

# **SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

POST : SHIRDI – 423 109

TAL : RAHATA, DIST : AHMEDNAGAR (MS)

TELEPHONE NOS. (02423) 258671 / 676

E-mail : [hospital.purchase@sai.org.in](mailto:hospital.purchase@sai.org.in)

[hospital.store@sai.org.in](mailto:hospital.store@sai.org.in)

Website : <http://www.shrisaibabasansthan.org>

Link to Website : [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

**Tender Cost : Rs.11000/-**

**EMD Amt.: Rs.111000/-**

## **PART- IV**

**Purchase of Ointment For Shri Saibaba & Sainath Hospital  
For The Year 2022-23.**

### **E-TENDER DOCUMENT**

**Dates For Submission of Tenders :  
02/08/2022 FROM 10 A.M. TO 13/08/2022, 5 P.M.**

**NAME OF TENDERER:**

**ADDRESS:**

## **SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

Interested eligible Tenderers may obtain further information of technical specifications, required quantities and other terms and conditions applicable for procurement of enclosed items from the e-tendering Website : <http://www.mahatenders.gov.in>

### **E-TENDER SCHEDULE**

All bid related activities (Process) like Tender Document Download, Bid Preparation and Hash submission, bid submission and transfer of EMD and other documents will be governed by the time schedule given under Key Dates below:

Online Publish Date :	02/08/2022	
Online Document Download, Sale & Submission starts Date :	02/08/2022	
Online Document Download, Sale & Submission last Date :	13/08/2022	Time 05.00 P.M
Online Technical Bid Opening Date	17/08/2022	Time 11.00 A.M (If Possible it)

- 1.No need to submit or provide hard copy of any documents, the technical evaluation will be done only on the basis of uploaded documents.**
- 2. You have to deposit the amount of EMD & Tender Form Fee directly online to [www.mahatenders.gov.in](http://www.mahatenders.gov.in)**
- 3.The tenders shall be rejected summarily upon failure to follow procedure prescribed in the Tender document. The conditional tender is liable for rejection.**
- 4.Online Commercial bid shall be opened as per e-tendering procedure after opening of Online Technical Bid only if contents of Technical Bid are forward to be in accordance with the tender conditions stipulated in the tender document. Likely date and time of price bid opening will be intimated to you electronically by the purchaser separately to the eligible tenderers.**
- 5.Sansthan Administration reserves the right to increase or decrease the quantity to be purchased and also reserves the right to cancel or revise the tender or part of tender without giving any reasons thereto, at any stage of tender.**

**CHIEF EXECUTIVE OFFICER,  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

## TECHNICAL BID

The following copies of original documents should be scanned  
& uploaded online only.

Sr.No.	Documents to be Submitted
	<b>PART - I</b>
1	Information about Tenderer (As per Annexure I)
2	Self Affidavit (As per Annexure II)
3	Letter from Tenderer about Tender Acceptance. (As per Annexure IV)
	<b>PART - II</b>
4	Last Three Years (2017-18, 2018-19, 2019-20 or 2020-21 {if turnover of 2017-18 is not available}) Annual turnover of Tenderer, duly signed & stamped by CA (As per Annexure III). (Minimum Annual Turnover should be Rs.50 Crore per year)
	<b>PART - III</b>
5	PAN Certificate of Tenderer.
6	GST Registration Certificate.
	<b>PART - IV</b>
7	Shop Act License of Distributors / Valid Drug License certificate / Valid Company Registration Certificate.
	<b>PART - V</b>
8	WHO, GMP / USFDA / CE Mark Certificate of each quoted company product as applicable.
	<b>PART - VI</b>
9	Authorization letter of concerned Company for Dealer to transact the business with their purchaser.
10	Content Certificate (As per Annexure "V")

## **SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

AT. PO. SHIRDI. - 423109  
TAL. RAHATA DIST. AHMEDNAGAR (MS)

