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Draft for Approval

Tender Fee Rs. 20,000/-

Shri Saibaba Sansthan Trust, Shirdi

Post – Shirdi - 423109

Tal. Rahata, Dist. Ahmednagar

Contact Number – (02423) 258853,

Fax Number – 258870

Website – www.sai.org.in, www.shrisaibabasansthan.org.in

E-TENDER

**E-Tender for the preparation of Motichoor
Laddu and Barfi Prasad etc. at the Laddu and
Barfi Prasad Production Department of Shri
Saibaba Sansthan Year – 2023-24**

Shri Saibaba Sansthan Trust, Shirdi

Post: Shirdi, Tal. Rahata, Dist. Ahmednagar, Pin Code - 423109
Phone No. (02423) 258500 / 258853 Fax No. 258870
(Website -www.shrisaibabasansthan.org, www.sai.org.in)

Public E-Tender Notice

E-tenders are invited for the following works of making and packing at the specified wage rates of the Motichur laddu and barfi prasad for Laddu and Barfi Prasad Production Department of Shri Saibaba Sansthan Trust for the year 2023-24 (from 01 October, 2023 to 30 September, 2024):

Sr. No.	Work Details	Tender Work Annual Estimated Value Rs.	E-Tender Fee Rs.	Security Deposit Rs.
1	Preparation and packing of 50 gram Motichoor Laddu according to demand	2.20 crores	20,000/-	2,00,000/-
2	Preparation of Barfi Prasad	2 lakhs		
Approximate Total Amount Rs.		2.22 crores		

1. Detailed information, terms and conditions regarding the tender are available on the **websites www.mahatenders.gov.in and www.sai.org.in.**
2. E-tender fee and security deposit should be paid online on the official website of the Government of Maharashtra at www.mahatenders.gov.in.
3. The successful tenderer will have to **deposit 3%** of the total amount of the work as security deposit to the Shri Saibaba Sansthan Trust free of charge.
4. The tenders will be available for online downloading and uploading **from 12.09.2023 at 11:00 am to 26.09.2023 at 5:00 pm.**
5. A pre - bid meeting will be held at Shri Saibaba Hall in Lendi bagh, the Shri Saibaba Sansthan Trust Shirdi, **on 18.09.2023 at 11:00 am** for the above works.
6. All valid documents should be scanned and attached with the online tender as per the details of technical documents in the e-tender.
7. Only the documents submitted online will be considered in the e-tender process. Hard copy will not be accepted by the Shri Saibaba Sansthan Trust administration. However, the successful tenderer will have to submit the original copies of the said valid documents with the e-tender within the next 15 days to the Shri Saibaba Sansthan Trust administration.
8. Technical tenders will be **opened on 27.09.2023 if possible.**
9. The Shri Saibaba Sansthan Trust reserves the right to accept any tender partially/fully or reject all tenders.

Signed by /- x x x
(P. Shiva Shankar, IAS)
Chief Executive Officer
Shri Saibaba Sansthan Trust, Shirdi

Shri Saibaba Sansthan Trust, Shirdi
Laddu and Barfi Prasad Production Department
Post: Shirdi, Taluka - Rahata, District- Ahmednagar, Pin - 423109

Introduction :-

With the noble objective of enabling devotees who come to visit the Saibaba Temple to take home the Prasad of Saibaba after darshan, the Laddu Prasad Production Department of the Shri Saibaba Sansthan, in accordance with the decision of the Management Committee, the Sansthan Act 2004 and the rules and regulations of ISO, prepares laddus made of Motichoor Bundi and sells 3 (Nos) laddu in a packet at the Laddu Prasad Distribution Counters. In addition, under the subject no. 21 and decision no. 397 of the Management Committee meeting held on 21/05/2022, the sale of 1 (Nos) Motichoor Laddu in a packet has been started from 17/08/2022.

