

**Directorate of Local Fund Accounts Audit, Maharashtra State,
Navi Mumbai.**

Tender Ref. No.: GEM/2024/B/4547331

TENDER DOCUMENT

for

**Supply, Installation & Commissioning of
Desktop PC, Laptops, Printers, Scanners & Toner**

**Address :- Directorate of Local Fund Accounts Audit, Maharashtra State, Navi Mumbai,
7th Floor, Raigad Bhavan, CBD Belapur, Navi Mumbai-400 614.**

Tel No.:- 022-27571391

Email :- director-mahalfa@mah.gov.in

Website:- mahalfa.maharashtra.gov.in

NOTICE INVITING TENDER

Joint Director, Local fund Accounts Audit, Directorate of Local fund accounts Audit, Navi Mumbai, Maharashtra invite tender through e-procurement on Government e-Marketplace (GeM) in Two Bid system (Technical & Commercial bid) from eligible and qualified Original Equipment Manufacturers / Authorized Distributors of OEM/Authorized Dealers for the Supply, commissioning & Installation at site for Desktop PC, Laptop, Printers, Scanner & Toner.

The details are summarized as below:-

a)	Tender number	GEM/2024/B/4547331
b)	Buyer	Joint Director , Directorate of Local fund Accounts Audit, Navi Mumbai, Maharashtra.
c)	Scope of Tender	Supply, Installation & commissioning of Desktop PC, Laptop, Printer, Scanner & Toner.
d)	Specification/ Details of Goods	The detailed specifications of Desktop PC, Laptop, Printer, Scanner & Toner are as specified in tender and placed at Annexure-A .
e)	Webpage for details of Tender	Government e-Marketplace (GeM) Webpage:www.gem.gov.in
f)	Locations of supplies	The Desktop PC, Laptop, Printer, Scanner & Toner be supplied installed and commissioned at various location as specified in tender and placed at Annexure-B
g)	Quantity of Goods (Items)	The quantity of Desktop PC, Laptop, Printer, Scanner& Toneris as placed at Annexure-B
h)	Earnest Money Deposit (EMD)	Earnest Money Deposit(EMD)Rs. 200,000/- <i>RS. Two lacs only</i>
i)	Tender published Date and Time	Date : 29/01/2024; Time: 17.00 hours
j)	Tender Document download Start Date and Time	Date : 30/01/2024; Time: 15.00 hours
k)	Pre-Bid meeting Date, Time and Place	Date : 02/02/2024 ; Time: 11.00 hours Joint Director, Directorate of Local fund Accounts Audit, Navi Mumbai, Maharashtra. 7 th Floor, Raigad Bhavan, CBD Belapur, Navi Mumbai 400 614.

l)	Pre-Bid queries address	The Bidders may raise their queries regarding tender to E-mail address is director-mahalfa@mah.gov.in
m)	Last Date and Time for Tender Submission	Date :13/02/2024 ; Time: 21.00 hours
n)	Cost of Tender Documents	Bidder shall pay sum <u>Rs.15,000 (Rs. Fifteen Thousand only)</u> as cost of Tender
o)	Date of Opening of Technical Bid	The technical bid for the tender shall be opened on Date :13/02/2024 ; Time: 21.30 hours at the address as under: Joint Director, Directorate of Local fund Accounts Audit, Navi Mumbai, Maharashtra. 7 th Floor, Raigad Bhavan, CBD Belapur, Navi Mumbai 400 614
p)	Date of Opening of Commercial Bid	The date for opening Commercial Bid will be intimated to the qualified bidder immediately.

Note: Incase of any further details required, the same can be collected from the office of the Directorate, Local fund Accounts Audit, Navi Mumbai, Maharashtra. Raigad Bhavan, 7th Floor, CBD Belapur, Navi Mumbai 400 614.



Director,
Directorate of Local fund
Accounts Audit, Navi Mumbai,

General Terms & Condition

1. General Terms and Definitions:

- a) "Day" means calendar day.
- b) "Tender" means tender number :- **GEM/2024/B/4547331**
- c) "Bid" means the document and financial details submitted by bidder.
- d) "Bidder"/"Tender" means the eligible and qualified original equipment manufacturers / authorized distributors/ authorized dealers.

2. Eligibility Of Sellers/Bidder:

Any Sellers/Bidder validly Registered on Government e-Marketplace for specified product category may participate in Bidding subject to following:

- a. The intending Bidder, in case of Original Equipment Manufacturers shall upload a self-declaration on their letter-head, along with the Technical Bid, confirming that they are regular in manufacturing & supplying the similar items, as asked in this tender, for the last three (03) years.
- b. The original equipment manufacturers shall possess *BIS Certificate* for their establishment. The self certified copy of the valid *BIS Certificate* shall be upload with the Technical Bid.
- c. The intending Bidder, in case of Authorized Distributor of OEM / Authorized Dealer of OEM shall possess valid authorized Distributorship / Dealership license from Original Equipment Manufacturers who should have valid *BIS Certificate* and shall be engaged in regular manufacturing and supply of similar Goods for the last three (03) years. The Bidder shall upload the self certified copy of valid authorized Distributorship / Dealership license and valid *BIS Certificate* along with Technical Bid.
- d. **Determination of eligibility in case of BIS License:** Bidder has to upload currently *valid and operative BIS License copy (Valid on the date of bid opening)* to be considered eligible. Submitted *BIS License* may be in the name of Bidder / OEM or in the name of the Manufacturer to whom the OEM has outsourced manufacturing of his brand of product. The name of the Brand of the offered product should be mentioned in the *BIS License*. *BIS certificate* issued under Compulsory registration Scheme for electronic products to OEM/Brand owners for the products marketed

under their brand name wherein their products are manufactured at third-party manufacturing unit is valid and is allowed for participation in the bids floated on GeM. The Manufacturer's Authorization in all such cases wherein the manufacturing is done by a third party shall be issued by the Brand owner / OEM and not by the third-party manufacturing unit mentioned in the BIS certificate.

