



## **SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

**Information Technology Department**

Quotation document for  
**ANNUAL RATE CONTRACT FOR SPARES AND CONSUMABLE OF  
COMPUTER, PRINTER, UPS, NETWORKING.**

**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 QUOTATION NOTICE

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INFORMATION TECHNOLOGY DEPARTMENT**

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

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### **Annual rate contract for Spares and Consumable of Computer, Printer, UPS & Network.**

Sealed Quotations are invited for **Annual Rate Contract for Spares and Consumable of Computer, Printer, UPS & Network** from authorized dealers. The Quotation details will be available on the website of Sansthan [www.sai.org.in](http://www.sai.org.in) under tender menu.

#### **1.0 Quotation submission.**

**Last date of submission of Quotation:** 16 -Dec-2022 To 24 Dec-2022.

##### **Note -**

Quotation must be submitted in sealed envelope along with Technical Documents mentioned in quotation document as **"Quotation for Annual rate contract for Spares and Consumable of Computer, Printer, UPS & Network"** on following address –

##### **Chief Executive Officer**

Shri Saibaba Sansthan Trust, Shirdi  
Po. Shirdi, Tal. Rahat, Dist. Ahmednagar  
MS, Pin – 423 109.

For any of the technical queries; interested bidder can call 02423-258953 or mail the queries to [it.office@sai.org.in](mailto:it.office@sai.org.in)

##### **Validity Period:**

The offer of the bidder shall remain valid for 120 days from the date of opening of quotation.

#### **2.0 Earnest Money Deposit & Security Deposit:**

- Earnest Money Deposit (EMD):** Rs: 4,500 (Four Thousands Five hundred Only)
- Security Deposit (SD):** Successful bidder has to deposit **3%** amount of awarded cost as security deposit within 15 days from acceptance of work order. This SD amount will be refunded after tenure.
- No interest will be paid on the EMD and Security Deposit.
- EMD should be submitted in the form of Demand Draft in favor of "Chief Executive Officer, Shri Saibaba Sansthan Shirdi" Payable at Shirdi

##### **Note:**

- The amount of EMD will be refunded back to all bidders (except L1 bidder) after issuing work order to L1 bidder.
- L1 bidder's EMD amount will be refunded after receiving Security Deposit.

##### **Scope of Work:**

As this is Annual Rate Contract successful bidder have to supply material time to time as per requirement and accepted rate for the contract period (work period) mention in the work order.

### 3.0 QUOTE PROCEDURE.

#### 3.1 Technical Bid

Xerox copy of following documents must be enclosed as Technical-bid.

1. Certificate of GST Registration and PAN.
2. Letter stating that the Firm/Company is not blacklisted by Central / State Government, Government Corporation, Statutory Institute.
3. Letter on Company/Firm letter head Stating that "Company/Firm have read all terms and conditions and agree with them"

#### 3.2 Commercial Bid

- ❖ Rates 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 rates in BOQ format (Annexure 'B') given below.

#### 3.3 Warranty Period:

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

#### 4.0 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. Amount of security deposit will be deducted from bill payment, if bidder fails to deposit Security Deposit.
4. 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.
5. SSST GST number as well as supplier GST number must be mentioned on invoices.
6. Successful bidder must pay GST amount against invoice submitted to SSST, it should 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, Shri 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 quotation documents carefully and understand the quotation contract conditions, specifications etc. before quoting. If there are any doubts, they should get clarifications in writing but this shall not be a justification for submission of late quotation or extension of submission date.
3. Shri Saibaba Sansthan Trust reserves the rights to accept / Reject Partial / Full quotation.
4. Supply of material must be as per expectation. In case material received is not as per specification or of expected quality bidder 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 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, 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 supplier fails to deliver material within 15 days, 0.5% amount of the non-delivered material will deducted per week from Security Deposit.

**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)**

<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

### BOQ Format

Rate must be Exclusive of Tax

S.N.	Description of Spare Part	Unit	Qty.	Rate
1	EPSON LQ-590-II Logic Board	Nos	1.00	
2	EPSON LQ-590-II Main Board	Nos	1.00	
3	EPSON LQ-590-II Tractor	Nos	1.00	
4	EPSON LQ 310+ Logic Board	Nos	1.00	
5	EPSON LQ 310+ Main Board	Nos	1.00	
6	EPSON LQ 310+ Ribbon Cake 13 Meter	Nos	1.00	
7	WD spray 32 gram	Nos	1.00	
8	Brother 2365 Reset Gear	Nos	1.00	
9	Refilling and reconditioning Brother Toner TN-2365 with Powder	Nos	1.00	
10	HP LaserJet 1020 Motherboard	Nos	1.00	
11	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 Tonner will be provided by Trust.	Nos	1.00	
12	D-link Switch 5 Port	Nos	1.00	
13	D-link Switch 8 Port	Nos	1.00	
14	D-link network Switch 24 Port	Nos	1.00	
15	D-link network Switch 48 Port	Nos	1.00	
16	OFC Joint encloser 4 holes for 32 cores	Nos	1.00	
17	Krone tool :- for Cat6 and Telephone	Nos	1.00	
18	Rack 6U fully loaded	Nos	1.00	
19	Rack 9U fully loaded	Nos	1.00	
20	Rack 12U fully loaded	Nos	1.00	
21	RJ 45 D-link Original 1 box = 100 Units	Nos	1.00	
22	LIU 16 Port Fully Loaded	Nos	1.00	
23	LIU 24 Port Fully Loaded	Nos	1.00	
24	I/o box with faceplate and back box	Nos	1.00	
25	USB LAN card iball/Baton	Nos	1.00	
26	Crimping tool (Hydraulic) for RJ45 and RJ11	Nos	1.00	
27	LAN tester iball, Baton	Nos	1.00	
28	Laprite 58 in 1 Aluminium Alloy Precision Magnetic Toolkit With 30 bits electronics repair Toolkit	Nos	1.00	
29	ISO propyl Alcohol (1000ml)	Nos	1.00	
30	Three hole Fibre Optic Stripper with 6" Handle	Nos	1.00	
31	Optic Fibre protective Sleeve for Splicing 70 mm	Nos	1.00	
32	Media converter for fast Ethernet over single mode with SC connector (Dual fibre, Gb Speed, Support up to 20 km range) With 1 year warranty Dlink, TPLink	Nos	1.00	

S.N.	Description of Spare Part	Unit	Qty.	Rate
33	Media Converter with SFP Slot Gigabit Ethernet 1x 10/100/1000Base-T RJ45 to 1x 1000Base-X With 1 year warranty Dlink, TPlink	Nos	1.00	
34	Media converter for single mode with SC connector (Single fibre core, Gb Speed, Support up to 20 km range) With 1 year warranty Dlink, TPlink	Nos	1.00	
35	Casing and Capping 20MM 2 meter Make Pressfit/MODIs	Nos	1.00	
36	Casing and Capping 25MM 2 meter Make Pressfit/MODIs	Nos	1.00	
37	Casing and Capping 30MM 2 meter Make Pressfit/MODIs	Nos	1.00	
38	Screw Box 1 inch of 100 units	Nos	1.00	
39	Screw Box 1.5 inch of 100 units	Nos	1.00	
40	Screw Box 2 inch of 100 units	Nos	1.00	
41	Rawal Plug Box of 100 units	Nos	1.00	
42	Wiring of Cat6/Power cable. Raw material like Casing Capping, Screw, Rawal Plug, cable will be provided by Sansthan. Labour work rate should be per running feet.	Nos	1.00	