



SNDT Women's University, Mumbai

**eTender Document for Purchase and Installation of
Branded Laptops at Mumbai and Pune Campuses of
SNDT Women's University**

Tender Reference no.	SNDTWU/ PURCHASE/2024-25
Name of Work / Item	e -Tender Document for Purchase and Installation of Branded Laptops at Mumbai and Pune Campuses of SNTD Women's University
Cost of blank tender document & Mode of Payment	Rs.10,000/- (Non-refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage
EMD Amount & Mode of Payment	Rs.1,00,000/- (Refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.
Tender start date	14/02/2025 at 12:30 p.m.
Tender end date	06/03/2025 at 06:00 p.m.
Tender opening date	10/03/2025 at 11:00 a.m.
Venue of online opening of tender	SNTD Women's University, 1, N.T. Road, New Marine Lines, Mumbai-400 020
Address for Communication	Registrar, SNTD Women's University, 1, N.T. Road, New Marine Lines, Mumbai-400 020
Contact Telephone	022 - 22031879
e-Tendering Helpline Support: Monday to Friday - 09:00 AM - 08:00 PM Saturday - 09:00 AM - 06:00 PM	Telephone: 0120-4001 002 0120-4001 005 Email: support-eproc(at)nic(dot)in

Ref No.: SNDTWU/ PURCHASE/2024-25

Date: 13/02/2025

SECTION-I: INVITATION:

The University invites e-tender for purchase of Laptops for SNDTWU. The Bidders are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid. The University reserves the right to reject the bid in whole without assigning any reason thereof.


(Dr. Vilas D. Nandavadekar)
Registrar



General Instructions to the Bidders:

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of the Government of Maharashtra well in advance

To view the Tender Notice, Detailed Time Schedule, and Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit the following e-Tendering website of the **Government of Maharashtra**: <https://mahatenders.gov.in/nicgep/app>

The vendors participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://mahatenders.gov.in/nicgep/app>

All bidders interested in participating in the online e-Tendering process are required to procure a Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using the individual's Digital e-Token.

e-Tendering Tool Kit for Bidders (detailed Help documents, designed for bidders) has been provided on e-Tendering website to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay the **cost of Tender Document** and **Earnest Money Deposit** through online modes of payment such as **Net Banking, Debit Card and Credit Card** during the **Tender Document Download stage**. This payment will not be accepted by the SNTWU through any offline modes such as Cash, Cheque, or Demand Draft. **In case EMD is not mandatory, exemptions should be clearly specified. In all other cases, the offers made without EMD shall be rejected.**

Tender form Fee:

Rs. 10,000/- (Non-Refundable)

EMD:

Rs.1,00,000/- (Refundable)

Please note that if for any reason, a bidder fails to make this payment in online mode, the system will not allow the bidder to proceed further to the next stage resulting in his/her elimination from the Online Bidding Process.

Note - **The Tender form will be available online only. Tender forms will not be sold/issued manually from the SNT Women's University office.**

If any assistance is required regarding e-Tendering (registration/upload/download) please contact Help Desk on number: 0120-4001 002

0120-4001 005

Email: support-eproc(at)nic(dot)in

For a bidder, the online bidding process consists of the following 3 stages:

- 1. Online Tender Document Purchase and Download**
- 2. Online Bid Preparation**
- 3. Online Bid Submission**
- 4. Online Opening of the Bids**

All of the 3 stages are mandatory for bidders for the successful completion of the Online Bidding Process.

1. Online Tender Document Purchase and Download

The tender document is uploaded/ released on the Government of Maharashtra, (GOM) e-tendering website. The tender document and supporting documents have to be purchased and downloaded from the link of e-Tendering website of the Government of Maharashtra, <https://allgom.maharashtra.etenders.in> by making an Online Payment. Subsequently, the bid has to be prepared and submitted online ONLY as per the schedule.

2. Online Bid Preparation

In Bid Preparation stage, bidders get access to Online Technical and Commercial Bids where they are required to upload documents related to technical eligibility criteria and quote commercial offers for the work/item in respective online bids.

2.1 Online Technical Bid (T)

The following documents should be uploaded in Online Technical Bid (T) in PDF format, if required can be zipped as well and then uploaded. These documents should be digitally signed by the bidders and uploaded during the **Online Bid Preparation stage**.