- e. **Bidders Turn Over Criteria:** The minimum average annual financial turnover of the Bidder of the offered product during the last three years, ending on 31st March of the previous financial year (FY 20-21, FY 21-22, FY 22-23), should be equals to or more than Rs.50 Lakh. Documentary evidence in the form of Turnover certificate from the registered Chartered Accountant (with UDIN number) indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the Bidder less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- f. **OEM's Turn Over Criteria:** The minimum average annual financial turnover of the OEM's of the offered **same or similar product** during the last three years, ending on 31st March of the previous financial year (FY 20-21, FY 21-22, FY 22-23), should be equals to or more than Rs.400 Lakh. Documentary evidence in the form of Turnover certificate from the register Chartered Accountant (with UDIN number) indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM's less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- g. **Commercial Experience Criteria:** For commercial experience, the order(s) executed by the bidder, during the last 3 years ending on the last day of the month immediately preceding the month in which the last date of bid submission falls, Bidders should have executed supply order of **same or similar goods**, having value at least Rs. 150 lacs (One Hundred Fifty Lacs). Documentary evidence in the form of copy of CRAC (Consignee's Receipt cum Acceptance Certificate') generated on GeM or in another cases copy of receipt of Supply from Buyer shall be uploaded with technical part of Bid. **In case of Bunch Bid the Category Primary Product having highest Bid value should meet this Criteria.**
- h. Bidder shall possess valid registration under Goods and Service Tax Act 2017 during the period of execution of bid. He/she shall upload self certified copy of GSTIN Registration Certificate.

**3) Bidders/Sellers Responsibility:
Bidders/Sellers shall be responsible for;**

A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:

- i) Directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- ii) Receives or has received any direct or indirect subsidy from another Bidder; or
- iii) Has the same legal representative as another Bidder; or
- iv) Has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Buyer regarding this Bidding process.

4) Validity of Tender:

- a) The tender shall be valid for a period of 180 days from the date of opening of the Financial Part of Bid . Terms and financial details submitted in the bid shall be treated as firm during the said period of 180 days.
- b) The products offered in e-Bidding cannot be withdrawn by the Sellers from GeM during the bid validity period. The Buyer reserves the right to postpone/cancel the e-bidding and intimation thereof will be sent by e-mail / GeM to the Bidders. Any amendment / corrigendum to the e-bid invitation issued by the Buyer will be made online and shall be uploaded on the GeM. The participation by the Seller in e-bidding shall be construed as his / her acceptance for all the Terms and Conditions as outlined in the e-bidding including GTC, STC and ATC. However, the Buyer shall have right to decide the technical and commercial acceptability of the individual bids based on eligibility criteria and compliances as stipulated in the bid document.

5) Technical Specification of Goods to be Supply:

- a) Detail Technical Specification of Desktop PC, Laptop, Printer, Scanner & Toner are as quoted in **Annexure A**, forming part of Tender Document and in e-Bid details in GeM Portal.
- b) The technical specification of Goods quoted by buyers is essential requirement. The sellers are free to bid for same, equivalent or superior specifications catalogue / products. In the public interest, buyers will evaluate such bids based on their requirements / end use and bid parameters and will accordingly technically accept or reject the bids on merits.

6. Quantity And Destination of Supply:

Total quantity of Goods offered and place of delivery for Bid are specified in **Annexure B**. Bidder shall Supply Goods at various location as specified in **Annexure B**.

7. Tender Fee:

- a) Bidder shall pay sum Rs.15,000/- (Fifteen Thousand Only) as Tender Fee through RTGS / Internet Banking in following account.

**Beneficiary name- ASST DIRECTOR ADMINISTRATION LOCAL FUND
ACCOUNTS AUDIT DIRECTORATE,NAVI MUMBAI**

Account No. :- 023102000011088

IFSC Code :- IBKL0000023

Bank Name :- IDBI BANK

Branch :- NEW PANVEL(E)

**Address :- SIDDHIVINAYAK MAHIMA APT., PLOT NO. – 1, SEC
PANVEL - MATHERAN ROAD, NEW PANVEL(E),
RAI,PANVEL(DIST RAIGAD), MAHARASHTRA PIN 410206.**

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

- b) Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product (Primary Product in case of bunch bid with total value wise evaluation) and give specific confirmation to this effect at the time of bid submission and claim Tender Fee exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME shall be eligible for Tender Fee Exemption. For these Bidders shall upload supporting document.

8. Earnest Money Deposit(Bid Security):

- a) Bidder shall pay sum Rs.2,00,000/- (Two Lakh Only) As Earnest Money Deposit through RTGS / internet banking in Beneficiary accounts details mentioned in Condition 7.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

- b) The Buyer shall not be liable for payment of any interest on EMD.

