

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING  
TECHNOLOGY AND RESEARCH SOCIETY, PUNE



MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND  
CATERING TECHNOLOGY

(UG & PG – Degree Programme)

412 – A 1, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16.

☎ - 25676640 Email: [msihmcttpo@gmail.com](mailto:msihmcttpo@gmail.com) , web site: [msihmctrs.in](http://msihmctrs.in)

**Tender Notice**

Subject: Supply, Installation, Testing and Commissioning of All in One Computer PCs and Accessories at Maharashtra State Institute of Hotel Management and Catering Technology. (Degree) 412-A 1, K.M.Munshi Road, Model Colony, Shivajinagar, Pune, Maharashtra 411016.

Online Bids on behalf of **Principal, Maharashtra State Institute of Hotel Management and Catering Technology** are invited for the: **Supply, Installation, Testing and Commissioning All in One Computer PCs and Accessories** for Maharashtra State Institute of Hotel Management and Catering Technology (Degree), Pune 411016. Tender Documents may be downloaded from Institute's Website <https://www.msihmctrs.in> , Online Tender Portal of Institute and on the portal <https://mhrd.ewizard.in/>, Bidders are advised to submit duly filled bids as per the following schedule given:

Invitation for Bids (IFB) No & date	<a href="https://mhrd.ewizard.in/">https://mhrd.ewizard.in/</a> <a href="https://www.msihmctrs.in">https://www.msihmctrs.in</a> NIT/02/Etender/Computer/2024_June
Place of Supply, Installation & Commissioning & Support etc.	Address: 412 A- 1, K.M.Munshi Road, Model Colony, Shivajinagar, Pune, Maharashtra 411016 Phone: 020 2567 6640
Bid Submission Start date	July 01, 2024, 0300 Hrs
Pre-Bid Meeting	July 09, 2024, 1100 Hrs
Last Date of Submission of Bids	July 15, 2024, 1500 Hrs
Date of Opening of Technical Bids	July 15, 2024, 15:30 Hrs
Tender Processing Fee	As per charges mentioned on e-Tender portal (minimum Rs. 750/- + applicable GST @18%)
EMD	Rs. 30,000/- deposit through Online Tender portal
Bid Offer Validity (From End Date)	120 (Days)
Minimum Average Annual Turnover of the bidder (For 3 Years)	25 Lakh (s)
Years of Past Experience Required for same/similar service	3 Years

Document required from seller	Experience Criteria, Past Performance, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Additional Doc 1 (Requested in ATC)
Contact information	To Principal Maharashtra State Institute of Hotel Management and Catering Technology. (Degree) Address: 412 A-1, K.M.Munshi Road, Model Colony, Shivajinagar, Pune, Maharashtra -411016 Phone: 020 2567 6640.

## **1. INSTRUCTIONS FOR ONLINE BID SUBMISSION**

As per the directive issued by State Govt. of Maharashtra, to publish the tender document on the available Online Tender Portal in public domain. The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.ewizard.in/>

## **2. REGISTRATION PROCESS ON ONLINE PORTAL**

1. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.ewizard.in/> by clicking on the link “Bidder Enrollment”. Enrolment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

## **3. TENDER DOCUMENTS SEARCH**

- A. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- B. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
- C. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- D. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **4. BID PREPARATION**

- A. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- B. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- C. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- D. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / PNG etc. formats. Bid documents may be scanned with 100 dpi with black and white option.

#### **5. BID SUBMISSION**

- A. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- B. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- C. Bidder to select the payment option as Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
- D. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- E. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- F. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- G. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- H. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- I. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **6. AMENDMENT OF BID DOCUMENT**

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

## **7. ASSISTANCE TO BIDDERS**

- A. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- B. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is **011-49606060, 9355030614, 9355030617**

## **8. INSTRUCTIONS TO THE BIDDERS**

- A. The tenders will be received online through portal <https://mhrd.ewizard.in/>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- B. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.ewizard.in/>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://mhrd.ewizard.in/> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-Submission of the bids online through the e-Wizard Portal for e-Procurement at <https://mhrd.ewizard.in/>.

## **9. FORFEITURE OF EMD**

EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in

any such activity as would jeopardize the process, the decision of **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal the EMD amount will be forfeited with black listing of the bidder. In the case of a successful Bidder, if Bidder fails to:

- Accept the work order along with the terms and conditions.
- Furnish performance security.
- Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- To sign the agreement in time.
- Non-compliance of technical bid format, Annexure - III
- Submitting false/misleading information/declaration/documents/proof/etc.

