



**Basic Details**

Organisation Chain	Director of Technical Education Department Mumbai  Veermata Jijabai Technological Institute Mumbai		
Tender Reference Number	VJTI/STR/IT-Infra/2026/61		
Tender ID	2026_DTEDM_1274205_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Wise
Tender Category	Goods	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

**Payment Instruments**

Online Bankers	S.No	Bank Name
	1	SBI Bank

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender Document
2	Finance	.xls	BOQ

**Tender Fee Details, [Total Fee in ₹ \* - 22,920]**

Tender Fee in ₹	22,420		
Processing Fee in ₹	500		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

**EMD Fee Details**

EMD Amount in ₹	1,90,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

**Work /Item(s)**

Title	Supply Installation Testing and Commissioning of Laptops at VJTI Mumbai				
Work Description	Supply Installation Testing and Commissioning of Laptops at VJTI Mumbai				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	1,29,80,000	Product Category	Computer-H/W	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	NA
Location	VJTI Premises	Pincode	400019	Pre Bid Meeting Place	Ground Floor CCF1 IT Infrastructure Dept VJTI
Pre Bid Meeting Address	Ground Floor CCF1 IT Infrastructure Dept VJTI	Pre Bid Meeting Date	10-Feb-2026 02:00 PM	Bid Opening Place	Stores and Purchase Section VJTI Mumbai
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

**Critical Dates**

Publish Date	03-Feb-2026 05:00 PM	Bid Opening Date	24-Feb-2026 03:00 PM
Document Download / Sale Start Date	03-Feb-2026 05:00 PM	Document Download / Sale End Date	23-Feb-2026 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	03-Feb-2026 05:00 PM	Bid Submission End Date	23-Feb-2026 03:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description		Document Size (in KB)
	1	Tendernotice_1.pdf	Tender Document		10885.55
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_2193307.xls	BOQ	302.00

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	anbamble@st.vjti.ac.in	Abhay Bambole	ABHAY NAMDEORAO BAMBOLE
2.	accountsofficer@vjti.ac.in	Raval Awale	Raval Narayanrao Awale
3.	rnawale@el.vjti.ac.in	Keshav Sangle	Keshav Kashinath Sangle

**Tender Properties**

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	3
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

**Tender Inviting Authority**

Name	Registrar
Address	Registrar VJTI Matunga

**Tender Creator Details**

Created By	Keshav Sangle
Designation	Registrar
Created Date	03-Feb-2026 04:15 PM



**Veermata Jijabai Technological Institute**  
(Autonomous Institute of Govt. of Maharashtra)  
H R Mahajani Marg, Matunga, Mumbai – 400019

**E-Tender Reference No: - VJTI/IT-Infra/2025-26/Tender/07**

**Tender Document for Procurement of 175 Laptops (Through e-Tendering on MahaTender Portal)**

This tender document is issued for procurement and supply of **175 (One Hundred Seventy-Five) new laptops**, including **installation, commissioning, and 5-year comprehensive onsite OEM warranty & support**, as per the technical specifications and terms & conditions provided herein.

*[Signature]*  
22/05/2026

**Head of Department**  
(Associate Dean IT- Infrastructure Department)

*[Signature]*

**Registrar, VJTI**

**STANDARD BID DOCUMENT)**

**WEBSITES: 1. <https://mahatenders.gov.in/nicgep/app>**

**2. [www.vjti.ac.in/tenders](http://www.vjti.ac.in/tenders)**

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## SECTION - 1

### E-TENDER NOTICE

## E-Tender Notice

E-Tender Reference No: VJTI/IT-Infra/2025-26/Tender/07

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### Subject:

Supply, Installation, Testing, and Commissioning of 175 Laptops at Veermata Jijabai Technological Institute, Mumbai.

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### 1. Tender Documents & E-Tendering Process

i) The detailed tender documents are available for download from the e-tendering website:  
<https://mahatenders.gov.in>

Bidders are required to download the tender documents, fill in all necessary details, and upload duly signed scanned copies of the documents as per the instructions provided.

