



**SHRI SAIBABA SANSTHAN TRUST SHIRDI
INFORMATION TECHNOLOGY DEPARTMENT**

Tender document

**Purchase of
Microsoft office 2019 and other Software**

**INFORMATION TECHNOLOGY DEPARTMENT
Shri Saibaba Sansthan Trust Shirdi
423109 MS
Website: www.sai.org.in email- it@sai.org.in**



DETAILED TENDER NOTICE

SHRI SAIBABA SANSTHAN TRUST, SHIRDI

INFORMATION TECHNOLOGY DEPARTMENT

Po.Shirdi, Tal-Rahata, Dist Ahmednagar.

Phone No. 02423-258953

Website: - www.sai.org.in

Tender for Supply of MS office 2019 and other Software

1.1 Online tenders are invited for the purchase of **MsOffice-2019 and other software as mentioned below**, from authorized dealers. The tender will be received in form of **e-tenders**. The tender document will be available as per time table given below on <https://mahatenders.gov.in> for downloading. The tender has view only access on the website of Sansthan. i.e. www.sai.org.in under Tender Menu

1.2 Details of Software.

Sr.No.	Description of Software	Part Code	Qty
01	VisioPro 2019 SNGL OLP NL	D87-07498	04
02	Ms Office Std 2019 SNGL OLP NL Chrty	021-10608	50
03	WinSvrCAL SNGL LicSAPk OLP NL Chrty UsrCAL	R18-00191	150

(Shri Saibaba Sansthan Trust is registered under Nonprofit organization of Microsoft and eligible to receive nonprofit discounts and donations from Microsoft)

1.3 Time Table for Online Tender Submission

Sr.No.	Tender Events	Date
1	Online Tender publish date	Dt. 04/11/2019 Time 11.00 Am
2	Online documents download/bid submission start date	Dt. 04/11/2019 Time 11.00 Am
3	Online documents download/bid submission end date	Dt. 15/11/2019 Time 17.00 PM
4	Online technical bid opening date	Dt. 18/11/2019 Time 11.00 am

1.4 Pre-Bid Meeting.

No pre bid meeting will be held. For any of the queries interested bidders would call 02423-258953 or mail the queries to it@sai.org.in

Validity Period:

The offer of the tender shall remain valid for acceptance for a minimum period of **90 days** from the date of opening of commercial bid.

2.0 Tender Cost and EMD:

- Earnest money Refundable Rs. 13,000/- Thirteen thousands only
- Tender Fee Non Refundable Rs. 2,600/- Two thousands six hundred only.
- EMD and Tender fees amount is to transferred online while uploading the tender on www.mahatenders.gov.in website.

Note:

- 1 The amount of earnest money will be refunded to all tenderer after issuing Work order.
- 2 Even though the tenderers meet the requirements, they are subject to disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.

3.0 Tendering Procedure

The tendering process will be online. Technical as well as commercial bid must submitted online. Firm qualifying technically will be liable for opening financial bid. The documents required for technical qualification are mention below.

3.1 Technical Qualification Documents

1. Firm Registration and PAN.
2. GST registration details.
3. Detail of Firm as per Annexure A.
4. Authorization letter from Microsoft.
5. Letter stating that Central / State Government or government corporation, statutory Institute, does not blacklist Firm/Company.

3.2 Commercial BID

The tenderer should quote his offer online in BOQ provided.
Rate should be inclusive of all taxes.

3.3 Acceptance of tender:

The commercial bid of technically qualified bidders shall only be opened online and lowest offer of the technically qualified bidder shall be accepted. The acceptance of tender may be communicated to the bidder by email or otherwise.

4. Terms and Conditions.

1. Eligible vendor must supply the Software as per Sansthan specification only.
2. The order should be completed within 15 days after receiving order.
3. Cost should be inclusive of all taxes.
4. Ordered software should deliver to SSST, Shirdi and registrated with Microsoft volume license in the name of Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi.

Security Deposit and Payments**5.1 Security Deposit:**

1. Security deposit – 3% amount of Order price.
2. Bidder should make payment of Security Deposit by Demand Draft in favor of Chief Executive Officer, Shri Saibaba Sansthan Trust Shirdi, or RTGS @3% of order price within 8 days of letter of intent.
3. Amount of Security Deposit will be refunded after three months of successful delivery of software.

5.2 Payment:

The Payment for supplied software will be released after delivery and submitting the product documents which ever applicable.

(Shri D. M. Muglikar, IAS)
Chief Executive Officer
Shri Saibaba Sansthan Trust Shirdi

SHRI SAIBABA SANSTHAN TRUST SHIRDI

Annexure A
Personal & Bank Details for RTGS

Sr No	Personal Detail	
1	Name of Firm/Agency	
2	Address in Detail	
3	Contact Person, Contact No	
4	Other contact numbers	
5	Email id agency and contact person	
6	Firm Registration Number	
7	PAN and GST NO	
8	Bank Details –	
	Name of Bank	
	City and Branch	
	Account Number	
	Account Type	
	IFSC CODE	
	MICR NO.	
	Signature of the agency	

Note:- Fill up the rates in BOQ provided online of Website <https://mahatenders.gov.in>

Annexure B

BOQ format

Sr. No	Description of Software	Qty	Rate (Inclusive of all taxes)	Amount
01	VisioPro 2019 SNGL OLP NL Microsoft Part code D87-07498	04		
02	Ms Office Std 2019 SNGL OLP NL Chrty Microsoft Part code : 021-10608	50		
03	WinSvr CAL SNGL LicSAPk OLP NL Chrty UsrCAL Microsoft Part code: R18-00191	150		

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