In addition, Barfi (rava + besan) is prepared according to the daily demand of the Prasadalaya and is given to the devotees as a dessert in the meal. The work of preparing Motichoor Bundi Laddu and Barfi Prasad is done by the Laddu and Barfi Prasad Production Department through an external contractor (Outsourced) at the specified wage rates, and the Motichoor Bundi Laddu Prasad is sold at counters at various places by the permanent and contract workers of the Shri Saibaba Sansthan Work Description

The following are the details of the work to be done by the vendor for the Laddu Prasad Production Department of Shri Saibaba Sansthan, Shirdi, at the rates mentioned below:

- (a) Preparation of 50-gram motichur bundi laddus and packing them in packets with the packaging date stamp, as per the demand of the Shri Saibaba Sansthan.
- (b) Preparation of barfi as a sweet dish for prasad at Shri Sai Prasadalaya.
- (c) Preparation of other sweets and snacks for special occasions such as Ram Navami, Guru Purnima, Dussehra, Diwali, Christmas, and New Year. The employees of the contractor will prepare these dishes using the ingredients and equipment provided by Shri Sai Prasadalaya. In return, the employees will be provided with free meals and tea by the Shri Saibaba Sansthan. However, the contractor will be responsible for the accommodation of the contractor's employees.

➤ **Rules to be followed by the contractor and their employees**

The following rules are to be followed by the contractor and their employees who are working on the preparation of motichur bundi laddus and barfi prasad : -

- (1) The necessary raw materials (such as besan, sugar, pure ghee, cashews, raisins, green cardamom, milk, paper bags, cardboard boxes, fuel, and water, etc.) required for the preparation of motichur bundi laddus and barfi will be provided by the Laddu Prasad Production Department. However, the contractor will have to transport the raw materials from the main warehouse or sub-warehouse of the Shri Saibaba Sansthan using the Shri Saibaba Sansthan's vehicles.
- (2) The contractor and their employees should be devotees. The contractor will be responsible for immediately terminating the employment of any contractor employee who is found to be rude, disrespectful, or undisciplined. If such

- behavior is found to be repeated, the Shri Saibaba Sansthan administration will have the right to cancel the contract of the concerned contractor without notice.
- (3) The contractor will have to provide the required number of male or female employees as per the daily requirement of the Shri Saibaba Sansthan staff.
 - (4) The contractor will be responsible for ensuring that clean water is used for soaking besan.
 - (5) The contractor will have to pack the motichur laddus according to the recipes revised from time to time by the Shri Saibaba Sansthan. No additional charge will be levied for this.
 - (6) The contractor will have to appoint experienced (Rajasthani) chefs to prepare the sugar syrup used for the preparation of motichur bundi laddus. The contractor will also be responsible for making changes to the test according to the weather changes. The contractor will be responsible for supervising and monitoring the contractor employees.
 - (7) On average, 50 to 60 thousand packets of motichur laddu prasad are packed daily as per the demand of the devotees. During the peak season, 80 to 90 thousand packets of motichur laddu prasad are packed daily. The contractor will also have to pack packets or boxes as per the daily demand of the Shri Saibaba Sansthan for sale to respected devotees.
 - (8) The Laddu Prasad Production Department requires 25 to 30 quintals of laddu prasad daily. Therefore, the contractor will have to recruit the required number of employees and submit a copy of the valid labour license to the Shri Saibaba Sansthan administration within one month of the approval of the tender.
 - (9) Within two months of receiving the work order from the Shri Saibaba Sansthan, the contractor will have to provide training to the employees involved in the preparation of laddus. If this is not done, a fine of Rs.500/- per day will be deducted from the contractor's monthly bill.
 10. During peak and festive seasons, the contractor will be responsible for recruiting additional employees as per the instructions of the Shri Saibaba Sansthan administration and senior management to meet the demand for motichur bundi laddus and barfi. The contractor will also have to ensure that the necessary raw materials are available for production.
 11. The contractor will be responsible for ensuring that the employees maintain good personal hygiene, including haircuts, beard trimming, nail care, physical injuries or injuries, skin diseases, and clean uniforms. The contractor will also be required to maintain a daily record of this in a separate register and submit it to the department head upon request.
 12. The contractor will be required to provide the employees with the following personal protective equipment (PPE) at their own expense:
 - Shoes or gumboots
 - Aprons
 - Hats
 - Masks
 - Hand Gloves
 13. The contractor will be responsible for packing the laddus in packets with the packaging date stamp, as per the demand of the Shri Saibaba Sansthan. The contractor will also be required to provide the necessary packaging equipment, such as heating pads, date stamps, stamp pads, and ink bottles.
 14. The contractor will be responsible for ensuring that the kitchen is kept clean and hygienic at all times. If any health violations are found in the kitchen, the contractor will be liable to pay a penalty of 2% of the monthly bill.