- c) The EMD will be returned to the unsuccessful bidders within 15 days from the date of acceptance of contracts or expiry of Bid validity period. In case of successful bidder EMD shall be returned soon after bidders submit performance security and accept the contract.
- d) Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product (Primary Product in case of bunch bid with total value wise evaluation) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME shall be eligible for EMD Exemption. Bidders shall upload supporting documents regarding the Exemption.
- e) Bid Security submitted by the bidder shall be forfeited, if the bidder:
 - i) Withdraws or modify or impairs or derogates from the bid in any respect within the period of validity of its bid, or
 - ii) If it comes to notice that the information / documents furnished in its bid is false, misleading or forged; or
 - iii) Fails to furnish requisite performance security within stipulated time required as per e-bid / RA conditions.

9. Security Deposit (Performance Security):

- a) Successful Bidder shall submit Performance Security having value of 5% of bid price within period of 15 days of acceptance of contract. Performance security shall be submitted in form of unconditional Bank Guarantee in Form no. 1 or in the form of payment through RTGS / Internet Banking valid for 2 months beyond the date of completion of all contractual obligations including warrantee obligations.
- b) In case of any extension of contract obligation period, the seller shall be liable to suitably extend the validity of the Performance Security for such extended period.
- c) The payments to the seller shall become due only after receipt of original Performance Security by the Buyer and verification of its genuineness. No interest shall be payable upon the Performance Security / PBG or any other amounts payable by the Seller to the Buyer under the Contract.
- d) If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller. If the Seller duly performs and completes the contract in all respects the Buyer shall, refund the Performance Security, as the case may be, to the Seller within 30 days of completion of all contractual obligations by the Seller.

10. Warranty:

- a) The bidder shall offer on-site comprehensive warranty (including hardware and software) for various Goods as specified bellow:

Sr.No.	Description of Goods	Warranty Period
1	Desktop PC	3 years
2	Laptop	3 years
3	Printer	3 years
4	Scanners	3 years
5	Toner	1 years

b) Warranty period of the supplied products shall start from the date of completion of installation, commissioning & testing of goods, at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Maintenance Service facility for attending the after sales service.

c) Timely Servicing / Rectification of defects during warranty period:

After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / rectification within 1 week time limit at consignees location. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to reimburse the cost of such service / rectification to the Buyer.

d) Notwithstanding the fact that the Buyer or its Quality Assurance Officer may have inspected and/or approved / accepted the said Goods, it is further guaranteed that if during the said guarantee / warranty period, the Goods be discovered not to conform to the requisite description and quality and/or not giving satisfactory performance or have deteriorated, and the decision of the Buyer in that behalf shall be final and binding on the Seller and the Buyer shall be entitled to call upon the Seller to rectify and/or replace the Goods or such portion thereof as is found to be defective by the Buyer within 7 days. Otherwise, the Seller shall pay to the Buyer such compensations that may arise by reasons of the warranty therein contained.

11. Submission of Tender:

- a) Bidder shall carefully read and understand all Instructions to Bidder of this document and Policy Of GeM Portal before filling Tender information.
- b) Bidder shall fill every Data/Information on Online Bid. All columns of the Tender

shall be duly properly and exhaustively filled.

c) Document submission :

I) Bidder shall upload self-certified copy of following documents along with Bid on GeM Portal:

1. PAN Card
2. In case of Bidder being OEM, manufactures self-declaration as stated in GTC - 2-a
3. In case of Bidder being authorized distributor/dealer, authorized distributorship /dealership license as stated in GTC - 2-c
4. BIS certificate as stated in GTC - 2-b
5. CAs certificate of Bidders turn over as stated in GTC - 2-e
6. CAs certificate of OEM's turn over as stated in GTC - 2-f
7. Documents of commercial experience as stated in GTC - 2-g
8. GSTIN Registration Certificate V- 2-h
9. Bank Account Details (Copy of Cancelled Cheque/Copy of EFT Mandate duly certified by Bank) where he wants payments from the buyer.
10. Undertaking from The Bidder in form no. 2
11. Undertaking from The Bidder in form no. 3
12. Non-Blacklisting Letter on Rs 100 Stamp paper in form no. 5
13. Document showing payment of EMD
14. Document showing payment of Tender fee.

II) Bidder must fill all the documents given below With Bidders Stamp & Signature.

1. Shop & Establishment/Incorporation Certificate
2. PAN Card
3. GST Certificate
4. Similar Experience if there any

d) Bidder shall take into account of all costs including all type of taxes , Comprehensive Warranty (as stated in GTC-10), transportation Charges, loading, unloading at the location decided by purchaser, cartage, etc. before quoting the rates in commercial Bid. In this regard no additional claim what so ever shall be entertained.

e) The bidder should quote the price only in prescribed commercial bid and should not disclose the price in any form elsewhere in other part of Tender Document, If found bidder will be liable to disqualified.

f) Bidder shall compulsorily quote rate of each and every item of bid. If a bidder quotes Nil Charges/consideration for any item of commercial part of bid, the bid shall be treated as non- responsive and will not be considered.

- g) Offer prices on Gem shall be on all inclusive basis i.e.inclusive of all taxes,duties,local leives / transportation / loading – unloading charges etc. price quoted in bid shall be final and no price excalation will be allowed.
- h) Confidentiality of Bid: The participating bidders shall not disclose details of their bids or other details of their e-bids to other bidders or indulge in any anti-competitive behavior including price manipulation in violation of Competition Act, 2002, as amended from time to time.
- i) The Buyers Right to Accept/Reject the Bid: The Buyer reserves the right to accept/reject any bid including the lowest bid received through e-bid and/or annul the e- bidding process.

