



**TENDER DOCUMENT**  
**for**  
**Procurement, Installation and Implementation**  
**of**  
**Desktops, UPS, Printers**  
**and**  
**Software Licenses**  
**For**  
**Shri Saibaba Hospital (300 Bed Super specialty)**  
**And**  
**Shri Sainath Hospital (300 bed Charity)**  
**SHRI SAIBABA SANSTHAN TRUST (SSST), SHIRDI,**  
**DISTRICT AHMEDNAGAR,**  
**MAHARASHTRA, 423109 INDIA**

**Issued By**  
**The Chief Executive Officer,**  
**Shri Saibaba Sansthan Trust, Shirdi.**

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**1. ABBREVIATIONS**

SSST	Shri Saibaba Sansthan Trust, Shirdi
EMD	Earnest Money Deposit
RFP	Request For Proposal
MoU	Memorandum Of Understanding
PSU	Public Sector Undertaking
MNC	Multinational Corporation
SOW	Scope Of Work
HOSPITALS	Saibaba (Multispecialty) & Sainath (Charity) Hospital
HMIS	Hospital Management Information System
PACS	Pictures Archiving and Communication System
FMS	Facility Management Service
SLA	Service Level Agreement
MTTR	Mean Time To Resolve
BoQ	Bill of Quantity
PO	Purchase Order

## 2. Objective:

In order to overcome the management and administrative difficulties, SSST desires Procurement of Computer Hardware System to implement a HMIS and PACS System for Shri Saibaba and Shri Sainath Hospital.

## 3. Introduction

Shri Saibaba Sansthan Trust, Shirdi (SSST) is the Governing and Administrative body of Shri Saibaba's Samadhi Temple and all other Sansthan's 39 Departments, and devoted towards development of Shirdi village.

The project envisages implementation of a Shri Saibaba Hospital (Super Specialty) & Shri Sainath Hospital (Charity) of SSST have capacity of approx. 600 beds with all modern medical, surgical and investigative amenities.

The unique feature of the Hospitals is that it renders super speciality services & charity services through Modern Medicines.

## 4. Bid Document Notice

This bid Document is being Released By EDP Department Shri Saibaba Hospitals, and Published by the Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi for the Project "Procurement, Installation, Implementation of Desktops, UPS, Printers and Software Licenses".

Bidder agencies are advised to study this bid document carefully before submitting their bids in response to the Bid Notice. Submission of a bid in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Bidders should submit two cover (Technical and financial) e-tenders online on the website <http://www.mahatenders.gov.in>. The bids will be evaluated online only.

This bid document is not transferable.

## 5. Bid Invitation

Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi invites bidders to submit their technical bids and financial offers for the project of "Procurement, Installation and Implementation of Desktops, UPS, Printers and Software Licenses" in accordance with conditions and manner prescribed in this bid document.

### Tender Cost, Earnest Money Deposit :

- Earnest Money Deposit (EMD) : Rs : 1,50,000/- (One Lack Fifty Thousand Only)
- Tender Fee : Rs : 15,000/- (Fifteen Thousand Only)

## 6. Pre-qualification Criteria

### 6.1. Pre-qualification Criteria for the participating bidders are given below

Sr. No.	Qualification Criteria	Documentary Evidence
1.	The proposed Hardware should be compliant.	Proof of the Compliance or Client Letter (from appropriate authority) or Self Certification.
2.	The bidder should be a company registered under Indian Companies Act, 1956 OR a Partnership Firm registered under Indian Partnership Act, 1932 or Authorized Dealer.	Copy of Certificate of Registration/ Incorporation. / Shop Act License/ Authorized Dealer

3.	The Bidder should have an average annual turnover of at least INR 5 Crore from Computer Hardware & maintenance business over the last three financial years (i.e. 2019-20, 2020-21 and 2021-2022).	Certificate of Chartered Accountant for financial years (i.e. 2019-20, 2020-21, 2021-2022).
4.	Bidder should have valid documentary proof of GST Registration and PAN Registration	Copy of GST and PAN Registration Certificate/Number
5.	Bidders should not have been blacklisted by any Government / Private Organization	Self-Declaration Document on Paper as per “Annexure – A”
6.	The bidder should be a company’s authorized dealer/OEM/Trader.	Companies Authorized Dealer Letter.
7.	The OEM of the offered Computer Hardware should have their registered service center in INDIA.	Document Containing list of Service centers in India.
8.	Self-Affidavit	Letter Head with Authorize Person signature with stamp “Annexure – E”

