

TENDER DOCUMENT FOR PURCHASING OF DESKTOPS AND MONITORS  
(Tender No: VJTI/IT Infra/2022/Tender/01)

**Veermata Jijabai Technological Institute**  
H R Mahajani Marg, Matunga, Mumbai – 400019

TENDER DOCUMENT  
FOR

**PURCHASING OF DESKTOPS AND MONITORS**  
(Tender No: VJTI/IT Infra/2022/Tender/01)

Tender document can be downloaded from **11.02.2022 to 24.02.2022** VJTI Website [www.vjti.ac.in](http://www.vjti.ac.in)  
No editing/addition/deletion of matter (in tender document) is permitted. If such action is observed at any stage, such tenders are liable for rejection outright and the decision of the Institute shall be final and binding for all the tenderers.

Director

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**IMPORTANT POINTS**

<b>SN</b>		
<b>1</b>	<b>Downloading &amp; submission of Tender Document</b>	<b>From 11.02.2022 to 24.02.2022 5:00 PM</b>
<b>2</b>	<b>Tender Document Cost (Rs.4800/- + 864(18% GST)= Rs.5664) Earnest Money Deposit (EMD) (Rs 80,000/-)</b>	<b>Tender processing fees and Earnest Money Deposit (Total Rs 85,664/-) should be deposited on-line through STATE BANK COLLECT procedure.</b>
<b>3</b>	<b>Pre-Bid Meeting</b>	<b>16.02.2022 11:00 AM at CCF1</b>
<b>4</b>	<b>Last date &amp; time for submission of Tender</b>	<b>24.02.2022 5:00 PM</b>
<b>Note:</b> No Tender Document will be accepted after the last date of submission & time specified in this Tender document, Tender to be submitted to the inward section of VJTI, Mumbai. No queries shall be entertained after the pre-bid meeting.		

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**SECTION 1**

**CHECKLIST OF THE DOCUMENTS TO BE ATTACHED**

Sr. No.	Document and Envelope list	Whether enclosed (Yes/No)
<b>1.</b>	<b>One big single envelope super-scribing “Bid for PURCHASING OF DESKTOPS AND MONITORS containing</b>	
	<b>a</b> Envelope 1 super-scribing “Tender processing fees & EMD”	
	<b>b</b> Envelope 2 super-scribing “Technical Bid”	
	<b>c</b> Envelope 3 super-scribing “Financial Bid”	
<b>2.</b>	<b>Envelope 1 super-scribing “Tender processing fees and EMD”</b>	
	<b>a</b> Payment receipt of Rs. 85,664/- against tender document processing cost and EMD paid on-line through STATE BANK COLLECT procedure.	
<b>3.</b>	<b>Envelope 2 super-scribing “Technical Bid”</b>	
	<b>a</b> Letter of authorization from the manufacturer/parent company (In case of authorized dealer).	
	<b>b</b> List of clients/customers whom the support (Laptop repair and maintenance) is provided in last 2 years with details of support, with contact number of representative of Client.	
	<b>c</b> List of Documentary evidence for experience in support and service in the IT industry for the last two years.	
	<b>d</b> Certified balance sheet and Profit and Loss statement for 2019-20 and 2020-21.	
	<b>e</b> Documentary proof of GST registration.	
<b>4.</b>	<b>Envelope 3 super-scribing “Financial Bid”</b>	
	<b>a</b> Financial Bid as per format given in Section 6	

**SECTION 2**

TENDER DOCUMENT FOR PURCHASING OF DESKTOPS AND MONITORS  
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**INVITATION OF THE BID**