### **E-TENDER**

**E-Tender for Supply of Ointment for Shri Saibaba & Sainath Hospital for the year 2022-23.**

#### **TERMS AND CONDITIONS**

**Please read the Terms & Conditions carefully before filling the tender.**

- 01) Interested eligible Tenderers may obtain further information of technical specification, required quantities and other terms and conditions applicable for procurement of item from Sansthan Administration for E-tendering on website : <http://www.mahatenders.gov.in>
- 02) **Distributors / Suppliers / Agents / Authorized dealers / Loan Licensee Company / Marketing Company & also manufacturing company can participate in this tender.**
- 03) All tender related activities (Process) like Tender Document Download, Tender Preparation, Tender submission and Transfer of EMD and other documents will be governed by the time schedule.
- 04) **Minimum Annual Turnover should be as per following Table –**

Sr. No.	Medicine Details	Minimum Annual Turnover of tenderer Should be as per below.
1	Ointments	50 Crore

- 05) **If there is no turnover of tenderer of last three years due to Covid impact, then previous consecutive year e.g.2017-18, 2018-19, 2019-20 or 2020-21 (if 2017-18 is not available) turnover should be given.**
- 06) The Tenderers having turnover less than the above mentioned turnover shall be rejected in technical evaluation.
- 07) **Rates should be quoted in Indian Rupees only for each of the required medicines separately on door delivery basis according to the unit asked for strictly as per the format of price schedule and Tenderer should be quote the rates for at least 90% of the material mentioned in the tender BOQ.**

**08) The rates are to be given F.O.R. at Central Medical Store, Shri Saibaba Hospital, Shirdi inclusive of G.S.T., duties, transportation, If it is not mentioned clearly your quoted rates will be treated Inclusive of all taxes and duties etc. No extra amount will be paid for packing, forwarding, transportation and taxes etc.**

**09) Successful Tenderer will supply first lot within 21 days of the receipt of purchase order. The second lot will be supplied within 15 days of receipt of written communication by E-mail, fax or telephonic instructions.**

10) The quantities mentioned in the Tender are only approximate estimated quantities. Sansthan Administration reserves the right to increase or decrease the quantities, to be purchased without assigning any reason thereof.

11) The tenderer shall bear all costs associated with preparation and submission of their online tenders and Sansthan Administration will not be responsible for expenses of tenderer whether the tender process conducted / completed or not.

12) At any time prior to the deadline for Sale of tender, the Purchaser may amend the tender documents by issuing Addendum / Corrigendum.

13) If Tenderer is manufacturing company & if he is going to supply through his authorised distributor, he should submit authorisation letter with tender.

14) Selection of medicines / surgical material will be done among the mentioned company in our tender.

15) If we received quote of any other company than the company mentioned by us, in this case, Sansthan Administration reserve the right to accept / reject such company.

16) Tenderer will have to supply purchase order material till next tender or as per Sansthan Administration's requirement at the same cost at anyhow, if fails Sansthan Administration will forfeit your security deposit.

17) To prepare and submit the tender/offer online all bidders are required to have e-Token based DIGITAL SIGNATURE CERTIFICATE. Digital signature certificate should be obtained from competent authority. However the e-tender website or helpline numbers may guide you for obtaining the same.

**18) While quoting the rates in the column of Rate, it should be inclusive of all Taxes (Such as GST, Transport or any other charges if any)**

19) If during the contract period rate of GST quoted in tender is reduced or increased by the Govt., the rates shall be revised accordingly from the date of notification.

20) The Purchaser may, at his discretion, extend the deadline for the submission of tenders by amending the tender document. In such a case all rights and obligations of the Purchaser and Tenderers will thereafter be subject to the deadline as extended.

21) Our GST IN : 27AAATS2581C1ZN for reference.