15. If the Shri Saibaba Sansthan administration acquires machine-based laddu or barfi production or packaging equipment in the future, the contractor will be required to submit a separate quote for these services.
16. The contractor will be responsible for preparing barfi to be served as a sweet dish at Shri Sai Prasadalya, as per the demand and requirements of the department. The necessary raw materials, such as sugar, ghee, semolina/gram flour, fuel, and water, will be provided by Shri Sai Prasadalya.
17. The employees working on the above-mentioned tasks will be provided with one meal and one cup of tea free of charge by the Shri Saibaba Sansthan. However, the contractor will be responsible for providing accommodation for the employees at their own expense. In return, the contractor will be provided with free sweets and snacks prepared by the Shri Saibaba Sansthan during all festive seasons. No additional compensation or honorarium will be provided for the work done during these festive seasons.

➤ **Tender terms and conditions -**

I. Tender period, tender fee, security deposit, tender rates and agreement

1. The validity period of this tender will be 120 days from the last date of online tender.
2. The duration of the work of preparing motichur bundi laddus and packing them in packets / boxes and preparing barfi prasad will be for one year from the date of work order.
3. Along with the tender, the security deposit of Rs. 2,00,000/- (Rupee two lakh only) and tender fee of Rs. 20,000/- (Rupee twenty thousand only) should be deposited on the official website of the government www.mahatenders.gov.in and the receipt of the payment should be attached online.
4. The tender fee of Rs. 20,000/- will not be refunded, and the successful tenderer will have to deposit a security deposit of 3% of the total value of the work within 15 days of receiving the tender acceptance letter. No interest will be paid or claimed on this amount. The security deposit will be returned after the completion of the contract.
5. The contractor must enter into a formal agreement on a stamp paper of Rs. 600/- within one month of receiving the tender acceptance letter. The contractor will have to bear the cost of registering the agreement in this case. If the agreement is not made within the stipulated time, a penalty of Rs. 1,000/- per day will be deducted from the monthly bill from the next date.
6. After the tender of the lowest rates of the contractor / tenderer is approved, the contract for this work cannot be given or assigned to any other subcontractor.
7. The complete details of the preparation of motichur bundi laddus and barfi prasad and packing them with the packing date stamp are given in the above proposal. Accordingly, while giving the above rates for these works, GST should be excluded. Also, show the applicable taxes (eg GST and others) separately.
8. Rates should be mentioned in the pattern given in Annexure "B" (BOQ A & B) attached with the tender. It is necessary to clearly mention the rates in figures and letters. Do not make any alterations while mentioning the rates. If there is a difference between the figure and letter rates, the lower rates will be considered.
9. The government-approved GST on the bills of the above-mentioned labour work will be paid to the contractor by the Shri Saibaba Sansthan

administration. The contractor will be required to pay this tax (GST) to the government and submit its challans / receipts along with the bills of the next month.

10. If the tenderer refuses to take the contract after the tender is approved for any reason / procrastinates / commits negligence, the security deposit / security deposit deposited for the tender will be deposited in the Shri Saibaba Sansthan accounts and the Shri Saibaba Sansthan administration will take action to put the said contractor in the black list.

II. Technical documents in the tender

11. The following documents should be scanned and submitted online with the tender:

- Current year's catering license from the Food and Drugs Administration
- Valid labour license
- PF code number
- ESIC code number from Employees' State Insurance Corporation
- Shaded copy of PAN card
- GST number
- Income tax return documents

Previous documents and security deposit submitted with the tender will not be considered or accepted. If the tender is withdrawn at any stage of the tender process after submission, the entire security deposit will be forfeited and will not be returned to the tenderer.

