

**SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

POST : SHIRDI – 423 109

TAL : RAHATA, DIST : AHMEDNAGAR (MS)

TELEPHONE NOS. (02423) 258671 / 676

E-mail : [hospital.purchase@sai.org.in](mailto:hospital.purchase@sai.org.in)

Website : <http://www.shrisaibabasansthan.org>

Link to Website : [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

**Tender Cost : Rs.3900/-**

**EMD Amt.: Rs.65,000/-**

**Purchase of Hand Sanitizer for Shri Saibaba  
Hospital Shirdi.**

**E-TENDER DOCUMENT**

**Dates For Submission of Tenders :  
03/12/2020 FROM 10 A.M. TO 14/12/2020, 5 P.M.**

NAME OF TENDERER:

ADDRESS:

## **SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

Interested eligible Tenderers may obtain further information of technical specifications, required quantities and other terms and conditions applicable for procurement of enclosed items from the e-tendering Website : <http://www.mahatenders.gov.in>

### **E-TENDER SCHEDULE**

All bid related activities (Process) like Tender Document Download, Bid Preparation and Hash submission, bid submission and transfer of EMD and other documents will be governed by the time schedule given under Key Dates below:

Online Publish Date :	03/12/2020 Time 10.00 A.M
Online Document Download, Sale & Submission starts Date :	03/12/2020 Time 10.00 A.M
Online Document Download, Sale & Submission last Date :	14/12/2020 Time 05.00 P.M
Online Technical Bid Opening Date	17/12/2020 Time 11.00 A.M (If possible it)

1. **No need to submit or provide hard copy of any documents, the technical evaluation will be done only on the basis of uploaded documents.**
2. You have to deposit the amount of EMD & Tender Form Fee directly online to [www.mahatenders.gov.in](http://www.mahatenders.gov.in)
3. The tenders shall be rejected summarily upon failure to follow procedure prescribed in the Tender document. The conditional tender is liable for rejection.
4. **Online Commercial bid shall be opened as per e-tendering procedure after opening of Online Technical Bid only if contents of Technical Bid are forward to be in accordance with the tender conditions stipulated in the tender document. Likely date and time of price bid opening will be intimated to you electronically by the purchaser separately to the eligible tenderers.**
5. Shri Saibaba Sansthan Trust, Shirdi reserves the right to increase or decrease the quantity to be purchased and also reserves the right to cancel or revise the tender or part of tender without giving any reasons thereto, at any stage of tender.

**CHIEF EXECUTIVE OFFICER,  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

## TECHNICAL BID

The following copies of original documents should be scanned & uploaded online only.

Sr.No.	Documents to be Submitted
1	Information about Tenderer (As per Annexure I)
2	Self Affidavit (As per Annexure II)
3	Letter from Tenderer about Tender acceptance. (As per Annexure IV)
4	Company / Firm Registration Certificate or Shop Act or any valid registration certificate as per existing Law.
5	Valid Drug License (FDA License)
6	PAN Certificate of Tenderer.
7	GST Registration Certificate.
8	Information regarding organization for RTGS / NEFT Banking Payment (As per Annexure "V")

**Note -**

- 1) Above documents should be submitted in above sequence only.**
- 2) Failure to upload Sr.No. 2 to 7 from above documents may lead to non-opening of commercial bid.**

**SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

AT. PO. SHIRDI. - 423109  
TAL. RAHATA DIST. AHMEDNAGAR (MS)

**E-TENDER****E-Tender for Supply of Hand Sanitizer for Shri Saibaba Hospital Shirdi.****TERMS AND CONDITIONS**

**Please read the Terms & Conditions carefully before filling the tender.**

- 01) Interested eligible Tenderers may obtain further information of technical specification, required quantities and other terms and conditions applicable for procurement of item from Shri Saibaba Sansthan Trust, Shirdi for E-tendering on website : <http://www.mahatenders.gov.in>
- 02) All tender related activities (Process) like Tender Document Download, Tender Preparation, Tender submission and Transfer of EMD and other documents will be governed by the time schedule.
- 03) The rates are to be given F.O.R. at Medical Store, Shri Saibaba Hospital, Shirdi inclusive of G.S.T., duties, transportation, If it is not mentioned clearly your quoted rates will be treated Inclusive of all taxes and duties etc. No extra amount will be paid for packing, forwarding, transportation and taxes etc.**
- 04) You must fill the maximum retail price (MRP) of the item quoted by you in the Column given in tender.
- 05) The quantities mentioned in the Tender are only approximate estimated quantities. Shri Saibaba Sansthan Trust reserves the right to increase or decrease the quantities, to be purchased without assigning any reason thereof.
- 06) The tenderer shall bear all costs associated with preparation and submission of their online tenders and Sansthan will not be responsible for expenses of tenderer whether the tender process conducted / completed or not.
- 07) At any time prior to the deadline for Sale of tender, the Purchaser may amend the tender documents by issuing Addendum/ Corrigendum.
- 08) Tenderer will have to supply purchase order material till next tender or as per Sansthan's requirement at the same cost at anyhow, if fails Sansthan will forfeit your security deposit.