12. Technical Part of Bid Evaluation:

- a) Bidder shall ensure that he has filled all necessary detail of technical part of bidder and upload self certified copy of all related document.
- b) Technical bid shall be open at stipulated time and place. Any change in such a time and place will be notified on GeM Portal by buyer. Bidder shall update himself from time to time about bid opening date and time on portal. Interested bidder may remain present and sign document of technical part of bid evaluation prepared by buyer.
- c) Bidder complying all technical part of bid evaluation criterion will be deemed as qualified bidder eligible for commercial bid. Bidder not fulfilling any technical criteria will be treated as disqualified for the bid but if defect/incompletion like incomplete uploading of document not having major impact on bid decision, buyers at his sole discretion may provide opportunity to seller to rectify defect within two working days and if bidder rectifies such defect to the satisfaction of buyer, such bidders may be treated as qualified eligible for commercial bid.

13. Commercial Bid Evaluation:

- a) Commercial part of bid evaluation of all bidders, qualified in technical part of bid, shall be performed at stipulated date, time and place.
- b) The Buyer reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.
- c) Commercial Bid Acceptance criterion will be lowest total price of all items included in bid.

14. Award of Contract:

Prior to the expiry of the period of bid validity, the buyer shall notify the successful

Bidder, on GeM Portal in the form of award of contract that its Bid has been accepted. The award of contract shall specify the sum that the Buyer will pay to the bidder in consideration of the supply of Goods with the details of quantity and location(s) of supply.

15. Contract Agreement:

Successful Bidder and buyer shall execute contract agreement stipulated in form No.04 within 15 days of award of contract. Bidder shall be responsible to pay charges of stamp duty necessary for contract.

16. Inspection Of Goods:

- a) **Pre-Dispatch Inspection by seller:** The Seller/Bidder shall carry out Pre-Dispatch Inspection (PDI) of the Goods to be supplied in order to check their compliance with technical specifications in accordance with its buyer's requirement. Upon successful completion of such PDI, Seller/Bidder shall issue and sign a Certificate of Conformity stating that Goods to be supplied are conforming technical specification quoted by buyer and fit to use. Such certificate shall be provided to consignee along with onsite warranty certificate and user manuals at the time of delivery of Goods.
- b) **Inspection on Buyers site and Rejection:** The Goods delivered shall bear the self certificate of pre-dispatch inspection by bidder and Manufacturer's/Seller's Warranty. Buyer / Consignee shall have the right to inspect the supplied Goods themselves and/or through their appointed agency at consignee's own cost, at Consignee's site(s) after receipt and accept or reject on proper justification any consignment of the Goods received within a period of 30 days of receipt of consignment of goods. The date of receipt shall be reckoned from the date of receipt of the Goods as notified in the Provisional Receipt Certificate (PRC) which will be issued online by consignee immediately after receipt of Goods. Buyers may inspect Goods on receiving at delivery site to conform whether received Goods technical specification are as per contract, Goods are new and fit to use.
- c) The acceptance test will be conducted by the Buyer/their consultant or any other person nominated by the Buyer, at its option. The acceptance will involve trouble-free operation for seven consecutive days. There shall not be any additional charges for carrying out acceptance tests. No malfunction, partial or complete failure of any part of hardware or excessive heating of motors attached to printers, drivers etc. or bugs in the software should occur. All the software should be complete and no missing modules/sections will be allowed. The supplier shall maintain necessary log in respect of the results of the tests to establish to the entire satisfaction of the Buyer, the successful completion of the test specified. An average uptake efficiency of 100 % for the duration of test period shall be considered as satisfactory.

- d) Consignee will issue an online 'Consignee's Receipt cum Acceptance Certificate' (CRAC), which will form the basis of Payments to the Seller.
- e) No payment shall be made for rejected goods or services. After intimation of the rejection / part rejection by the Buyer/ Consignee, the Seller shall be liable to remove / lift back such rejected Goods within 10 days without any extra charge/cost to the Buyer/ Consignee. Failing which demurrage charges at the rate of 1% per week of price of rejected Goods not exceeding 10% of price of such Goods may be charged by buyer. Seller may pay such charge directly or buyer may recover it either from payments to be made to the seller or from performance bank guarantee. If the Seller fails to remove / lift back such rejected Goods within reasonable time period, the Buyer / Consignee shall have the right to dispose of such rejected goods at the risk and cost of the seller.

17. Packing:

- a) The bidder shall provide packing of the Goods, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the Buyer would not accept the delivery.
- b) The Goods shall be securely boxed, crated and protected from mechanical damage, moisture etc. Suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

18. Delivery of Goods:

Delivery Time And Location: All Goods shall be delivered to location as specified in **Annexure B** forming part of Tender document and as quoted in e-Bid details within 30 days of acceptance of contract.

