

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 supplying of Tea Powder and Filter
Coffee to Canteen Dept.of Shri Saibaba Sansthan**



A. TENDER DETAILS- E-Tender for Supply of Tea Powder & Filter Coffee for Canteen 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. 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.6,70,360/-** 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 format given along with the tender.

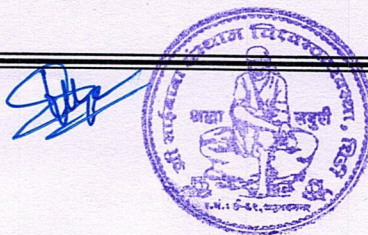
C. Procedure for submission of samples of goods by the tenderer-

1. It will be mandatory for the tenderer to seal 1 kg/500 gm. Pouch of branded samples of the tendered Tea Powder/Filter Coffee in a separate cloth bag and submit the list of filled items to the purchase department of the Sansthan within the prescribed time limit. The cloth bag should be marked 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 highest quality should be submitted for Tea Powder/Filter Coffee. Two or more samples should not be submitted for one type of goods. If so, only one sample will be considered.
3. The tenderer shall provide such samples for selection of samples while providing samples of Tea Powder/Filter Coffee after receipt of supply order. The Tea Powder/Coffee of the same Brand will be supplied to the Sansthan.

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

1. The details of the materials to be supplied are given in the BOQ. The tender has to be submitted online by mentioning the online rate in it.
2. Tender fee amount of Rs.7,370/- and deposit amount of Rs.73,700/- should be paid online on the website 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.**

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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 11.00 am. to 07/03/2024 upto 5.pm.
2. Samples of Tea Powder/Filter Coffee 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 Bids.
6. Tenders without samples will not be considered.

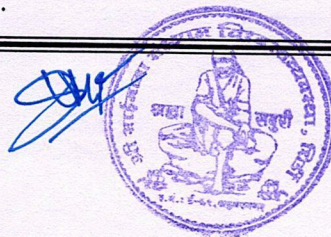
F. To mention rates including all taxes and charges while submitting rates online in the tender-

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

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H. Place to supply Tea Powder and Filter Coffee-

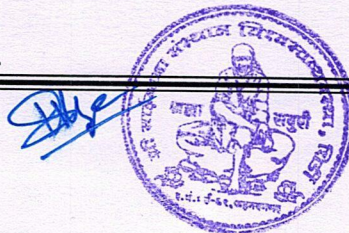
1. The supply of Tea Powder/Filter Coffee mentioned in the tender has to be done at the Sansthan's Store department near Shri SaiMandir at Shirdi or at Canteen section will also have to be supplied on occasion.

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 Tea Powder/Filter Coffee 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 Tea Powder and Filter Coffee

1. The period of supply of Tea Powder/Filter Coffee will be from April 2024 to March 2025.
2. Tea Powder/Filter Coffee 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 Tea Powder/Filter Coffee as per the estimated quantity shown in the e-tender during such period. The Tea Powder/Coffee requirement for the Canteen may be less or more than the estimated quantity shown in the e-tender, depending on the number of devotees taking Canteen facilities. Therefore, it will not be binding on the Sansthan to purchase Tea Powder/Coffee upto the estimated quantity in the e-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 Tea Powder/Filter Coffee than the approved quantity, it will be obligatory on the tenderer to supply the Tea Powder and Filter Coffee at the accepted rate.
5. After giving the supply order, the supply of the Tea Powder/Filter Coffee 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.



