb speed, support up to 20 km range) with 1 year warranty	Nos	D-Link , Commscope, Tp-link	10
15	CAT 6 UTP Cable (305 Meter/Box)	Nos	Dlink	10
16	Fiber Patch Cord LC-LC Single Mode ( 1 METER) Simplex	Nos	D-Link , Commscope, Tplink	50
17	Internet Router 300 MBPS	Nos	TP-LINK	5
18	RJ45 Connector (1 Box = 100 Nos)	Box	D-Link	5
19	CRIMPING TOOL for RJ45	Nos	iball, Dlink	2
20	ISO PROPLY ALCHOL	Litres	ISO standard	1

Sr.No.	Description	UOM	Make	Estimated Qty.
21	Media Converter Duplex Single mode with SC connector (Dual fibre, Gb Speed, Support up 05 to 20 km range)	Nos	D-Link , Commscope, Tplink	5
22	Network Switch 8 Port Gigabit Non PoE	Nos	Lapcare, D-link, Frontech, Extreme, Cisco	10
23	OFC Splicing Sleeve 70mm	Nos	ISO standard	500
24	Thermal Printer Paper Roll Size 65 GSM 79mm X 35 Meters	Rolls	Standard Quality	6000
25	Direct Thermal Labels - 100mm x 40mm. Each roll of 1000 labels	Rolls	Standard Quality	6,00,000
26	Toner Powder Q2612A-140 Gram Pack	PKT	Standard Quality	100
27	88A Tonner Compatible	Nos	Zebronics, Abee, Lapcare	300
28	EPSON LQ 310+ DMP Ribbon refill pack 13 meters	Nos	AMI, Abee	500
29	Ribbon Cartridge EPSON LQ 590 II	Nos	AMI, Abee	200
30	Teflon Sleeve HP Laser Jet 1020	Nos	ISI Standard	100
31	Teflon Sleeve Cream HP Laser Jet 1020	Nos	ISI Standard	100
32	Pickup Roller HP Laser Jet 1020	Nos	ISI Standard	50
33	Brother Drum Unit DR-B021	Nos	Brother Original	20
34	Toner Cartridge Kyosera TK-1178	Nos	Compatible	10
35	Toner Powder for Brother Toner TN-B021	Nos	ISI Standard	10
36	Toner Powder for Kyocera TK-1178	Nos	Compatible	10
37	RIBBON Cartridge EPSON LQ310+	Nos	AMI, Abee	150
38	RIBBON FOR PRINTRONIX LINE PRINTER P8000 HD	Nos	PRINTRONIX original.	30
39	925 Compatible Toner	Nos	AMI, Abee, Zebronics	300
40	Toner Powder for 88A Tonner (100 gm)	Nos	ISI Standard	20
41	EPSON Print Head LQ310	Nos	Epson Original	5
42	EPSON LQ310 Ribbon Mask	Nos	ISI Standard	20
43	Brother Toner Cartridge TN2365 for Brother DCP-2541DW	Nos	Brother Original	20
44	Pressure Roller Cannon 6030	Nos	ISI Standard	50

Sr.No.	Description	UOM	Make	Estimated Qty.
45	Teflon Sleeve Cannon 6030	Nos	ISI Standard	50
46	Pickup Roller Cannon 6030	Nos	ISI Standard	50
47	EPSON LQ590 Ribbon Mask	Nos	ISI Standard	50
48	EPSON Print Head LQ590	Nos	Epson Original	5
49	Toner Refilling And Reconditioning Q2612A, 78A, 88A, 16A, 36A, Cannon 925 Toner. Refilling to be done with 140-gram powder in Q2612A and 80 Gram in 88A/36A. Empty Toner will provided by Trust. Powder must of Standard Company like AMI/ABEE	Nos		250
50	Teflon for HP 1007	Nos	ISI Standard	10
51	PREESURE ROLLER HP 1020 CANNON 2900	Nos	ISI Standard	50
52	Q2612A Tonner Compatible	Nos	AMI, Abee, Zebronics	1,500
53	WD Spray 32 gram	Nos	WD	80