- 22) The successful tenderer will have to mention our GST No. & your GST No. on each Tax Invoice, without GST No. of Sansthan Administration will not proceed your bills for payment.
- 23) You have to deposit the amount of EMD & Tender Form Fee directly online to **www.mahatenders.gov.in**.
- 24) You have to give self-affidavit regarding the firm has not been found guilty of malpractice / misconduct / black listed / debarred either by Public Health Dept., Govt. of Maharashtra or by any local authority and other State Govt. / Central Govt. Organisation in past three years for the quoted items in the Tender. You have to further confirm that you will quote for medicines / surgical items of branded products with name of the manufacturing firms.
- 25) Tenderer should also declare that you are not supplying Medicines / Surgicals etc. to any other Institution / Hospital in India below than the rates quoted in this Tender & also declare that the rates quoted in the tender are not higher than DPCO, NPPA or not higher than MRP & supply only Branded Medicine.  
The products which you are going to quote are as per the specification given by Sansthan Administration & there is no deviation of specification.  
In case the quoted rates are higher than our quoted rates to any other Institute / Hospital, the specific reason should be clearly mentioned in **Annexure "II"**.
- 26) It is found that the tenderer has submitted false affidavit in Annexure, the purchase order shall be cancelled and Security deposit lying with the Sansthan Administration shall be forfeited & Tenderer may be blacklisted.
- 27) Tenderer will have to give Authorisation certificate of concern company with their Bid to transact the Business.
- 28) Online Technical bid of the tenderer will be opened in the presence of opening authority through e-tendering procedure.
- 29) The tenderers commercial bid must remain valid for a period of 120 days from the last date of submission of bid. A commercial bid quoted with validity less than above will be rejected.
- 30) Prior to the expiration of the bid validity the Purchaser may request the tenderers to extend the bid validity for the period as required by the Purchaser.
- 31) The EMD shall be forfeited :
  - a) In case the purchaser found that tenderer has quotes prices higher than allowed as per DPCO, NPPA or higher than MRP.
  - b) Tenderer fails to accept the purchase order.
  - c) If a Tenderer withdraws its tender during the period of bid validity as specified in the Tender.

- d) In case of a successful Tender, if the tenderer fails to supply goods as per tender clause.
  - e) If tenderer refuses to sign the Contract as per terms and conditions of Sansthan Administration agreement.
  - f) If tenderer fails to furnish security deposit.
- 32) 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 tenderer himself, the tenderer 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 from same day. If the tenderer refused to oblige, the purchase order, contract agreement shall be cancelled and the Security Deposit shall forfeited.
- 33) The Tenderer will have to quote branded medicines only.**
- 34) The company which you are going to quote must have its valid WHO, GMP / USFDA / CE Mark or any other equivalent certificate accordingly.
- 35) The Tenderer will have to mention the name of the company, details of packing, specification, rate per unit, etc. as per the format of BOQ on-line only.**
- 36) In case the tenderer quotes prices higher than allowed as per DPCO, NPPA or higher than MRP or/and fails to supply the goods consistently, the tenderers will be declared as a Fraudulent and defaulters.
- 37) If the Purchaser has informed about near expiry of supplied material or non-moving materials three months before its expiry date, the tenderer shall be bound to replace the materials with fresh / long expiry materials or will give credit note of return material for the same.
- 38) 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 and 5 pm Except Sunday.
- 39) Duration of the Purchase order will be for the one year from the date of purchase order or till the finalisation of the next tender, whichever is later. However purchase will be made as and when necessary or as per supply schedule given in purchase order.
- 40) The Tenderer will have to supply the medicines / surgical material as per the enclosed Annexure "A" of Purchase Order and no increase will be given or allowed in the rates for any reason whatsoever, till the contract period.
- 41) In case supply is not made within specified time given in tender and if material is of substandard quality then it will be purchased from open market and the differential amount towards such purchases will be recovered from your current bill / earnest money deposit / security deposit lying with the Sansthan Administration without any intimation or prior notice.