K. Method of acceptance of Tea Powder and Filter Coffee

1. Supply of Tea Powder/Filter Coffee shall be as per description in supply order and bill of goods/materials shall be submitted accordingly.
2. Tea Powder/Filter Coffee for which tenders are approved must be of approved quality and Brand. Inferior quality, different Brand or breed or damaged Tea Powder/Filter Coffee will not be accepted. If such goods 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 Tea Powder/Filter Coffee.
3. After issuing the supply order to the supplier, the supplier shall be bound to supply the Tea Powder/Filter Coffee as per the sample selected by the expert committee of the Sansthan.
4. After sending the goods to the Sansthan as per the supply order, the Tea Powder/Filter Coffee will be inspected by the system prescribed by the Sansthan. The Tea Powder/Filter Coffee will be accepted if they think fit. The suppliers should ensure that the Tea Powder/Filter Coffee supplied as per the given sample.
5. Since the quantity of Tea Powder/Filter Coffee being supplied is huge, the Tea Powder/Filter Coffee are accepted by randomly sampling from the Sansthan. However, if any lot, bag or any defective Tea Powder/Filter Coffee are found after receiving the goods, the same have to be replaced at his own cost.
6. Date of Packing, Weight and Best Before Date on the bag/pouch of the goods as per the provisions of FSSAI Act.
7. The label on the container of Tea Powder/Filter Coffee should be as per the provisions of Food Safety Rules 2011 and valid specifications.
8. While supplying Tea Powder/Coffee, the packing quantity (pouch/box/bag packing) in which it will be supplied should be indicated in writing along with the sample.

L. Procedure for the laboratory testing-

1. The supplied Tea Powder/Filter Coffee will be tested as per requirement by Sansthan's Laboratory/District Health Laboratory/NABL/Central Govt/ State Govt approved laboratory.
2. If the report of the supplied Tea Powder/Filter Coffee is not as per FSSAI Standards in the lab inspection conducted by the Sansthan, the said Tea Powder/Filter Coffee will have to be replaced. Meanwhile, if the Sansthan has to procure Tea Powder/Filter Coffee from outside, the amount of excess expenditure incurred plus a penalty of 5 percent of the goods supplied price will be recovered from the bill amount of any Tea Powder/Filter Coffee 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.

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4. If the lab report of the same type of Tea Powder/Filter Coffee 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 Sansthan 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 Tea Powder/Filter Coffee supplied shall be paid only after the goods have been inspected and ascertained to be of correct quality and quantity. No advance will be given for supply of goods.
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 Tea Powder/Coffee 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 Tea Powder/Filter Coffee supplied by the tenderer is 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.

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

1. If the Tea Powder/Filter Coffee in the supply order is 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 Tea Powder/Filter Coffee is 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 goods are rejected due to not being of the right quality, the Sansthan will be allowed to purchase the Tea Powder and Filter Coffee 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 goods 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 Tea Powder/Filter Coffee 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 Tea Powder/Filter Coffee or does not supply the Tea Powder and Filter Coffee, the sansthan has to purchase the Tea Powder/Filter Coffee at the market

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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.

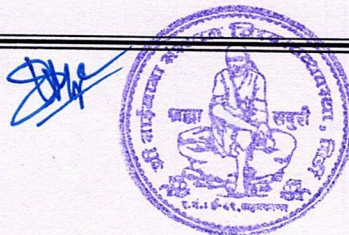
4. During the tender supply period due to a calamity/natural calamity (a calamity beyond the control of the supplier eg war, heavy rains, drought, kidnapping, casualty, pestilence, strike, explosion, lockout, earthquake etc.) the supplier is unable to supply the Tea Powder/Filter Coffee, and the supplier 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 AdHoc 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 is ready to supply the same at lowest rate, 50% of the total goods 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 Tea Powder/Filter Coffee 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. 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.

Hulwale
22/2

(Tukaram Hulwale)

I/c.Chief Executive Officer,
ShriSaibabaSansthan Trust, Shirdi



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. _____

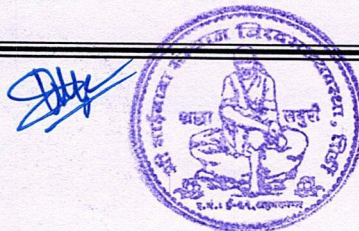
IFSC Code 4. _____

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.6,70,360/-** mandatory) ☐
5. Updated Food and Drug Administration Registration License (FSSAI License) ☐

B) Samples of the goods 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



[Handwritten signature]

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

**Subject – Regarding e-tender for Supply of Tea Powder/Filter Coffee for
Canteen 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 Tea Powder/Filter Coffee 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 Tea Powder/Filter Coffee 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 Tea Powder/Filter Coffee 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 Tea Powder/Filter Coffee 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 Turnover
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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