**6.2.** The bidder should submit the information of Point of Contact Person on their Letter Head As per “Annexure – D”

## 7. TENDERING PROCEDURE

Online tenders are invited from eligible, reputed Computer Hardware Companies for Procurement, Installation, Implementation, Maintenance Desktops, UPS, Printers and Software Licenses for hospitals to be provisioned at SSST, Shirdi. The tender will be received in the form of e-tenders. The tender document will be available from Dt. 22/08/2022 to Dt. 05/09/2022 up to 5.00 pm. on <http://www.mahatenders.gov.in> for downloading. The tender has view access/weblink only on the website of SSST. i.e. [www.sai.org.in](http://www.sai.org.in) under Tender Menu.

### 7.1. Instructions to Bidders

Bidders are advised to study all instructions, forms, terms, requirements and other information in the bid document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. The response to this bid should be full and complete in all respects. Failure to furnish all/any information required by the bid document or submission of a bid may result in rejection of its bid.

**7.1.1.** The Bidder is responsible for all costs incurred in connection with participation in this process. Costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by SSST to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. SSST will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 7.2. Language of Bids

The bids and all correspondence and documents relating to the bids exchanged between the Vendor and the SSST, shall be written in the English language, provided that any printed literature furnished by the Vendor/bidder may be in any another language as long as the same is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

**7.3. Project Schedule -**

Sr. No.	Title	Particulars
1.	Online Tender Publish Date	Dt. 22/08/2022 Time- 10:00 am
2.	Online Documents Download/Sales Start Date	Dt. 22/08/2022 Time- 10:00 am
3.	Online Documents Download/Sales Close Date	Dt. 05/09/2022 Time- 05:00 pm
4.	Online Bid Submission Start Date	Dt. 22/08/2022 Time- 12:00 noon
5.	Online Bid Submission Close Date	Dt. 05/09/2022 Time- 05:00 pm
6.	Pre-Bid Meeting Date & Time	Dt. 25/08/2022 Time- 11:00 am
7.	Online Technical Bid Opening Date	Dt. 08/09/2022 Time- 11:00 am

**7.4. Cost Details -**

Sr. No.	Item	Cost Online Only
1.	Tender Form Fee (Non-Refundable)	As per clause no 5
2.	EMD - Earnest Money Deposit	As per clause no 5
3.	Details Online	<a href="http://www.mahatenders.gov.in">www.mahatenders.gov.in</a>

**7.5. PRE-BID TENDER MEETING**

**7.5.1.** Pre-bid meeting will be held on Dt. 25/08/2022 @ 11:00 am.

**7.5.2.** Venue –Shri Saibaba Sansthan Trust, Shirdi.

**7.5.3.** Interested bidders would attend the meeting personally in Shirdi for their queries.

**7.5.4.** SSST will host a Pre-bid Meeting for queries (if any) by the prospective bidders. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts / seek clarification or additional information, necessary for them to submit their bid.

**7.5.5.** All enquiries from the bidders relating to this bid must be submitted to the designated contact person of the EDP Department. The queries should necessarily be submitted in the following format as a Microsoft Word/Spreadsheet document:

Sr. No.	Tender Document (Section & Page No.)	Unclear Text	Clarification Required

**7.5.6.** Deadline for Submission of Pre-Bid Meeting Queries - Dt. 25/08/2022 till 05:00 pm. It should be submitted by hand or by E-mail on following Email ID. [hospital.edp@sai.org.in](mailto:hospital.edp@sai.org.in)

**7.5.7.** After deadline, submitted queries will not consider.

Queries submitted post specified deadline or which do not adhere to the specified format may not be responded. The responses to the queries (clarifications / corrigendum) shall be made available on the Government e-tender website [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

**7.5.8.** The intending bidders are requested to make it convenient to attend the pre-bid meeting and also visit the site so that there will be no communication gap and they are aware of the requirements of SSST.