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### E-Tendering Process

- **Step 1:** Download the application form from the NIC portal at <https://mahatenders.gov.in>.
  - **Step 2:** Tender documents are available on the same e-Tendering website. The bidder must download the tender form, fill in the online format, and upload the scanned copies of the filled tender application along with all required documents.
  - **Step 3:** Bidders must register on the e-tender portal (<https://mahatenders.gov.in>) to participate in the tender process and obtain login credentials. For details on registration, digital signature certificate enrollment, and user manuals, please refer to the respective links on the e-tendering website.
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### 2. Name and Location of Work

Work Description	Supply, Installation, Testing, and Commissioning of 175 Laptops at Veermata Jijabai Technological Institute, Mumbai.
Location	Veermata Jijabai Technological Institute (VJTI), H. R. Mahajani Marg, Matunga, Mumbai – 400019

### 3. Important Dates

Event	Date and Time
Tender Download Start Date	3 <sup>rd</sup> February 2026,
Tender Download End Date	22 <sup>nd</sup> February 2026, 03:00 PM IST
Site Visit Period	NA
Pre-Bid Meeting	10 <sup>th</sup> February -2026, 02:00 PM IST at Ground Floor, CCF-I, IT-Infrastructure Department, VJTI
Bid Submission Start Date	As notified on website
Bid Submission End Date	As notified on website
Technical Bid Opening	As notified on website
Financial Bid Opening (for qualified bidders)	As notified on website

Any extensions or changes will be notified via corrigendum on the NIC Portal:  
<https://mahatenders.gov.in/nicgep/app>.

### 4. Tender Submission System

- The tender will be submitted in a **Two-Packet Bid System**:
  - Packet 1:** Technical Bid (Prequalification documents, technical details)
  - Packet 2:** Financial Bid (Bill of Quantities)
- Bidders must submit documents accordingly.
- Technical Bids (Packet 1) will be opened first. Only bidders who qualify technically will have their Financial Bids (Packet 2) opened.

### 5. Tender Fees & Earnest Money Deposit (EMD)

Item	Amount (₹)	Remarks
Tender Fee	₹ 19,000 + 18% GST = ₹ 22,420	(non-refundable), to be paid online via the portal
EMD	₹ 1,90,000	(refundable to unsuccessful bidders within 30 days post-award), to be paid online. MSME/Udyam certificate holders get ₹25,000 exemption, paying balance ₹1,65,000



## **6. Right to Reject**

The Director, VJTI, reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

Any changes to the dates or details will be published on the NIC Portal:  
<https://mahatenders.gov.in>

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## **7. Contact Information**

For any queries or clarifications, interested applicants may contact:

### **The Office of Associate Dean**

Department of IT-Infrastructure

Veermata Jijabai Technological Institute (VJTI)

Ground Floor, CCF-I, H. R. Mahajani Marg, Matunga, Mumbai – 400019

Phone: +91-22-65398124.

Email: [assoc\\_dean\\_itinfra@vjti.ac.in](mailto:assoc_dean_itinfra@vjti.ac.in)

## **SECTION - 2**

### **INSTRUCTIONS TO BIDDERS**



## INSTRUCTIONS TO BIDDERS

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**1. Eligibility Criteria**

Eligibility Criteria Bidders must meet the following criteria (detailed in Section 4):

- Minimum average annual turnover of ₹ 5 crore in the last three financial years (2022-23, 2023-24, 2024-25).
- Experience: Successfully completed at least three similar contracts (supply of Laptops / Computers) of value  $\geq$  ₹1 crore each in the last five years.
- Not blacklisted by any government entity (submit declaration as per Annexure F).
- Valid ISO 9001 certification for quality management. Bids not meeting these criteria will be rejected outright. Only technically qualified bidders' financial bids will be opened.
- **Only technically qualified bidders' financial bids will be opened.**

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**2. Bid Submission**

- Bids shall be submitted **online only** via the portal: <https://mahatenders.gov.in>
- The tender follows a **two-packet bid system**:
  - **Packet 1 (Technical Bid)**: Upload scanned and certified copies of all required documents as listed below.
  - **Packet 2 (Financial Bid)**: Complete the financial proposal online; all entries must be digitally signed.
- Bids missing **Tender Fee** or **EMD payment proof** will be rejected.

