



महाराष्ट्र जलसंपत्ती नियमन प्राधिकरण

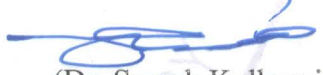
Maharashtra Water Resources Regulatory Authority

**TENDER DOCUMENT FOR PURCHASING OF LAPTOPS,PC (All In One) & PRINTERS
(Tender No: MWRRA/2019/Tender/ No. 1)**

TENDER DOCUMENT
FOR

**PURCHASING OF LAPTOPS/PC (All In One)/ PRINTES
(Tender No: MWRRA/ PC (All in One)/ Printers/ 2019/ Tender /NO.1)**

Tender document can be downloaded from dt. 24.01.2019 to 01.02.2019 MWRRA Website www.mwrra.org No editing/addition/deletion of matter (in tender document) is permitted. If such action is observed at any stage, such tenders are liable for rejection outright and decision of the Authority shall be final and binding for all the tenderer.


(Dr. Suresh Kulkarni)
Secretary

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IMPORTANT POINTS

Sr No.		
1	Downloading & submission of Tender Document	From dt. 24.01.2019 to 01 .02.2019
2	Tender processing fee / tender fee \ :- Rs.1200/- Earnest Money Deposit (EMD) :- Rs. 6,000/-	Rs. 7,200 /- by Demand Draft in flavor of 'MWRRA' payable at Mumbai
3	Last date & time for submission Tender	Dt. 01 /02/2019 Till 5:00 P.M
4	Note : <ul style="list-style-type: none">• No tender Document will be accepted after the last date of submission & time Specified in this Tender Document,• Tender to be submitted to inward section of MWRRA, Mumbai.	

Secretary
MWRRA

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SECTION 1

CHECKLIST OF THE DOCUMENT TO BE ATTACHED

Sr. No.	Document and Envelope List	Whether Enclosed (Yes/No)
1	One big single envelope super-scribing "Bid for PURCHASING OF AIO COMPUTERS AND LAPTOPS/ PRINTERS " containing	
a	Envelope 1 super-scribing "Tender processing fees & EMD"	
b	Envelope 2 super-scribing "Technical Bid"	
c	Envelope 3 super-scribing "Financial Bid"	
2	Envelope 1 super-scribing "Tender processing fees and EMD"	
3	a Payment of Rs. 1200/- against tender fee and Rs. 6,000/- as EMD by Demand Draft – in flavor of ' MWRRA' payable at Mumbai..	
b	List of clients/customers whom the support (Laptop repair and maintenance) is provided at last 2 years with details of support, with contact number of representative of Client.	
c	Documentary proof of GST registration - f copy of PAN	
4	Envelope 3 super-scribing "Financial Bid"	
a	Financial Bid as per format given in Section 6	

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SECTION 2

INVITATION OF THE BID

2.1	INTRODUCTION:	
	MWRRRA Invites sealed bids for "Purchasing of Laptops/PC/ Printer/" at MWRRRA as per Specifications / requirements contained in Section-5 of this Tender Document. The tenderer should be a reputed support provider(for Laptop repair and maintenance). The support need to be provided at MWRRRA	
2.2	DETAILS OF THE BID	
	Downloading of Tender documents	Dt . 24/01/2019 to 01 /02/2019
	Last date and time of submission of bids	Dt. 01/02/2019 till 5:00 P.M.
2.3	BIDDING PROCEDURE	
	Submission of duly sealed big envelope super-scribing "PURCHASING OF LAPTOPS" containing	
	a	Envelope 1: Superscribed "Tender processing fees and EMD"
	b	Envelope 2: Superscribed "Technical Bid"
	c	Envelope 3: Superscribed "Financial Bid"
2.4	Submission of Tender:	
	MWRRRA	
	Maharashtra Water Resource, 9th & 11 th floor World Trade Center, Cuffe Parade, Mumbai -40000: Ph. No. 022-22152019	
	OR	
	Sent through Registered Post (In case an acknowledgement of receipt of tender is desired) should reach at the aforesaid address on or before the last date and time of submission of tender.	
2.5	NOTE:	
	<ul style="list-style-type: none"> • Technical Bids received without tender processing fees and EMD or not fulfilling the prescribed conditions will be summarily rejected and decision of the Institute in this regard shall be final and binding. Only those bidders, whose technical bids are complete in all respects and satisfy all laid down terms, will be considered for financial bids. • Incomplete offers will be rejected. MWRRRA reserves the right to accept or reject any or all bids at its absolute discretion without assigning any reason, whatsoever or any notice. 	