12. Only valid documents scanned and certified with the tender will be considered. Documents with expired validity and received in the Shri Saibaba Sansthan's incoming department for the tender will not be considered.

13. All other documents must be in the same name as the tender. If there is any difference or discrepancy in them, the tender will be deemed unauthorized and rejected. The tenderer will not have any right to complain about this.

14. The tenderer must submit a declaration on a stamp paper of Rs. 100 along with the documents in the Technical Bid stating that they have not been included in the black list of any Shri Saibaba Sansthan/government/semi-government/private Shri Saibaba Sansthan.

15. The tenderer must submit a certificate certified by a chartered accountant stating that the average annual turnover of the tenderer for the financial years 2020-2021, 2021-2022, and 2022-2023 is at least Rs. 50 lakh for the production of Laddus and Barfi Prasad of the Shri Saibaba Sansthan.

III. Minimum wages, Employee provident fund, ESIC scheme, and Insurance policy

16. The contractor is required to pay the minimum wage rates permitted by the Maharashtra Government's Shop and Commercial Establishment Zone No. 02 to their skilled and unskilled contract workers, along with the Special Allowances payable from time to time by the Maharashtra Government, or to pay wages according to the changes in the minimum wage rates from time to time. No additional compensation can be demanded from the Shri Saibaba Sansthan for this.

17. The contractor is required to deposit the salary of all the workers employed in the work in each worker's bank account by the 10th of each month through the back account system. The contractor cannot wait for the Shri Saibaba Sansthan to pay the bill amount. If the contractor does not pay the workers' salary by the 10th, a penalty of at least Rs. 1,000/- per day will be levied for

- the delay from the 11th, and the penalty amount will be recovered from the payments of the next month.
18. The contractor shall be required to install a biometric attendance system at his own expense to control the daily arrival and departure of workers appointed by the contractor, and to make the workers use it and submit its report along with the salary slips of the next month.
 19. You must have your own PF and ESIC scheme code number, and as proof, you must submit a true copy of the PF code draft letter and a true copy of the ESIC code letter with the tender.
 20. In case of contract workers employed for the said work, if compensation is to be paid to the contract worker under the Workmen Compensation Act 1923 (Workmen Compensation Act 1923), the amount of compensation, the amount of contribution to be paid under the Employees' Provident Fund Act 1952 (Provident Fund Act 1952), including administrative charges, the minimum wage rates to be paid under the Minimum Wages Act 1948, and the payment of wages to contract workers within the stipulated time under the Payment of Wages Act 1969, the legal responsibility of all these matters will be on the contractor and the Shri Saibaba Sansthan will not have to bear it.
 21. The contractor shall have to submit to the Shri Saibaba Sansthan administration office 10-A, the receipt of the bank list showing that the monthly salary has been deposited in the bank, and the receipts / challans of the contribution amount of the future pension fund (PF) and ESIC etc. paid on time, by depositing the total 25% of the future pension fund amount of 12% of the employee's share in the future pension fund (PF) and 13% (including administrative charges) of the owner's share, and by paying the PF and ESIC etc. If the Shri Saibaba Sansthan is misled in this regard, the contractor's work contract will be canceled without any prior notice, and the security deposit will be forfeited, and the contractor will be included in the black list (Black List) for a period of 03 years.
 22. The Shri Saibaba Sansthan administration will try to pay the bill for the work done within the next 30 days only after the contractor has completed all the documents showing that he has paid the salary to his employees and the Shri Saibaba Sansthan administration is convinced of it.
 23. The contractor shall be responsible for completing all legal compliances, such as identity cards, business tax, labour welfare fund, income tax, TDS, increment, bonus amount, ex-gratia grant / bonus (as per the changes from time to time or at the rate of 8.33%), Workmen Compensation Policy, paid leave and holidays, house rent allowance, employee ESIC, GST and other economic matters, etc., for the contract workers employed for the said work, within 01 month, as per the provisions of the Industrial and Labour Laws.
 24. According to the Government Circular No. Sankirna 2018/Pr.Kr.47/ Insurance Administration Circular of the Finance Department, it is mandatory for the contractor to get an accident insurance for the workers employed for the said work, and the contractor is required to submit a copy of the said insurance policy to the Shri Saibaba Sansthan administration within 01 month.
 25. The contractor has to register all the workers under the ESIC scheme of the Employees' State Insurance Corporation (ESIC) and pay the contractor's share of 0.75% and the owner's share of 3.25%. And submit its challans / documents to the Shri Saibaba Sansthan's administration branch office 10-A along with the bills of the next month.
 26. The contractor shall be responsible for maintaining all the records and documents required under the Contract Labour Rules and Abolition Act, 1970,

such as attendance registers, salary registers, and other related records, in the prescribed format, and for making all the necessary legal compliances in this regard.

