

SHRI SAIBABA SANSTHAN TRUST, (SHIRDI)

SHIRDI – 423109

TAL-RAHATA, DIST.-AHMEDNAGAR

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

Fax No.02423- 258870

Website – www.sai.org.in E-mail 1.saibaba@sai.org.in

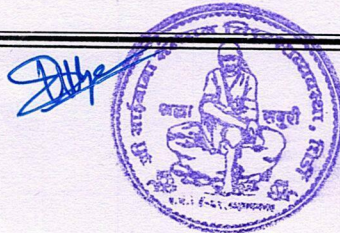
2.purchase@sai.org.in

Mumbai Office – Sainiketan, 804 B, Dr.Babasaheb Ambedkar Road, Dadar
Mumbai – 400014, Telephone No.(022) 24166556, 24161293

Year 2024-25

(April-2024 to March-2025)

**E-tender for supply of Laminated Paper Bags in
various sizes for Temple, Prasadalaya & Laddu
Nirmiti dep. of Shri Saibaba Sansthan**



A. TENDER DETAILS- E-tender for supply of paper bags in various sizes for Prasadalaya, Ladoo Making, Canteen and Temple Departments of Shri Saibaba Sansthan.

B. Details of documents to be submitted along with e-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. It will be mandatory to submit PAN card online in the name in which the tender is to be submitted.
4. Minimum annual average turnover of **Rs.57,05,910/-** for the 3 financial years of the year 2020-21, 2021-22 & 2022-23 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 sample given along with the tender.

C. Procedure for submission of samples of Paper Bags by the tenderer-

1. It shall be mandatory for the tenderer to submit at least 20 A-4 size paper samples of the tendered bag paper with poly or if possible as samples of all the sizes of bags sealed in separate envelopes to the Purchase Department of Shri Saibaba Sansthan within the prescribed time limit. The name/type of paper and your firm name should be written on the envelope. The paper samples provided cannot be returned or exchanged for any reason.
2. A single type of paper/bag sample of highest quality should be submitted per bag. Two or more paper/bag samples should not be submitted for one type of bag. If so, a single sample will be considered.
3. The tenderer while providing the paper samples should give such sample for sample selection that paper bag of the same sample will be supplied to the institution after receiving the supply order.

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

1. The details of the bags to be supplied are given in the BOQ. The tender has to be submitted online by mentioning the online rate in it. The said 4 bags are of different types and text should be printed on them. So 2 bags are plain. Also, barcode number should be inserted on 2 types of bags.
2. Tender fee amount of Rs.23,980/- and deposit amount of Rs.2,39,800/- should be paid online on the website www.mahatenders.gov.in.

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

E. INSTRUCTION TO TENDER HOLDERS-

1. The said tender will be available for downloading and uploading on the website www.mahatenders.gov.in from 23/02/2024 from 11.00 am. To 07/03/2024 up to 5 pm.
2. Samples of Bags filled in e-tender should be deposited in the office of the Purchase Department at Shirdi from 08/03/2024 to dt. 09/03/2024 upto 5.00 pm (except Sundays)
3. Only online documents are to be submitted along with e-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. 09/03/2024. 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.
7. 5x6 bundi prasad bag and 6x7 prasad laddu bag should be printed with barcode. The said paper bags are printed in 4 colors. The tenderer should consider this while filling the rates.

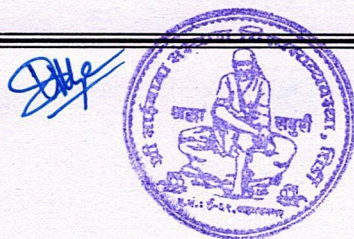
F. To mention rates including all taxes and charges while submitting rates online in the tender-

1. The rates should be quoted inclusive GST, GST-TDS, TDS or any other government taxes as well as packing and forwarding charges, transport charges and taxes such as Octroi, 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 1st 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 and Selection of Samples-

1. After the closure of **download** period of the tender, the online technical e-tenders will be opened firstly in the meeting of the Procurement Committee. After that, the samples of the bags submitted by the qualified tenderers in the technical bid tested in the lab as per requirement.
2. The commercial bids will be opened and the prices of the selected tenderers will be compared and discussed and negotiated with the lowest bidders and the final decision will be taken accordingly.

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H. Place to supply materials-

1. The supply of bags mentioned in the tender has to be done at the Sansthan's Store department near Shri SaiMandir at Shirdi or at a godown of the Sansthan on Bypass Road Laddu & Prasadalaya section will also have to be supplied on occasion.

