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 Packaged Drinking Water To Canteen Dept. of Shri Saibaba Sansthan

A. TENDER DETAILS- E-Tender for Supply of Packaged Drinking Water for Canteen Departments of Shri Saibaba Sansthan.

B. <u>Details of documents to be submitted along with e-tender, financial turnover criteria etc. are as follows-</u>

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 the updated ISI license online in the name in which the tender is to be submitted.
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.1,00,08,742/-** 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.
6. Tenders from producer organizations/authorized distributors will be accepted for procurement of packaged drinking water. However, if the tenderer is an authorized distributor, it will be mandatory to attach online the certificate of the organization being the authorized distributor along with the tender.

C. Procedure for submission of Bottle samples by Tenderer-

1. It will be mandatory for the tenderer to seal each 4 samples of 1 liter and 500 ml bottles as per the brand filled in the tender in a box and submit itin the Purchase Department of Shri Saibaba Sansthan within the prescribed time limit. The brand of the bottle and your company name should be written on the box. Bottle samples provided are not returnable or exchangeable for any reason.
2. A single sample of the highest quality of the same brand of bottle should be submitted. Do not submit two or more samples. If so, a single sample will be considered.
3. A list of tendered filled bottles must be submitted along with the submission of samples.
4. The tenderer should provide samples of the brand bottle for selection in such a way that after receiving the supply order, bottles of the same brand will be supplied to Shri Saibaba Sansthan.

D. <u>Details of materials to be supplied, tender fee and earnest money-</u>

1. The details of the Packaged Drinking Water 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.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. On 1 liter and 500 ml water bottle For Sai Sansthan only Rs. --- /- This text has to be printed. The text will be delivered at the time of the supply order is placed.

4. **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. INSTRUCTIONS TO TENDERER-

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 bottle filled in e-tender should be submitted in the office of the Purchase Department at Shirdi from 08/03/2024 to dt. 9/3/2024 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.

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 bottle submitted by the qualified tenderers in the technical tender 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 to supply materials-

1. The supply of bottle 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. 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 bottle 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 Bottle-

1. The period of supply of bottle will be from April 2024 to March 2025.
2. Bottle should be supplied within 10 days from the date of issuing the 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 bottle as per the estimated quantity shown in the e-tender during such period. The bottle requirement for the Canteen Department may be less or more than the estimated quantity shown in the e-tender, depending on the number of devotees taking Canteen Service. Therefore, it will not be binding on the Sansthan to purchasebottle up to the estimated quantity in the e-tender.
4. After giving the supply order, the supply of the bottle 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 bottle than the approved quantity, it will be obligatory on the tenderer to supply the bottle at the approved rate.

K. Method of acceptance of Bottle-

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

2. All the Packaged Drinking Water for which tenders are approved must be of approved quality and type. Inferior quality, different type or breed or damaged Packaged Drinking Waterwill not be accepted. If such Packaged Drinking Waterare 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 thePackaged Drinking Water.
3. After issuing the supply order to the supplier, the supplier shall be bound to supply the Spices as per the sample selected by the Expert Committee of the Sansthan.
4. After sending the bottles to the institution as per the supply order, inspection will be done by the system prescribed by Shri Saibaba Sansthan. Bottles will be accepted if bottles are supplied as per supply order. The suppliers should ensure to supply the bottles as per the given brand and model.
5. As the quantity of bottles being supplied is high, bottles are accepted by randomly sampling from Shri Saibaba Sansthan. However, if a lot or some boxes are found to be defective even after receiving the bottles, they will have to be replaced at their own expense.
6. As per the provisions of the law, when supplying water bottles, there should be a clear mention of Date of Packing, Quantity and Best Before Date on the box and bottle.
7. The water bottle should be in the packing box.
8. If the water bottles supplied in the supply order are found to be adulterated or of inferior quality, the entire responsibility of the same shall remain with the supplier.
9. The material used for bottle packing should be food grade.

L. <u>Procedure for the laboratory testing-</u>

1. The bottle 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 bottle is not as per the specification in the lab inspection conducted by Shri Saibaba Sansthan, then the said bottle have to be replaced. Meanwhile if Shri Saibaba Sansthan has to buy bottle from outside, the excess cost amount plus a penalty of 5 percent of the cost of the bottle 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 bottle 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 bottle 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.

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5. If the lab report is not as per the specification, the same sample will be re-verified by the Store/Canteen Department at Government/NABL Lab, Mumbai, Central Govt. The inspection report of the said lab will be considered final.

M **<u>Method/ procedure of payment of bills.</u>**

1. Billing for the bottle supplied will be done only after ensuring that the quality and quantity are correct. No advance will be given for the said supply.
2. Efforts will be made to pay the bottle to the concerned supplier within 30 days from the date of presentation of the bill to the Shri Saibaba Sansthan for the bottle seized after checking the bottle. However, due to technical queries the payment may be delayed. But in this case supply must be completed as per demand.
3. If the bottle supplied by the supplier are rejected by the Shri Saibaba Sansthan and as a result the Shri Saibaba Sansthan has to purchase the bottle 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. **<u>Provision regarding calamities/ natural calamities, compensation and penal action</u>**:-

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

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

2. If the bottle are not supplied as per the instructions by the Store/Canteen Department given over the phone or as per the schedule given or if the bottle are rejected due to not being of the right quality, the Sansthan will be allowed to purchase the bottle 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 bottle 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 bottle 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 bottle or does not supply, Shri Saibaba Sansthan has to purchase the bottle 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.

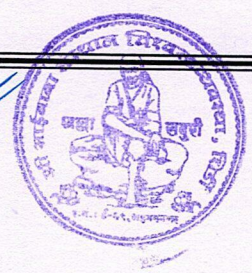
4. During the tender supply period due to a calamity/natural calamity (a calamity beyond the control of the supplier eg war, heavy rains, drought, kidnapping, casualty, pestilence, strike, explosion, lockout, earthquake etc.) the supplier is unable to supply the paper bottle and the supplier If Shri 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/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 supplier, is ready to supply the goods as per lowest rate, 50% of the total bottle 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 bottle 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. 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. 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.
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
22.2.24

(Tukaram Hulwale)
I/c. Chief Executive Officer,
ShriSaibabaSansthan Trust, Shirdi

Information about Tenderers

1. Name of the Firm- ----------

2. Detailed address for correspondence - ---------- ----------

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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

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.1,00,08,742/-** mandatory) ☐
5. Updated ISI License ☐
6. If supplier is Authorized distributor please submit Authorized distributorship letter from the Company/Firm ☐

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

Date - / /2024
Place -

Signature and seal of tenderer

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

Subject – Regarding e-tender for Supply of Bottle for Canteen 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 bottle 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 Shree Saibaba Sansthan Trust (Shirdi). As the quantity of the said bottle 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 bottle as security deposit to guarantee supply of the bottle 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 — Signature/Signatures

(1) ----------
(2) ----------

Enclosed documents

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 Ternover
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.