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**SECTION – 3
INSTRUCTIONS TO BIDDERS**

SR. NO	INSTRUCTIONS
1.	The Tender document can be downloaded from This office website. mwrra@mwrra.gov.in No editing, addition/deletion of matter is permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
2.	Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and Signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
3.	The prescribed tender documents consisting of duly sealed big envelope super-scribing
4.	“Bid for PURCHASING OF LAPTOPS, PC (All In One), and Printers ” containing 3 separate envelopes may be submitted to inward section of administrative office, main building of or sent though Post at the same address.
	a. Envelope 1: Superscribed “Tender processing fees and EMD”
	b. Envelope 2: Superscribed “Technical Bid”
	c. Envelope 3: Superscribed “Financial Bid”
4.	Tenderer has to submit Earnest Money Deposit (EMD) and Tender processing fees inform of Demand Draft.
5.	Note : <ul style="list-style-type: none"> • Tenders received without EMD and Tender processing cost shall be summarily rejected. • The EMD shall be refunded (without interest) after the execution of the contract.
6.	Bids not fulfilling the prescribed conditions will be summarily rejected and decision of the Institute in this regard shall be final and binding. Financial bids of only technically qualified bidders shall be opened and considered for final evaluation. MWRRRA reserves the right to forfeit the EMD amount on non-acceptance/ non-compliance of offer in full or part or if MWRRRA feels that Tenderer has misguided in any way.
7.	The bidder should quote only for the specific brands/models giving details of make, brand, part number, model number etc.
8.	Relevant product literature should be enclosed with the bid along with media (if any).
	The items can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors. Letter of authorization in original from the manufacturer/parent company to be enclosed in case of authorized dealer/distributor.
8.	The bidder shall quote the prices in INR only. All taxes, freight, levies, and service charge if any should be clearly specified. No other charges shall be paid separately.

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10.	In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure & words and then amount whichever is lower shall be taken into consideration.
11.	All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
12.	The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions & public sectors with details of the material and services (only for specified in the tender) supplied by them for information and reference of the Institute.
13.	Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
14.	All the terms and conditions for the deployment will be as given herein and no change in any term or condition by the vendors will be acceptable.

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SECTION 4

TERMS & CONDITIONS OF CONTRACT

SR NO.	TERMS & CONDITIONS
1	Tenderer should have registration of GST. Documentary proof the same need to be enclosed and PAN No should be
2	Letter of authorization from the manufacturer/parent company (In case of authorized dealer).
3	To assist the examination, evaluation and comparison of bids, MWRRA may at its discretion, ask the bidders for clarification of bids including price. The request for clarification and the response shall be in writing.
4	Delivery of goods/equipments: Maximum four weeks from the date of purchase order. The delivery/installation report should be signed by the firm engineer jointly with authorized personnel/representatives. The items shall be delivered and installed at MWRRA, Mumbai.
5	Payment terms: a) 100% payment shall be released after delivery and successful/satisfactory test report of goods/equipment, and it is to be certified by firm's engineer jointly with authorized MWRRA representatives. No advance payment shall be made. b) However, vendor has to keep 3% of total payment against security deposit with MWRRA in the form of DD or Bank guarantee. The same shall be refunded back (without interest) c) after the completion of warranty period. MWRRA reserves the right to forfeit the security deposit on non-compliance of tender conditions in full or in part or MWRRA feels that Tenderer has misguided in any way.
6	The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice and successful/satisfactory test reports duly signed by MWRRA's representatives.
7	Reserves the right to accept or reject any or all offer(s) in part or full without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
8	Any disputes arising out of this tender will be under the jurisdiction of court of Mumbai only.