<b>2.1</b>	<b>INTRODUCTION:</b>	
	VJTI Invites sealed bids for “Purchasing of DESKTOPS AND MONITORS” at VJTI as per the specifications/requirements contained in Section-5 of this Tender Document. The tenderer should be a reputed support provider (for Desktops, Workstation and monitor repair and maintenance). The support need to be provided at VJTI, Matunga, Mumbai–19	
<b>2.2</b>	<b>DETAILS OF THE BID</b>	
	Downloading of Tender documents	11.02.20222
	<b>Pre-Bid Meeting</b>	16.02.2022 at 11:00 AM at CCF1
	Last date and time of submission of bids	24.02.2022 5:00 PM
<b>2.3</b>	<b>BIDDING PROCEDURE</b>	
	<b>Submission of duly sealed big envelope super-scribing “PURCHASING OF DESKTOPS AND MONITORS” containing</b>	
	<b>a</b>	Envelope 1: Superscribed “Tender processing fees and EMD”
	<b>b</b>	Envelope 2: Superscribed “Technical Bid”
	<b>c</b>	Envelope 3: Superscribed “Financial Bid”
<b>2.4</b>	<b>Submission of Tender:</b>	
	To Inward section VJTI Main building administrative office, Matunga, Mumbai-400019	
	<b>OR</b>	
	Sent through Registered Post (In case an acknowledgement of receipt of tender is desired) should reach at the aforesaid address on or before the last date and time of submission of tender.	
<b>2.5</b>	<b>NOTE:</b>	
	Technical Bids received without the printed e-receipt of tender processing fees and EMD or not fulfilling the prescribed conditions will be summarily rejected and decision of the Institute in this regard shall be final and binding. Only those bidders, whose technical bids are complete in all respects and satisfy all laid down terms, will be considered for financial bids. <b>Incomplete offers will be rejected. VJTI reserves the right to accept or reject any or all bids at its absolute discretion without assigning any reason, whatsoever or any notice.</b>	

**SECTION – 3  
INSTRUCTIONS TO BIDDERS**

SN	INSTRUCTIONS
1.	The Tender document can be downloaded from Institute website <a href="http://www.vjti.ac.in">www.vjti.ac.in</a> . No editing, addition/deletion of matter is permitted. If such action is observed at any stage, such tenders are liable for outright rejection.

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2.	Only enclosed formats as provided in the original should be used. All sheets need to be submitted after affixing the seal of the Company and Signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
3.	The prescribed tender documents consisting of duly sealed big envelope super-scribing “Bid for <b>PURCHASING OF DESKTOPS AND MONITORS</b> ” containing 3 separate envelopes may be submitted to inward section of administrative office, main building of VJTI, Matunga, Mumbai – 400019 or sent through Post at the same address.
a.	<b>Envelope 1:</b> Superscribed “Tender processing fees and EMD”
b.	<b>Envelope 2:</b> Superscribed “Technical Bid”
c.	<b>Envelope 3:</b> Superscribed “Financial Bid”
4.	Tenderer has to submit Earnest Money Deposit (EMD) and Tender processing fees <b>on-line through STATE BANK COLLECT procedure.</b>
	Note: Tenders received without EMD and Tender processing cost shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the contract. <b>No queries shall be entertained after the pre-bid meeting.</b>
5.	Bids not fulfilling the prescribed conditions will be summarily rejected and the decision of the Institute in this regard shall be final and binding. Financial bids of only technically qualified bidders shall be opened and considered for final evaluation. VJTI reserves the right to forfeit the EMD amount on non-acceptance/ non-compliance of offer in full or part or if VJTI feels that Tenderer has misguided in any way.
6.	The bidder should quote only for the specific brands/models giving details of make, brand, part number, model number etc.
7.	Relevant product literature should be enclosed with the bid along with media (if any).
8.	The items can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors. Letter of authorization in original from the manufacturer/parent company to be enclosed in case of authorized dealer/distributor.
9.	The bidder shall quote the prices in INR only. All taxes, freight, levies, and service charge if any should be clearly specified. No other charges shall be paid separately.
10.	In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure & words and then amount whichever is lower shall be taken into consideration.
11.	All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
12.	The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions & public sectors with details of the material and services (only for specified in the tender) supplied by them for information and reference of the Institute.