Essential specifications, Requirements, and related documents for the Technical Bid

Sr. No.	Document Description	Yes/No for Submitted documents
1.	Bidders' Documents:	
	i. A Covering letter with details of a bidder (proprietor or partners or Directors) with address, telephone number, Mobile number, email ID, signature, and seal	
	ii. In the case of the Partnership firm, the names and addresses of the partners, and a copy of the partnership deal	
	iii. Copy of the valid PAN and GST certificate	
	iv. Copy of the Audited statements of the previous 3 years	
	v. The Bidder should have minimum turnover of Rs.1,00,00,000/- (Rupees One Crore Only) per annum out of Indian Operations for the last 3 consecutive years ending March, 2024 Copy of Certified Turnover of the previous 3 years by a Chartered Accountant	
	vi. List of minimum 10 clients on the bidder's letterhead (proof of Work Experience certificates or Tax Invoices from a minimum of 5 clients are mandatory)	
	2. Factory Pre-loaded Microsoft Windows 11 Professional (64-bit) license in each laptop must be supplied. The bidder has to submit OEM confirmation for genuine OS along with system serial. Declaration letter from OEM that certifies installation of Genuine OS on OEM letterhead, sign and seal with bid number mentioned on it.	
	3. Bid specific OEM Authorization Certificate of the manufacturer (Ink or digitally signed) on OEM letterhead, sign and seal	
	4. ISO9001 Certificate of the OEM	
	5. ISO20001 Certificate of the OEM	
	6. ISO14001 Certificate of the OEM	
	7. ISO 27001 Certificate of the OEM	
	8. BEE/Energy Star Certificate of the OEM	
	9. RoHS and EPR compliance Certificate of the OEM	
	10. TCO Certificate of the offered model	
	11. The BIDDER / OEM should have an online call logging facility for Repair and Service Centre Support. Evidence of online call logging facility for Repair and Service Center Support	
	12. Evidence of OEM Authorized Service Centre available in consignee district location (Mumbai and Pune)	
	13. Bidder should be from the State of Maharashtra and Bidder should have Service Center in MMR and Pune Region. Address Proof: Electricity Bill, Municipal Tax Bill paid receipt etc.	
	14. Non-Blacklisting Declaration: On OEM letterhead, sign and seal	
	15. Malicious Code certificate on OEM letterhead, sign and seal with bid number mentioned	

Sr. No.	Document Description	Yes/No for Submitted documents
16.	Undertaking for providing URL for verification of the warranty in the OEM website	
17.	Evidence of OEM business operation in India for at least 10 years	
18.	Compliance checks on OEM letterhead, sign and seal with bid number mentioned	
19.	Microsoft Office MAF	

Technical compliance Sheet

Sr. No.	Item Brand and Model Number	Specifications	Yes/No	Remark
1	Form Factor	Clamshell		
2	Chassis	With metallic hinges		
3	Chipset	Integrated in Processor		
4	Processor	Intel® Core™ i5-1335U or I3450HX Processor or Higher		
5	Memory	16 GB (1X16GB) DDR5-5200 MHz RAM, should support Dual Channels with 2 DIMM Slots		
6	Storage	512GB NVMe Solid State Drive, (should support 1 TB SSD)		
7	Audio	Integrated audio controller with 2 Integrated stereo speakers		
8	Operating System	Microsoft Windows 11 Professional [OEM factory pre-loaded]		
9	Networking	Integrated Gigabit 10/100/1000 Ethernet Controller Wi-Fi 6 + Bluetooth 5.3		
10	Ports	Video: 1 HDMI 1.4, Audio: 1 Headphone/microphone combo jack Minimum 2 USB-A 3.2 Gen 1 port, 1 USB- Type C 3.2 Gen 1 port RJ45		
11	Slots	2 M.2 for WLAN & Storage		
12	Accessories	OEM Branded Backpack		
13	Keyboard	Full size textured island-type backlit keyboard with Finger Print reader		
14	Touchpad	Touchpad with gestures support		
15	Battery	Minimum 8.00 Hours, battery capacity 42whr or above long life cycle battery with 3 years warranty with complaint of UL 1642 Standard and should support battery fast charge- approximately 90% in 90 min.		
16	Weight	up to 1.85 Kg including battery		
17	Security	TPM 2.0 proposed model should have chassis intrusion detection feature and ability to block the boot in case of Intrusion.		
18	Certifications	Microsoft Windows 11 Professional [OEM Factory pre-loaded] RoHS and EPR compliance, BEE/Energy Star, ISO 9001, 14001, 20001, 27001 for OEM		
19	Sustainable impact specifications	Halogen free, 100% recycled, renewable and recyclable packaging. Multipack option to reduce packaging waste 50 % Recycled cobalt in battery Backpack should be made of Sustainable practices		