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SECTION 5

TECHNICAL SPECIFICATIONS

Vendors should clearly mention the offered product in the Vendor's Specifications column and attach the catalog/data sheet of the product. If vendor cannot comply with the particulars mentioned or wishes to provide higher specifications, same should be mentioned clearly in Vendor's Specifications column.

Sr. No	Description of Items		Qty in Nos	Vendor's Specification	Deviations (if any)
Refer terms & conditions in section 4					
1	LAPTOPS		04		
a	Processor	Intel Core i5-7200 processor-7th generation with 2.5 GHz			
B	Graphics Options	Integrated Intel HD Graphics			
C	Memory	4GB RAM DDR4 2100 MHz with minimum 8 GB Expandability facility			
D	Hard Disk Drive	1 TB Serial ATA HDD 5400 RPM or above			
E	Monitor/Display	14.0 inch or larger LED Digital color monitor display			
F	Ports	At least two USB 3.0 ports, 1 audio port for microphone and headphone			
G	Networking	10/100/1000 On-board integrated net- work port with PXE boot facility and			
H	Operating System	Window 10 pro 64 bit in built wireless module			
I	Warranty	3 years on site comprehensive warranty.			
J	Model No.	Specify Model			
2	Printer Lesser jet	B/W 7 No.			
3	Printer Multi-function Color	4 No.			

Sr. No.	Item Name	Quantity	Brief Specification	
1	All in One Desktop Computer	5 No.	Computer Type:	All in One Desktop Computer
				Intel Core i5- 7500 processor- 7 th generation (3MCache, 2.5GHz or above)
			Chipset	Intel B250
			Graphics Options:	Integrated Intel Graphics
			Memory:	6 GB DDR4 RAM 2400MHz
			Hard Disk Drive	1 TB SATA 5400 RPM HDD
			Monitor/Display:	29.5" inches TFT/LED Digital color monitor display
			Keyboard:	USB interface wired keyboard
			Mouse	USB interface wired Mouse
			Ports:	At least two USB 3.0 ports, 1 serial audio port for microphone and headphone
			Operating System	Windows 10.1 Professional
			Warranty:	12 Months / 3 years
			2	Printers Multi function
Printing Method	Laser			
Function	Print, copy and with one compact machine (Reader / Printer Separated) (Copy Sizes B4, A4, A4R, B5, B5R, and ASR)			
Screen Resolution	1200 dpi * 1200 dpi			
Processor speed	400 MIJz			
Connectivity (standard)	Hi-Speed USB 2.0 port			
Print quality black (best)	Up to 600 x 600 dpi (1200 dpi effective)			
Media sizes supported	A4, Envelopes			
Scanner type	Flatbed			
Color scanning	Yes			
Warranty:	12 Months On-site warranty 3 years			
4	Colour Laser Printer	4 No.	Make	Samsung
			Model No.	1) CLP – 680 ND 2) Pro Express SL 4010 ND

Secretary, MWRRRA

FORMAT FOR QUOTATION SUBMISSION
(letterhead of the supplier with seal)

Date: _____

To: _____

Sl. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	taxes payable	
						In %	In figures (B)
1							
2							
3							
4							
5							
Total Cost							

We agree to supply the above goods in accordance with the technical specifications for price Mentioned Above _____
Within the period specified in the Invitation for Quotations.

We confirm that the normal Commercial Warranty / Months shall apply to the offered items and we also confirm to agree grantee of terms and conditions as mentioned in the invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us on our behalf will engage in bribery.

Name of Contract Person :- -----

Address :- -----

Contact No/ Mobile No :- -----

Email ID :- -----

Signature of Bidder / Supplier

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Bidder's contact detail:

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

Date

Signature with seal

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Undertaking

- The Rates quoted for the specific brands/models giving details of make, brand, part number, model number etc.
- This offer shall be valid for 90 calendar days from the last date of submission of tender.
- Supply of Goods / Equipment's shall be done within **Four weeks** from the issue of purchase order.
- We accept all terms & conditions of the contract.

Place :

Date :

Signature of Bidder with seal