**7.6. OPENING OF TECHNICAL BID**

**7.6.1.** Technical bids will be probably opened on Dt. 08/09/2022 @ 11:00 am or any convenient date thereafter

**7.6.2.** Venue –Shri Saibaba Sansthan Trust, Shirdi.

**7.6.3.** Technical bid must be submitted / uploaded online on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) before the scheduled date and time.

(NOTE: - Technical Bid must be submitted online only)

#### **7.6.4. Opening of Technical Bid**

- 7.6.4.1. SSST shall open the Technical Bids online.
- 7.6.4.2. All the bids shall be opened one at a time, reading out the name of the Bidder, the presence of prequalifying documents and EMD & Tender Fee, and any other details as SSST may consider appropriate.
- 7.6.4.3. SSST shall prepare a record of the Technical bid opening that shall include, at a minimum: the name of the Bidder and the presence or absence of prequalifying documents, EMD & Tender Fee.
- 7.6.4.4. Once the Technical bids are opened each bid will be checked for pre-qualification criteria.
- 7.6.4.5. The technical bids fulfilling all the criteria and accompanied by all the requisite documents shall be declared qualified for commercial bids.

#### **7.7. COMMERCIAL BID**

- 7.7.1. The Bidder should quote his offer online in BOQ provided. The bid should have validity of 120 days submission of bids.
- 7.7.2. Rates should be quoted excluding taxes.
- 7.7.3. Taxes applicable should be mentioned separately.
- 7.7.4. The bidders quoting lowest commercial bid shall be declared as successful bidder and **Purchase Order** will be given to him.

#### **7.7.5. Opening of Commercial Bid**

- 7.7.5.1. The Commercial bids of Vendors, whose Technical Bids qualify, will be opened by SSST.
- 7.7.5.2. SSST shall simultaneously notify date, time and location of opening the Commercial Bid to bidders who have cleared the technical evaluation.
- 7.7.5.3. SSST shall prepare a record of the Commercial bid opening that shall include, at a minimum: the name of the Bidder.
- 7.7.5.4. The Bidder's representatives who are present shall be requested to sign the attendance sheet.
- 7.7.5.5. Commercial Bids from bidders who have failed to qualify in evaluation of the technical bid will not be opened.
- 7.7.5.6. Only bids that are opened and read out at the bid opening shall be considered further.
- 7.7.5.7. Only L1 Bidder shall be Awarded the PO (Purchase Order).

#### **7.8. Earnest Money Deposit (EMD) and Tender Fees**

- 7.8.1. Only online of Earnest Money Deposit (EMD) and Tender Fee as per CLAUSE no. 5 will be considered.
- 7.8.2. No interest shall be paid by SSST towards the deposited EMD.
- 7.8.3. Offers without Earnest Money Deposit (EMD) & Tender Fee will be rejected.
- 7.8.4. The earnest money of unsuccessful bidders will be returned on finalization of the tender. The Earnest Money Deposit of successful bidder will be returned on receipt of security deposit.
- 7.8.5. Bidders shall submit, along with their Bids, EMD amount, and it shall be paid in Online only.
- 7.8.6. The bidders shall pay the EMD and Tender Fees through online on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) website while 'Online Bid Submission' on specified date.
- 7.8.7. Only Online submission will be considered. Manually submission of the tender document will not be considered.
- 7.8.8. The EMD may be forfeited in any of the following cases:
  - 7.8.8.1. If a Bidder withdraws its bid or increases its quoted prices during the period of bid validity or its extended period, if any

- 7.8.8.2.** During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
- 7.8.8.3.** During the bid process, if any information is found wrong / manipulated / hidden in the bid.
- 7.8.9.** The decision of SSST regarding forfeiture of the EMD and rejection of bid shall be final and shall not be called upon question under any circumstances.