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13.	Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
14.	All the terms and conditions for the deployment will be as given herein and no change in any term or condition by the vendors will be acceptable.
15.	<b>Steps to be followed for making online payment Online through “STATE BANK COLLECT”</b>
	Log On to <a href="https://www.onlinesbi.com">https://www.onlinesbi.com</a>
	Home Page STATE BANK COLLECT
	Click on <b>State Bank Collect</b>
	Click Checkbox to <b>Accept</b> ‘Terms & conditions’
	Then click on <b>‘Proceed’</b>
	Select State as <b>‘Maharashtra’</b>
	Select Type of Category as <b>‘Educational Institutions’</b>
	Click on <b>‘Go’</b>
	Select the Name of the institution as <b>‘Veermata Jijabai Technological Institute’</b> .
	Select the ‘Payment category’ <b>‘EMD and/or Tender Processing Fee’</b> on next screen Enter Name of firm, Place, PAN, GST No, Enter appropriate Tender Number, Enter appropriate amount in Rupees.
	Proceed as instructed and Click on <b>‘Submit’</b>
	On next screen verify details and click on <b>‘Confirm’</b>
	You will be taken to payment gateway.
	Select appropriate payment mode.
	Check the charges/commission applicable for selected <b>‘Mode of Payment’</b> .
	Follow instructions to Print Challan and pay at any branch of SBI Bank in Cash / Pay <b>‘online’</b> using Internet Banking / Credit / Debit card.
	Print e-receipt and submit along with Tender.

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**SECTION 4**

**TERMS & CONDITIONS OF CONTRACT**

SN	TERMS & CONDITIONS
1.	Certified balance sheet, profit & loss account statement 2019-20, 2020-21 to be submitted along with the bid.
2.	Tenderer should have registration of GST. Documentary proof the same needs to be enclosed.
3.	Letter of authorization from the manufacturer/parent company (In case of authorized dealer).
4.	To assist the examination, evaluation and comparison of bids, VJTI may at its discretion, ask the bidders for clarification of bids including price. The request for clarification and the response shall be in writing.
5.	Delivery of goods/equipment: Maximum <b>four weeks</b> from the date of purchase order. The delivery/installation report should be signed by the firm engineer jointly with authorized VJTI personnel/representatives. The items shall be delivered and installed at VJTI, Matunga, Mumbai-400019.
6.	<b>Payment terms:</b> 100% payment shall be released after delivery and successful/satisfactory test report of goods/equipment, and it is to be certified by the firm's engineer jointly with authorized VJTI representatives. No advance payment shall be made. However, vendor have to keep 3% of total payment against security deposit with VJTI in the form of DD or Bank guarantee. The same shall be refunded back (without interest) after the completion of warranty period. VJTI reserves the right to forfeit the security deposit on non-compliance of tender conditions in full or in part or VJTI feels that Tenderer has misguided in any way.
7.	The supplier's request for payment shall be made in writing accompanied by relevant documents such as proper invoice and successful/satisfactory test reports duly signed by VJTI's representatives.
8.	VJTI reserves the right to accept or reject any or all offer(s) in part or full without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
9	Any disputes arising out of this tender will be under the jurisdiction of the court of Mumbai only.
10	OEM of all in desktop, workstation and monitor should be listed in leaders magic quadrant for global enterprise desktops and notebook of Gartner report. (Attach copy of Gartner report)
11	Item no. 1,2 and 3(in section 5 and 6) shall be evaluated separately.