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**3. Technical Bid (Packet 1) Requirements**

Bidders must upload the following documents:

- Valid Firm Registration Certificates (Provident Fund & ESIC).
- GST Registration Certificate.
- Partnership Deed (if applicable), or Incorporation Certificate along with Memorandum & Articles of Association (MOA/AOA) for companies.
- Income Tax Returns and audited financial statements for the last three financial years: 2022-23, 2023-24, and 2024-25.
- Proof of Tender Fee payment: ₹22,420/-.
- Proof of Earnest Money Deposit (EMD) payment: ₹1,90,000/-.
- OEM Authorization Letter.
- Compliance Matrix (as per Annexure B).
- Blacklisting Declaration (as per Annexure F).
- Contact details, Office Address and email ID of the bidder must be clearly mentioned.

**Note:**

If any document is missing or incomplete, VJTI will notify the bidder via email. The bidder must submit the required documents within **3 working days** of the notification; otherwise, the bid will be rejected.

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**4. Financial Bid (Packet 2)**

Submit the financial bid online using the BOQ template (Annexure C), with the total bid price inclusive of all costs **except GST**. GST must be quoted separately.

Only those bidders who are found to be technically qualified after evaluation of Packet 1 shall have their Financial Bids opened.

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**5. Bid Validity**

Bids must remain valid for 90 days from the last date of bid submission, as per GFR 2022 guidelines.

Bids with shorter validity will be rejected.

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**6. Site Visit and Pre-Bid Meeting**

- The **Pre-Bid Meeting** is scheduled on **10/02/2026 at 2:00 PM** at Ground Floor, CCF-I, IT-Infrastructure Department, VJTI.
  - Bidders may submit queries during the pre-bid meeting; answers will be posted as corrigenda on the portal.
- 

**7. Pricing**

1. All prices must be quoted in Indian Rupees (INR).
  2. Prices should be inclusive of all charges such as installation, freight, training, commissioning, and any other costs except GST. GST must be quoted separately.
  3. In case of discrepancy between unit price and total price, the unit price will prevail.
  4. In case of discrepancy between figures and words, the lower amount will be considered.
- 

**8. Security Deposit**

The successful bidder must submit a Security Deposit equal to **5% of the contract value**, valid for 60 months (contract duration / warranty period), in the form of a Bank Guarantee (format in Annexure D).

VJTI reserves the right to forfeit the security deposit or EMD in case of non-compliance, breach of contract, or submission of misleading information.

**Refund timelines:** EMD to unsuccessful bidders within 30 days; Security Deposit post-warranty.

## 9. Bid Evaluation

- **Technical Evaluation:** Compliance with the technical specifications and eligibility criteria as per Section 4.
  - **Financial Evaluation:** Comparison of total evaluated bid prices (inclusive of all charges except GST) of technically qualified bidders.
  - The contract will be awarded to the **lowest evaluated bidder** who meets all technical and eligibility requirements.
- 

## 10. No Canvassing

- Any attempt by bidders to influence the evaluation or awarding process through canvassing will result in **immediate rejection** of the bid.

### Additional Provisions

- Anti-Collusion Clause: Bidders must not engage in collusive practices; violation leads to rejection.
- Integrity Pact: Bidders to sign and upload as per CVC guidelines.
- Accessibility: Process accommodates differently abled bidders; contact for assistance.

