



## **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. Ahmednagar.**

**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)**



## DETAILED TENDER NOTICE

**SHREE SAIBABA SANSTHAN TRUST, SHIRDI  
INFORMATION TECHNOLOGY DEPARTMENT**

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

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

Online tenders are invited for **Annual Rate Contract for Spares and Consumable of Computer, Printer, UPS & Network Equipment** from authorized dealers/suppliers. The tender details will be available on <https://mahatenders.gov.in> for downloading & the tender has view only access on the Sansthan's website of [www.sai.org.in](http://www.sai.org.in) under tender menu.

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

Online Tender Publish Date	Dt. 18/10/2024	Time- 11.00
Online Documents Download/Sales Start Date	Dt. 18/10/2024	Time- 11.00
Online Documents Download/Sales End Date	Dt. 07/11/2024	Time- 17.00
Online Technical Bid Opening Date	Dt. 11/11/2024	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.

#### **1.1 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 probable Spares and Consumable Items to be procure during contract are given in Annexure B.
- There may be increase or decrease in quantity of items to be procured.

#### **2.0 Tender Cost, Earnest Money Deposit:**

- a) **Tender Fees:** Rs: 2,000 (Rs. Two Thousand Only)
- b) **Earnest Money Deposit (EMD):** Rs: 15,000 (Rs. Fifteen Thousand Only)
- c) No interest will be paid on the EMD and Security Deposit.

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

### **3.0 TENDERING PROCEDURE:**

#### **Qualification Criteria:**

1. Bidder should not be blacklisted by Central / State Government or Government Corporation or Statutory Institute.
2. Bidder should have experience of minimum five (5) years in supply & service in IT sector.

#### **3.1 Technical Bid:**

Technical BID must be submitted 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. Firm registration document.
2. Certificate of GST Registration and PAN.
3. Letter stating that the "Firm is not blacklisted by Central / State Government, Government Corporation, Statutory Institute".
4. Letter on firm letter head Stating that Firm have read all terms and conditions and agree with them".
5. Undertaking on firm letter head regarding experience of supply and service in IT Sector.
6. Duly filled Annexure A.

#### **3.2 Commercial Bid:**

- ❖ Rates of all items should be Inclusive 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.
- ❖ BoQ Format attached herewith as Annexure C for reference.

#### **3.3 Acceptance of Tender:**

1. The commercial bid of technically qualified bidders shall only be opened online 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.

#### **3.4 Warranty Period:**

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

#### **4. 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 refunded after contract period.
3. If successful bidder refuses to deliver material or fails to deliver the material, EMD/Security Deposit will be forfeited and bidder will be blacklisted for 3 years.
4. SSST GST number as well as supplier GST number must be mentioned on invoices.
5. Successful bidder must pay GST amount against invoice submitted to SSST, it should have reflected on GST Portal, otherwise SSST will not proceed invoice for Payment.

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

1. The decision of Board of Management/Chief Executive Officer, Shree Saibaba Sansthan Trust, Shirdi will be final and binding in case of any dispute between Trust and the bidder.

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. Shree Saibaba Sansthan Trust reserves the rights to Accept / Reject Partial / Full Tender.
4. Supply of material must be as per expectation. In case material received is not as per specification or of expected quality, supplier have to replace the same within 7 days.
5. If supplier fails to replace material as above, 0.5% amount of the faulty material will be deducted per week from Security Deposit.

**6. Delivery Schedule**

1. Supplier 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 supplier's responsibility.
4. If supplier fails to deliver material within 15 days, 0.5% amount of the non-delivered material will be deducted per week from Security Deposit.

