



SHRI SAIBABA SANSTHAN TRUST SHIRDI

Information Technology Department

Tender document for
Purchase of Desktops
(With dual display)

INFORMATION TECHNOLOGY DEPARTMENT
Po. Shirdi, Tal. Rahata, Dist. Ahmednagar.
Phone No. (02423)-258953
Website: - www.sai.org.in email- it.office@sai.org.in



DETAILED TENDER NOTICE

SHRI SAIBABA SANSTHAN TRUST INFORMATION TECHNOLOGY DEPARTMENT

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Purchase of Desktops with dual display

Online tenders are invited for the purchase of Desktops with dual display 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 under tender menu.

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

1.0 Time Table for online tender submission

Online Tender Publish Date	Dt.18/02/2022	Time- 11.00
Online Documents Download/Sales Start Date	Dt. 18/02/2022	Time- 11.00
Online Documents Download/Sales End Date	Dt.03/03/2022	Time- 17.00
Online Bid Submission Start Date	Dt. 18/02/2022	Time- 11.00
Online Pre Bid Meeting Date	Dt.23/02/2022	Time- 11.00
Queries Submission last Date	Dt.23/02/2022	Time- 17.00
Online Bid Submission End Date	Dt.03/03/2022	Time- 17.00
Online Technical Bid Opening Date	Dt.05/03/2022	Time- 11.00

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 02423-258953 or mail to it.office@sai.org.in before given time in above schedule.

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 desktops per SSST expectations.
- Provide product documentation, SOP, drivers and Installation training to SSST to maintain the desktop.

2.0 Tender Cost, Earnest Money Deposit & Security Deposit:

- a) **Tender Fees** : Rs: 4,500 (Four Thousands Five Hundred Only)
- b) **Earnest Money Deposit (EMD)**:Rs:75,000 (Seventy Five Thousands 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 SD amount will be refunded after warranty period of desktop.
- d) 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 www.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 converted into security deposit. If EMD amount is less than 3% amount of awarded cost, in this case supplier have to deposit the difference amount in given time. If Security Deposit amount is less than EMD amount then difference amount will be paid to L1 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 desktop.
2. Bidder should not be blacklisted by Central / State Government or Government Corporation or statutory Institute.

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)

1. Certificate of GST Registration and PAN.
2. Authorized partner/Dealer Documents/Letter from OEM.
3. Letter stating that the Firm/Company is not blacklisted by Central / State Government, Government Corporation, statutory Institute.
4. Desktops white papers/ Pamphlets/ Brochure along with model number and specification in comparison with requested model.
5. Letter on company/Firm letter head Stating that "Company/Firm have read all terms and conditions and agree with them"
6. 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 tenderer 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 (consolidated) among the opened bids 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 date of opening of the tenders.

3.4 Warranty Period.

1. Warranty period of desktop is 3 years onsite next business day.
2. Bidder should provide 24X7 online support within warranty period. And should help our representative to log the call with respective company/OEM.
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. Payments, Penalty and Security Deposit:

1. 95% of payment after supply, successful installation/configuration.
2. 5% of payment after inspection of all ordered desktop and approval of inspecting agency.
3. If Bidder/Supplier fails to deliver/install desktop within stipulated time, 0.5% of the bid amount will be deducted per week from EMD.
4. If successful bidder refuses to deliver the desktop or fails to deliver the desktop, EMD will be forfeited and bidder will be blacklisted for 3 years.
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 SD amount will be refunded after warranty period of desktop.
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 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.
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 desktop within 3 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 5 weeks from purchase order acceptance date.

2. Delivery of desktop to be done at IT Department, 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 desktop or fails to deliver the desktop, EMD will be forfeited and bidder will be blacklisted for 3 years.

(Bhagyashree Banayat, IAS.)

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 i5 Processor or higher (20 MB Cache, 2.9GHz to 4.6 GHz) RAM :1X8 GB (2666 MHz DDR4 Memory Upgradable to 32 GB or higher) Graphics : Integrated Intel Graphics Hard Drive :-480 GB SSD or higher Network : Integrated 10/100/1000 Ethernet Controller Display port : Two display ports (Dual Display) Display : 18.5" Monitor (with Minimum resolution of 1600X900) Qty. 02 Need dual monitors for each desktop to use in Counters. (Both the Monitor should run in clone mode) (HDMI/VGA cable for Extended Monitor should be min 2 meters) USB Ports: Min 6 USB (4 with USB 3.0 or above) Accessories: With required accessories, connecting cables and driver media, should be supplied Operating system: Windows 10 pro or higher Warranty :3 years Next Business Day Onsite Required cabinet FAN exhauster as these desktops will work in non AC environment.</p>	23

Annexure C
Compliance Sheet for technical Document

Srno.	Tender Requirement.	Document uploaded in Online Bid.
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 of Desktop. (Authorization letter from company)	
4	Desktop, Printer and peripherals 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)	

BOQ format

Sr.No.	Peripheral specification	Qty.	Rate Tax Exclusive	Amount Tax Exclusive
1	<p>Desktop (Make: HP, Lenovo, Dell) Form Factor: Tower Intel® 10th Generation i5 Processor or higher (20 MB Cache, 2.9GHz to 4.6 GHz) RAM :1X8 GB (2666 MHz DDR4 Memory Upgradable to 32 GB or higher) Graphics : Integrated Intel Graphics Hard Drive :- 480 GB SSD or higher Network : Integrated 10/100/1000 Ethernet Controller Display port : Two display ports (Dual Display) Display : 18.5" Monitor (with Minimum resolution of 1600X900) Qty. 02 Need dual monitors for each desktop to use in Counters. (Both the Monitor should run in clone mode) (HDMI/VGA cable for Extended Monitor should be min 2 meters) USB Ports: Min 6 USB (4 with USB 3.0 or above) Accessories: With required accessories, connecting cables and driver media, should be supplied Operating system: Windows 10 pro or higher Warranty :3 years Next Business Day Onsite Required cabinet FAN exhauster as these desktops will work in non AC environment.</p>	23		

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.

Information Technology Department,
ShriSaibaba SansthanTrust,Shirdi
Date:



SHRI SAIBABA SANSTHAN TRUST, SHIRDI.
At.Po.- Shirdi, Tal.- Rahata, Dist.- Ahmednager – 423109.
Phone No. (02423) 258953
(Website-www.sai.org.in email: it@sai.org.in)

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- Tender Cost - Rs: 4,500 (Four Thousands Five Hundred Only)
- Earnest Money Deposit - Rs: 75,000 (Seventy Five Thousand Only)

1. Tender documents will be available on www.mahatenders.gov.in and www.sai.org.in(read only)

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Pre-bid meeting will be conducted online instead of in-person meeting at Shirdi. Bidders willing to attend meeting should drop a email to following email address.

For any queries, bidder can call 02423-258953 or mail to it.office@sai.org.in before given time in above schedule.

2. The details of Technical documents to be submitted online mentioned in the Tender documents. All such documents should be scanned and uploaded along with the e-tender.
3. Shri Saibaba Sansthan Trust, Shirdi reserves the right to reject any or all Tenders without assigning any reason thereof.

Chief Executive Officer,
ShriSaibaba SansthanTrust, Shirdi