## SECTION - 3

### TERMS AND CONDITION OF CONTRACT



### SECTION 3

## TERMS & CONDITIONS OF CONTRACT

1. **Compliance with Technical Specifications:** The bidder shall ensure that all equipment supplied strictly conforms to the technical specifications mentioned in Section 4. Any deviation shall be clearly indicated in the technical bid; failure to do so shall render the bid liable for rejection.
2. **Product Authenticity & Condition:** All equipment supplied shall be brand new, unused, genuine, and of the latest available version at the time of delivery. Refurbished, reconditioned, or grey-market products shall not be accepted.
3. **OEM Responsibility:** The Original Equipment Manufacturer (OEM) shall be responsible for product authenticity, warranty support, availability of spare parts, and lifecycle support for the quoted equipment.
4. **OEM Authorization:** The bidder shall submit a valid OEM authorization letter confirming authorization to supply the quoted product(s) along with OEM-backed warranty and technical support.
5. **Malicious Code & Cyber Security:** The OEM shall certify that the supplied hardware and preloaded software are free from malicious code, spyware, malware, or embedded threats. Compliance with Data Protection and Digital Personal Data Protection Act (DPDP) 2023 is mandatory. Any detection shall be treated as a serious breach of contract.
6. **Escalation & Support:** The bidder shall provide an escalation matrix with contact details of Level 1, Level 2, and Level 3 support personnel (template in Annexure E).
7. **Verification & Inspection Rights:** The purchaser reserves the right to verify any submitted document directly from the OEM or issuing authority and may inspect or test the supplied equipment at any stage, including third-party audits.
8. **Rejection & Termination:** The purchaser reserves the right to reject any bid or terminate the contract in case of non-compliance with specifications, submission of false documents, or failure to meet service obligations. Force Majeure: Standard clauses apply (natural disasters, etc.); notice within 7 days.
9. **Consequence of False Declaration:** Submission of false or misleading information or forged documents shall result in rejection of the bid, forfeiture of deposits, and penal action as per applicable laws (e.g., Indian Contract Act 1872).
10. **Delivery and Installation:** Delivery at institute premises in Mumbai within 30 days from the date of Purchase Order. Installation, commissioning, basic training, and demonstration shall be provided free of cost. Insurance: Bidder to cover transit risks.
11. **Dispute Resolution:** Disputes shall be resolved through arbitration under the Arbitration and Conciliation Act 1996, with venue in Mumbai. Governing Law: Laws of India.
12. **Intellectual Property Rights (IPR):** Bidder indemnifies VJTI against any IPR claims arising from supplied equipment.

### PAYMENT TERMS

1. 90% payment upon successful delivery, installation, and commissioning, post-inspection.
2. 10% upon completion of 3-month satisfactory performance and start of warranty.
3. All payments via electronic transfer within 30 days of invoice submission.
4. Deductions for penalties as per Section 4.6.
5. GST as applicable. No advance payments.



**SECTION - 4**  
**TECHNICAL SPECIFICATIONS & ESSENTIAL CONDITIONS TO BE FULFILLED & SLA**

## SECTION 4

### TECHNICAL SPECIFICATIONS & ESSENTIAL CONDITIONS TO BE FULFILLED

Bidders should clearly mention the product offered in the Bidder's Specifications column and attach the catalog/data sheet of the product. If the Bidder cannot comply with the particulars mentioned or wishes to provide higher specifications, the same should be mentioned clearly in Bidder's Specifications column. **If the Bidder's specification column is blank, it will be treated as an incomplete offer.**