Sr. No.	Item Brand and Model Number	Specifications	Yes/No	Remark
		like made with 100% recycled polyester, recycled plastic bottles, recycled packaging		
20	Display	15.6", FHD Support up to 250 NITs, STB ratio should be 82% and above and FHD camera with temporal noise reduction		
21	Warranty	3 Years onsite including 3 Year battery warranty		
22	MS Office	Microsoft Office Home and Student 2021		
23	Anti-Virus	Anti-Virus with 3year warranty		

2.2 Commercial Bid (C)

All financial offers must be prepared and submitted online (An online form will be provided for this purpose in the Online Commercial Bid, during the **Online Bid Preparation** stage).

The Commercial Bid should consist of the following details:

Item with Model and Brand	Rate per item	Quantity	Total	Taxes	Total Bid Value with Taxes
		70			
Total value in Words					

Any bidder should not quote his/her offer anywhere directly or indirectly in the Technical Bid (T), failing which the Commercial Bid (C) shall not be opened and his tender shall stand rejected.

Common Instructions for the Technical and Commercial Bid

During the activity of Bid Preparation, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in PDF format. This apart, bidders will have to quote a commercial offer for the work/item, for which bids are invited, in an online form made available to them in the Commercial Bid. The activity of Bid Preparation should be completed within the prescribed schedule.

Towards the end of Bid Preparation, once verification of EMD payment is successful, the bidder completes the Bid Preparation stage by generating the Hash Values for T and C. Post this, the system will not allow him/her to make any further changes or modifications in the bid data.

During the Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded in Technical as well as Commercial Bid.

3. Online Bid Submission

After Bid Preparation, the bidders are required to complete the Bid Submission activity as per the schedule. If for any reason, any interested bidder fails to complete any of the online stages during the complete tender cycle, the institution shall not be responsible for that and any grievance regarding that shall not be entertained.

At this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during the Bid Preparation stage, from their custody to the institution's custody.

Any amendment to the tender will be placed on the tendering portal of the Govt. of Maharashtra. The bidder will not be communicated separately regarding the amendment.

4. Online Opening of the Bids

The bids that are submitted online successfully shall be opened online as per the date and time given in the detailed tender schedule, through e-tendering procedure.

4.1 Opening of the Online Technical Bid (T):

Firstly, the Technical Bid of the bidder will be opened online through e-tendering procedure to verify its contents as per requirements.

If the documents contained in the Technical Bid do not meet the requirements, the said bidder's Commercial Bid will not be considered for further action by the tender-opening authority. A note will be recorded accordingly.

The commercial bids shall not be opened till the completion process of the evaluation of all technical bids. The commercial Bids of only technically qualified Bidders will be opened. The decision of the tender-opening authority shall be final in this regard.

4.1 Opening of the Online Commercial Bid (C):

This Commercial Bid shall be opened online as per the date and time given in the detailed tender schedule (if possible), through e-Tendering procedure only.