19. Termination of Contract for Defaults:

- a) If the seller does not perform its obligations within the Delivery Period / date mentioned in the Contract, the same would constitute the breach of the Contract and the Buyer shall have the right to Cancel or Withdraw the Contract for the unsupplied portion after the expiry of the original, extended or re-fixed delivery date or period stipulated in the Contract. Such cancellation of contract on account of non- performance by the Seller would entitle the Buyer to forfeit the performance security besides other actions such as downgrading the Seller's rating or debarment from the GeM for specified period as decided by GeM on merits.
- b) Without prejudice to Buyer's right to price adjustment by way of discount or any other

right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:

- i) The Seller fails to comply with any material term of the Contract.
- ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
- iv) The Seller becomes bankrupt or goes into liquidation.
- v) The Seller makes a general assignment for the benefit of creditors.
- vi) A receiver is appointed for any substantial property owned by the Seller.
- vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

viii) In case of any dispute between Buyer and Bidder, it will be referred to The Secretary (A. & T.), Finance Department, Mantralaya, Mumbai and his decision in this regard will be final and binding on both parties.

20. If The Bidder is an Authorised Dealer, should submit Authorised Dealer Certificate with relevant details.
- 21 . **CPU Motherboard –**
OEM motherboard should have OEM logo embossed, No sticker.
OEM must have online system hardware diagnostics facility and Register the Compliant on Web Based Site
22. Technical compliance of the Offered product should be on OEM Letterhead.
23. For Desktop PC & Printer If five or more suppliers from the same company participate in the tender, Dealers who will provide extra services and features at no extra charge will be preferred.
24. The Buyer reserves the rights for any cancellation/rejection of any part or whole bid, without assigning any reason what so ever.
25. In case of technical Evaluation, if the department feels the need, the demo unit will be called from the bidder.
26. Bidder's offer is liable to be rejected if they do not upload any of the certificates / documents sought in the Bid document, GTC, and Corrigendum if an.
27. For EMD Exemption, MSME must be the manufacturer of the Offered product & Startup Must Submit Necessary Documents.

28. For Desktop PC MII Certificate is required on OEM Letter Head
29. It is mandatory for all bidders to submit Detail (BOQ) compliance with the product specifications On Bidder / OEM Letter Head.
30. Monitor, Keyboard, Mouse all are required of Same OEM as that of Desktop PCs.
31. **For Desktop** Monitor should be TCO 8 or higher certified along With ADP (Accidental Damage Warranty) With Necessary Policy of Bidder Documents
32. **For Desktop PC & Printer** TOP 5 Brand as Per IDC Report Only cceptable.
33. Bidders must Submit Sample blank toner to the department, and if any given toner is not easy to service or has a high cost of service, the bidder will be rejected.

34. Generic option clause:

The purchaser reserve the rights to increase or decrease the quantity to be ordered upto 25% of Bid quantity at the time of placement of contract. The purchasers also reserve the rights to increase the order quantity by upto 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the order accordingly.

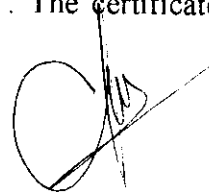
35. Generic bidder financial standing:

The bidder should not be under liquidation , Court receivership or similar proceedings , should not be bankrupt. Bidder to upload undertaking to this effect with bid.

36. Generic Data Sheet of the product(s) offered in the bid are to be uploaded along with the bid documents. Buyers can match and verify the datasheet with the product specifications offered. Incase of any unexplained mismatch of technical parameters, the bid is liable for rejection. Data sheet to be self attested by OEM.

37. OEM Imported Products:

In case of imported products, OEM or authorized seller of OEM should have a registered office in Maharashtra to provide after sales service support in India . The certificate to this effect should be submitted.



**Director,
Directorate of Local fund
Accounts Audit, Navi Mumbai.**

Form No-1

Performance Bank Guarantee:

Name of the Department

Address of the Department

Dear Sirs,

Whereas you intent to enter into a contract. as per your Letter of Intent. Reference No. -----, dated----- (Hereinafter referred to as "the contract") with M/s _____ as vendor for the supply of defined in contracts schedule. (hereinafter referred to as "the goods / services") and whereas the seller has undertaken to produce a performance cum warranty bond for amount of Rupees being equal to 5% of the total contract value of the goods / services to be delivered as specified contract No ---- dated ---- referred to as "contract to secure its obligations to the beneficiary with respect to the goods specified in the invoice.

1. We (Name of the Bank), hereby expressly, irrevocably, and unreservedly undertake and guarantee as principal obligators on behalf of the Seller that in the event that the beneficiary submits a written demand to us stating that the Seller has not performed according to the terms and conditions of the contract, we will pay you on demand and without demur any sum up to a maximum amount of (5% of the contract value). Any claims must bear the confirmation of your bankers that the signatures thereon are authentic. Your written demand shall be conclusive evidence to us that such written demand. For the avoidance of doubt any documents received by way of facsimile or similar electronic means is/are not acceptable for any purpose(s) under this guarantee.
2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between beneficiary and the seller or any forbearance whether as to payment, time performance or otherwise.
3. In no case shall the amount of the guarantee be increased.
4. Unless a demand under this guarantee is received by us in writing on or before the expiry date (unless this guarantee is extended by the seller), all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.
5. This guarantee shall be a continuing guarantee (which means guarantee will also be valid if the bank is in under liquidation or bankruptcy) and shall not be discharged by any change in the constitution of the bank or in the constitution of the Seller.

6. Please return this letter of guarantee immediately after our liability thereafter has ceased to be valid.
7. Our liability under this guarantee will cease to be valid even if the guarantee deed is not returned to us.
8. This guarantee is personal to the beneficiary and not assignable to a third party without our prior written consent.
9. This guarantee shall be governed by Indian Law. This guarantee is valid until the <<mention date>>.

Date-

Address

Form No.2
Undertaking from the Bidder

To,

Joint Director, Directorate of Local fund accounts audit, Maharashtra state, Navi Mumbai.