27. The bills submitted monthly should have complete details as per the description in the work order. Bills in the form of a summary will not be accepted / paid.
28. The employees appointed by the contractor should be of devoted nature and should provide services with promptness. Employees who indulge in rude, unruly behavior and misconduct shall be suspended from work immediately without notice.
29. The contractor shall be responsible for paying the entire compensation in case the contract workers provided by the contractor indulge in any misconduct or cause damage to the Shri Saibaba Sansthan's property.
30. The contractor shall be required to maintain the attendance register, salary register, and other necessary records of the contract workers in the prescribed format, as per the Contract Labour Rules and Abolition Act, 1970. If any dispute arises between the contractor and the worker regarding wages, the entire legal responsibility will be on the contractor.

IV. Food Safety Standards Act - 2006 and Rules 2011 and ISO 22000-2005 Rules

31. The contractor shall be bound by the changes (Rules and Regulations) made from time to time in the rules of the Food Safety Standards Authority, Government of Maharashtra, and shall take special care that the workers do not smoke or drink alcohol at the workplace, as instructed by them. If so, the contractor will be penalized Rs.500/- per worker.
32. The medical examination of each worker employed for the said work will be done free of cost at the Shri Saibaba Sansthan's hospital every 3 months. For this, the contractor should take the letter of the department head from the Shri Saibaba Sansthan at the time decided by the Shri Saibaba Sansthan, and get each employee's medical examination every 3 months, and submit the examination report to the Laddu and Barfi Prasad Production Department. Work cannot be done by employees with infectious diseases or mental illness.
33. As per the Food Safety Standards Act - 2006 and Rules 2011 and ISO22000-2005 Rules, women workers will not be allowed to wear rings, nail polish, bangles, earrings, and men workers will not be allowed to wear bracelets, threads, rings, etc. on duty (except Mangalsutra around the neck). Men workers will also be required to cut their hair, shave, and cut their nails when they come to the workplace. The contractor will be responsible for maintaining the personal hygiene of all workers at work.
34. The contractor shall provide uniforms, identity cards, shoes/gumboots, aprons, caps, masks, gloves, etc. to the contract workers at his own expense, and it will be the responsibility of the contractor to use them.

V. Work contract cancellation/removal/penalty, etc.

35. The goods should be prepared as per the instructions of the Head of Laddu and Barfi Prasad Production Department or the office staff, using the quantity of goods. The contractor should ensure that his employees do not indulge in any kind of dispute in this regard. If the contractor's employees indulge in rude, abusive behavior or a major dispute arises, the Shri Saibaba Sansthan administration will have the right to cancel the contract by holding the contractor responsible for all of it.

36. The Shri Saibaba Sansthan administration is considering purchasing automatic machinery to speed up the work of making and packing Motichoor Laddus. If the machine is purchased and the contractor's work is stopped to some extent or completely, the contractor cannot raise any objection. The Shri Saibaba Sansthan has reserved the right to cancel the current contract after the machine is available to the Shri Saibaba Sansthan. The prescribed procedure will be followed to determine the new rates for the subsequent period.
37. 37. If the contractor fails to meet the quality standards in the work of making Motichoor Laddu and Barfi Prasad, or is unable to provide enough manpower to meet the demand of the crowd, a fine of up to 5% of the total monthly work bill will be deducted. The contractor will not have the right to demand the refund of the deducted fine amount. Additionally, if such complaints are repeatedly received, the contractor will be included in the black list (Black List) without any prior notice, and the entire security deposit will be forfeited.
38. 38. Compliance with all terms and conditions in the tender, conditions of contract and work order shall be binding on the bidders. If any of the terms and conditions in the tender, conditions of contract and work order are violated, the contractor's work contract will be cancelled and the entire security deposit will be forfeited. The Shri Saibaba Sansthan administration will take action to include the contractor in the black list (Black List) for a period of 3 years.