**Annexure-C**  
**BOQ Format**

Sr. No.	Description	UOM	Make	Qty.	Rate Tax Excl.
1	12 Volt 07 Ah UPS Battery	Nos	Exide, Amron	1	
2	Computer CMOS Battery	Nos	Sony, Panasonic	1	
3	USB Mouse wired	Nos	Dell MS116/MS111 HP M10/1000 , M80	1	
4	CPU Cooling Paste (30 Gram Thermal Grease Paste Heat Sink Compound for CPU and Chipset)	Nos	Ikis / Cooler Master/Silicone	1	
5	PEN DRIVE 64 GB USB 3.0	Nos	HP/Scandisk/EVM	1	
6	USB Keyboard Wired	Nos	HP K100/HP K120/ HP K160 /Dell KB216/ Dell L-100	1	
7	USB To LAN Card (10 to 1000Mbps)	Nos	Zebronic/ Porttronics/ Amazon Basics/ TP-Link/ Honeywell	1	
8	Antivirus Net Protector Complete Security Single user 1 yr. validity	Nos	Net Protector	1	
9	SSD 500 GB NVMe Internal SSD	Nos	Western Digital, Samsung, Seagate, EVM	1	
10	256 GB SSD-SATA	Nos	Western Digital, Samsung, Seagate, EVM	1	
11	VGA Cable (1.5 Meter Male/Male )	Nos	Zebronic/ dell/HP/ Amazon Basics	1	
12	HDMI Cable (4k Compatible) 1.5 Meter	Nos	Zebronic/ dell/HP/ Amazon Basics	1	
13	Network Switch 5 Port Gigabit Switch Non PoE	Nos	Lapcare, D-link, Frontech	1	
14	Media Convertor Simplex for single mode with SC connector (Single fibre core, Gb speed, support up to 20 km range) with 1 year warranty	Nos	D-Link , Commscope, Tp-link	1	
15	CAT 6 UTP Cable (305 Meter/Box)	Nos	dlink	1	
16	Fiber Patch Cord LC-LC Single Mode ( 1 METER) Simplex	Nos	D-Link , Commscope, Tplink	1	
17	Internet Router 300MBPS	Nos	TP-LINK	1	
18	RJ45 Connector (1 Box = 100 Nos)	BOX	D-Link	1	
19	CRIMPING TOOL for RJ45	Nos	iball, Dlink	1	
20	ISO PROPLY ALCHOL	Litres	ISO standard	1	
21	Media Converter Duplex Single mode with SC connector (Dual fibre, Gb Speed, Support up to 20 km range)	Nos	D-Link , Commscope, Tplink	1	

Sr. No.	Description	UOM	Make	Qty.	Rate Tax Excl.
22	Network Switch 8 Port Gigabit Non PoE	Nos	Lapcare, D-link, Frontech, Extreme, Cisco	1	
23	OFC Splicing Sleeve 70mm	Nos	ISO standard	1	
24	Thermal Printer Paper Roll Size 65 GSM 79mm X 35 Meters	Roll	Standard Quality	1	
25	Direct Thermal Labels - 100mm x 40mm. Each roll of 1000 lables	Roll	Standard Quality	1	
26	Toner Powder Q2612A-140 Gram Pack	PKT	Standard Quality	1	
27	88A Tonner Compatible	Nos	Zebronics, Abee, Lapcare	1	
28	EPSON LQ 310+ DMP Ribbon refill pack 13 mtr	Nos	AMI, Abee,	1	
29	Ribbon Cartridge EPSON LQ 590 II	Nos	AMI, Abee,	1	
30	Teflon Sleeve HP Laser Jet 1020	Nos	ISI Standard	1	
31	Teflon Sleeve Cream HP Laser Jet 1020	Nos	ISI Standard	1	
32	Pickup Roller HP Laser Jet 1020	Nos	ISI Standard	1	
33	Brother Drum Unit DR-B021	Nos	Brother Original	1	
34	Toner Cartridge Kyosera TK-1178	Nos	Compatible	1	
35	Toner Powder for Brother Toner TN-B021	Nos	ISI Standard	1	
36	Toner Powder for Kyocera TK-1178	Nos	Compatible	1	
37	RIBBON Cartridge EPSON LQ310+	Nos	AMI, Abee,	1	
38	RIBBON FOR PRINTRONIX LINE PRINTER P8000 HD	Nos		1	
39	925 Compatible Toner	Nos	AMI, Abee, Zebronics	1	
40	Toner Powder for 88A Tonner (100 gm)	Nos	ISI Standard	1	
41	EPSON Print Head LQ310	Nos	Epson Original	1	
42	EPSON LQ310 Ribbon Mask	Nos	ISI Standard	1	
43	Brother Toner Cartridge TN2365 for Brother DCP-2541DW	Nos	Brother Original	1	
44	Pressure Roller Cannon 6030	Nos	ISI Standard	1	
45	Teflon Sleeve Cannon 6030	Nos	ISI Standard	1	
46	Pickup Roller Cannon 6030	Nos	ISI Standard	1	
47	EPSON LQ590 Ribbon Mask	Nos	ISI Standard	1	
48	EPSON Print Head LQ590	Nos	Epson Original	1	
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Sr. No.	Description	UOM	Make	Qty.	Rate Tax Excl.
50	Teflon for HP 1007	Nos	ISI Standard	1	
51	PRESURE ROLLER HP 1020 CANNON 2900	Nos	ISI Standard	1	
52	Q2612A Tonner Compatible	Nos	AMI, Abee, Zebronics	1	
53	WD Spray 32 gram	Nos	WD	1	

SHRI SAIBABA SANSTHAN TRUST SHIRDI



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**At.Po- Shirdi, Tal- Rahata, MS – 423 109.**

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Tender Cost Rs: 6,000 (Rs. Six Thousand Only) and Earnest Money Deposit - Rs: 1,00,000 (Rs: One Lakh Only) For any queries, bidder can email on email id given above.

Online Tender Start Date: 18/04/2026 Tender Submission Last Date: 04/05/2026.

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

SHRI SAIBABA SANSTHAN TRUST