**Chief Executive Officer,**  
Shree 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 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 procured during the next year (contract period)**

Sn	Description of Items	Make	UoM	Estimated Qty.
1	SSD 500 GB	Samsung, WD, Kingston	Nos.	20
2	Antivirus Net Protector Total Security Single User 1 year validity	Net protector	Nos.	70
3	Computer CMOS battery	Sony, Samsung	Nos.	50
4	USB Mouse	Logitech, i-ball, Dell, HP	Nos.	150
5	USB Keyboard	Logitech, i-ball, Dell, HP	Nos.	150
6	Pen Drive 64 GB Metal body	HP, Sony, Kingston	Nos.	27
7	VGA Cable	ISI Mark	Nos.	20
8	Dell 380 OptiPlex Power Adapter –Dell	Dell	Nos.	2
9	Dell 130.0W-Ac Adapter-Dell	Dell	Nos.	2
10	CPU Cooling Paste	ISI Mark	Nos.	20
11	HDMI Cable (4k Compatible)	ISI Mark	Nos.	15
12	Epson LQ-590-II Ribbon Cartridge	Epson Original	Nos.	300
13	Epson LQ 310 Ribbon Cartridge	Epson Original	Nos.	300
14	Epson LQ 310+ Ribbon Refill Pack 13 Meter	AMI/Abbee	Nos.	400
15	WD Spray 32 gram	WD	Nos.	50
16	Q2612A Compatible Toner	Zebronics, AMI	Nos.	1200
17	88 A Compatible Toner	Zebronics, AMI	Nos.	150
18	Brother Toner TN-2365	Brother	Nos.	5
19	Brother Toner TN-2365 Drum Unit	Brother	Nos.	3
20	HP Laser Jet 1020/3050/3015/1018/3392 Teflon sleeve	ISI mark	Nos.	50
21	Teflon sleeve cream	ISI mark	Nos.	50
22	Q2612A Toner Powder 140 Gram	Q Cartridge, Kepple, Toner	Nos.	200
23	88A Toner Powder 100 Gram	Q Cartridge, Kepple, Toner	Nos.	100
24	88A Toner Drum	ISI Mark	Nos.	50
25	HP LASER JET 1020/3050/3015/1018/3392 Q2612 A, 78A, 88A, 16A, 36A Toner Refilling And Reconditioning with 140 gram powder in Q2612A and 80 Gram in 88A/36A. Empty Toner will be provided by Trust.	Toner Powder should be Q Cartridge, Kepple, Toner make of 140 gram Pouch/ Bottle	Nos.	1200
26	Ribbon for Printronix P8000 HD Printer	Printronix Original	Nos.	26
27	HP Laser jet HP P1007 Teflon Sleeve	ISI Mark	Nos.	10
28	Cat6 Cable Box 305 Meter Box	D-link, Finolex	Nos.	5
29	Switch 5 Port	D-link, TP-LINK, Net gear	Nos.	30

Sn	Description of Items	Make	UoM	Estimated Qty.
30	Switch 8 Port	D-Link, TP-Link, Netgear	Nos.	20
31	RJ 45 Original 1 box = 100 Units	D-Link	Nos.	6
32	ISO propyl Alcohol (1000ml)	ISI Mark	Nos.	1
33	Duplex Media converter for fast Ethernet over single mode with SC connector (Dual fibre, Gb Speed,) With 1 year warranty	D-Link, Tp-Link,	Nos.	10
34	Simplex Media converter for fast Ethernet over single mode with SC connector (Single fibre, Gb Speed,) With 1 year warranty	D-Link, Tp-Link,	Nos.	10
35	Crimping tool Hydraulic for Cat 6 and Telephone	D-Link, i-ball, Baton	Nos.	2
36	OFC Splicing Sleeve 70mm	Optivision, ISI Mark	Nos.	100
37	OFC Patch Cord, Single Mode, Simplex 1 Meter	D-Link, Finolex, Netgear	Nos.	20
38	12 Volt 07 AH SMF battery	Amaron Quanta, Exide	Nos.	50
39	12 Volt 18 AH SMF battery	Amaron Quanta, Exide	Nos.	20
40	12 Volt 42 AH SMF battery	Amaron Quanta, Exide	Nos.	25