**7.9. FORMAT OF PRICE CHART**

Nos.	Item description	Quantity	Total Price without Taxes
1	Procurement, Installation and Implementation of Desktops, UPS, Printer and Software Licenses for Saibaba Sansthan Hospitals at Shri Saibaba Sansthan Trust, Shirdi. For 3 Yrs. Warranty	1	BOQ will be consider Online only on the website <a href="http://www.mahatenders.gov.in">www.mahatenders.gov.in</a>

Total Cost : BOQ will be consider Online only on the website [www.mahatenders.gov.in](http://www.mahatenders.gov.in)  
 Note: Separately taxes should be quoted

**Contact Information**

**E-mail: [hospital.edp@sai.org.in](mailto:hospital.edp@sai.org.in)**

**Phone No: 02423-258667 / 68 / 69**

Sr. No.	Peripheral specification	Qty.
01	<b>Desktop</b> – (Make: HP, Lenovo, Dell), Form Factor: Tower, Intel® i5 Processor 11th Generation, (16 MB Cache, 2.5 GHz to 4.9 GHz), RAM : 1X8 GB (3200 MHz DDR4 Memory Upgradable to 16 GB), Hard Drive :- 512 GB SSD, Network : Integrated 10/100/1000 Ethernet Controller, Display : 20" Monitor (with Minimum resolution of 1600X900), 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, (Shri Saibaba Sansthan Trust is eligible for Microsoft Charity License) <b>Windows License</b> – Windows 10 Pro Paper License win pro 10 SNGL OLP NL Ligation GetGenuine Part Code – FQC-09478	212
02	<b>UPS</b> - (Make APC, EMERSON) Standalone 700 VA 360W, Backup : Minimum 20 Minutes Warranty: 3 years on site	212
03	<b>Printer</b> – HP LaserJet 1020W/ Cannon LBP 2900 Warranty : 3 years on site	131



## **7.10. SCHEDULE FOR DELIVERY AND INSTALLATION**

- 7.10.1.** Successful bidder should supply the material within 3 Weeks from the purchase order acceptance date. Bidder should complete the Installation/configuration within 2 week from the material delivery date. In total, bidder can manage the delivery and installation in 5 weeks from purchase order acceptance date
- 7.10.2.** Delivery of material to be done at EDP Department, Shri Saibaba Hospital, Shri Saibaba Sansthan Trust, Shirdi on working day between 10 am to 6 pm.
- 7.10.3.** Transport, freight and other charges will be responsibility of supplier.
- 7.10.4.** If successful bidder refuses to deliver the allotted items or fails to deliver the material, EMD will be forfeited and bidder will be black listed for 3 Years.

**Note: Delivery Period will be START from the Date of Purchase Order Awarded**

## **7.11. REJECTION OF BIDS**

Canvassing by the bidders in any form, unsolicited letters and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected by SSST, Shirdi, SSST reserves the right to reject any or all of the bids without assigning any reason thereof.

## **7.12. INDEMNITY**

- 7.12.1.** The successful bidder shall at all times indemnify SSST towards any loss/damage caused or any claim raised against SSST by any party/third party consequent to the contract to supply the items. The successful bidder shall be liable, in accordance with the Indian Laws and Regulations for any accident or damage incurred or claims rise against SSST during the period of supply and installation of the items. The successful bidder shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful bidder on this account.

## **7.13. PENALTY CLAUSE**

- 7.13.1.** Time is the essence and the Bidder shall have to stick to the prescribed schedule. In case of late delivery of product or delay, Bidder shall be liable to pay penalty @ 0.5% of the undelivered and / or uninstalled parts per week thereof, up to a maximum amount of 5% of order value, after which the order is liable to be cancelled.

## **7.14. RIGHTS TO TERMINATE THE PROCESS**

- 7.14.1.** SSST may terminate the bid process at any time and without assigning any reason. SSST makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 7.14.2.** This bid document does not constitute an offer by SSST. The Bidder's participation in this process may result in SSST selecting the Bidder to engage in further discussions and negotiations towards execution of a contract. The commencement of such negotiations does not, however, signify a commitment by SSST to execute a contract or to continue negotiations. SSST may terminate negotiations at any time without assigning any reason.

## **7.15. SUBMISSIONS OF BIDS**

- 7.15.1.** Complete bidding process will be online. All the notification and details related to this bid notice hereafter will be published online on web site [www.mahatenders.gov.in](http://www.mahatenders.gov.in) and viewable access/weblink can be have on SSST's official website – [www.sai.org.in](http://www.sai.org.in)
- 7.15.2.** Bidding documents can be seen, downloaded and submitted in electronic format on the Government website [www.mahatenders.gov.in](http://www.mahatenders.gov.in). The deadline for submission of bid is specified in a section of Project Schedule (7.3) of this document.