The decision of **Principal Maharashtra State Institute of Hotel Management and Catering Technology, Pune, Maharashtra 411016**, regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job for a period of one year.

## **10. CONTRACT EXECUTION**

On receipt of the Letter of Award, the supplier should submit a Performance Bank Guarantee (PBG) equivalent to 10% of the total contract value within three weeks from the date of receipt of Letter of Award/Order. The PBG should be valid for Six months more than the date of the warranty/ Guarantee period. The work should be completed within 15 days from the date of award of contract. Subsequent to the award of contract, the supplier will have to arrange for the requisite material as per Bill of Material. If after the award of the contract the Bidder does not sign the Agreement within 10 days or fails to furnish the Performance Bank guarantee within **One** week from the date of receipt of Letter Of Intent / Letter of Award along with the inception report and working schedule as per the tender requirements, **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the right to cancel the contract and apply all remedies available under the terms and conditions of this contract. No interest shall be paid on the performance security.

## **11. TIME SCHEDULE FOR DELIVERY & INSTALLATION**

All activities leading to the installation of the All in One Computer PCs and Accessories of the contract to be completed within 15 days from the date of award. Necessary installation of the All in One Computer PCs including the accessories must be fulfilled by the successful bidder and are in the scope of bidder and shall be supplied at no extra cost.

## **12. FINAL ACCEPTANCE CERTIFICATE**

- A. On successful completion of the work as per the ‘Scope of work’ of this tender document, the supplier shall submit its application to **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** for issue of ‘Final Acceptance Certificate’ for the work carried under this contract.
- B. The complete work shall be subject to inspection by the technical committee consisting of expert members. The performance of All in One Computer PCs and Accessories as a whole

- will be tested to comply with the acceptable standards and norms as per the 'Scope of work'.
- C. On successful testing of the system, the bidder will be issued the 'Final Acceptance Certificate'. In case any deficiencies are noticed during the inspection, the bidder will be liable to make good the deficiency failing which the 'Final Acceptance Certificate' will not be issued.
- D. **The bidder will be entitled to submit its bill for payment only when 'Final Acceptance Certificate' is issued by Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016.**

### **13. SUSPENSION OF WORK**

**Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** shall have the power at any time and from time to time by notice to the successful bidder to delay or suspend the progress of the work or any part of the work due to any other adequate reasons and on receipt of such notice the supplier shall forthwith suspend further progress of the work until further notice from **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**. The supplier shall recommence work immediately after receiving a notice to do so from **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**. The whole or any part of the time lost for such delay or suspension shall, if **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** in its absolute discretion thinks fit, but not otherwise, be added to the time allowed for completion.

### **14. GOVERNING LAWS**

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Pune shall have exclusive jurisdiction in all matters arising under the contract. The supplier shall keep himself fully informed of all current national, state and municipal law and ordinances. The supplier shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law. These will be contractor's entire obligation regarding any claim of infringement.

### **15. CORRUPT OR FRAUDULENT PRACTICES**

The Tender Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose, the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force. The Tender Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question. The Tender Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract. **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** will reject a proposal for award and may forfeit the EMD and/or Performance Guarantee if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

### **16. EQUIPMENT**

All tools & tackles necessary for the work shall have to be procured by the supplier unless



otherwise specified elsewhere in these tender documents. The equipment used by the supplier for a particular work must be appropriate for the type of work. The supplier shall maintain the equipment used on the work properly so that they are in good working condition. In no case shall the supplier use defective or imperfect equipment in the work. The supplier shall arrange to replace or repair all defective equipment so that the progress of the work is not hampered. No defective equipment should be left at the site of work and the department shall not be responsible for any loss or damage to any of these equipment's during the course of the execution of the work.

## **17. SUB-CONTRACT**

The purchaser **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** does not recognize the existence of Sub-Contractors. The supplier's responsibility is not transferable.

## **18. TERMINATION FOR DEFAULT**

**Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 3 Months written notice of default sent to the supplier, terminate the order in whole or in part. If the supplier materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**. If the project (delivery, commissioning as well as warranty maintenance support is not carried out according to specification due to deficiency in service as per terms of the contract. In such case **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** will invoke the amount held back from the supplier as PBG.