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 bags 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. A 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 Paper Bags-

1. The period of supply of bags will be from April 2024 to March 2025.
2. Bags should be supplied within 10 days from the date of issuing the goods 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 Sansthan will not be bound to purchase the bags as per the estimated quantity shown in the e-tender during such period. The bags requirement for the Prasadalaya & Laddu Department may be less or more than the estimated quantity shown in the e-tender, depending on the number of devotees taking Nasta Packet & Laddu Prasad. Therefore, it will not be binding on the Sansthan to purchase bags up to the estimated quantity in the e-tender.
4. After giving the supply order, the supply of the bags 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 e-tender or supply order.
5. 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 bags than the approved quantity, it will be obligatory on the tenderer to supply the bags at the approved rate.

K. Method of acceptance of Paper Bags-

1. Supply of bags shall be as per description in supply order and bill of bags shall be submitted accordingly.

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2. All the bags for which tenders are approved, must be of approved quality and type. Inferior quality, different type or breed or damaged bags will not be accepted. If such bags 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 bags.
3. The supplier shall be bound to supply the bags as per the paper sample submitted along with the tender after placing the supply order.
4. After sending the bags to Shri Saibaba Sansthan as per supply order, they will be inspected by the system prescribed by Shri Saibaba Sansthan. Bags will be accepted if they see fit. The suppliers should ensure that the bags are supplied using the same paper as the paper sample provided.
5. Since the quantity of bags being supplied is high, the bags are accepted by random sample from Shri Saibaba Sansthan. However, if any lot or any of the bags are found to be defective even after acceptance of the bags, they will have to be replaced at own cost.
6. The bags provided should have approximately 25 kg of packing per bag.
7. If the bags supplied in the supply order are found to be of low quality, the entire responsibility will remain on the concerned supplier.
8. The material used for packing the bags should be Food grade.
9. The weight of the bags supplied will be taken into account excluding the sack weight.

L. Procedure for the laboratory testing-

1. The bags provided will be tested by District Health Laboratory/ NABL/ Central Govt/ State Govt approved laboratory as per requirement.
2. If the report of the supplied bags is not as per the specification in the lab inspection conducted by Shri Saibaba Sansthan, then the said bags have to be replaced. Meanwhile if Shri Saibaba Sansthan has to buy bags from outside, the excess cost amount plus a penalty of 5 percent of the cost of the bags supplied will be recovered from any bill amount/security deposit due.
3. Sometimes there is a delay in getting the lab report, if the supplied bags are used and then the lab report is not as per the specification, a penalty of 5 percent of the bag price in the lot will be levied.
4. If the lab report of the same type of bags does not meet the specification for three consecutive times, a decision will be taken to take appropriate action against the said supplier by the institute administration. No complaint of the supplier will be entertained in this regard.
5. If the lab report is not as per the specification, the same sample will be re-verified by inspection of the same sample by the warehouse department at Government/NABL Lab, Mumbai, Central Govt. The inspection report of the said lab will be considered final.

M Method/ procedure of payment of bills.

1. Billing for the bags supplied will be done only after ensuring that the quality and quantity are correct. No advance will be given for the said supply.

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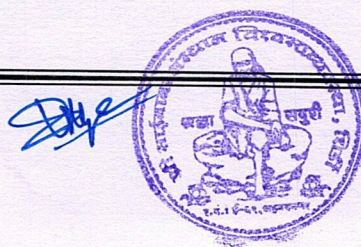
2. Efforts will be made to pay the bags to the concerned supplier within 30 days from the date of presentation of the bill to the Shri Saibaba Sansthan for the bags seized after checking the bags. However, due to technical queries the payment may be delayed. But in this case supply must be completed as per demand.
3. If the bags supplied by the supplier are rejected by the Shri Saibaba Sansthan and as a result the Shri Saibaba Sansthan has to purchase the bags from another supplier at the market price for the next period, the excess cost will be recovered from the Security Deposit amount or any other bill payable by the Sansthan.
4. Tax deductions as required by government rules will be made from the bill

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

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

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

2. If the bags 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 bags are rejected due to not being of the right quality, the Sansthan will be allowed to purchase the bags from the other party as much as required at market price or as much as the order given. The excess amount (difference) for such purchased bags 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 bags at the rate approved by Shri Saibaba Sansthan and as per the paper sample submitted with 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. In case the supplier refuses to supply the bags or does not supply, Shri Saibaba Sansthan has to purchase the bags at the market price or by asking for re-tendering, the compensation of 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 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 paper bags and the supplier If Shri Saibaba Sansthan is promptly informed in writing, 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. In case of non-delivery by the supplier, the security deposit amount will be forfeited or the decision taken by the Sansthan will 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.

