

**SHRI SAIBABA SANSTHAN TRUST,  
(SHIRDI)**

**SHIRDI – 423109**

**TAL-RAHATA, DIST.-AHMEDNAGAR**

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Telephone No.(02423) 258500, Purchase Dept. 258771, 258772

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Year 2023-24

(July-2023 to March-2024)

Supply of Biscuits to Canteen Dept.  
of Shri Saibaba Sansthan Trust, Shirdi through  
GeM Tender

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2/2/2024

**A. TENDER DETAILS-** Shri Saibaba Sansthan Trust, Shirdi herein after referred as to Sansthan is a Public Trust reconstituted vide The Shri Saibaba Sansthan Trust, Shirdi Act 2004. The Sansthan wants to purchase the various Biscuits for the year 2023-24 through GeM portal. The purchase system for the Biscuits is on monthly basis or as per need within the tender period. ✓

**B. Details of documents to be submitted along with GeM-tender, financial turnover criteria etc. are as follows-**

1. It will be mandatory to submit shop registration certificate/ certificate from local self-government body/ similar government license /Certified copy of latest partnership deed in case of partnership firm/Firm/Company/Sanstha Registration Certificate.i.e. Power of attorney in case of Partnership firm/Public Limited Company/ Private Limited Company/Society/Government undertaking/ Company Registration Certificate/Partnership Deed, duly registered with Registrar, Articles of Association, Society Registration Certificate as the case may be. ✓
2. It will be mandatory to submit the GST Registration Certificate or GST Online Registration Receipt online in the name under which the tender is to be submitted. ✓
3. Online submission of updated FSSAI license in the name under which the tender is to be submitted will be mandatory. ✓
4. It will be mandatory to submit PAN card online in the name in which the tender is to be submitted. ✓
5. Minimum annual average turnover of **Rs.23,18,000/- (Rs. Twenty Three lacs Eighteen Thousand)** for the 3 financial years of the year 2019-20, 2020-21, 2021-22 of the firm under whose name the tender is to be submitted. It will be mandatory to submit the certificate of CA online as per the format given along with the tender. ✓
6. A copy of EMD Deposit receipt for Rs.1,76,000/-. ✓

**C. Procedure for submission of samples of goods by the tenderer-**

1. It will be mandatory for the tenderer to seal 1 sample of the tendered biscuits and submit the list of filled items to the purchase department of the sansthan within the prescribed time limit. The tenderer should write with the name/type of goods and your firm name. Samples provided cannot be returned or exchanged for any reason. ✓
2. Only one sample of Biscuits of same company/ same type should be submitted for each item/material. Two or more samples should not be submitted for one type of goods. If so, only one sample will be considered. ✓
3. The tenderer while providing the branded samples of biscuits should provide such samples that after receiving the supply order, the same sample of biscuits will be supplied to the sansthan. ✓

**D. Details of materials to be supplied, tender and earnest money-**

1. The details of the Biscuits to be supplied are given in the BOQ. The tender has to be submitted online by mentioning the online rate in it. ✓
2. Earnest Money Deposit amount of Rs.1,76,000/- should be paid online or through NEFT to our S.B Account No.30630896801, IFSC Code-SBIN0005160, ✓

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6/12/2023



MICR 423002003 with State Bank of India Branch-Shirdi and the receipt be submitted with tender technical documents.

3. **Exemption of non-payment of earnest money under MSME is not applicable to this tender. All tenderers are required to pay earnest money.**

**E. INSTRUCTION TO TENDER HOLDERS-**

1. The said tender will be available for downloading and uploading from / /2023 11.00 am. To / /2023 pm. Upto 05.00.
2. Samples of Biscuits filled in GeM-tender should be deposited in the office of the Purchase Department at Shirdi from / /2023 to dt. / /2023 upto 5.00 pm (except Sundays)
3. Only online documents are to be submitted along with GeM-tender. Documents should not be submitted in hard copy. Documents submitted in hard copy will not be considered.
4. If possible Online Technical Bid will be opened on Dt. / /2023. Commercial bids will be opened only from the tenderers qualified in the technical bid.
5. You or your representative must be present on the opening day of Commercial Bid. While submitting the online tender, the tenderers should mention their phone numbers in the online tender so that the eligible tenderers can be informed about the date and time of opening of the Commercial Bid.
6. Tenders without samples will not be considered.
- F. To mention rates including all taxes and charges while submitting rates online in the tender-**

