



**SHRI SAIBABA SANSTAHN TRUST, SHIRDI**  
**AP-SHIRDI. TAL-RAHATA. DIST-AHMEDNAGAR PINCODE-423109**  
Email it.office@sai.org.in

**Quotation for registration process of buyer and Training of tender process on GeM portal.**

Sealed quotations are invited from GeM Training agencies for registration for Shri Saibaba Sansthan Trust as Buyer (Verifying Authority, Primary User, and Secondary User) and Training of all buyer activity, from tendering to billing on GeM Portal.

Sr. No	Detail Scope of Work
1	<b>GeM Portal Buyer Side</b> <ol style="list-style-type: none"><li>1. Registration for Trust as Buyer with GeM buyer email id (Verifying Authority, Primary User, Secondary User).</li><li>2. Buyer Profile Management</li><li>3. Training of Bid Management. (Online /Offline)</li><li>4. L1 Purchase.</li><li>5. Direct Purchase.</li><li>6. Payment Processing.</li><li>7. Support for 1 year from Order Date.</li></ol>

**Documents Required with Tender.**

1. Photocopy of PAN Card and GST registration.
2. Firm details as given in Annexure A.

**Terms and Condition.**

1. Rate should inclusive of all taxes.
2. Incomplete quotations with conditions, and received late will be summarily rejected.
3. Registration activity of Trust must completed with 15 days of work order.
4. Payment conditions:
  - (a) 40% after registration of Trust,
  - (b) 40% after Training completion
  - (c) 20% after Six months or Completion of successful tender process.
5. Tender Submission: Sealed quotations submitted in sealed Envelop as

Quotation for registration process of buyer and Training of tender process on GeM portal –  
Information Technology Department.

**Chief Executive Officer,  
Shri Saibaba Sansthan Trust, Shirdi  
Ap-Shirdi. Tal - Rahata.  
Dist-Ahmednagar, Pincode - 423109.**

6. Quotation submission from 23-Dec-2021 to 31-Dec-2021 in the Sansthans Inward office.
7. For any of the Technical quires contact 02423-258953 or mail at it.office@sai.org.in

**(Bhagyashree Banayat, I.A.S.)  
Chief Executive Officer  
Shri Saibaba Sansthan Trust, Shirdi**

ANNEXURE- A  
Personal & Bank Details for RTGS  
All columns are mandatory  
**(Submit on Company Letter Head)**

<b>Sr No</b>	<b>Personal Detail</b>	
1	Name of the Agency.	
2	Address	
3	Contact Person and Cell No	
4	GST umber	
5	Bank Details –	
	Name of the Bank	
	Bank City	
	Branch Name and Code	
	Account Type	
	Account Number	
	IFSC CODE	
	MICR NO.	