

**Shri Saibaba SansthanTrust (Shirdi)**

**Shirdi 423 109.**

**Taluka-Rahata, District-Ahmednagar**

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Telephone No. (0-2423) 258500, Purchase Department- 258771, 258772,

Fax No. -02423-258870

Website – [www.sai.org.in](http://www.sai.org.in) E-mail 1.[saibaba@sai.org.in](mailto:saibaba@sai.org.in) 2.[purchase@sai.org.in](mailto:purchase@sai.org.in)

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**Mumbai Office - Sainiketan, 804B, Dr. Babasaheb Ambedkar Road, Dadar**

**Mumbai-400 014 Tel No. (022) 24166556, 24161293**

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**Purchase of Sanitation Material for  
New Darshan Que on GeM**



**A. Tender Details- Purchase of Sanitation Material for New Darshan Que of Shri Saibaba Sansthan Trust, Shirdi through GeM portal.**

**B. Details of documents etc. to be submitted online on GeM portal are as follows-**

1. Latest Shop Registration Certificate/ Certificate from Local Self-Government Body/ Similar Government License in the name under which tender is to be submitted.
2. The GST Registration Certificate or GST Online Registration Receipt in the name under which the tender is to be submitted.
3. Pan card in the name under which the tender is to be submitted.

**C. Details of materials to be supplied-**

1. The specification regarding supply of Sanitation materials for the Health Department of Shri Saibaba Sansthan along with description of materials and company/brand all details are given in BOQ. The tenderer should consider it while submitting the rate.

**D. Instructions to Tenderers-**

1. The said tender will be available from dt 8 / 11 / 2023 11.00 am. To 24 / 11 / 2023 up to 05.00 pm for downloading and uploading on the GeM portal.
2. The details of material to be supplied are given in the BOQ. Accordingly, the said tender has to be submitted online on GeM portal.
3. **Samples of Sanitation Material filled in GeM Portal should be deposited in the office of the Purchase Department at Shirdi from 23/11/2023 to dt 25/11/2023, Upto 5.00 pm (except Sundays). Submit your company name sticker on the said material.**
4. Only the documents requested are to be submitted online along with the tender. Documents should not be submitted in hard copy. Documents submitted in hard copy will not be considered.
5. If possible online Technical Bid will be opened on 27 / 11 / 2023. The details of the documents for Technical Bid are given in the tender. Scan all those documents and upload online with the tender. Bidder qualified in technical Bid and sample selection will be considered for Commercial Bid.
6. While submitting the online tender, the tenderers should also mention their phone numbers in the online tender so that the eligible tenderers can be informed about the date and time of opening of Commercial Bid. You or your representative should be present on the opening day of Commercial Bid if possible.

**E. Submission of samples by the Tenderer-**

1. Samples of Sanitation Material filled in GeM Portal should be deposited in the office of the Purchase Department at Shirdi from 23/11/2023 to dt 25/11/2023, between 10 am to 06 pm (except Sundays). Submit your company name sticker on the said material.



2. The quality of the samples submitted by the tenderers will be checked by the user Department and the quality will be considered, so the tenderers should provide good quality samples. After getting the supply order the supplier has to be supplied material as per samples submitted to the Sansthan.
3. Materials submitted as samples to the Sansthan will not be returned / changed.
4. **It shall be obligatory on the tenderer to submit the samples of the materials for which the rates have been filled. The tender will not be considered if the samples are not submitted.**

**F. Regarding online Submission of tender rates-**

1. While submitting the rates online supplier must consider GST, GST-TDS, TDS or any other government tax as well as Packing and Forwarding, Loading & Unloading expenses, transportation costs of reaching Shirdi Sansthan Store / Health Department i.e. F.O.R. Shirdi. Rates shall be filled inclusive of all taxes and expenses.
2. No other expenses will be paid separately by the Sansthan.
3. As per the government rules, the taxes currently applicable and applicable from time to time 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 about this is available on the website of the Government of Maharashtra.
4. The supplier should give more attention on the availability of material while filling the rates in the online tender. After getting the supply order the mistake in filling the rate will not be considered.

**G. Procedure for Opening bid Tenders-**

1. Online technical tenders will be opened first in the meeting of the Purchase Committee after the download period of the tender is over. After that further appropriate decision will be taken considering the samples qualified in the technical bid.
2. Commercial bids will be opened considering the samples submitted by the tenderers. Item wise rates of tenderers will be considered on a comparative basis after opening of commercial bids and final decision will be taken accordingly.

**H. Place of supply of materials-**

1. The materials mentioned in the tender will have to be supplied to the Health Department of the Sansthan or Store of the Sansthan at Bypass Road at Shirdi. Packing, forwarding, loading, unloading charges of materials with Hamali (Warai) will have to be paid by supplier.