- 7.15.3. Online Bids must be accompanied with scanned copies of Pre-Qualifying Documents, the EMD & Tender Fee.
- 7.15.4. The Physical form of the Demand Draft submitted will be rejected. Only EMD and Tender fee online will be accepted.
- 7.15.5. Technical bids will be opened online on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) website. The details pertaining to time, date and place can be found in section Project Schedule (7.3) of this document.
- 7.15.6. Bidder may be requested to submit original documents for verification during evaluation of technical bids as and when required.
- 7.15.7. Time and date of opening of Commercial bid will be informed by email to technically qualified bidders.
- 7.15.8. The SSST reserves the right to accept/reject any deviation in the Bid by Vendor.
- 7.15.9. The submitted Bid will not be returned to the Vendor after the whatsoever decision is made.
- 7.15.10. The Bid terms and conditions must be clearly typed or legibly written and have the full name and address of the Vendor. Each and every page shall have the signature and seal of the authorized representative of Vendor.
- 7.15.11. A copy of GST registration certificate duly attested.
- 7.15.12. All responses that are received after the due date/time will be treated as invalid and would not be accepted.
- 7.15.13. Technical Bid Should be submitted online on website [www.mahatenders.gov.in](http://www.mahatenders.gov.in) Online Document will be considered only.
- 7.15.14. Financial Bid must be submitted online only on website [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

## **8. Force D' Majeure**

- 8.1.1. The Vendor shall not be liable for forfeiture of its performance security, liquidated damage or termination for default; if and to the extent that it's delays in performance or other failure to perform its obligations under the SOW is the result of an event of Force D' Majeure. For the purpose of this clause "Force D' Majeure" means an event beyond the control of the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such events shall mean and limited to, war or revolution, riot, earthquake, fires, floods, epidemic, quarantine restrictions, freight embargo and terrorist attack, strike or lock-out (only those exceeding 10 continuous days) If a "Force D' Majeure" situation arises, the Vendor shall promptly notify SSST in writing of such condition and the clause thereof Vendor shall notify SSST by registered letter duly certified by Local Chamber of Commerce of Statuary Authorities, the beginning and end of the above causes of delay within 7 (seven) days for occurrence and cessation of such conditions, in the event of delay lasting over one month, if arising of causes of Force D' majeure, SSST reserves the right to cancel the order and the provisions/articles governing termination of order shall apply. Unless otherwise directed by the SSST in writing the Vendor shall continue to perform their obligations under the SOW as far as reasonably practical, and shall adopt all reasonable alternative means for performance not prevented by "Force D' Majeure" clause. For delays arising out of Force D' majeure, the Vendor shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of force D' majeure and neither SSST nor the seller shall be liable to pay extra costs provided it is mutually established that Force D' majeure conditions did actually exist.

## **9. Payment Terms**

### **9.1. The SSST proposes the following payment terms:**

**9.1.1.** After successful delivery and installation of Desktop, UPS, Printer and Software Licenses etc. the payment system will be released.

**Note:** The word Installation implies installation of required OS in the Required Desktops.

**9.1.2.** 100% of payment will be released after successful installation.

### **9.2. Other Information related to Payment Terms:**

**9.2.1.** The currency of payments shall be Indian Rupees. The prices quoted by the Vendor shall be in Indian rupees, firm and not subject to any escalation if the order is placed within the validity period.

**9.2.2.** Arithmetical errors will be rectified on the following basis:

**9.2.2.1.** If there is discrepancy between words and figures, the lower of the two shall be treated as final. If the Vendor does not accept this procedure, the Bid will be rejected.

**9.2.2.2.** The Vendor will submit its quotations after carefully examining the documents/conditions.

**9.2.2.3.** The Vendor must obtain for itself on its own responsibility and at its own expenses all the information necessary to enable it to prepare a proper quotation, and submission of the same.

**9.2.3.** Any other Tax / Levies such as Sales Tax / Octroi / Entry Tax/ Trade Tax/ Service Tax, VAT, GST etc. which may be applicable and payable on actual basis wherever applicable at the place of delivery should be included in the financial Bid. In case any way-bill or road permit is to be obtained, the Vendor shall make necessary arrangements for obtaining/submitting the same and liaison with authorities as required

**9.2.4.** For indigenous goods the price should be on F.O.R. SSST, Shirdi basis inclusive of all levies and duties wherever applicable which should be indicated clearly as specified in proforma.