Sr. No.	Item	Laptop Specification	Deviation If Any
0	Quantity	175 Units	
1	Form Factor	Notebook	
2	Processor	Intel® Core™ i5-13420H 2.1 Ghz (12 MB L3 cache, 8 cores, 12 threads) / Ryzen 5 7640HS or Higher	
3	Memory	DDR5 16GB or Higher	
4	Storage	512 GB M.2 2280 NVMe PCIe 4.0 SSD or Higher	
5	Display	14.0-inch, anti-glare Resolution (1920*1080)	
6	Brightness	Minimum 300 nits	
7	Graphics	Intel UHD Graphics / Radeon 760M or Higher	
8	Keyboard	On-Board Keyboard with backlit	
9	Mouse	On-Board TouchPad	
10	Ports	2x USB 3.2 GEN 1 TYPE-A, 2xUSB 3.2 GEN 2 TYPE-C 1x HDMI 1.4 1x RJ45 Gigabit Ethernet 1x 3.5 mm Combo Audio Jack	
11	Camera	720p HD Camera or Higher	
12	Blue tooth	Bluetooth 5.4 or Higher	
13	Wireless module	Wi-Fi 6 (802.11ax) (Dual Band) or Higher	
14	Audio	Built-In Speakers Built-In array microphones	
15	Operating System	Factory Loaded Windows 11 Pro, 64 bits	
16	Battery	Li-ion 50 Wh or Higher	
17	Power Adapter	65W AC adapter	
18	Office Suite	MS-Office 2021 (Student &Home Edition, Perpetual Device Licenses)	
19	Antivirus	Bitdefender Total Security / Norton 360 Deluxe (Device License- 5 Year validity)	
20	Warranty	5 Year onsite comprehensive warranty including battery. (with Accidental Damage Protection for 1st one year)	
21	Quality Parameter	"OEM should be listed in top 5 of IDC Report for Indian PC Market, Top 5 Companies, Market Share, Year-over-Year Growth 2Q2025"	
22	Certifications	Microsoft Windows 11, RoHS, BIS, UL/CE, TPM 2.0, EPEAT India Gold, FCC, Energy Star 8, TCO & US MIL-STD-810H military test passed, ISO 9001:2015, 14001:2015, ISO/IEC 20000-1:2018, 27001:2022	
23	Accessories	Good Quality Waterproof Laptop Handbag	
24	Weight	Not more than 1.44 Kg including battery	



## OEM Criteria

A	Documents to be Submitted by Original Equipment Manufacturer (OEM)	
Sr. No.	Document Description	Purpose / Remarks
1	<b>Letter of authorization from the manufacturer/parent company ( having bid number mentioned over it)</b>	Authorizing the bidder to supply the quoted model(s) and confirming OEM-backed warranty & support
2	<b>Letter of authorization from the manufacturer/parent company of AntiVirus</b>	Attach MAF for Antivirus from OEM
3	<b>Letter of authorization from the manufacturer/parent company of MS-Office Suite</b>	Attach MPN (Microsoft Partner Network ID) on OEM (Microsoft) Letterhead
4	<b>OEM Product Technical Datasheet</b>	To establish compliance with technical specifications
5	<b>Technical Compliance Matrix</b>	Clause-by-clause compliance to specifications
6	<b>OEM Warranty Undertaking</b>	Confirmation of comprehensive on-site warranty
7	<b>End-of-Life (EOL) &amp; Spares Availability Declaration</b>	Assurance of spare parts & support availability for minimum 05 years
8	<b>Malicious Code Certificate</b>	Certification that supplied hardware/software is malware-free
9	<b>Product Authenticity Declaration</b>	Confirmation that supplied equipment will be new, unused & genuine
10	<b>Software Authenticity Declaration (if applicable)</b>	Confirmation of genuine & legally licensed software
11	<b>Escalation Matrix (L1/L2/L3 Support)</b>	Defined support & escalation mechanism
12	<b>Certificates</b>	Microsoft Windows 11, RoHS, BIS, UL/CE, TPM 2.0, EPEAT India Gold, FCC, Energy Star 8, TCO & US MIL-STD-810H military test passed, ISO 9001:2015, 14001:2015, ISO/IEC 20000-1:2018, 27001:2022
13	<b>IDC Report</b>	"OEM should be listed in top 5 of IDC Report for Indian PC Market, Top 5 Companies, Market Share, Year-over-Year Growth 2Q2025"