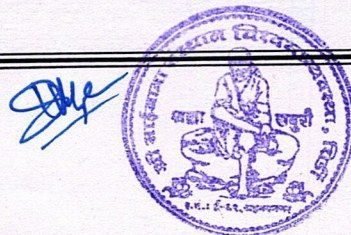
O Tender Validity Period -

1. The validity period of the said e-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/Kopergaon Court.
4. As per Rule No. 3.1.2.8 of the Government's Revised Purchase Rules, if the out-of-state supplier is the lowest and if the Maharashtra state supplier is the second lowest, then to encourage the Maharashtra state supplier, is ready to supply the goods as per lowest rate, 50% of the total bags to be procured will be ordered to the in-state supplier and if they are not ready, then the entire order will be given to the out-of-state supplier.
5. If the supplier refuses to supply the bags and violates any of the terms and conditions specified by the Sansthan, the Security Deposit amount will be forfeited and the name of the supplier will be blacklisted for the next 3 years. 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 the supplier. No complaint will be entertained by the supplier in this regard.
6. 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.

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7. Notifications regarding use of plastic issued by the Environment Department of the Government of Maharashtra dated 23.03.2018 and 30.06.2018 will remain binding on all tenderers. Also, if the government makes any changes in the policy of plastic bottles used for packaged drinking water, the revised rules will be binding on the supplier.
8. The Sansthan reserves the right to accept any tender partially/fully or reject all tenders.
9. If the tenderer has any doubts or needs any information regarding the said e-tender, he should contact the Purchase Department Office Telephone No. 02423-258771 or 02423-258772.
10. The Sansthan 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.

Hulwale
22/2

(Tukaram Hulwale)

I/c Chief Executive Officer,
ShriSaibabaSansthan Trust, Shirdi

3-22/2 *[Signature]*



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 :- / /2024

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 2020-21, 2021-22 & 2022-23. (Minimum annual turnover is **Rs.57,05,910/-** mandatory) ☐

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

C) List of goods sample

Date - / /2024

Place -

Signature and seal of tenderer

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To,
Hon.Chief Executive Officer,
ShriSaibabaSansthan of Trust (Shirdi)
Shirdi, District Rahata, District-Ahmednagar.

**Subject – Regarding e-tender for Supply of Paper Bags for Prasadalya,
Temple & Laddu Nirmiti Departments for April 2024 to March
2025...**

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 to you the bags mentioned in the tender, for the above period as per your demand, as per the requirement of the Sansthan, at the time required, at the warehouse of Shri Saibaba Sansthan Trust (Shirdi). As the quantity of the said bags is approximate, I/we guarantee to supply the same at the approved rate if the Sansthan demands up to 25% more than the specified quantity from time to time.

I/We shall pay in cash within 15 days from the date of notification of acceptance of the tender a sum of 3% of the total amount of the tendered bags as security deposit to guarantee supply of the bags at the agreed rate for which the tenders are accepted. For this I consent to the classification of earnest money security deposit accounts. Also, we shall notarize the agreement on the prescribed stamp paper and it shall be our obligation to deliver the Spices as per the sample to the central warehouse at Shirdi on time during the tender period at the approved rate.

Dated - / /2024

Place -

Yours/Yours faithfully,

Name of Proprietor/Partner of the Firm
and Seal

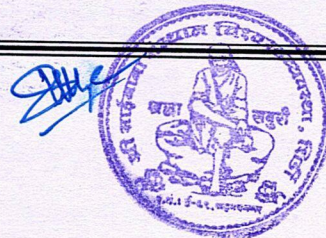
(1) -----

(2) -----

Enclosed documents

Signature/Signatures

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Annual Turnover Certificate

This is to certify that M/s.-----the financial turnover of 3 years (2020-21, 2021-22 & 2022-23) of their tender related business is as follows.

Sr.No.	Year	Annual Ternoer
1	Year 2020-21	
2	Year 2021-22	
3	Year 2022-23	
Total		
Average annual turnover for above 3 years		

Date :-

Place :-

Signature of Auditor/Chartered Accountant
(Name /Sign Stamp)
Reg.No.

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