**Annexure-C  
BoQ Format**

Sr. No.	Description of Items	Make	UoM	Qty.	Rate (Excl. Tax)
1	SSD 500 GB	Samsung, WD, Kingston	Nos.	1	
2	Antivirus Net Protector Total Security Single User 1 year validity	Net protector	Nos.	1	
3	Computer CMOS battery	Sony, Samsung	Nos.	1	
4	USB Mouse	Logitech, i-ball, Dell, HP	Nos.	1	
5	USB Keyboard	Logitech, i-ball, Dell, HP	Nos.	1	
6	Pen Drive 64 GB Metal body	HP, Sony, Kingston	Nos.	1	
7	VGA Cable	ISI Mark	Nos.	1	
8	Dell 380 OptiPlex Power Adapter –Dell	Dell	Nos.	1	
9	Dell 130.0W-Ac Adapter-Dell	Dell	Nos.	1	
10	CPU Cooling Paste	ISI Mark	Nos.	1	
11	HDMI Cable (4k Compatible)	ISI Mark	Nos.	1	
12	Epson LQ-590-II Ribbon Cartridge	Epson Original	Nos.	1	
13	Epson LQ 310 Ribbon Cartridge	Epson Original	Nos.	1	
14	Epson LQ 310+ Ribbon Refill Pack 13 Meter	AMI/Abbee	Nos.	1	
15	WD Spray 32 gram	WD	Nos.	1	
16	Q2612A Compatible Toner	Zebronics, AMI	Nos.	1	
17	88 A Compatible Toner	Zebronics, AMI	Nos.	1	
18	Brother Toner TN-2365	Brother	Nos.	1	
19	Brother Toner TN-2365 Drum Unit	Brother	Nos.	1	
20	HP Laser Jet 1020/3050/3015/1018/3392 Teflon sleeve	ISI mark	Nos.	1	
21	Teflon sleeve cream	ISI mark	Nos.	1	
22	Q2612A Toner Powder 140 Gram	Q Cartridge, Kepple, Toner	Nos.	1	
23	88A Toner Powder 100 Gram	Q Cartridge, Kepple, Toner	Nos.	1	
24	88A Toner Drum	ISI Mark	Nos.	1	
25	HP LASER JET 1020/3050/3015/1018/3392 Q2612 A, 78A, 88A, 16A, 36A Toner Refilling And Reconditioning with 140 gram powder in Q2612A and 80 Gram in 88A/36A. Empty Toner will be provided by Trust.	Tonner Powder should be Qcartridge, Kepple, Toner make 140 gram Pouch/ Bottle.	Nos.	1	
26	Ribbon for Printronix P8000 HD Printer	Printronix Original	Nos.	1	



Sr. No.	Description of Items	Make	UoM	Qty.	Rate (Excl. Tax)
27	HP Laser jet HP P1007 Teflon Sleeve	ISI Mark	Nos.	1	
28	Cat6 Cable Box 305 Meter Box	D-Link, Finolex	Nos.	1	
29	Switch 5 Port	D-Link, TP-Link, Net gear	Nos.	1	
30	Switch 8 Port	D-Link, TP-Link, Net gear	Nos.	1	
31	RJ 45 Original 1 box = 100 Units	D-Link	Nos.	1	
32	ISO propyl Alcohol (1000ml)	ISI Mark	Nos.	1	
33	Duplex Media converter for fast Ethernet over single mode with SC connector (Dual fibre, Gb Speed,) With 1 year warranty	D-Link, TP-Link,	Nos.	1	
34	Simplex Media converter for fast Ethernet over single mode with SC connector (Single fibre, Gb Speed,) With 1 year warranty	D-Link, TP-Link,	Nos.	1	
35	Crimping tool Hydraulic for Cat 6 and Telephone	D-Link, i-ball, Baton	Nos.	1	
36	OFC Splicing Sleeve 70mm	ISI Mark	Nos.	1	
37	OFC Patch Cord, Single Mode, Simplex 1 Meter	D-Link, Finolex, Net gear	Nos.	1	
38	12 Volt 07 AH SMF battery	Amaron Quanta, Exide	Nos.	1	
39	12 Volt 18 AH SMF battery	Amaron Quanta, Exide	Nos.	1	
40	12 Volt 42 AH SMF battery	Amaron Quanta, Exide	Nos.	1	



**SHREE SAIBABA SANSTHAN TRUST, SHIRDI.**

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

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))

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Tender Cost Rs: 2,000 (Rs. Two Thousand Only) and Earnest Money Deposit - Rs: 15,000 (Rs. Fifteen Thousand Only) For any queries, bidder can email given above.

Online Tender Start Date: /10/2024

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

SHRI SAIBABA SANSTHAN