**I. Security Deposit Amount -**

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.

**J. Time limit for supply of materials -**

1. The materials have to be supplied immediately or within 90 days after placing the supply order.
2. As per the requirement of the Sansthan on occasion the material will have to be supplied in time informed by telephone/e-mail.
3. Since the said demand of the Sansthan is estimated, during the supply period or even after the procurement process, if the Sansthan demands 50 percent more material than the approved quantity, it will be obligatory on the tenderer to supply the material at the acceptable rate.

**K. Method of Acceptance of Material-**

1. Supply all materials as per description shown in the BOQ. Supplied materials will be accepted after verification by the concerned officer/ staff from the Health Department. Materials varies will not be accepted. If the material is not accepted, it will be the responsibility of the supplier to take it back immediately at his own cost. If they are not taken back, the Sansthan will not be responsible for the same.
2. Materials should be supplied as per the description in supply order and bill should be submitted accordingly.
3. The supplier shall be bound to supply the material at the approved rate. Price hike will not be given/asked for any reason.
4. The supplier should be delivered the material along with packing and forwarding to Sansthan Store / Health Department at Shirdi at his own expenses. Also the Warai (hamali) to unload material at our Store is to be paid by supplier.
5. The material should be supplied as per the purchase order is the responsibility of the supplier.

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

1. After supplying the material the Health Department will test the material in a government or government approved laboratory, as per need.



**M. Mode of Bill Payment-**

1. The bill for the material supplied will be paid only after the satisfactory report of the Health Department, that the quality and quantity are correct as per their opinion. The Sansthan shall endeavor to pay the bill to the concerned supplier within 30 days of receipt of feedback.
2. No advance will be given for the said supply.
3. If the material supplied by the supplier is rejected by the Sansthan and as a result the Sansthan has to purchase the material from another party at market price for the subsequent period, the excess cost will be reimbursed from the Security Deposit or other bill payable by the Sansthan.
4. Applicable tax deductions as per government rules will be made from the bill.

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

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

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

2. In case if the material is rejected because of it is not as per the supply order or not supply in specified time, the Sansthan shall be allowed to purchase the material from the market as per the market price and the excess amount (difference) for such purchased material shall be recovered from the Security Deposit or subsequent Bills.
3. It is mandatory to supply Material as per the sanctioned rate & specification as per Supply Order. The supplier shall not have the right to ask for any increase in the sanctioned rate for any reason or such price hike will not be given. If the supplier refuses to supply the material or does not supply the material, the Sansthan has to purchase the material at the market price and the compensation for the excess cost will be recovered from the Supplier. Also, the decision taken by the Sansthan will be binding on the Supplier. No complaint will be entertained in this regard.
4. During the 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 material and if the same informed in writing by the Supplier to the Sansthan 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 the material at the approved rate even if the price rises in the market. If the Supplier does not supply, the decision taken by the Sansthan shall be binding on the Supplier. No complaint will be entertained in this regard.



**O. Tender Validity Period-**

1. The validity period of the said tender will be 120 days from the last date of online submission of the tender on GeM portal.

**P. General terms and conditions-**

1. In case of dispute regarding the said transaction, it will remain under the jurisdiction of Rahata/Kopargaon Court.
2. If the supplier refuses to supply the materials and violates any of the terms and conditions mentioned by the Sansthan, the Security Deposit amount will be forfeited and the said supplier's name will be blacklisted for the next 3 years or the decision taken by the Sansthan in this regard will be binding on Supplier. No complaint will be entertained by the supplier in this regard.
3. 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 goods as per 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.
4. The Sansthan reserves the right to accept any tender partially/fully or reject all tenders.
5. The tenderer should not submit documents other than those called in the tender. Extra documents will not be considered.
6. Tax deductions applicable as per Government rules and applicable from time to time will be made from the bill.
7. Conditional tenders will be rejected immediately. The tenders of the tenderers who fail to fulfil the conditions and qualifications mentioned in the said tender will be rejected.
8. If you need any more information regarding the specification of tender materials or tender, please contact 02423-258771 or 02423-258772.
9. 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.