OR

**To recover from you as liquidated damages, a sum equivalent to half percent of the price of the undelivered stores at the stipulated rate for each week or part thereof during which the delivery of such stores may be delayed, as under:-**

Category of Stores	Penalty Amount
If the amount of non-supplied materials not exceeding Rs. 2.00 Lakh in value	At the rate of ½ % per week subject to maximum limit of 10%
If the amount of non-supplied materials exceeds Rs.2.00 Lakh and above	At the rate of ½% per week subject to maximum limit of 5%

- 42) If extra expenditure is more than the security deposit and Supplier hesitates to pay it on the demand of Sansthan Administration, Sansthan Administration has legal right to recover such extra expenditure from Supplier.
- 43) Expired drugs will have to be replaced, if desired by the Sansthan Administration at the supplier's cost or will have to issue credit note of returned material. Sansthan Administration will buy any other medicines in lieu of credit note amount.
- 44) In case of breakage / leakage in transit, prior to the delivery to the Sansthan Administration the tenderer will have to replace the same immediately, failing which payment will be made by deducting the cost of the same.
- 45) The successful tenderer will have to deposit 3% security amount of the total cost of the Purchase order which will be refunded after certain period.
- 46) No interest will be paid on Earnest Money Deposit / Security Deposit.
- 47) Payment will be made by the Sansthan Administration on confirmation of the name of the company, quality, quantity, grade if any & expiry date and also after sanction of Sansthan Administration. No advance payment will be made against any supply.
- 48) As and when necessary the drugs analysis for quality will be done by Sansthan Administration.
- 49) Sansthan Administration has rights to do the quality analysis of your supplied product in FDA/ ISO / NABL approved Laboratories. In these report if any discrepancies is found such items will be rejected & supplied stock will have to be taken back at your cost only.
- 50) The Tenderer will have to supply material along with **Three** copies of bills one copy of delivery challan, if payment is delayed due to Tax invoice, Bank details, GST, Security deposit, Order Acceptance, Agreement etc. Sansthan Administration will not be responsible for it.
- 51) In case Tenderer is failed to submit or comply any documents reports / information / sample within certain period such item / tender may be liable for rejection.



- 52) In case any material is found to be faulty /substandard, during the course of use, the tenderer will be liable to replace the unutilized balance quantity of the supplied material forthwith at free of cost.
- 53) If supplied material is found excess than purchase order / substandard / other company or rate difference such material will be kept aside & tenderer will have to collect it at his own cost within seven days from store. Sansthan Administration will not be responsible for it's loss/ damage / Expiry etc.
- 54) The company mentioned by you in tender if selected for purchase you will have to supply the medicines of same company only. No company will be changed after placing purchase order in any circumstances.
- 55) Each Strip / Pack should have sticker / stamp / inprint as per below –  
“FOR SSST Hospital Supply Only”**
- 56) Those Tenderer who will get the total order worth Rs.3,00,000/- or more than Rs.3,00,000/- will have to execute an agreement on non-judicial stamp paper of Rs.600/- to be notarised at Shirdi. (Draft will provide Sansthan Administration only.)
- 57) Sansthan Administration reserves the rights to reject any or all tenders at any stage of Tender without assigning any reasons thereof.
- 58) Sansthan Administration reserves the rights to transfer any product from medicine to Consignment & Vice Versa without assigning any reasons thereof.
- 59) As per the tender Agreement you are suppose to supply the product as per our requirement, if failed Sansthan Administration has right to go through legal action and all the Court matter will be settled in Rahata / Kopargaon Jurisdiction only.
- 60) All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Rahata / Kopargaon Court only and not elsewhere.

**CHIEF EXECUTIVE OFFICER,  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

*Annexure "I"*  
*Information about Tenderer*

- 1) Name of Tenderer:
- 2) Permanent Address for Correspondence:
- 3) Ph. No. Office / Authorised person Name (Designation) :

Mob. No. :

Factory :

Fax No. :

E-mail :

- 4) Name of Owner / Partner / Director:

1)

2)

3)

- 5) Drug Licence No. & Date :

1) ..... valid upto - .....

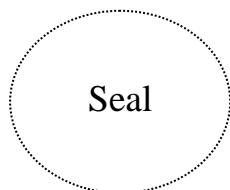
2) ..... valid upto - .....