## **19. PERIOD OF VALIDITY OF OFFER**

For the purpose of placing the order, the proposals shall remain valid till 180 days. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** may ask for extension of the period of validity and such a request shall be binding on Bidders. **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**'s request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

## **20. INFLIBNET'S RIGHT TO REJECT ANY OR ALL BIDS**

**Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

## **21. FORMATS AND SIGNING OF BID**

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory (ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialed by the person or persons signing the proposal. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words/figures completely.

## **22. WITHDRAWAL OF BID**

Bid cannot be withdrawn during the interval between their submission and expiry of Bid's validity period. Fresh Bid may be called from eligible bidders for any additional item(s) of work not mentioned herein, if so required.

## **23. SCOPE OF WORK:**

The scope of work includes supply, installation, configuration, provisioning, commissioning, proposed All in One Computer PCs and Accessories. This broadly includes the following:

- i. Supply, Termination, Configuration & Commissioning of the All in One Computer PCs and Accessories at Institution including providing all required support devices including electrical features etc. The Institutions will not be liable to provide any extra cost / hardware for provisioning for the installation of All in One Computer PCs and Accessories.

## **24. PAYMENT TERMS**

- The vendor has to raise invoices for Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016.
- Payment will be released within 30 days of submission of verified invoices along with necessary documents.
- No claim for interest will be entertained in respect of any payment/deport which will be held with the Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016 due to dispute between the Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016 & supplier or due to Admin delay for the reasons beyond the control of the Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016.

## **25. SERVICE REVIEW REPORTS:**

- The bidder shall provide installation report after the installation to Maharashtra State Institute of Hotel Management And Catering Technology, Pune:
- In case of failure of the equipment, the supplier will deploy authorized service person/ personnel to repair the equipment within 24 working hours.

## **26. EARNEST MONEY DEPOSIT:**

Each bid for this procurement must be accompanied by Earnest Money Deposit of Rs. 30000/- (Thirty Thousand only) deposited Online from any Indian Nationalized should be valid for a minimum period of 60 days from due date of the Tender. Earnest Money shall be forfeited and



bid is liable to be rejected, if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity of the tender.

- a) The earnest money of unsuccessful bidder shall normally be returned within 1 month after the finalization of order.
- b) The earnest money shall be liable to be forfeited upon non execution of order in time.
- c) No interest will be payable by **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** on the EMD returned to the unsuccessful bidder.

The Principal, **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the right to accept an offer in full or in parts or reject summarily or partly without assigning any reasons thereof.

## **27. TERMS & CONDITIONS FOR TECHNICAL BID**

- A. The bidder is required to strictly follow the format enclosed as Annexure - A while submitting the technical bid and also note that no price should be mentioned in the technical bid.
- B. The bidder in the technical quote should explicitly state the features offered by them for the All in One Computer PCs and Accessories and accessories.
- C. The bidders is also required to explicitly mention the equipment's proposed to be supplied with the All in One Computer PCs and Accessories to the institutions **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**.
- D. The bidder should also mention in the technical bid the optional items, which can be provided.
- E. The commercial bid needs to be duly signed and stamped by the authorized signatory of the company.
- F. In case, the technical bid is not found compliant, the technical bid will be summarily rejected and **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the right to offer no explanation to the bidder.

## **28. ELIGIBILITY CRITERIA**

### **Essential:**

- A. The following documents should first be self-attested by the authorized signatory of the bidder and then should be scanned and uploaded while submitting the E- tender as mentioned below:
  - a. Copy of EMD/ Demand Draft.
  - b. Copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed or as per clause below in Part 2 (b) i, ii, iii, of the tender document & the note there under. The bidder shall submit full details of his ownership and control, or, if the Bidder is a partnership firm, joint venture, company or consortium, full details of ownership and control of each member thereof. In case of the latter, the authorized representative should be duly authorized by all the Owners/Partners/Executive Director in writing & this document must be uploaded along with the Bid documents.
- i. Bidder/s, as above, shall submit a self-certified copy of PAN card issued to the entity by the Income Tax Dept./ Scanned copy of PAN Card of Proprietor, as the case may be.

These above documents should also be self-attested by the Authorized representative of the Agency. Duly attested copy of the valid license for the last two years for 2022-23 & 2023-24 to be submitted by the Agency along with the Technical Bid.