VI. Quality of Laddu Prasad and other terms and conditions related to this work:

39. 39. As per the recipes being changed from time to time by the Shri Saibaba Sansthan administration to improve the quality and quality of the Laddu Prasad, and as per the demand of the Shri Saibaba Sansthan, Laddu packets/boxes should be packed, for which the contractor will have to pay the said labour bill according to the minimum rates given in the tender. No further increase can be demanded.
40. It will be the responsibility of the contractor to prepare Motichoor Bundi Laddu and Barfi Prasad at the approved rate in the tender and supply it in packets/boxes with date stamps as per the demand of the department. The contractor will have to bring the equipment/materials (e.g., date and price stamps, stamp pad and ink bottle (blue color) and other materials) required to strike date stamps on Laddu packets and boxes at his own expense, and no increase will be given in the approved rates for any reason/demand.
41. If the contractor's work quality is found to be unsatisfactory or if the supply of Motichoor Bundi Laddu and Barfi is not made as per the demand of the Shri Saibaba Sansthan, so that the Shri Saibaba Sansthan does not face any difficulty, the other contractor will be prepared with the market price for the required amount of Motichoor Bundi Laddu and Barfi. The cost of the difference incurred for this will be recovered from the security deposit or from the subsequent dues.
42. Motichoor Bundi Laddu Prasad should be prepared and packed in paper bags/boxes as per the demand.
43. If any item is damaged/spoiled in any way, the amount of compensation for the damage will be recovered from the contractor's monthly payable amount/bill. The contractor will be responsible for appointing experienced and skilled (Rajsthani cook) persons for this.
44. Since this work is on a piece-rate basis, the workers and their servants employed by the contractors will not be able to insist/qualify for the Shri

- Saibaba Sansthan service. Also, the contractor's employees will not have any legal relationship with the Shri Saibaba Sansthan as owner-employee. Or, if any dispute arises between the contractor and his employees, the contractor has to solve it, the Shri Saibaba Sansthan will not have any responsibility for it.
45. If the work contract period expires and a new contractor is to be selected for the next period/if the process of e-tendering takes time, and if the Shri Saibaba Sansthan has extended the period for that period, the contractor will have to work until the new contractor is appointed at the same previous approved rate. No increase can be given/demanded in this regard.
 46. The contractor cannot demand any advance (advance) amount for any reason.
 47. The Shri Saibaba Sansthan will not be bound to give work equal to the estimated cost of the work mentioned in the tender.
 48. All necessary materials required for making Laddu, Sweet Bundi and Barfi (e.g., Kauches, sprinklers, sheets for making Bundi, steel mugs, good quality plastic paper/palm leaf for drying Bundi and for pouring Barfi from the tray) will have to be brought and used by the contractor at his own expense. Also, hydraulic vehicles required for transporting goods from the kitchen as well as from the store will be provided by the Shri Saibaba Sansthan, but if the said vehicles are damaged/broken/malfunctioning or new spare parts are replaced, the cost of the said spare parts/compensation will be recovered from the bill payable by the contractor.
 49. In case of any dispute/dispute arising out of this work contract/transaction, the jurisdiction of the Civil Division, Rahata/Kopargaon Court will be applicable.
 50. Shri Saibaba Sansthan administration has the right to approve or reject any tender/all tenders. The Shri Saibaba Sansthan will not be bound to give reasons for this.
 51. The Shri Saibaba Sansthan administration has the right to make any changes or improvements to the above terms and conditions or to specify additional terms and conditions. The Shri Saibaba Sansthan will not be bound by any terms and conditions of the bidders.