Essential Qualification and Bid-Specific Terms and Conditions

1. Bidder's offer is liable to be rejected if they don't upload any of the certificates/ documents sought in the Bid document, ATC and Corrigendum if any
2. The product compliance sheet needs to be submitted on OEM letterhead with the bid number, date, sign, and seal by OEM. Datasheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers will match and verify the datasheet with the product specifications offered. Such offered specifications have to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
3. Escalation matrix with Telephone Numbers for Service Support may be provided along with bid on OEM letter with bid number, date, signed (ink or digitally) and sealed by OEM.
4. The Bidder must submit IDC Reports - The OEM should be in TOP 5 IDC Players in the Laptop Manufacturing Category.
5. The bidder should not have been debarred/blacklisted by GEM/eTendering or any state government/central government institution/department for any reason.
6. OEM/BIDDER financial standing: The OEM/BIDDER should not be under liquidation, court receivership, or similar proceedings or should not be bankrupt. OEM/BIDDER to upload undertaking to this effect with the bid.
7. Payment will be released only after satisfactory delivery, demonstration, installation, and acceptance of goods at our university campuses (Mumbai (Juhu and Churchgate), and Pune).
8. The complete responsibility for service/maintenance/ repair of the supplied item shall be with the successful OEM/BIDDER during the warranty period and defined life cycle.
9. It is mandatory to mention the brand and specification of each item in the technical bid, and it is mandatory for the item to have ISI mark/Standard make.
10. Performance security: the successful bidder will need to submit performance security of Rs. 200,000/- (Rs. Two lakh Only)

Mandatory Annexures for Tender Submission

Please note that the following annexures must be submitted along with your tender:

- Annexure-A:** Bidder's Declaration (signed and stamped)
Annexure-B: Certificate of Annual Turn Over (duly attested)
Annexure-C: Declaration Regarding Blacklisting/Debarring (signed and stamped)
Annexure-D: List of Clients (with contact details)
Annexure-E: e-Tender for the Selection of Service Provider (duly filled and signed)

Note: **Non-submission of these annexures may lead to the rejection of your tender. Ensure to attach all required documents to avoid any discrepancies**

Annexure-A

Sr. No.	Particular
1	Name of the Bidder
2	Registered Office Address, Telephone number and the E-mail ID
3	Correspondence/Contact Address. Details of contact person-name, designation, address, mobile no and e-mail ID.
4	Type of the Organization: (Proprietary/Partnership/Pvt. Ltd./PSU/Govt./Public Ltd)
5	Year of establishment and Experience in business (In number of years)
6	Annual Turnover details
7	Audited balance sheets (Attached)
8	GST Registration No.
9	PAN Card No.
10	Details of the Bank Title of the bank Account: Name of Bank : Type of Account Account Number : IFSC Code : MICR Code :
11	Capacity in which bid is signed by the bidder on each page of the tender. (Proprietor/Partner/Director)

Signature and Seal of the Bidder

Annexure-B

Certificate of the Annual Turnover

Sr. No.	Financial year	Annual turnover (In Lakh)

**Seal & Signature of the Bidder
Chartered Accountant**

Annexure–C

**DECLARATION REGARDING BLACKLISTING /DEBARRING FOR PARTICIPATION
IN TENDER**

**(To be executed & attested by Public Notary/ Executive Magistrate on Rs.500/-
non judicial Stamp paper by the bidder)**

I/We _____ Manufacture/Partner(s)/Authorized
Distributor/agent of M/s _____ hereby declare that the
firm/company namely M/s. ----- has not been
blacklisted or debarred or any criminal cases or enquires pending against our company
by Union / State Government / Public Sector Unit/University or Education Board or by
any other organization.

In case the above information is found false, I / we are fully aware that the tender/
contract will be rejected /cancelled by the University and EMD /SD shall be forfeited.
In addition to above, the University will not be responsible for paying the bills for
any completed/partially completed work.

DEPONENT

Name _____

Address _____

Attested:

(Public Notary/Executive Magistrate)

Annexure-D

List of Clients

Sr. No.	Name and Address of Institutions/ Universities/ Organizations to which Computers/ Laptops are supplied	Contact Number	Purchase Order AND Challan or Tax Invoice numbers with Date of Issue from the University /Institution /Board Government Department

Note: The above information should be submitted on the letterhead of the bidder. (The proofs are mandatory)

Date: / /2025

Name, Signature and Seal of the bidder

Annexure-E

E-tender for the selection of a service provider for the supply of computers at the SNT Women's University's

Bidder's Declaration

I hereby certify that I have gone through all the information, terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also certify that the rates quoted in financial/ commercial bid (BOQ) are comparable with the rate charged to any other Institution/ Department /Organization.

Signature:.....

Name of signatory:.....

**Name, Signature and
Seal of the bidder**