**The Bidders will ensure that their license remain valid on the date of bid opening and till the end of the contract period.**

- c. Attested copies of GST registration.
- d. Income Tax Returns for last Two financial years 2022-23 & 2023-24 duly attested by the CA on his letter head.
- j. Bidders/persons authorized for conduct of the business by the owner/proprietors/ partners shall sign on all the pages of the Tender Form. Tenders not so signed are liable to be rejected.
- k. Scanned copy of Declaration of bidder as per Annexure – all the annexures duly signed by the authorized signatory should be uploaded.
- l. Scanned copies of the balance sheets for the last Two financial years **2022-23, 2023-24**, to establish the turnover of the bidder which should be more than 30 lakhs per year.
- m. An undertaking on the letter head of the Firm/Company to the effect that “The Bidder has gone through all the Terms & Conditions of the Tender document & the same are acceptable to the Tenderer”. (As per format provided in Annexure - H. Scanned copy of the undertaking to be signed by the authorized signatory.
- n. Copy of affidavit stating that the contract of the bidder, if empanelled earlier, was not terminated by **any agency**, in the preceding three years.
- **All the documents listed above should be submitted along with the summery sheet.**
- **Any extra/ additional documents should be submitted with separate summery sheet.**

## **29. TERMS & CONDITIONS FOR COMMERCIAL BID:**

- a) The commercial bid should be provided strictly in the format enclosed as Annexure- B.
- b) The bidder is required to quote all prices strictly in Indian Rupees only.
- c) The rates quoted should be applicable to educational institutions, and any cost advantage received in lieu thereof should be passed on to the Institute.
- d) Any revision in pricing due to change in Govt. Policy should be passed to the Institute.
- e) All taxes should be quoted category wise in the commercial bid. Please note that during commercial evaluation **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** will consider the total price inclusive of taxes.
- f) Prices for all optional items should be explicitly quoted. The cost of optional items will not be used for the price bid evaluation.
- g) The bid should clearly give a break up price of Installation charges, Equipment cost, Charges for additional work if any, etc.
- h) The bidder should clearly mention the payment terms & conditions for provision, installation, and maintenance of the All in One Computer PCs and Accessories.
- i) The commercial bid needs to be duly signed and stamped by the authorized signatory of the company.
- j) In case the commercial bid is not found compliant, the technical bid will be summarily rejected and **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the right to offer no explanation

to the bidder.

### **30. TERMS & CONDITIONS OF PURCHASE ORDER**

- A. In the event of the order being placed to the bidder the provisioning, installation & commissioning and operationalization should be completed **within 15 days** from the date of the order placement otherwise the order stand cancelled and **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the right to withhold all payments and deposits.
- B. The Institution has been exempted for various Taxes and their rates.

### **31. EVALUATION OF BIDS**

#### **A. EVALUATION PROCEDURE**

- The Eligibility Criteria will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined on the technical and financial capability of the bidder to execute the contract.
  - a. **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** may contact and verify bidder's information, references and data submitted in the bid without further information to bidders.
  - b. **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of Intent/Notification of Award of contract.
  - c. **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** in its own discretion, may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a significant deviation.

#### **1. EVALUATION OF TECHNICAL BIDS**

The technical bids will be evaluated by a Technical Committee appointed by **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**.

#### **2. EVALUATION OF PRICE BIDS**

The bid with lowest total cost (L1 bid) will be awarded the contract provided all the technical bid conditioned are fulfilled by the supplier.

#### **3. TIE BREAKER:**

**In case of a tie between the two or more successful bidders in the financial bids then the contract shall be awarded on the basis of**

- I. Past experience with Govt. organization in the last 2 Years with Maximum orders provided will be given preference.**

**II. Total Turnover- Higher turnover will be given preference.**  
**The decision of The Competent Authority, MSIHMCT will be final and will have to be abided by all the bidders.**