1. Rate Should be quoted inclusive GST, GST-TDS, TDS or any other government taxes as well as packing and forwarding, transport charges and taxes such as Zakat, Warai etc.
2. Taxes applicable from time to time as per government rules will be binding on the supplier and the amount will be deducted from the bill accordingly. The Government vide Circular No. 201809281714366605 has directed to deduct 2% GST-TDS from supplies to suppliers for taxable goods/services or both with effect from 1<sup>st</sup> October 2018. The tenderer should consider it while submitting the tender. More information on this is available on the Maharashtra Government website.

**G. Procedure for Opening Online Tender-**

1. After the closure of **download** period of the tender, the online technical GeM-tenders will be opened firstly in the meeting of the procurement committee. After that, the samples of the goods submitted by the qualified tenderers in the technical tender will be checked.
2. After finalizing the samples, the commercial bids will be opened and the prices of the selected tenderers will be compared and the final decision will be taken accordingly.

**H. Place to supply Biscuits**

1. The supply of biscuits mentioned in the tender has to be done at the Sansthan Store department's godown on Bypass Road at Shirdi. Canteen section will also have to be supplied on occasion.

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*6/7/2023*

**I. Security deposit amount and agreement-**

1. As per government procurement regulations, those whose tenders will be approved will have to keep an amount of 3% of the total supply order amount as security deposit with the Sansthan as a guarantee to supply the Biscuits within the prescribed period. This security deposit amount will be refunded after the supply of the said materials. No interest will be earned on security deposit or earnest money. ✓
2. Security deposit of 3% is to be paid immediately after the tender is approved. Also it will be mandatory to appear at Shirdi and notarize the instant agreement on stamp paper of Rs.100/-. The notary fee of the contract has to be paid by the tenderer. ✓

**J. Time for supply of Biscuits**

1. The period of supply of Biscuits will be from July 2023 to 31<sup>st</sup> March 2024. ✓
2. Biscuits should be supplied within 10 days from the date of issuing the Biscuits as per the schedule given in the demand challan. In some cases, the supply will have to be done even after informing on telephone. ✓
3. If the temple has to be closed due to natural calamities, epidemics, then the organization will not be bound to purchase the Biscuits as per the estimated quantity shown in the GeM-tender during such period. The Biscuits requirement for the Canteen Dept. may be less or more than the estimated quantity shown in the GeM-tender, depending on the number of devotees. Therefore, it will not be binding on the Sansthan to purchase Biscuits up to the estimated quantity in the GeM-tender. ✓
4. Since the said demand of the Sansthan is estimated, during the supply period or even after the procurement process of the next year should be completed, if the Sansthan demands 25 percent more Biscuits than the approved quantity, it will be obligatory on the tenderer to supply the goods at the accepted rate. ✓
5. After giving the supply order, the supply of the Biscuits mentioned in the supply order is not at once. The demand challan will be sent to the supplier every month as per the requirement of the Sansthan. The quantity mentioned in the supply order will be approximate and the actual demand will depend on the number of devotees. Therefore, it will not be binding on the Sansthan to purchase the quantity mentioned in the GeM-tender or supply order. ✓

**K. Method of acceptance of Biscuits-**

1. Supply of Biscuits shall be as per description in supply order and bill of Biscuits shall be submitted accordingly. ✓
2. All the samples of biscuits for which tenders are approved must be of sanctioned quality and brand. Inferior quality, different type or breed or damaged biscuits will not be accepted. If such biscuits are supplied, it will be binding on the tenderer to take the items back immediately at their own expense. If it is not carried, the Sansthan will not be responsible for the damage of the Biscuits. ✓
3. After issuing the supply order to the supplier, the supplier shall be bound to supply the Biscuits of the same brand/sample selected. ✓
4. After sending the Biscuits to the Sansthan as per the supply order, the Biscuits will be inspected by the system prescribed by the Sansthan. The Biscuits will be accepted if they think fit. The suppliers should ensure that the Biscuits are supplied as per the given sample. ✓