### Bidders Criteria

Documents to be Submitted by Bidder / Seller		
B		
Sr. No.	Document Description	Purpose / Remarks
1	<b>Tender Compliance Statement</b>	Unconditional acceptance of all tender terms & conditions, SLA
2	<b>Company Registration / Incorporation Certificate</b>	Legal existence of bidder (The Bidder shall be registered at least for 3 years as on 01.01.2025 as company in India under Companies Incorporation Act 1956.)
3	<b>PAN Card</b>	Statutory tax compliance
4	<b>GST Registration Certificate</b>	Indirect tax compliance
5	<b>Escalation Matrix (L1/L2/L3 Support)</b>	Defined support & escalation mechanism
6	<b>Warranty &amp; SLA Compliance Undertaking</b>	Commitment to meet warranty & service obligations
7	<b>Minimum average annual turnover of ₹ 5 crore in the last three financial years (2022-23, 2023-24, 2024-25).</b>	Audited reports and CA certificate
8	<b>Past Performance / Purchase Orders (Successfully completed at least three similar contracts (supply of Laptops / Computers) of value ≥ ₹1 crore each in the last five years.)</b>	Proof of prior similar supplies (Purchase Order / Work Completion Certificate from buyer)
9	<b>Software Partner / Authorization Details (if applicable)</b>	Proof of software licensing / partnership
10	<b>Certified balance sheet and Profit and Loss statement for last 3 Financial Years. (2022-23, 2023-24, 2024-25).</b>	Audited reports and CA certificate
11	<b>Bidders should be profit making organization from consecutively past 3 FYs.</b>	Audit Reports
12	<b>The Bidder must have positive net-worth in last 3 financial years</b>	Audited reports and CA certificate
14	<b>Bidder should have Operational Service center in Mumbai Metropolitan Region</b>	Electricity Bill of office having address mentioned, Property Tax pay receipt from Mumbai municipal corporations, Valid Address Proof
15	<b>Not blacklisted by any Central/State Government entity.</b>	No-Blacklisting Declaration
16	<b>Certificates</b>	ISO 9001:2015, ISO 27001:2022, ISO 22301:2019 (ISO 22301, which provides a framework for establishing, implementing, maintaining, and improving a Business Continuity Management System (BCMS) to help organizations prepare for, respond to, and recover from disruptive incidents like cyberattacks, disasters, or pandemics, ensuring essential functions continue.)



C	General Conditions (Applicable to Both OEM & Bidder)
Clause	Description
1	All documents must be signed & stamped by authorized signatory
2	Non-submission of documents shall result in rejection of bid
3	Submission of false or misleading documents shall attract penal action
4	In case of discrepancy, OEM documents shall prevail for technical & warranty matters, and bidder documents for execution & SLA obligations

## SCOPE OF THE WORK

1. **Supply:** Delivery of 175 laptops conforming to specifications.
2. **Installation:** On-site setup, including OS configuration and basic software installation.
3. **Testing:** Functional testing and benchmarking.
4. **Commissioning:** Handover with user acceptance testing.
5. **Training:** 2-day basic training for up to 20 users on usage and maintenance.
6. **Documentation:** Provide user manuals, warranty cards, and asset tags.

## SERVICE LEVEL AGREEMENT

1. **Warranty:** All supplied laptops shall carry a minimum 5-year comprehensive on-site warranty from the date of acceptance.
2. **Response Time:** Service calls shall be acknowledged within 24 working hours of complaint logging.
3. **Resolution Time (MTTR):** Faults shall be resolved within 48 working hours. If not resolved, standby equipment shall be provided.
4. **Escalation:** Unresolved issues shall be escalated strictly as per the submitted escalation matrix (Annexure E).
5. **Spare Parts Availability:** The OEM shall ensure availability of spare parts for the entire warranty period and 2 years beyond.
6. **Penalty for SLA Breach**
  - Delay in delivery: 0.5% of contract value per week, up to 10%.
  - SLA violation: ₹5,000 per unresolved incident beyond MTTR, up to 5% of contract value. Failure may lead to contract termination.
7. **OEM Support Obligation:** The OEM shall extend necessary technical support to the bidder for resolution of critical issues during the warranty period.



**SECTION 5**  
**FINANCIAL BID**

SN	Item	Description
1.	Contact Person	
2.	Business Address	
3.	Tel No.	
4.	Mobile No.	
5.	Fax No.	
6.	E-mail	

- This offer shall be valid for 90 calendar days from the last date of submission of tender.
- Evaluation will be done on the basis of Total Bid Price (including all Taxes).
- We accept all terms & conditions of the contract.