Signed by

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

Chief Executive Officer,

Date: 04-11-2023 13:37:30  
Shri Saibaba Sansthan Trust, Shirdi



**Information about tenderers**

1. Firm Name- \_\_\_\_\_
2. Full address for correspondence \_\_\_\_\_
3. Telephone no - \_\_\_\_\_  
Office- \_\_\_\_\_  
Shop- \_\_\_\_\_  
Residence- \_\_\_\_\_  
Mobile Number \_\_\_\_\_  
Fax Number- \_\_\_\_\_  
E-mail- \_\_\_\_\_
4. Name of contact person \_\_\_\_\_  
Telephone/ Mobile No \_\_\_\_\_
5. Names of Proprietor/Partners 1. \_\_\_\_\_  
2. \_\_\_\_\_
6. Bank Account Name 1. \_\_\_\_\_  
Branch 2. \_\_\_\_\_  
Account number and type 3. \_\_\_\_\_  
IFSC Code 4. \_\_\_\_\_

Date :-/ /2023

Place :-

Signature and seal of tenderer



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

1. Latest Shop Registration Certificate/ Certificate from Local Government  
Body/Equivalent license from the Gram Panchayat/  
Nagar Panchayat/ Municipal Corporation/Nagar Parishad

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2. GST Online Registration Certificate/Acknowledgement

☐

3. PAN card

☐

Signature and seal of tenderer

Date- / /2023

Place -



Date- -----

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

**Subject – The Supply of Sanitation Material to Shri Saibaba Sansthan...**

Sir,

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

I/We undertake to deliver the materials mentioned in the tender to the Store /Health Department of Shri Saibaba Sansthan Trust (Shirdi) as and when required, as per the requirement. I/we agree to supply the same at the approved rate in case of demand by the Sansthan up to 50% more than the ordered quantity from time to time.

I/We shall deposit 3% Security Deposit immediately after the acceptance of the tender and it shall be our obligation to deliver the materials to the Store at Shirdi at the approved rate.

Yours/Yours faithfully,

Name of the owner/partner of the firm

Signature and seal

(1)

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(2)

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Accompanying documents



I/151642/2023

**SANITATION MATERIAL BOQ**

Sr.No.	Name of the Item	Description	Make / Brand	Quantity	Rates Inclusive G.S.T.& all expenses		Total Amount
					Rs.	Ps.	
01	Scented phenyl	Water dilution ratio 1:100(Pure)	Litre per ingredient Pine Oil A Grade 650 gms, Turkid Oil (TRO 75%) 350 gm	750 Litre			
02	Liquid soap	50 Litre packing	Litre per ingredient Acid Slurry (80%) 100 gm, Leave Costesak (40% caustic lye solution) 20 gm	750 Litre			
03	Toilet cleaner	05 Litre packing	Harpic/Tanaz/Dr. Ideal/ Super Shine/Any Other Company	500 Litre			
04	Bathroom cleaner	05 Litre packing	Harpic/Tanaz/ Dr. Ideal/Super Shine/Any Other Company	500 Litre			
05	Bacteria cleaner	05 Litre packing	Hyginol Plus/ Any Other Company	300 Litre			
06	Cleaning powder	4.500 Kilogram packing	ISI Mark	500 Kilogram			
07	Bleaching powder	25 Kilogram packing	ISI Mark	100 Kilogram			
08	linden powder	25 Kilogram packing	Fenvalrate – 0.4 % ISI Mark	100 Kilogram			
09	Rubbery Hand socks	10 Number size	Standard	500 pairs			
10	Naphthalene Balls (Damber Goli)	Round	Standard	10 Kilogram			
11	Plastic Bag (Green Colour)	35" x 45"	Standard 50 Micron	300 Kilogram			
12	Air Freshener packet	50 Gram /packet	Odonil/Wonder Fresh/Odout	200 Numbers			
13	Kharate (Indonesian Broom)	0.500 kilogram weight	Good Quality	500 Numbers			
14	Kunche (Soft Broom)	0.500 kilogram weight	Good Quality	500 Numbers			

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I/151642/2023

Sr.No.	Name of the Item	Description	Make / Brand	Quantity	Rates Inclusive G.S.T.& all expenses Rs.      Ps.	Total Amount
15	Wiper Rubbery	Size - Length 4 feet, width 2.5 feet, and height 1/4 inch (round hole)	Good Quality	100 Numbers		
16	Nylon brush-small	Standard	Good Quality	12 Numbers		
17	Nylon brush-big	Standard	Good Quality	30 Numbers		
18	Nylon brush-with stick	Standard	Good Quality	20 Numbers		
19	Cotton Mops	Standard	Good Quality	50 Numbers		
20	Dust Pan- with Brush	Standard	Good Quality	30 Numbers		
21	Choke remover (Rubbery)	Standard	Good Quality	12 Numbers		
22	Plastic Bucket	2 Litres Capacity	Good Quality	200 Numbers		

(P.Siva Sankar, I.A.S.)  
Chief Executive Officer,  
Shri Saibaba Sansthan Trust, Shirdi

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Signed by  
P Siva Shankar  
Date: 04-11-2023 13:36:28.