- 09) To prepare and submit the tender/offer online all bidders are required to have e-Token based DIGITAL SIGNATURE CERTIFICATE. Digital signature certificate should be obtained from competent authority. However the e-tender website or helpline numbers may guide you for obtaining the same.
- 10) **You must fillup the commercial part as per below,**  
In the column of Rate you must give Basic Rate + GST + Transport, etc.
- 11) If during the contract period rate of GST quoted in tender is reduced or increased by the Govt., the rates shall be revised accordingly from the date of notification.
- 12) The Purchaser may, at his discretion, extend the deadline for the submission of tenders by amending the tender document. In such a case all rights and obligations of the Purchaser and Tenderers will thereafter be subject to the deadline as extended.
- 13) Our GST IN : 27AAATS2581C1ZN for reference.
- 14) The successful supplier will have to mention GST No. of Sansthan & company on their Tax Invoice during supply, without this Sansthan will not proceed their bills.
- 15) You have to deposit the amount of EMD & Tender Form Fee directly online to **www.mahatenders.gov.in**. There no exemption for any certificate or firms register.
- 16) You have to give self-affidavit regarding the firm has not been found guilty of malpractice / misconduct / black listed / debarred either by Public Health Dept., Govt. of Maharashtra or by any local authority and other State Govt. / Central Govt. Organisation in past three years for the quoted items in the Tender. You have to further confirm that you will quote for Hand Sanitizer of branded products with name of the manufacturing firms. And also declare that you are not supplying Hand Sanitizer to any other Institution / Hospital in India below than the rates quoted in this Tender & also declare that the rates quoted in the tender are not higher than DPCO, NPPA or not higher than MRP & supply only Branded Material.  
The product which we are going to quote is as per the specification given by Sansthan, there is no deviation of specification.  
If rates quoted are more than the rates already given to any other Institutes / Hospital in India, the reasons thereof should mentioned in Annexure.  
**(As per Annexure "II")**.
- 17) It is found that the tenderer has submitted false affidavit in Annexure, the purchase order shall be cancelled and Security deposit shall forfeited & Tenderer may be blacklist.
- 18) Online Technical bid of the tenderer will be opened in the presence of opening authority through e-tendering procedure.

- 19) The tenderers commercial bid must remain valid for a period of 120 days from the last date of submission of bid. A commercial bid quoted with validity less than above will be rejected.
- 20) Prior to the expiration of the bid validity the Purchaser may request the tenderers to extend the bid validity for the period as required by the Purchaser.
- 21) The EMD shall be forfeited :
  - a) In case the purchaser found that tenderer has quotes prices higher than allowed as per DPCO, NPPA or higher than MRP.
  - b) Tenderer fails to accept the purchase order.
  - c) If a Tenderer withdraws its tender during the period of bid validity as specified in the Tender.
  - d) In case of a successful Tender, if the tenderer fails to supply goods as per tender clause.
  - e) If tenderer refuses to sign the Contract as per terms and conditions of Sansthan agreement.
  - f) If tenderer fails to furnish security deposit.
- 22) If at any time during the period of contract, the price of tendered items is reduced or brought down by any Law or Act of the Central or State Government or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform the Purchaser immediately about such reduction in the contracted prices. The Purchaser is empowered to reduce the rates accordingly from same day. If the tenderer refused to oblige, the purchase order, contract agreement shall be cancelled and the Security Deposit shall forfeited.
- 23) The Tenderer will have to mention the name of the company, details of packing, specification, MRP, rate per unit, etc as per the format of BOQ on-line only.**
- 24) If necessary Sansthan will call sample first & then finalise the purchase order accordingly.**
- 25) Rates should be quoted in Indian Rupees only for each of the required material separately on door delivery basis according to the unit asked for strictly as per the format of price schedule.
- 26) In case the tenderer quotes prices higher than allowed as per DPCO, NPPA or higher than MRP or/and fails to supply the goods consistently, the tenderers will be declared as a Fraudulent and defaulters.
- 27) If the Purchaser is informed about near expiry and/or non-moving materials three months before expiry, the Tenderer shall be bound to replace the materials with fresh materials or give credit note for the same.