Subject: Undertaking for the participation in the tender No.
(Specify Tender No.)

Dear Sir,

HAVING EXAMINED AND PER USED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instruction To The Bidder
3. Technical Specifications of Goods (Annexure-A)
4. Quantity and Location of Supply(Annexure-B)
5. Technical Bid
6. Commercial Bid

I/Wedo hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfil all the terms and conditions in the tender documents.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location(s) of Buyer including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Buyer based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We declare that our unit has never made any default in supplying the Goods/ equipment to Government / Semi Government/ in terms of quality and financial agreed supply conditions.

I/We distinctly agree that if our Bid is accepted, I/We commit to submit performance security in accordance with the bidding document.

I/We are not submitting any other bid(s) as an individual bidder and we are not participating in any other bid (s).

I/We understand that this bid, together with your written acceptance thereof included in your letter of acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

I/We declared those documents uploaded along with technical bid are true copy of original valid documents.

Any notice required to be served on me/us shall be sufficiently served on me/us by post(registered or ordinary) or courier or left at my/our address furnished herein.

.....
.....

I/We fully understand the terms and conditions in the tender documents.

Dated this..... day of..... 2024

Authorized Signatory
Seal

Form No.3

Bid Acceptance Letter

(As generated in GeM Portal)

Form No.4

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS AGREEMENT made the *[insert: number]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Buyer], a [insert description of type of legal entity, for example, an agency of the Ministry of of the Government of { insert name of Country of Buyer }, or corporation incorporated under the laws of { insert name of Country of Buyer }] and having its principal place of business at [insert address of Purchaser] (hereinafter called “the Purchaser”), of the one part, and*
- (2) *[insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called “the Supplier”), of the other part:*

WHEREAS the Buyer invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services

The Buyer and the Supplier agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
 - (a) the Letter of Acceptance
 - (b) Letter of Bid - Technical Part
 - (c) Letter of Bid - Financial Part
 - (d) the Addenda Nos. _____ (if any)
 - (e) Special Conditions of Contract
 - (f) General Conditions of Contract
 - (g) the Specification (including Schedule of Requirements and Technical Specifications)

- (h) the completed Schedules (including Price Schedules)
 - (i) any other document listed in GCC as forming part of the Contract
3. In consideration of the payments to be made by the Buyer to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Buyer to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
 4. The Buyer hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the Purchaser:

Signed: *[insert signature]*

In the capacity of *[insert title or other appropriate designation]* in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier:

Signed: *[insert signature of authorized representative(s) of the Supplier]* in the capacity of *[insert title or other appropriate designation]* in the presence of *[insert identification of official witness]*

Form No.5
Bid Cover Letter

Date:

Ref: RFP No. <<

>> dated <<

>>

To,

Joint director,
Directorate of Local Fund Accounts Audit, Maharashtra State,
7th floor, Raigad Bhavan, CBD Belapur,
Navi Mumbai-400 614.

Dear sir,

With reference to “RFP for supply of Desktop PC, Laptops, Printers Scanners and Toners in Maharashtra”, we hereby submitted our qualification bid for the same.

- a) I/we thoroughly examined and understood all the terms & conditions as contained in the Tender document, invitation to tender General information to Bidder and its annexure & appendix and agree to abide by them.
- b) I/we hereby certify that I have read the entire terms and conditions of the tender documents (including all documents like annexure(s), appendixes, schedule(s) etc.) which form part of the contract agreement and I/we shall abide hereby the terms / conditions / clauses contain therein.
- c) The corrigendum(s) issued from time to time by your Department too have also been taken into consideration, while submitting this acceptance letter.
- d) I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/entirety.
- e) In case any provisions in this tender are found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely along with taking action as per other remedies available under law.
- f) I/we understand that the Directorate Local Fund Accounts Audit Maharashtra State may cancel the bidding process at any time and that Directorate Local Fund Accounts Audit Maharashtra State is not bound to accept any bid that it may receive without incurring any liability towards the bidder.
- g) I/we have deposited EMD and tender fee of Rs-----/(INR) and Rs.-----/(INR) as mentioned in tender document. In the event of my/our tender being accepted. I/we agree to furnish the acceptance of the tender performance guarantee as stipulated in the Tender.
- h) I/we do hereby declare that the entries made in the tender and Appendices/Annexure attached therein are true.
 - i) I/we hereby declare that my Firm/Company has not been blacklisted or otherwise

debarred during the last three years by any department of **Central or State Government or any other Public Sector Undertaking**, for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, rule or Administrative Instructions. Also no such process is being initiated is in progress against my firm.

OR

i) I/We hereby declare that I, my Firm/Company was blacklisted/debarred by _____ (here give the name of the client) for a period of _____ which period has expired on _____. (Full details of the reasons for blacklisting/debarring and the communication in this regard, should be given) (Strike out whatever is not applicable)

I/We hereby declare that the Earnest Money Deposit and/or performance guarantee has not been forfeited or adjusted against any compensation payable in the case of any Contract entered into by me/my firm/company/us with the Directorate Local Fund Accounts Audit Maharashtra State or any Department of Central or state Government or any other Public Sector Undertaking during the last three years or more.

I/We certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the Directorate Local Fund Accounts Audit Maharashtra State shall have the right to disqualify me/us without giving any notice or reason therefore or summarily terminate the contract, without prejudice to any other rights that the Directorate Local Fund Accounts Audit Maharashtra State may have under the Contract and Law.

