



SHRI SAIBABA SANSTHAN TRUST, SHIRDI

SHIRDI: Post: Shirdi - 423109, Tal. Rahata, Dist. Ahmednagar, Maharashtra (India).
Telephone: +91 - 2423 - 258 671, 676, **Fax:** +91 - 2423 - 258660, **Telegram:** Sainath, Shirdi.
Email : hospital.purchase@sai.org.in

NO.SSS/WS/SSBH/STORES/(P/S)/ /2018
 Date -

To,
 M/s.....

**Sub : - Quotation for Purchase of Hospital Medicine & Surgical Material
 for Shri Saibaba & Sainath Hospital, Shirdi.**

Dear Sir,

We have to purchase Hospital Medicine & Surgical Material for our Shri Saibaba & Shri Sainath Hospital, Shirdi given in enclosed Annexure "A" & on the following terms and conditions.

TERMS AND CONDITIONS

Please read the Terms & Conditions carefully before filling the Quotation.

- 1) **The rates are to be given F.O.R. Shirdi at Shri Saibaba Hospital, Shirdi inclusive of GST, transportation Charges, If it is not mentioned clearly your quoted rates will be treated Inclusive of GST, transportation Charges etc. No extra amount will be paid for packing, forwarding, transportation and taxes etc.**
- 2) **As per Government GR we have to send separate sealed quotation for each and every product.**
- 3) The selection of drugs / surgicals for purchase will be done only on the basis of quality, company, previous experience of Sansthan such as short supply, delay in supply, substandard company, Analysis report etc. during the course of 1 year period use.
- 4) In case supply is not made within time limit and if because of this Sansthan suffer from shortage then concern supplier will be blacklisted for minimum 3 years from Shri Saibaba Sansthan Trust without any intimation or prior notice.
- 5) The quantities mentioned in the quotation are only approximate estimated quantities. Shri Saibaba Sansthan Trust reserves the right to increase or decrease the quantities, to be purchased without assigning any reason thereof.

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- 6) **The company mentioned by you in quotation if selected for purchase you will have to supply the medicines of same company only. No company will be changed after placing the firm purchase order in any circumstances.**
- 7) **Shri Saibaba Sansthan blacklists you / or take necessary action against you if:**
 - a) In case the purchaser found that supplier has quotes prices higher than allowed as per DPCO, NPPA or higher than MRP.
 - b) Supplier fails to accept the purchase order.
 - c) If a Supplier withdraws its quotation during the period of validity as specified in the quotation.
 - d) In case of a successful quotation, if the supplier fail to supply of good as per quotation clause.
 - e) If supplier refuse to sign the order Acceptances as per terms and conditions of quotation.
- 8) **If at any time during the period of contract, the price of tendered items is reduced or brought down by any Law or Act of the Central or State Government or by the supplier himself, the supplier shall be morally and statutorily bound to inform the Purchaser immediately about such reduction in the contracted prices. The Purchaser is empowered to reduce the rates accordingly.**
- 9) **If at any point of time if we found that you are supplying the product at a lesser rates to any other hospital, Compare to what rates you are giving us, your firm may be terminated and black listed.**
- 10) **The Sansthan shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.**
- 11) **You have to quote branded Medicine & Surgical Material only.**
- 12) **Late quotation will not be accepted.**
- 13) **The Supplier will have to mention the name of the company, details of packing, MRP, rate per unit, etc as per the format of quotation.**
- 14) **In case of any complication arises the drug analysis for quality is will be done by Sansthan but the expenses required for analysis will be deducted from supplier any payment of any bill / invoice.**

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- 15) The delivery of the ordered material is to be made at central medical store of SHRI SAIBABA HOSPITAL, SHIRDI on any working day between 10 am to 5 pm Except Sunday.
- 16) Purchase order will be placed till next quotation, which will commence from the date of purchase order. However purchase will be made as and when necessary or as per supply schedule given in purchase order Annexure "A" in which first lot will have to be supplied within 21 (Twenty One) days from the date of receipt of the purchase order from the Sansthan. For the IInd lot you will be informed either by written letter or by telephonically or by E-mail letter within 15 days.
- 17) The Supplier will have to supply the medicines / surgical material as per Purchase Order and no increase will be given or allowed in the rates for any reason whatsoever, during the one year period of the quotation supply.
- 18) Expired drugs will have to be replaced, if desired by the Sansthan at the supplier's cost or will have to issue credit note of return material. Sansthan will buy any other medicines in lieu of credit note amount. The minimum expiry of drugs should not be less than 3 years or 2 years or 1 years as the case may be.
- 19) In case of breakage / leakage in transit, prior to the delivery to the Sansthan the supplier will have to replace the same immediately, failing which payment will be made by deducting the cost of the same.
- 20) Payments will be made after delivery by RTGS after verification of company, quality and quantity manufacturing date, expiry date, quality analysis report of approved FDA Laboratories for those items if asked by the Sansthan and after prior approval of superiors etc. shown in delivery schedule. No advance payment will be made against the supply.
- 21) The supplier will have to supply material along with Three copies of bills one copy of delivery challan, if payment is delayed due to Tax invoice Sansthan will not be responsible for it.
- 22) Wherever an amount is mentioned in figures the same should be clearly written in words also.
- 23) In case any material is found to be faulty /substandard, during the course of use the supplier will be liable to replace the unutilized balance quantity of the supplied material forthwith free of cost.

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- 24) If supplied material is found excess than purchase order / sub standard / other company or rate difference such material will be kept aside & supplier will have to collect it at his cost within seven days from store. Sansthan will not be responsible for it's loss/ damage / Expiry.
- 25) Those supplier who had participated in our previous Quotation & had got order for supply of medicines, but they could not complete the supply in time, those supplier will not be considered.
- 26) Purchase committee has reserved right to negotiate only with the considered to be eligible / selected supplier by the committee.
- 27) Shri Saibaba Sansthan Trust, Shirdi reserves the rights to reject any or all quotations without assigning any reasons thereof.
- 28) All the Court matter will be settle in Rahata Jurisdiction only.
- 29) The quotation must be clearly mentioned on the sealed envelope. "**Quotation for Hospital Medicine & Surgical Material (Item Name)**" for Shri Saibaba & Shri Sainath Hospital.
- 30) The quotation in sealed cover may please be submitted to our Shirdi office on or before **Dt.16/02/2018**.

Thanking you and with blessings of Shri Saibaba.

Yours Sincerely,

Medical Director & Civil Surgeon,
 Shri Saibaba Sansthan Trust's
 Hospitals, Shirdi