- 28) The delivery of the ordered material is to be made at central medical store of SHRI SAIBABA HOSPITAL, SHIRDI on any working day between 10 am and 5 pm Except Sunday.
- 29) Delivery Schedule – 1<sup>st</sup> Lot i.e. 1000 Qty. (Jar of 5 Litre) will have to supply immediately after receipt of purchase order & remaining quantity will purchase as per demand of Sansthan.
- 30) Duration of the Purchase order will be for the one year from the date of purchase order or till the finalisation of the next tender, whichever is later. However purchase will be made as and when necessary or as per supply schedule given in purchase order.
- 31) In case supply is not made within specified time, at that time Sansthan will be free to purchase the concerned material of branded company from open market at their rate without any intimation. If necessary, in such case the supplier will have to bear the cost difference and in this case Sansthan will not be bound to provide the deduction details and also Sansthan will not be bound to accept late supply material. **If extra expenditure is more than the security deposit and Supplier hesitates to pay it on the demand of Sansthan, Sansthan has legal right to recover such extra expenditure from Supplier & If necessary this Supplier may suffer from following penalty clause also.**

**To recover from you as liquidated damages, a sum equivalent to half percent of the price of the undelivered stores at the stipulated rate for each week or part thereof during which the delivery of such stores may be delayed, as under:-**

Category of Stores	Penalty Amount
If the amount of non-supplied materials not exceeding Rs. 2.00 Lakh in value	At the rate of ½ % per week subject to maximum limit of 10%
If the amount of non-supplied materials exceeds Rs.2.00 Lakh and above	At the rate of ½% per week subject to maximum limit of 5%

- 32) The Tenderer will have to supply the material as per Purchase Order annexed to this tender document. And no increase will be given or allowed in the rates for any reason whatsoever, till the contract period.
- 33) Expired material will have to be replaced, if desired by the Sansthan at the supplier's cost or will have to issue credit note of return material. Sansthan will buy any other medicines in lieu of credit note amount. The Tenderer should supply fresh material.
- 34) In case of breakage / leakage in transit, prior to the delivery to the Sansthan the tenderer will have to replace the same immediately, failing which payment will be made by deducting the cost of the same.
- 35) The successful tenderer will have to **deposit 3% security amount** of the total cost of the Purchase order which will be refunded after six months from the received date of your material.
- 36) No interest will be paid on Earnest Money Deposit / Security Deposit.

- 37) Payment will be made by the Sansthan on confirmation of the name of the company, quality, quantity, grade if any & expiry date. No advance payment will be made against the supply.
- 38) As and when necessary the sample analysis / sample testing for quality will be done by Sansthan.
- 39) Sansthan has rights to do the quality analysis of your supplied product in FDA/ ISO / NABL approved Laboratories. In these report if any discrepancies is found such items will be rejected & supplied stock will have to be taken back at your cost only.
- 40) The Tenderer will have to supply material along with **Three** copies of bills one copy of delivery challan, if payment is delayed due to Tax invoice Sansthan will not be responsible for it.
- 41) In case Tenderer is failed to submit or comply any documents reports / information / sample within certain period such item / tender may be liable for rejection.
- 42) In case any material is found to be faulty /substandard, during the course of use, the tenderer will be liable to replace the unutilized balance quantity of the supplied material forthwith free of cost.
- 43) If supplied material is found excess than purchase order / other company or rate difference such material will be kept aside & tenderer will have to collect it at his cost within seven days from store. Sansthan will not be responsible for it's loss/ damage / Expiry.
- 44) The company mentioned by you in tender if selected for purchase you will have to supply the medicines of same company only. No company will be changed after placing purchase order in any circumstances.
- 45) Shri Saibaba Sansthan Trust, Shirdi reserves the rights to reject any or all tenders at any stage of Tender without assigning any reasons thereof.
- 46) Distributors / Suppliers / Agents / Authorized dealers / Loan Licensee Company / Marketing Company & also production company can participate in this tender.
- 47) All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Rahata / Kopargaon Court only and not elsewhere.