(Signature of bidder)

Name:

Designation:

Seal:

Date:

Place:

Business address:

Annexure-A Technical Specification

Desktop PC (Minimumn Generic Specification)	
Heads	Parameters
Processor	
Processor Make	Intel/AMD
Processor Generation and Above	12th or above
Processor Description	Intel i3 or i5
Motherboard	
Chipset Series	Q/H
Graphics	
Graphics Type	Integrated
Graphics Card Description	Intel Integrated
Operating System	
Operating System (Factory pre-Loaded)	Windows 11 Professional
Recovery Image Media	Stored in Partition of the Hard Disk
OS Certification	Windows
Memory	
Type of RAM	DDR4
RAM Size(GB)	Minimum 8
RAM Speed(MHz)	3200
Total Numbers of DIMM Slots Available	4
Number of DIMM Slots populated	1
RAM Expandability up to (using spare DIMM slots in GB)	64/128
Storage	
Type of Drives used to populate the internal Bays	SSD
Capacity of each HDD (GB)	1000@7200 rpm
Total HDD capacity (GB)	1000
Cabinet	
Internal Speaker	Yes
Audio-out	Yes
Headphone out	Yes
Microphone-in	Yes
Connectivity	
Number of Ethernet Ports	1
Type of Ethernet Ports	10/100/1000 on Integrated Gigabit Port
Ports	
Number of USB Version 2 point 0 ports	Minimum 3

Number of USB Version 3 point 0/3 point 1, Gen 1 ports	3
Number of USB Version 3 point 1, Gen 2 ports	2
Number of USB Type C Ports	1
Number of DP ports	Minimum 1
Monitor	
Monitor Technology	VA/IPS
LED Backlit Monitor Size(INCHES)	Minimum 21.5
Monitor Resolution (PIXELS)	1920 x 1080
TCO Certification for Monitors	8
Number of VGA Ports in the Monitors	1
Form Factor	SFF/Tower
Number of Display Ports in the Monitor	1
Power	
Power Supply Capacity (Watt)	Maxi 180
Minimum power Efficiency Range (%)	90-94
Certification	
ROHS Compliance	Yes
BEE / Energy Star for the given Model	Yes
Input Devices	
Mouse Connexctivity	Wired/Wireless
Type of Mouse	Optical Scroll
Keyboard Connectivity	Wired/Wireless
Type of Keyboard	Standard
Warranty	
On Site OEM Warranty (Year)	3/5 years

Annexure-A

Laptop (Minimumn Generic Specification)	
Heads	Parameters
Processor	
Processor Make	Intel/AMD
Processor Generation and Above	13th or above
Processor Description	Intel i3 or i5
Out of Band Management	NA
Cache(MB)	min 6
Motherboard	
Chipset Series	Q/H
Graphics	
Graphics Type	Integrated
Graphics Card Description	Intel Integrated
Operating System	
Operating System (Factory pre-Loaded)	Windows 11 Professional
OS Certification	Windows /Linux
Memory	
Type of RAM	DDR4
RAM Size(GB)	8 / 16
RAM Speed(MHz)	2666
Total Numbers of DIMM Slots Available	2
Number of DIMM Slots populated	1
RAM Expandability up to (using spare DIMM slots in GB)	32
Storage	
Type of Drives used to populate the internal Bays	SSD
Capacity of each SSD (GB)	1000/500/256
Connectivity	
Wireless Connectivity	Yes
If Yes, Type of Wireless Connectivity	Wi-Fi 6:802.11ax
No of Ethernet Ports	1
Bluetooth Connectivity	Yes
If Yes, Version of Bluetooth Available	5.1
Display	
Type	Non Touch
Resolution	Minimum 1366 x 768
Size	14 inch or higher
Ports	
Number of USB Version 2 point 0 ports	1
Number of USB Version 3 point 0/3 point 1, Gen 1 ports	1

Number of USB Version 3 point 1, Gen 2 ports	2
Number of USB Type C Ports	1
Number of HDMI ports	Optinal
Weight	Less Than 2 kg
Certification	
ROHS Compliance	Yes
BEE / Energy Star for the given Model	Yes
Warranty	
Onsite comprehnsive	3/5 years
Battery Warranty	1/3 years

Annexure-A

MFP Printer(Minimumn Generic Specification)	
Heads	Parameters
Print Technology	LaserJet
Type of Machine	Multifunctional Machine
Type of Printing	Mono
Cartridge Technology	LaserJet
Platen/Flatbed size	A4
Paper Size (Original/Image)	A4/A4
RAM Size (MB)	min 512
Hard Disk Capacity (GB)	0
Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-mono	20
Scanning Feature Availability	Yes
Duplex Feature Availability	Yes
Networking Feature Availability	Yes
If yes, Type of Network Interface	Ethernet 10/100
Wi - Fi Availability	Yes
If yes, Wi - Fi Type	Wi - Fi 802.11 b/g/n & Wi - Fi Direct
Original Document feeder Type	ADF/Flatbed
Feeder Capacity (Number)	35
Scanning Resolution (Optical)	Minimum 1200 x 1200
Number of Main Paper tray	1
Each Main Paper tray Capacity(Number)	250
Bypass Facility	Yes
If yes, Bypass Tray Capacity	1
Yield of the Cartridge/Ink Tank/Ink pack supplied with Machine as per ISO/IEC: 19752/2004(E) for Black(Number of Points)	Min 1500
Duty cycle (No of Prints/month)	2000
Minimum Operating Temperature (Degree C)	10
Maximum Operating Temperature (Degree C)	35
Minimum Operating Humidity (% RH)	20
Maximum Operating Humidity (% RH)	80
BIS Registration under CRS of Meity	Yes
Other Certification available	RoHS
Onsite OME Waranty (year)	3/5 years