### **GENERAL TERMS**

- a) All the pages of the bid document including documents submitted therein must be duly signed and All stamped failing which the offer shall be liable to be rejected.
- b) All the documents to be submitted by the bidder along with their offer should be duly authenticated by the person signing the offer and if at any point of time during procurement process or subsequently it is detected that documents submitted are forged/tampered/manipulated in any way, the total responsibility lies with the bidder and **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.
- c) No Technical/Commercial clarification will be entertained after opening of the tender.
- d) Item, if any other than specified in BOM, felt necessary to complete the installation & commissioning may please be quoted separately with clarification and reflected in the deviation sheet.
- e) **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** reserve the right to ask for clarification in the bid documents submitted by the bidder. Documents may be taken if decided by the committee.
- f) No dispute by the bidders in regard to Technical/Commercial points will be entertained by the Institutes competent authority and decision taken by the Tender Committee will be final.
- g) Discrepancy in the amount quoted by the bidder due to calculation mistake, the unit rate shall be regarded as firm and the totaling or carry in the amount quoted by the bidder shall be corrected accordingly.
- h) The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.
  - The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.
  - No variation in or modification of the terms of the Agreement shall be made except by written amendment signed by the parties.
  - The Court of Pune, Maharashtra only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.
- i) Bidder shall quote the prices of supply, installation, testing and commissioning of All in One Computer PCs and Accessories as mentioned should be valid for 120 days.
- j) Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.
- k) **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** shall not be bound by any printed conditions or provisions in

the Bidder's Bid Forms.

- l) It is mandatory for Vendor to deploy qualified professional to install, commission & maintain the equipment, as defined under scope of work.
- m) This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere. The decision of the Principal, **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**, in this regard shall be final and binding on all.
- n) The rates at any stage once quoted shall not be withdrawn.
- o) No addition / alteration / deletion in the tender document is allowed.
- p) Late tenders/ unsigned quotations may be rejected.
- q) Vendor to attach all datasheet and while making the compliance statement for the Technical specification vendor should give the reference of the page no. where that feature can be verified.
- r) **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 3 day's time limit.**
- s) Availability of Service Centre: Bidder / OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty)
- t) If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.
- u) Before submitting the bids documents, Bidder are requested to perform the site survey to get to know the existing system/setup with prior intimation to the **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**. After the survey bidder will make a survey report with BILL OF QUANTITIES including all accessories items for completion of project and will submit along with the Technical bid document. IN ABSENCE OF SITE SURVEY REPORT WITH TECHNICAL BID, THE TENDER IS LIABLE TO REJECTION. A separate sheet must be attached containing complete quantity required for installation.

**Competent Authority**

**Maharashtra State Institute of Hotel Management  
and Catering Technology, Degree, Pune,  
Maharashtra 411016**

**ANNEXURE – A**

(To be submitted on Company Letter Head).

**SUMMARY INFORMATION SHEET**

S. No.	Information heading	Details	Documents enclosed (yes/ No)
1	Name of the Vendor		
2	Name of the person(s) to whom, all references shall be made, regarding this TENDER/PROJECT (Authorized Signatory)		
3	Address of the Contact Person		
4	Designation of the Contact Person		
5	Telephone number(s) of the Contact Person.		
6	Mobile number of the Contact Person		
7	Land Line number of the Contact Person/ Office		
8	Email ID(s) of the Contact Person		
9	Annual Turnover (in Lakhs): Last three Years (In INR) 2022-23 2023-24		
10	Years of Operation (in Years):		
11	PAN Number		
12	GSTN		
13	Bank Name and Account No.		
14	IFS Code		

Authorized Signatory:  
(Signature of the Bidder, with Official Seal)



## ANNEXURE – B

### Technical Compliance Sheet (Part -I)

Specifications for All-in-One Desktop PC		
1	Processor Make	Intel
2	Processor Generation	13 th Generation or Higher
3	Processor Description	Intel i5 or higher
4	Processor Number	i5-13500T (6+8 Cores/24MB/20T/1.6GHz to 4.6GHz/35W) or Similar
5	Operating System	Windows 11 Pro 64 Bit
6	Memory	8 GB RAM or Higher
7	Maximum memory	UP to 64 GB DDR4-3200 SDRAM
8	Form factor	All-in-one
9	Internal storage	512GB SSD or Higher
10	Keyboard	Wired Keyboard
11	Mouse	Wired Mouse
12	Warranty	5 yrs warranty or Higher
13	Antivirus	NetProtect Antivirus 5 yrs
14	Stand	Height Adjustable Stand
15	MAF	Supplier shall ensure to submit MAFs from each OEM.
	Scope of Supply:	Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods
	Warranty Screen Shots	Screen Shot of warranty for each All in One desktop.