**SECTION 5**

**TECHNICAL SPECIFICATIONS**

**Vendors should clearly mention the offered product in the Vendor's Specifications column and attach the catalog/data sheet of the product. If the vendor cannot comply with the particulars**

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**mentioned or wishes to provide higher specifications, the same should be mentioned clearly in Vendor's Specifications column.**

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SN		Description of Items	Quantity	Vendor's specification	Deviations (if any)
<b>Refer terms &amp; conditions in section 4</b>					
<b>1</b>		<b>ALL IN ONE DESKTOPS</b>		<b>70</b>	
	a	Processor	Intel Core i5 processor- 11 <sup>th</sup> generation or higher	---	
	b	Graphics Options	Intel UHD Graphics	---	
	c	Memory	8GB DDR4 or higher	---	
	d	Hard Disk Drive	256 GB SSD or higher	---	
	e	Monitor/Display	21" inch or higher FHD monitor display	---	
	f	Ports	RJ-45, Microphone / headphone, 4 USB ports.	---	
	g	Accessories	Wired keyboard and optical mouse		
	h	Networking	10/100/1000 On-board integrated network port with PXE boot facility and in built wireless module	---	
	i	Operating System	DOS	---	
	j	Warranty	3 years on site comprehensive warranty.	---	
<b>2.</b>		<b>WORKSTATION</b>		<b>04</b>	
	a	Processor	Intel Core i5 processor- 11 <sup>th</sup> generation or higher (12 MB Cache, 6 Cores)		
	b	Graphics Options	NVIDIA, 2GB		
	c	Memory	8GB DDR4 or higher		
	d	Hard Disk Drive	3.5", 1TB SATA		
	e	Ports	Microphone / headphone, 4 USB ports.		
	f	Networking	Ethernet 10/100/1000 Mbps		
	g	Accessories	Wired keyboard and optical mouse		
	h	Operating System	DOS		
	i	Warranty	3 years on site comprehensive warranty.		
<b>3.</b>		<b>Monitors</b>		<b>04</b>	
	a	Device Type	LED-backlit LCD monitor - 27"		

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	b	Panel Type	IPS			
	c	Native Resolution	Full HD (1080p) 1920 x 1080 at 60 Hz			
	d	Input Connectors	HDMI, VGA, DisplayPort			
	e	Colour Support	16.7 million colours			
	f	Special Features	Height adjustable			
	g	Warranty	3 years on site comprehensive warranty.			

**Bidder's contact detail:**

<b>Sr. No.</b>		
<b>1.</b>	Contact Person	
<b>2.</b>	Business Address	
<b>3.</b>	Tel No.	
<b>4.</b>	Mobile No.	
<b>5.</b>	e-mail	

Date

Signature with seal

**SECTION 6  
FINANCIAL BID**

Price should be quoted in INR only, All additional taxes should be indicated clearly.

<b>SR. No.</b>		<b>Description of Items</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Amount</b>
<b>1</b>		<b>ALL IN ONE DESKTOPS</b>	<b>70</b>		
	a	ALL IN ONE DESKTOPS (As per specifications in Section-5)			
	b	GST			

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	c	Other charges/taxes (if any) Please Provide Details			
		<b>Subtotal-1</b>			
2		<b>WORKSTATION</b>	<b>04</b>		
	a	WORKSTATION(As per specifications in Section-5)			
	b	GST			
	c	Other charges/taxes (if any) Please Provide Details			
		<b>Subtotal-2</b>			
3		<b>Monitors</b>	<b>04</b>		
	a	Monitors(As per specifications in Section-5)			
	b	GST			
	c	Other charges/taxes (if any) Please Provide Details			
		<b>Subtotal-3</b>			
		<b>GRAND Total</b>			

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**Bidder's contact detail:**

Sr. No.		
1.	Contact Person	
2.	Business Address	
3.	Tel No.	
4.	Mobile No.	
5.	e-mail	

**Note:-**

- **Item no. 1,2 and 3(in section 5 and 6) shall be evaluated separately.**
- The bidder should quote only for the specific brands/models giving details of make, brand, part number, model number etc.
- This offer shall be valid for 90 calendar days from the last date of submission of tender.
- Supply of Goods / Equipment shall be done within **four weeks** from the issue of purchase order.
- We accept all terms & conditions of the contract.

Place :

Date :

Signature of Bidder with seal