- 6) PAN No. :

- 7) GST Registration No. :

Thanking you.

Yours Sincerely,



Sign -

Name -

Designation -

*Annexure "II "*  
*Self Affidavit*

DATE :     /     /2022

TO,  
THE CHIEF EXECUTIVE OFFICER,  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.  
AT PO. SHIRDI - 423 109  
TAL - RAHATA,  
DIST. AHMEDNAGAR.

- 1) In response to your E-Tender we are submitting our Tender for supply of Medicine / Surgical Material on your Website. I / We hereby declare that our firm has not been found guilty of malpractice / misconduct / black listed / debarred either by Public Health Dept., Govt. of Maharashtra or by any local authority and other State Govt. / Central Govt. Organisation in past three years for the quoted items in the Tender. We further confirm that we have quoted for medicines / surgical items of reputed brands with name of the manufacturing firms.
- 2) We are not supplying this Medicine / Surgical Material to any other Institution / Hospital in India below than the rates quoted in this Tender.
- 3) And also I/We hereby declare that the rates quoted in the tender are not higher than DPCO, NPPA or not higher than MRP & supply only Branded Medicine.
- 4) The product which we are going to quote is as per the specification given by Sansthan Administration, there is no deviation of specification.
- 5) If rates quoted are more than the rates already given to any other Institutes / Hospital in India, then reason for this is as below-
  - a) .....
  - b) .....
  - c) .....

Signature & Stamp of Tenderer

Date -

(Tenderer will have to upload self affidavit on their **Letter Head** with Authorise Person signature and stamp.)

### *Annexure "III"*

#### Annual Turn Over Statement for last Three Years

The Annual Turnover of M/s. ....  
for the past three years are given below and certified that the statement is true  
and correct and this Turnover is related to medical supply only.

Sr. No.	Year	Turnover in Rs. / Lakhs / Crores
1	2017-18	
2	2018-19	
3	2019-20	
4	2020-21 (If Turnover of 2017-18 is not available)	
	Average of the consecutive Three Years.	

Date:

Seal :

Signature of Auditor/  
Chartered Accountant  
Name (in capital letters)

**Note :**

- 1) You must have to give turnover certificate of the years mention as above, otherwise your tender may liable for rejection.**
- 2) If there is no turnover of last three years due to Covid impact, then previous consecutive year e.g.2017-18, 2018-19, 2019-20 or 2020-21 (If Turnover of 2017-18 is not available) should be given.**
- 3) Turnover should be of medical / surgical materials sale only.**
- 4) Last three years annual turnover of each tenderer, duly signed & stamped by CA.  
(Balance Sheet will not be accepted)**

*Annexure "IV"*  
Acceptance Letter from Tenderer

DATE :        /        /2022

TO,  
 THE CHIEF EXECUTIVE OFFICER,  
 SHRI SAIBABA SANSTHAN TRUST, SHIRDI.  
 AT PO. SHIRDI - 423 109  
 TAL - RAHATA,  
 DIST. AHMEDNAGAR.

Subject: Supply of Ointment For Shri Saibaba & Sainath Hospital  
 for The Year 2022-23.

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the goods under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in online E-Tender which is made part of this tender.

We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the tender document.

If our tender is accepted, we undertake to submit the security deposit in the form DD / Cash / RTGS / NEFT / Current Invoice, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: .....

Date: .....

Duly authorized to sign this bid for and on behalf of .....

Thanking you.

Signature & Stamp of Tenderer

Date -

*Annexure "V"***- Content Certificate -**

I / we hereby certify that, the details of the product for which I / we have submitted the bids are as follows –

<b>Sr.No.</b>	<b>Name of Product</b>	<b>Brand Name</b>	<b>Name of the Company</b>	<b>Contents of the product</b>
1				
2				
3				
4				
5				

I/we also certify that, the above product is not Generic or Branded Generic.

Signature & Stamp of Tenderer

Date –