**\*\*\*NOTE: Bidder has to register the product on OEM Website**

**PRICE BID FORMAT- NOT TO BE FILLED IN THIS DOCUMENT**

Sr. No	Name and Specification of the Item/ Equipment/ Services	Qty.	Basic Price (in INR)	Any Other Charges (as / if applicable)	Duties / Taxes (in %)	Total Cost (in INR)
1	Supply, Installation & Commissioning of All in One Computer PCs and Accessories at <b>Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016</b>	15				
	Note: Rates to be quoted for one (01) year only					

**Total Cost (In Words):**\_\_\_\_\_

Note: The price bid comparison will be made on the basis of combined cost..

- The total price for one year shall be compared while analyzing the commercial bid.
- The rates quoted in the Commercial Bid shall be firm & all-inclusive for Installation, Commissioning, Configuring All in One Computer PCs and accessories at destination **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
- If the cost of All in One Computer PCs and Accessories is reduced during the period of contract, the benefit of the same shall be equally passed on to **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016**.
- Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** will not be responsible for any kind of damage of hardware / software mentioned above. All these items shall be in complete maintenance warrantee of the firm.

It is hereby confirmed that we shall abide all the terms & conditions as specified in this tender.

Signature of the Tenderer with stamp

**TENDER ACCEPTANCE LETTER**  
(To be submitted on Company Letter Head).

Date:

To,

**The Competent Authority**  
**Maharashtra State Institute of**  
**Hotel Management and Catering Technology, Degree**  
Pune, Maharashtra 411016 Pune

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://www.msihmctrs.in/>, <https://mhrd.ewizard.in/> as per your NIT / \_\_\_\_\_ advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,  
Authorized Signatory.  
(Signature of the Bidder, with Official Seal)

**ANNEXURE – E**

**ANNEXURE B: FINANCIAL BID DECLARATION LETTER**  
(To be submitted on Company Letter Head).

Date:

To,

**The Competent Authority**  
**Maharashtra State Institute of**  
**Hotel Management and Catering Technology, Degree**  
Pune, Maharashtra 411016 Pune

SUB: Financial Bid Declaration.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. The financial bid scrutiny for evaluation of the bid will be based on the GRAND TOTAL of all schedules.
2. All the costs must be quoted in Indian Rupees and should be fixed on lump-sum basis, no escalation of cost will be allowed under any circumstances.
3. **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** shall not pay separately any specific statutory taxes / service charges to any authority
4. No. hidden charges will be allowed, if any.

I/We, hereby, undertake that we shall not ask for any other charges other than the charges specified above. We also confirm that we will make our own arrangements at our own cost for traveling, boarding, lodging, communication etc. for successful implementation.

Yours Faithfully,  
Authorized Signatory.  
(Signature of the Bidder, with Official Seal)  
Email id for correspondence.

**ANNEXURE – F**

**AUTHORITY LETTER**

(To be submitted on Company Letter Head).

**AUTHORIZATION LETTER**

We \_\_\_\_\_ (name of the bidder) hereby authorize Shri / Smt. \_\_\_\_\_

(name of the authorized person) to sign and submit the bid to **Maharashtra State Institute of Hotel Management and Catering Technology, Degree, Pune, Maharashtra 411016** against their tender No. \_\_\_\_\_.

Shri / Smt. \_\_\_\_\_ (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s \_\_\_\_\_ (name of bidder). The specimen signature of Shri / Smt. \_\_\_\_\_ (name) is appended below.

Specimen Signature:  
Name:

The undersigned is authorized to delegate the authority on behalf of M/s \_\_\_\_\_  
(name of bidder), as stipulated above.

For \_\_\_\_\_  
(Name of bidder)

**ANNEXURE-H**

**BID SUBMISSION PERFORMA/UNDERTAKING**

*(To be typed on Letterhead of Bidder Agency)*

Tender No. ....

**The Competent Authority**

**Maharashtra State Institute of**

**Hotel Management and Catering Technology, Degree**

Pune, Maharashtra 411016 Pune

Dear Sir,

1. I/We hereby offer to supply the services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the Service charge given in the said schedule and agree to hold this offer open till \_\_\_\_\_(Date).

2. I/We have understood and complied with the “Instructions to Bidders”, the “General Terms and Conditions” of the tender document and the all the Annexures thereto; and, have thoroughly examined and complied with the specifications, drawings, Special Conditions of Contract and/or pattern and am/are fully aware of the nature of the service required; and undertake to accept the same for providing services and my/our offer is to provide services strictly in accordance with the requirements.

Yours faithfully,

Signature of Bidder Address

Dated

Signature of witness Address

Dated

*Note: Duly signed form should be uploaded online along with other bid documents.*