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*Handwritten signature/initials*  
G12/10/23



5. The material used for packing biscuits should be of food grade. ✓
6. Since the quantity of Biscuits being supplied is huge, the Biscuits are accepted by randomly sampling from the Sansthan. However, if any lot, box or any defective biscuits are found after receiving the same, the same have to be replaced at his own cost. ✓
7. Date of Packing, Weight and Best Before Date on the box of the Biscuits as per the provisions of FSSAI Act. ✓
8. The label on the container of biscuits should be as per the provisions of Food Safety Rules 2011 and Valid Specifications. ✓

**L. Procedure for the laboratory testing-**

1. The supplied Biscuits will be tested as per requirement by Store Department at Sansthan's Laboratory/District Health Laboratory/NABL/Central Govt/State Govt approved laboratory. ✓
2. If the report of the supplied Biscuits is not as per FSSAI Standards in the lab inspection conducted by the Sansthan, the said Biscuits will have to be replaced. Meanwhile, if the Sansthan has to procure Biscuits from outside, the amount of excess expenditure incurred plus a penalty of 5 per cent of the Biscuits supplied will be recovered from the bill amount of any Biscuits payable/Security Deposit. ✓
3. Sometimes there is a delay in getting the lab report, if the consignment is used and then the lab report is not as per FSSAI Standard, a penalty of 5 per cent of the price of the consignment in that lot will be levied. ✓
4. If the lab report of the same type of Biscuits does not conform to FSSAI Standards for three consecutive times, appropriate action will be taken by the Sansthan against the said supplier. No complaint of the supplier will be entertained in this regard. ✓
5. If the report of the institute lab is not as per FSSAI Standards, the same sample will be re-verified at NABL/Central Govt. Lab at Mumbai. The inspection report of the said lab will be considered final. ✓

**M Method/ procedure of payment of bills.**

1. The bill for the Biscuits supplied shall be paid only after the Biscuits have been inspected and ascertained to be of correct quality and quantity. No advance will be given for supply of Biscuits. ✓
2. Efforts will be made to make payment to the concerned supplier within 30 days from the date of submission of the bill to the Sansthan for Biscuits supplied. ✓
3. If the Biscuits supplied by the tenderer are rejected by the Sansthan and as a result of which the Sansthan has to purchase the Biscuits from another Supplier at market price for the next period, the excess cost will be recovered from the Security Deposit amount or other Biscuits bill payable by the Sansthan. ✓
4. Tax deductions as required by government rules will be made from the bill. ✓

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6/7/2023

**N. Provision regarding calamities/ natural calamities, compensation and penal action :-**

1. If the Biscuits in the supply order are not supplied within the time limit, penal action will be taken as follows:

a) If the value of goods not supplied is less than Rs.2.00 lakhs	0.50% per week up to a maximum of 10%
b) If the value of goods not supplied is Rs.2.00 lakhs or more	0.50 % per week up to a maximum of 5 %

2. If the Biscuits are not supplied within a maximum of 10 days from the date of issue of the order given over the phone or as per the schedule given in the demand challan, or if the Biscuits are rejected due to not being of the right quality, the sansthan will be allowed to purchase the Biscuits from the other party as much as required by the market price or as much as the order given. The excess amount (difference) for such purchased Biscuits shall be reimbursed by the tenderer to the sansthan. The sansthan reserves the right to recover the said compensation from the security deposit amount or from previous/subsequent invoices.
3. It is mandatory to supply the Biscuits at the approved rate and as per the brand selected in the tender. The Supplier shall not have the right to ask for any increase in the approved rate for any reason or such increase shall not be granted. If the supplier refuses to supply the Biscuits or does not supply the Biscuits, the Sansthan has to purchase the Biscuits at the market price or by asking for rGeM-tendering, the compensation for the excess expenses will be recovered from the supplier. Also appropriate action will be taken in this regard as per the decision taken by the Ad hoc Committee/Management Committee/Sub-Committee/Chief Executive Officer of the Sansthan. No complaint of the supplier will be entertained in this regard.
4. During the tender supply period due to a calamity/natural calamity (a calamity beyond the control of the supplier eg war, heavy rains, drought, kidnapping, casualty, pestilence, strike, explosion, lockout, earthquake etc.) the supplier is unable to supply the Biscuits and the supplier immediately informed in writing, the appropriate decision in this regard will be taken according to the situation. However, the said provision is limited to condoning the delay in supply only and will not be applicable in case of increase in market price above the sanctioned rate in the above circumstances. The supplier is bound to supply at the approved rate even if the price rises in the market. If the supplier does not supply the security deposit amount will be forfeited if the decision of the Hon'ble Ad Hoc Committee/Hon'ble Management Committee/Hon'ble Sub-Committee/Hon'ble Chief Executive Officer shall be binding on the supplier. No complaint will be entertained in this regard.
5. The tenderer should not have any claim/application pending in any court against the Sansthan of any nature whatsoever. Also the tenderer's name should not be included in the black list of the Sansthan. If a claim is filed against the Sansthan, the tender of the said tenderers will not be considered.