**9.2.5.** The testing of material which will be supplied will be done by Vendor in front of SSST Technical Team. After successful satisfaction of supplied material by SSST Technical Team payment will released.

## **10. Stamp Duty**

**10.1.** The stamp duty if applicable will be borne by the Vendor.

## **11. Security Deposit**

**11.1.** Security Deposit will be for an amount equivalent to 5% of the total contract value.

**11.2.** Security Deposit should be submitted by the winning Bidder within 10 days from the Date of Work Order OR it will be deducted from 1st Bill of Payment.

**11.3.** No interest shall be payable on the Security Deposit.

**11.4.** All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.

**11.5.** Security deposit will be refunded after successful installation, implementation and completion of as mentioned in the Technical Specification Chart.

## **12. General Conditions**

**12.1.** The successful bidder will be required to supply the items as per specifications given in the technical bid document and would have to install the same as per requirement of SSST.

**12.2.** The Bidder selected shall not sublet the deal to any other firm/agency. The items should be securely packed to withstand transportation and delivered in perfect condition.

**12.3.** The product shall be under warranty for a period of three years from the date of supply.

**12.4.** Bidder shall be responsible for arranging at its own cost all products/items and all services required for executing the supply and installation of Desktops, UPS, Printers and Software Licenses.

**12.5.** The actual procurement of the specified items may increase or decrease at the discretion of SSST.

**13. Warranty / Guarantee:**

**13.1.** The Vendor shall be responsible for the Operation and maintenance (O&M) support of the entire system during the warranty period mentioned in the Technical Specification Chart.

**13.2.** The Vendor will provide on site post implementation support.

**14. Scope of Work**

**14.1.** The scope of work includes of Supply and Installation of Desktop, UPS, Printer and Software Licenses along with providing technical support for three years.

**14.2.** The Vendor shall be responsible for installing Desktop, UPS, Printer and Software Licenses also provide proper support during the warranty period.

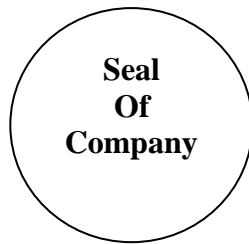
**(Bhagyashree Banayat, I.A.S.)  
Chief Executive Officer,  
Shri Saibaba Sansthan Trust, Shirdi**

**Annexure "A"**

I \_\_\_\_\_, Proprietor /Director of our Firm Premises at \_\_\_\_\_, hereby solemnly affirm and state on oath as follows:

That our Firm has not been Blacklisted by any Govt. Department or Organization or any other State.

Name of Proprietor:



**Signature**

\* **Note:** - This undertaking should be submitted on Vendor's Letter Head.

**Annexure “B”**

## LIST of Documents

<b>Sr. No.</b>	<b>Particular</b>	<b>Required Documents As</b>	<b>Yes/No</b>
1.	The proposed Hardware should be compliant.	Annexure “B”	
2.	The bidder should be a company registered under Indian Companies Act, 1956 OR a Partnership Firm registered under Indian Partnership Act, 1932 or Authorized Dealer.	Copy of Certificate of Registration/Incorporation. / Shop Act License/ Authorized Dealer	
3.	The Bidder should have an average annual turnover of at least INR 1 Crore from Computer Hardware & maintenance business over the last three financial years (i.e. 2019-20, 2020-21, 2021-2022).	Certificate of Chartered Accountant for financial years (i.e. 2019-20, 2020-21, 2021-2022).	
4.	Bidder should have valid documentary proof of GST Registration and PAN Registration	Copy of GST and PAN Registration Certificate/Number	
5.	Bidders should not have been blacklisted by any Government / Private Organization	Self-Declaration Document on Paper as per “Annexure – A”	
6.	The bidder should be a company’s authorized dealer/OEM/trader.	Companies Authorized Dealer Letter.	
7.	The OEM of the offered Computer Hardware should have their registered service center in INDIA.	Document Containing list of Service centers in India.	