Signature: XXX
(P. Shiva Shankar, IAS)
Chief Executive Officer
Shri Saibaba Sansthan Trust, Shirdi

Instructions for Bidders

Date: 12.09.2023

Subject: Information on e-tenders for the work of making Motichoor Bundi Laddus, packing them as per demand, and preparing Barfi Prasad at the above labour rates for the year 2023-24 (from 01 October 2023 to 30 September 2024) for the Laddu and Barfi Prasad Production Department of Shri Saibaba Sansthan.

E-tenders are being invited online for the above subject. While filling the online tender, bidders should consider the following:

1. The tender should be filled only after reading the documents and terms and conditions to be submitted with the tender.
2. The bidder should deposit the tender fee of Rs. 20,000/- and advance amount of Rs. 2,00,000/- on the official website www.mahatenders.gov.in of the government and attach the receipt of payment with the tender.
3. The successful bidder will have to deposit 3% of the total value of the work as security deposit in the Shri Saibaba Sansthan account. No interest will be given/claimed on this amount.
4. It will be the responsibility of the bidders to submit the tender filled with complete information within the specified time. Tenders not received within the stipulated time or incomplete tenders will not be considered / cancelled.
5. The Shri Saibaba Sansthan administration has the right to accept or reject one or all tenders. The Shri Saibaba Sansthan administration is not bound to give reasons for this.
6. The tender for the said works will be available for uploading and downloading on the website www.mahatenders.gov.in **from 11:00 AM on 12.09.2023 to 5:00 PM on 26.09.2023.**
7. Only the documents submitted online will be considered in the e-tender process. Therefore, hard copies of the documents will not be accepted/submitted to the Shri Saibaba Sansthan office.
8. Bidders should mention the rates in the online BOQ (Annexure "B") without GST.

Signature: XXX
(P. Shiva Shankar, IAS)
Chief Executive Officer
Shri Saibaba Sansthan Trust, Shirdi

Shri Saibaba Sansthan Trust, Shirdi

Documents to be submitted online for Technical Bid by bidders

1. Valid Food and Drug Administration Catering License.
2. Certified copy of valid labour license.
3. Turnover certificate for the last three years (2020-21, 2021-22, and 2022-23) as per Annexure "**C**" from a chartered accountant (average turnover of Rs. 50 lakhs of previous 03 years).
4. Certified copy of PAN card.
5. Certified copy of Provident Fund and ESIC scheme certificate.
6. Certified copy of GST certificate.
7. Written undertaking that the bidder is not included in the blacklist of any Shri Saibaba Sansthan/government/quasi-government/private Shri Saibaba Sansthan.
8. Documents of income tax paid for the last 3 years.

Information about the bidder:

- Firm/Organization name: -----
- Complete address for correspondence :
 - -----
- Telephone number: -
- Office: -----
Residence: -----
- Fax number: -----
- E-mail: -----
- Contact person's name: -----
- Telephone number: -----
- Owner/Partner names:
 - 1 -----
 - 2 -----

RTGS Details:

- Bank account number :-
- Bank name: -----
- Branch: -----
- IFSC CODE: -
- MICR CODE: -

Signature and seal of the bidder

**Undertaking given by the bidder to Shri Saibaba Sansthan Trust,
Shirdi:**

Date : / /2023

To,
The Chief Executive Officer,
Shri Saibaba Sansthan Trust, Shirdi

Subject: - Regarding e-tender for the work of making Motichoor Bundi Laddus, packing them as per demand, and preparing Barfi Prasad for the Laddu and Barfi Prasad Production Department of Shri Saibaba Sansthan for the year 2023-24 (from 01 October, 2023 to 30 September, 2024).

Respected Sir/Madam,

I / We, the undersigned, hereby declare that we have read and accepted all the terms and conditions of the tender published by you for the aforementioned subject. I/We agree to abide by your terms and conditions.

I/We guarantee to make Motichoor Bundi Laddus and Barfi Prasad according to the recipes changed from time to time by the Shri Saibaba Sansthan, as mentioned in the tender, during the above period, as per the requirements of the Shri Saibaba Sansthan, without any reason. I/We will pack the Laddu and Barfi Prasad of Shri Saibaba Sansthan Trust, Shirdi with production date stamps.

I/We have scanned and attached the receipts of the down payment of Rs. 2,00,000/- (twenty lakh only) and tender fee of Rs. 20,000/- (twenty thousand only) deposited on the website www.mahatenders.gov.in of the government.