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**O Tender Validity Period -**

1. The validity period of the said GeM-tender will be 120 days from the last date of online tender. ✓

**P. General Terms and Conditions**

1. If a tenderer withdraws from the tender at any stage during the tender process, his earnest money will be forfeited. ✓
2. If required, Vendor Audit will be done of the supplier/ firm. ✓
3. In case of dispute regarding the said transaction, it will remain under the jurisdiction of Rahata/Kopargaon Court. ✓
4. The rates of biscuits should be quoted for the given specification only. Rates quoted for substitute specifications will not be considered. ✓
5. If the supplier refuses to supply the Biscuits and violates any of the terms and conditions specified by the organization, the security deposit amount will be forfeited and the name of the supplier will be blacklisted for the next 3 years or the decision taken by the Hon'ble Ad Hoc Committee/Hon'ble Management Committee/Hon'ble Sub-Committee/Hon'ble Chief Executive Officer in this regard shall be binding on us. No complaint will be entertained by the supplier in this regard. ✓
6. The sansthan reserves the right to accept any tender partially/fully or reject all tenders. ✓
7. Conditional tenders will be cancelled immediately. The tenders of the tenderers who fail to fulfil the conditions and qualifications mentioned in the said tender will be cancelled. ✓
8. The Sansthan Management reserves the right to make any changes, amendments or to prescribe additional terms/conditions in the above terms and conditions. Any condition/conditions of the tenderer will not be binding on the sansthan, such tenders will not be considered. ✓
9. If the tenderer has any doubts or needs any information regarding the said GeM-tender, he should contact the Purchase Department Office Telephone No. 02423-258771 or 02423-258772. ✓

(P.Siva Shankar, I.A.S)

Chief Executive Officer,

Shri Saibaba Sansthan Trust, Shirdi

### Information about Tenderers

1. Name of the Firm- \_\_\_\_\_
2. Detailed address for correspondence - \_\_\_\_\_  
\_\_\_\_\_
3. Telephone No.- \_\_\_\_\_  
Office- \_\_\_\_\_  
Shop- \_\_\_\_\_  
Resident- \_\_\_\_\_  
Mobile No- \_\_\_\_\_  
Fax No- \_\_\_\_\_  
E-mail \_\_\_\_\_
4. Name of contact person - \_\_\_\_\_  
Telephone/ Mobile No - \_\_\_\_\_
5. Names of Proprietor/Partners 1. \_\_\_\_\_  
2. \_\_\_\_\_
6. Bank Account Name 1. \_\_\_\_\_  
Branch 2. \_\_\_\_\_  
Acc. No and Type 3. \_\_\_\_\_  
IFSC Code 4. \_\_\_\_\_

Date :-     /     /2023

Place :-

Signature and seal of tenderer

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**A) Documents in the Technical Bid (Check List)**