**Seal Of company**

**Signature Authority**

**Annexure “C”****Technical Specifications****DESKTOPS, PRINTERS AND UPS**

<b>Sr. No.</b>	<b>Peripheral specification</b>	<b>Compliance (Y/N)</b>
<b>01</b>	<p><b>Desktop</b> – (Make: HP, Lenovo, Dell),  Form Factor: Tower, Intel® i5 Processor 11th Generation, (16 MB Cache, 2.5 GHz to 4.9 GHz),  RAM : 1X8 GB (3200 MHz DDR4 Memory Upgradable to 16 GB),  Hard Drive :- 512 GB SSD,  Network : Integrated 10/100/1000 Ethernet Controller,  Display : 20" Monitor (with Minimum resolution of 1600X900),  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, On site, (Shri Saibaba Sansthan Trust is eligible for Microsoft Charity License)  <b>Windows License</b> – Windows 10 Pro Paper License win pro 10 SNGL OLP NL Licalization GetGenuine Part Code – FQC-09478</p>	
<b>02</b>	<p><b>UPS</b> - (Make APC, EMERSON)  Standalone 700 VA 360W,  Backup : Minimum 20 Minutes  Warranty: 3 years on site</p>	
<b>03</b>	<p><b>Printer</b> – HP LaserJet 1020W/ Cannon LBP 2900  Warranty : 3 years On site</p>	

**Annexure "D"**  
**Information of Contact Person**

Full Name of Authorized Person: –	<hr/> <hr/>
Designation: –	<hr/> <hr/>
Company Name: –	<hr/> <hr/> <hr/>
Address: –	<hr/> <hr/> <hr/> <hr/>
Email Id: –	<hr/> <hr/>
Contact No: –	<hr/> <hr/>

Seal Of company

Signature Authority



# Annexure "E"

## Self-Affidavit

DATE:        /        /2022

**TO,**  
**THE CHIEF EXECUTIVE OFFICER,**  
**SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**  
**AT PO. SHIRDI - 423 109**  
**TAL - RAHATA,**  
**DIST. AHMEDNAGAR.**

- 1) In response to your E-Tender we are submitting our Tender for supply of Desktops, UPS, Printers and Software's Licenses on the Website. I / We hereby declare that our firm has not been found guilty of malpractice / misconduct / black listed / debarred either by IT Dept., Govt. of Maharashtra or by any local authority and other State Govt. / Central Govt. Organisation in past three years for the quoted items in the Tender. We further confirm that we have quoted for Hardware material items of reputed brands with name of the manufacturing firms.
- 2) We are not supplying this Desktops, UPS, Printers and Software's Licenses to any other Institution / Organization in India below than the rates quoted in this Tender.
- 3) If rates quoted are more than the rates already given to any other Institutes / Organizations in India, then reason for this is as below.
  - a) .....
  - b) .....
  - c) .....

Signature & Stamp of Tenderer

Date -

(Tenderer will have to upload self-affidavit on their Letter Head with Authorise Person signature and stamp.)

## BOQ Format

Sr. No.	Peripheral specification	Qty.	Rate Per Qty. Tax Exclusive	Total Amount Tax Exclusive
01	<p><b>Desktop</b> – (Make: HP, Lenovo, Dell), Form Factor: Tower, Intel® i5 Processor 11th Generation, (16 MB Cache, 2.5 GHz to 4.9 GHz), RAM : 1X8 GB (3200 MHz DDR4 Memory Upgradable to 16 GB), Hard Drive :- 512 GB SSD, Network : Integrated 10/100/1000 Ethernet Controller, Display : 20" Monitor (with Minimum resolution of 1600X900), 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 On site, (Shri Saibaba Sansthan Trust is eligible for Microsoft Charity License) <b>Windows License</b> – Windows 10 Pro Paper License win pro 10 SNGL OLP NL Ligation GetGenuine Part Code – FQC-09478</p>	212		
02	<p><b>UPS</b> - (Make APC, EMERSON) Standalone 700 VA 360W, Backup : Minimum 20 Minutes Warranty: 3 years on site</p>	212		
03	<p><b>Printer</b> – HP LaserJet 1020W/ Cannon LBP 2900 Warranty : 3 years On site</p>	131		

**Note:-**

1. Fill-up the Rates in BOQ provided online of Website [www.mahatenders.gov.in](http://www.mahatenders.gov.in)
2. Technical and Commercial Bid to be submitted online only. No physical Bid will be accepted.

**Approved**

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