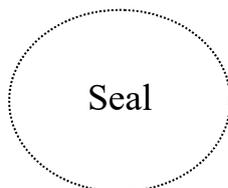
**CHIEF EXECUTIVE OFFICER,  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

*Annexure "I"*  
*Information about Tenderer*

- 1) Name of Tenderer:
- 2) Permanent Address for Correspondence:
- 3) Ph. No. Office / Authorised person Name (Designation) :  
  
    Mob. No.            :  
  
    Factory             :  
  
    Fax No.            :  
  
    E-mail             :  
  
4) Name of Owner / Partner / Director:  
    1)  
    2)  
    3)
- 5) Valid Firm Registration No. & Date :
- 6) PAN No. :
- 7) GST Registration No. :

Thanking you.

Yours Sincerely,



Sign -

Name -

Designation -

*Annexure "II "*  
*Self Affidavit*

DATE :     /     /2020

TO,  
THE CHIEF EXECUTIVE OFFICER,  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.  
AT PO. SHIRDI - 423 109  
TAL - RAHATA,  
DIST. AHMEDNAGAR.

- 1) In response to your E-Tender we are submitting our Tender for supply of Hand Sanitizer on your Website. I / We hereby declare that our firm has not been found guilty of malpractice / misconduct / black listed / debarred either by Public Health Dept., Govt. of Maharashtra or by any local authority and other State Govt. / Central Govt. Organisation in past three years for the quoted items in the Tender. We further confirm that we have quoted for Hand Sanitizer of reputed brands with name of the manufacturing firms.
- 2) We are not supplying this Hand Sanitizer to any other Institution / Hospital in India below than the rates quoted in this Tender.
- 3) And also I/We hereby declare that the rates quoted in the tender are not higher than DPCO, NPPA or not higher than MRP & supply only Branded Medicine.
- 4) The product which we are going to quote is as per the specification given by Sansthan, there is no deviation of specification.
- 5) If rates quoted are more than the rates already given to any other Institutes / Hospital in India, then reason for this is as below-
  - a) .....
  - b) .....
  - c) .....

Signature & Stamp of Tenderer

Date -

(Tenderer will have to upload self affidavit on their **Letter Head** with Authorise Person signature and stamp.)

*Annexure "IV"***Acceptance Letter from Tenderer**

DATE :        /        /2020

TO,  
 THE CHIEF EXECUTIVE OFFICER,  
 SHRI SAIBABA SANSTHAN TRUST, SHIRDI.  
 AT PO. SHIRDI - 423 109  
 TAL - RAHATA,  
 DIST. AHMEDNAGAR.

**Subject: Supply of Hand Sanitizer for Shri Saibaba  
 Hospital Shirdi.**

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the goods under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in online E-Tender which is made part of this tender.

We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the tender document.

If our tender is accepted, we undertake to submit the security deposit in the form DD / Cash / Current Invoice, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: .....

Date: .....

Duly authorized to sign this bid for and on behalf of .....

Thanking you.

Signature & Stamp of Tenderer

Date -

*Annexure "V"*

Date :-

To,  
 The Medical Director,  
 Shri Saibaba Hospital, Shirdi.  
 Post :- Shirdi, Tal :- Rahata,  
 Dist :- Ahmednagar.  
 Pin :- 423109

**Sub :- Information regarding our Organization for RTGS/NEFT  
 Banking Payment.**

Dear Sir,

With reference to your above mentioned subject we are submitting following Information for receiving amount through RTGS/NEFT Banking facility instead of Cheque / DD.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Information</b>
1.	Name of A/C Holder	
2.	E-Mail Address	
3.	Name of Bank	
4.	Branch Name	
5.	Bank Account Number	
6.	IFSC No. of Bank	
7.	One Cancelled Cheque	

You are requested to send fund on above mentioned information to us. If there is any change you will informed on time to time.

Thanking you,

Yours truly,

For .....

Shri Saibaba Hospital, Shirdi  
Requirement of Hand Sanitizer in Covid - 19  
Annexure "A"

Sr. No.	Product Name	Required Specification	Qty.	Make	Packing	MRP	Rate Per in Rs. Incl. GST + Transport	Total Amt.in Rs.
01	Hand Sanitizer - 5 Ltr. jar	Composition Ethyl Alcohol (Ethanol) -80% v/v Glycerol - 1.45% v/v Hydrogen Peroxide - 0.125% v/v Purified Water - Q.S.	5000					
<b>Total Amt.in Rs.</b>								

Medical Director,  
Shri Saibaba Hospital, Shirdi