

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

**SHIRDI – 423109**

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

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

Fax No.02423- 258870

Website – [www.sai.org.in](http://www.sai.org.in) E-mail

[1.saibaba@sai.org.in](mailto:1.saibaba@sai.org.in) [2.purchase@sai.org.in](mailto:2.purchase@sai.org.in)

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

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**Year 2024-25**

**(from April 2024 to March 2025)**

**Supply of Patrawal for the Prasadalya and Temple  
Departments of Shri Saibaba Sansthan Trust, Shirdi**





**A. Tender Details- E-tender for supply of Patrawal for Prasadalya 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. The minimum annual average turnover of the firm in the name of which the tender is to be submitted for the 3 financial years of 2020-21,2021-22 & 2022-23 shall be **Rs.21,15,000/-** It will be mandatory to submit the certificate of CA online as per the format given along with the tender.

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

1. It will be mandatory for the tenderer to seal and submit 20-25 numbers of the tendered Patrawal as samples to the purchase department of the Sansthan within the prescribed time frame. Your firm name should be written on it. Samples provided cannot be returned or exchanged for any reason.
2. Patrawal should be submitted in the same format of the highest standard. Do not submit two or more samples. If so, only one sample will be considered.
3. The tenderer while providing samples of Patrawal should provide such a pattern that after receiving the supply order the same Patrawal will be supplied to the Sansthan.

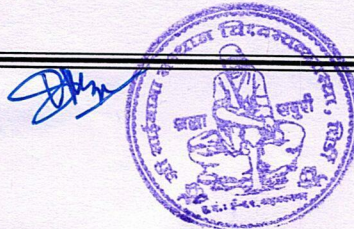
**D. Details of materials to be supplied, tender fee and earnest money-**

1. Details of items to be supplied are given in BOQ. The tender has to be submitted online by mentioning the online rate in it.
2. Tender fee amount of Rs.5,390/- and deposit amount of Rs.80,300/- should be paid online on the website [www.mahatenders.gov.in](http://www.mahatenders.gov.in).
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. Notice to Tender Holders -**

1. The said tender It will be available for downloading and uploading from dt. 23/02/2024 11.00 am. To 07 / 03 /2024 up to 5.pm on the website [www.mahatenders.gov.in](http://www.mahatenders.gov.in)
2. Samples of Patrawal filled should be deposited in the office of the Purchase Department at Shirdi from dt.08/03/2024 to dt.09/03/2024 up to 5.00 pm (except Sundays)

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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.

**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 charge 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 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 Tenders and Selection of Samples -**

1. After the closure of **download** period of the tender, the online technical bids 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 bid will be selected through the expert committee.
2. After finalizing the samples, 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.

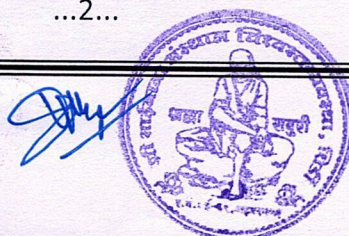
**H. Place of delivery of Patrawal-**

1. The supply of Patrawal 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. The same will have to be supplied to Prasadalayadepartment, on occasion.

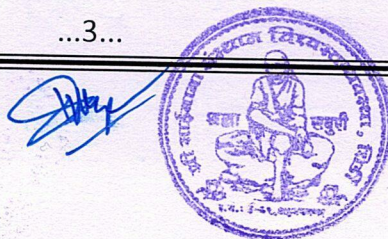
**I. Security deposit amount and contract -**

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 goods 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.

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4. After sending the Patrawal to the Sansthan as per the supply order, the same will be inspected by the system prescribed by the Sansthan. The same will be accepted if they think fit. The suppliers should ensure that the same are supplied as per the given sample.
5. The material used for Patrawal should be of food grade quality.
6. Since the quantity of Patrawal being supplied is huge, the same are accepted by randomly sampling from the Sansthan. However, if any lot, or any defective Patrawals are found after receiving the same have to be replaced at his own cost.

L. **Procedure for Lab Test-**

1. Patrawal provided will be examined by Central Government/State Government approved laboratory as per requirement.
2. If the report of the supplied Patrawal is not as per Specifications in the lab inspection conducted by the Sansthan, the same will have to be replaced. Meanwhile, if the Sansthan has to procure the same from outside, the amount of excess expenditure incurred plus a penalty of 5 per cent of the Patrawal supplied price will be recovered from the bill amount of any goods 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 Specifications, a penalty of 5 per cent of the price of the consignment in that lot will be levied.
4. If the lab report of Patrawal does not meet the Specifications for three consecutive times, the said supplier from the Sansthan appropriate action will be taken by the Sansthan against the said Supplier. No complaint of the supplier in this regard will be not entertained.
5. The inspection report of the Government/Government recognized lab Conducted by the Sansthan will be considered final.

M **Method of Bill Payment -**

1. The bill for the Patrawal supplied shall be paid only after the same have been inspected and ascertained to be of correct quality and quantity. No advance will be given for the supply of the same.
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 Patrawal supplied. However, due to technical queries the payment may be delayed. But in this case supply must be completed as per demand.
3. If the Patrawals supplied by the tenderer are rejected by the Sansthan and as a result the Sansthan has to purchase the same from another Supplier at market price for the next period, the excess cost will be recovered from the Security Deposit amount or other goods bill payable by the Sansthan.
4. Tax deductions as required by government rules will be made from the bill.

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

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

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

2. If the Patrawals 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 demandchallan, or if the Patrawals are rejected due to not being of the right quality, the sansthan will be allowed to purchase the same from the other party as much as required at the market price or as much as the order given. The excess amount (difference) for such purchased Patrawals 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 Patrawal at the approved rate and as per the sample 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 same or does not supply the goods, the Sansthan has to purchase the goods at the market price or by asking for re-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 Adhoc 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 Patrawal 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 or 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.





**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/Kopargaon 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 suppliers, the Maharashtra state supplier is ready to supply at the lowest rate, 50% of the total Patrawal 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 goods 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 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. **A sample of patrawal tendered by the Sansthan is available for perusal in the Purchase Department. Tender holders can view the sample during office hours from 10 am to 6 pm except Sundays. Bidders should fill up the rate after seeing the sample of Patrawal.**
8. The notification regarding use of plastic/poly by the Environment Department of the Government of Maharashtra dated 23.03.2018 and 30.06.2018 shall remain binding on all tenderers. Also, if the government makes any changes in the policy regarding poly, the amended rules will be binding on the supplier.

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9. The Sansthan's 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.

*Hulwale*  
22/2/24

(Tukaram Hulwale)

I/c.Chief Executive Officer,  
Shri Saibaba Sansthan Trust, Shirdi



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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

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2. GST Registration Certificate/GST Online Registration Acknowledgement

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3. PAN Card

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4. Certificate from Chartered Accountant regarding average annual turnover for the financial years 2020-21, 2021-22 & 2022-23. (Minimum annual turnover is Rs.21,15,000/- mandatory)

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

C) List of sample

Date - / /2024

Place -

Signature and seal of tenderer

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

Subject – Supply of Patrawal for Prasadalya, Temple Department 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 goods 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 goods 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 goods as security deposit to guarantee supply of the goods 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 goods 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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*[Handwritten signature in blue ink]*



## 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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