If my/our tender of the above rates is approved, we will sign a contract on stamp paper of the appropriate amount within a month and deposit the full amount of 3% security deposit of the total value of the tender work (without interest) in the authorized account of the Shri Saibaba Sansthan or directly in cash in the accounts department. It will be my/our responsibility to complete the work mentioned in the subject at the approved rate from 01 October, 2023 to 30 September, 2024. I/We agree to be liable for the punishment if there is any default.

Yours faithfully,

Names of the firm owner/partners:

Signature and seal

(1)

(2)

Appendix- "A"

Employee Provident Fund Act-1952 and ESIC Scheme Compliance

As the Employee Provident Fund Act 1952 is applicable to Shri Saibaba Sansthan Trust, Shirdi, the Employee Provident Fund Scheme is also applicable to the workers employed by the contractors of Sri Saibaba Sansthan. Therefore, it is the legal responsibility of the contractor to deposit the Provident Fund and ESIC Scheme amount as per the salary slip in a timely manner and submit the necessary documents to the Provident Fund department of the Shri Saibaba Sansthan Trust.

The contractor will be required to submit the following documents:-

1. A copy of the labour license obtained from the Assistant Labour Commissioner, Ahmednagar for this work under Rule 21(1) of the Contract Labour (Regulation and Abolition) Act 1970, or a copy of the affidavit in this regard. If the number of employees employed for the work is less than the number of employees in the labour license taken by the Shri Saibaba Sansthan Trust, a letter will have to be given every month stating the number of employees actually appointed.
2. The contractor will have to fill out the designated form of the Provident Fund office for the heirs of the employees appointed for the said work and submit the said form to the Provident Fund office.
3. After depositing the amount every month, the original copy of the challan, online P.F. register, remittance slip, attendance sheet and salary slip etc., certified copies of the documents (independently for each month) should be submitted to the concerned department.
4. Since you have been given the work by the Laddu Production Department, the duration of the work will be determined on the basis of its report and it is necessary to submit the above documents for that period.
5. Feedback is given on the bill of each month about the payment of Provident Fund amount for the previous month. Without depositing the said amount and submitting the documents, feedback cannot be given to the PF department. Therefore, if the documents are not submitted on time, your bill is not paid on time.
6. If the contractor is delayed in completing the necessary documents as mentioned above, the bill for the said work will be pending. The contractor will be solely responsible for this.
7. After the contract with the Shri Saibaba Sansthan Trust is terminated, it will be the full responsibility of the contractor to carry out the necessary action to get the Provident Fund amount of the workers from you.
8. The contractor will be bound to register all the employees employed for the work with the State Insurance Corporation (ESIC) scheme, deposit 0.75% of the contractor's employee share and 3.25% of the employer's share in the workers' account, and provide detailed information of the necessary documents.

Appendix - "B" (BOQ – I)

Date: -----

Tender Rate Schedule to be filled by the Tenderer for Shri Saibaba Sansthan Trust, Shirdi

Contract period: From 01 October, 2023 to 30 September, 2024

1. Preparation and drying of approximately 50 grams of Motichoor Bundi Laddu in desi ghee and packing of Laddu packets as per demand per 1000 Laddu number's -

Rate Rs. -----

(In words Rs. -----)

2. Preparation of Barfi in vegetable ghee. (For 01 quintal of sugar) -

Rate Rs. -----

(In words Rs. -----)

Tip: All the rates mentioned above should be mentioned excluding GST.

Note: All above mentioned rates should be excludable of GST

Appendix- "C"

Annual Turnover Certificate

(On the letterhead of the authorized chartered accountant)

This is to certify that the annual turnover of the businesses of M/s. -----

related to the tender, for the financial years 2020-2021, 2021-2022 and 2022-2023 is as follows -

Sr. No.	Year	Annual Turnover (in Rupees)
01	2020-2021	
02	2021-2022	
03	2022-2023	
Average Annual Turnover Rs.		

Date: / /2023

Place:-

Chartered Accountant
(Name / Signature and Stamp)
Registration Number