Annexure-A

Scanner(ADF)(Minimumn Generic Specification)	
Heads	Parameters
Scanner type	Flatbed Color document Scanner
CIS	Contact Image Sensor (CIS)
Color Depth	RGB 30-Bit per Pixel
Interface	USB 2.0
Optical and Hardware resolution	Max 600 dpi
Operating System	Windows 11 professional
BIS Certification	Yes
Paper Size	A4
Document feed capacity	Minimum 50 sheets
Daily Duty Cycle	Minimum 3000 sheets
Warranty	3/5 years

Annexure A

Toner (Minimumn Generic Specification)	
Heads	Parameters
Product Model:	Canon Cartridge 337 (for Multi-Functional Printer)
Manufacturer:	Canon
Product Code	9435B003AA
Product Type:	Genuine Toner
Yield:	Up to 2400 pages
Warranty	1 Year Canon
Suitable for:	Canon Imageclass MF211 Canon Imageclass MF212w Canon Imageclass MF215 Canon Imageclass MF217w Canon Imageclass MF221d Canon Imageclass MF226dn Canon Imageclass MF224dw Canon Imageclass MF229dw
Product Type Description:	Genuine toner cartridges are made by the original equipment manufacturer for their own machines. For example, HP genuine toner cartridges are made for HP printers. These are the cartridges recommended by each machine manufacturer to specifically fit in their machines.
Manufacturer:	Canon
Product Code	9435B003AA

Directorate of Local Fund Accounts Audit, Maharashtra State, Navi Mumbai.

ANNEXURE-B

Sr. No.	Location of Delivery	Address	Name of Items	Quantity of Supply	Reference No and Name of Cosignee Representative	
					Representative	Mobile No.
1	2	3	4	5	6	
1	DIRECTORATE, LOCAL FUND ACCOUNTS AUDIT, MAHARASHTRA STATE, NAVI MUMBAI	7 th FLOOR, RAIGAD BHAVAN, CBD BELAPUR, NAVI MUMBAI - 600614.	DESKTOP PC	28	MILIND KULKARNI	9420646453
			LAPTOP	33	LAXMAN DHULEKAR	9152901394
			PRINTER	7		
			SCANNER	2		
			TONER	20		
2	JOINT DIRECTOR, KONKAN REGION, NAVI MUMBAI	ROOM NO 603, 6 th FLOOR, KONKAN BHAVAN, CBD BELAPUR, NAVI MUMBAI - 600614.	DESKTOP PC	8	SHUBHANGI MANE	9850903430
			LAPTOP	30	ARUNA ZAGADE	9869431136
			PRINTER	5		
			SCANNER	3		
3	JOINT DIRECTOR, PUNE REGION, PUNE	ROOM NO 37, 3 rd FLOOR, KOSHAGAR BHAVAN, COLLECTOR OFFICE COMPOUND, PUNE 411001.	DESKTOP PC	4	GANESH PATIL	9422630433
			LAPTOP	41	SUHAS VISPUTE	9011027187
			PRINTER	7		
			SCANNER	3		
4	JOINT DIRECTOR, NASIK REGION, NASHIK	3 rd FLOOR, LEKHAKOSH BHAVAN, COLLECTOR OFFICE COMPOUND, NASIK 422001.	DESKTOP PC	5	DIPAK BIRARI	7588459304
			LAPTOP	32	VIJAYKUMAR SONAWANE	7350708484
			PRINTER	7		
			SCANNER	3		
5	JOINT DIRECTOR, CHHATRAPATI SAMBHAJINAGAR REGION, CHHATRAPATI SAMBHAJINAGAR	3 rd FLOOR, LEKHAKOSH BHAVAN, COLLECTOR OFFICE COMPOUND, FAJILPURA, CHHATRAPATI SAMBHAJINAGAR 431001	DESKTOP PC	5	DEEPA DEVATRAJ	7030936350
			LAPTOP	40	KUSUM RATHOD	9421820977
			PRINTER	9		
			SCANNER	3		
6	JOINT DIRECTOR, AMRAVATI REGION, AMRAVATI	1 st FLOOR, LEKHAKOSH BHAVAN, VIDYAPEETH ROAD, NEAR PRASHASAKIY PRASHIKSHAN PRABODHINI, AMRAVATI 444602	DESKTOP PC	7	VINOD GAIKWAD	9850720719
			LAPTOP	23	DIPAK BHILPAWAR	8830992515
			PRINTER	8		
			SCANNER	3		

7	JOINT DIRECTOR, NAGPUR REGION, NAGPUR	3 RD FLOOR, LEKHAKOSH BHAVAN, COLLECTOR OFFICE COMPOUND, CIVIL LINE, NAGPUR 440001	DESKTOP PC	3	DATTATRAY FISKE	7030093447
			LAPTOP	26	SAMEER DESHMUKH	7387977088
			PRINTER	7		
			SCANNER	3		
			DESKTOP PC	60		
			LAPTOP	225		
			PRINTER	50		
			SCANNER	20		
		TOTAL -				