1. Updated shop registration certificate/ certificate from local self-government body/ similar government license /Certified copy of latest partnership deed in case of partnership firm/ Firm/Company/Sanstha Registration Certificate.i.e. Power of attorney in case of Partnership firm/Public Limited Company/ Private Limited Company/Society/Government undertaking/ Company Registration Certificate/Partnership Deed, duly registered with Registrar, Articles of Association, Society Registration Certificate ☐
2. GST Registration Certificate/GST Online Registration Acknowledgement ☐
3. PAN Card ☐
4. Certificate from Chartered Accountant regarding average annual turnover for the financial years 2019-20, 2020-21 and 2021-22. (Minimum annual turnover is Rs.23,18,000/- mandatory) ☐
5. Updated Food and Drug Administration Registration License (FSSAI License) ☐
6. A copy of EMD Deposit receipt for Rs.1,76,000/- ☐

**B) Samples of the Biscuits sealed in separate cloth bag with signature on the upper side stating the type of Biscuits name of the firm etc.**

**C) List of Biscuits sample**

Date -     /     /2023

Place -

Signature and seal of tenderer

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6/2/2023

To,  
**Hon.Chief Executive Officer,**  
Shri Saibaba Institute of Trust (Shirdi)  
Shirdi, District Rahata, District-Ahmednagar.

**Subject -        Regarding GeM-tender for Supply of Biscuits for Canteen  
                         Departments for July 2023 to March 2024...**

Respected!

I/We, the undersigned, declare that we have read the tender published regarding the above subject. I/we have read all the terms and conditions given in your tender and I/we agree. I/we agree to abide by your terms/conditions. ✓

I/We undertake to deliver the biscuits mentioned in the tender to the Central Store of Shree Saibaba Sansthan Trust (Shirdi) as and when required, for the above period as per the requirement of the sansthan. Since the said quantity of biscuits is approximate, I/we assure to supply the same at the agreed rate in case of demand by the sansthan up to 25% more than the specified quantity from time to time. ✓

I/We shall pay a sum of 3% of the total amount of the tendered biscuits as security deposit to guarantee <sup>for</sup> supply of the biscuits at the agreed rate for which the tender is accepted within 15 days from the date of notification of acceptance of the tender. For this I consent to the transfer of earnest money into Security Deposit. Also, I/we shall notarize the agreement on the prescribed stamp paper and it shall be my/our obligation to deliver the biscuits as per the sample on time during the tender period at the approved rate. ✓

Dated -     /     /2023

Place -

Yours/Yours faithfully,

Name of Proprietor/Partner of the Firm

(1) -----

(2) -----

Enclosed documents

Signature/Signatures and Seal



**Annual Turnover Certificate**

This is to certify that M/s.-----the  
financial turnover of 3 years (2019-20, 2020-21 and 2021-22) of their tender related business  
is as follows.

Sr.No.	Year	Annual Ternover
1	Year 2019-20	
2	Year 2020-21	
3	Year 2021-22	
Total		
Average annual turnover for above 3 years		

Date :-

Place :-

Signature of Auditor/Chartered Accountant

(Name /Sign Stamp)

Reg.No.

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2/6/2023

**STATEMENT SHOWING THE PURCHASE OF BISCUITS FOR THE YEAR-2023-24**

July 2023 to March 2024

**BOQ**

<b>Sr.No.</b>	<b>Description</b>	<b>Approximate Quantity</b>	<b>Unit</b>	<b>Inclusive of all taxes and expenses Rate Per No</b>	<b>Total Amount</b>
1	Biscuit - Glucose Small Packet (Parle/ Britaniya/Sunfeast) (Sell price Rs.5/-)	700,000	Nos.		
2	Biscuit - Glucose Big Packet (Parle/Britaniya/Sunfeast) (Sell price Rs.10/-)	125,000	Nos.		
3	Biscuit -Namkeen Small Packet (Parle/Britaniya/Sunfeast) (Sell price Rs.5/-)	300,000	Nos.		
4	Biscuit -Snacks Small Packet- (Parle/ Britaniya/Sunfeast) (Sell price Rs.5/-)	400,000	Nos.		
5	Biscuit - Marie, Small Packet (Parle/ Britaniya/Sunfeast) (Sell price Rs.5/-)	250,000	Nos.		

(P.Siva Shankar, I.A.S)

Chief Executive Officer

Shri Saibaba Sansthan Trust, Shirdi