Place:

Date:

Signature of Bidder with seal

## ANNEXURES, DECLARATION AND CHECKLIST

**Annexure A:** Document Submission Checklist

[Table with columns: Document Name, Required (Y/N), Uploaded (Y/N)]

- Firm Registration Certificates: Y
- GST Certificate: Y
- etc. (List all from Section 2.3), SECTION 4: OEM Criteria, Bidders Criteria.

**Annexure B:** Compliance Matrix Template

[Table: Parameter, Required Spec, Bidder's Spec, Compliance (Yes/No/Deviation), Remarks]

**Annexure C:** Bill of Quantities (BOQ) Template

[Excel-like table: Item Description, Qty]

- Laptops: 175,
- 
- 
- 
-

**Annexure D: Performance Bank Guarantee (PBG) Format**

*(To be submitted on Non-Judicial Stamp Paper of appropriate value and issued by a scheduled commercial bank as per applicable RBI norms. This is a standard format; bank may add standard clauses without affecting beneficiary rights.)*

**PERFORMANCE BANK GUARANTEE**

BG No.: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2026

Amount: INR \_\_\_\_\_ (Rupees \_\_\_\_\_ Only)

Validity: Up to \_\_\_\_ / \_\_\_\_ / 2031 (or as per tender, 62 months from date of acceptance)

Claim Period: \_\_\_\_ days/months thereafter

To,

The Registrar

Veermata Jijabai Technological Institute (VJTI)

H. R. Mahajani Marg, Matunga, Mumbai – 400019

Dear Sir/Madam,

Whereas M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_ (hereinafter called "the Supplier") has entered into a Contract/Purchase Order No. \_\_\_\_\_ dated \_\_/2026 with VJTI Mumbai (hereinafter called "the Purchaser") for Supply of 175 Laptops.

And whereas the Supplier is required to furnish a Performance Bank Guarantee for 5% of the contract value as security for satisfactory performance of the Contract.

We, \_\_\_\_\_ Bank, having its branch at \_\_\_\_\_ (hereinafter called "the Bank"), do hereby irrevocably and unconditionally undertake to pay the Purchaser any amount up to INR \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) on receipt of first written demand from the Purchaser stating that the Supplier has failed to perform its obligations under the Contract.

This guarantee shall be unconditional, irrevocable, and shall remain in force up to \_\_/2031. The Bank shall pay the amount demanded notwithstanding any dispute raised by the Supplier.

The Bank's liability under this Guarantee is limited to the amount stated above. This Guarantee shall not be affected by any change in the constitution of the Supplier or the Purchaser.

This Guarantee shall be governed under Indian laws and subject to the jurisdiction of courts at Mumbai.

For \_\_\_\_\_ Bank

Branch: \_\_\_\_\_

Authorized Signatory (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2026



### Annexure E: Escalation Matrix Template

[Table: Level, Contact Person, Designation, Phone, Email, Response Time]

- Level 1: [Blank]
- etc.

### Annexure F: Blacklisting Declaration Form

#### Declaration of Non-Blacklisting / Non-Debarment

(To be submitted on Bidder's letterhead)

Date: \_\_\_\_ / \_\_\_\_ / 2026

To,

#### The Registrar

Veermata Jijabai Technological Institute (VJTI)

H. R. Mahajani Marg, Matunga, Mumbai – 400019

#### Subject: Declaration regarding Non-Blacklisting / Non-Debarment

I/We, M/s \_\_\_\_\_, having registered office at \_\_\_\_\_,  
hereby declare that:

1. Our firm/company has **not been blacklisted / debarred / banned** by any Central Government / State Government / PSU / Autonomous Body / Educational Institute / Statutory Authority in India as on date.
2. No investigation / litigation / disciplinary action is pending against our firm which may affect execution of this tender.
3. If the above declaration is found false at any stage, VJTI Mumbai shall have the right to **reject our bid / cancel the order / forfeit EMD / invoke PBG** and take further action as deemed fit.

Authorized Signatory Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

Signature Not Verified

Digitally signed by Keshav Kashinath  
Sangle

Date: 2026.02.03 16:06:30 IST

Location: Maharashtra MH