

Shri Saibaba Sansthan Trust, Shirdi

Shirdi 423 109.

Taluka-Rahata, District-Ahmednagar

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

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Website – www.sai.org.in E-mail

1.saibaba@sai.org.in 2.purchase@sai.org.in

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

Mumbai-400 014 Phone No. (022) 24166556

**Gem Tender for supply of Computer Pre-Printed stationery
For the year 2023-24 for various Departments**

/163558/2023

A. TENDER DETAILS- Gem tender for supply of computer pre-printed stationery for various departments of Shri Saibaba Sansthan-**B. Details of documents to be submitted along with Gem tender, financial turnover criteria etc. are as follows-**

1. It will be mandatory to submit the updated shop registration certificate/ local self government certificate/ equivalent government license in the name in which the tender is to be submitted online.
2. It will be mandatory to submit the GST Registration Certificate or GST Online Registration Receipt online in the name under which the tender is to be submitted.
3. It will be mandatory to submit PAN card online in the name in which the tender is to be submitted.
4. A Copy of EMD deposit Receipt for Rs.85,000/-.

C- Details of materials to be supplied and earnest money-

1. The details of the materials to be supplied are given in the BOQ. The tender has to be submitted online by mentioning the online rate in it.
2. Earnest Money Deposit amount of Rs.85,000/- should be paid online or through NEFT to our S.B Account No.30630896801, IFSC Code-SBIN0005160, MICR 423002003 with State Bank of India Branch Shirdi and the receipt be submitted with tender technical documents.
3. **Exemption of non-payment of Earnest Money under MSME is not applicable to this tender. All tenderers are required to pay the tender fee and earnest money.**

D- INSTRUCTIONS TO TENDERERS-

1. The said Gem tender will be available for downloading and uploading from dt. 16/11/2023 11.00 a.m. to 30/11/2023 up to 5.00 pm.
2. Only online documents are to be submitted along with the Gem tender. Documents should not be submitted in hard copy. Documents submitted in Hard Copy will not be considered.
3. If possible Online Technical Bid will be opened on 02/12/2023. If the documents submitted online along with the tender are in order, then the commercial bid will be opened otherwise the tender will not be considered.
4. If possible bidders or their representatives be present on the day of opening of commercial bids. While submitting the online tender, the tenderers should also submit their phone numbers in the online tender so that the eligible tenderers can be informed about the date and time of opening of the commercial bid.
5. Quantity should not be increased/decreased as per the verbal instruction of the department after placing the supply order. Appropriate action will be taken if any such things as stoppage of supply or postponement of supply are noticed.
6. Print samples are available for viewing in the purchase section. The tender should be submitted after seeing it. No complaint will be entertained after this.

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7. It will be the responsibility of the tenderer to submit the completed tender online within the time limit. Incomplete tenders will not be considered.

E- Mention of rates including all taxes and charges while submitting rates online in the tender-

1. In the tender, the online rates should be submitted after considering GST, TDS or any other government tax as well as packing and forwarding costs, shipping costs and transport costs of delivery to Shirdi Store department.
2. Taxes applicable from time to time as per government rules will be binding on the supplier and the amount will be deducted from the bill accordingly. The Government has directed vide Circular No. 201809281714366605 to deduct 2% TDS from the supply to the supplier for taxable goods/services or both from 1st October 2018. The tenderer should consider that while submitting the tender. More information about this is available on the website of the Government of Maharashtra.

F- Procedure for Opening Online Tenders –

1. Online technical Gem tenders will be opened first in the Procurement Committee Meeting after the download period of the tender is over.
2. Only eligible bidders in the technical tender will be considered for opening the commercial bids and comparing the rates.

G- Place of supply of materials-

1. All the materials mentioned in the tender have to be supplied to Panmala Godown of the Sansthan at Shirdi. Also, it has to be done in the office of the concerned department at Shirdi as per the requirement of the time.

H- Security Deposit and Agreement-

1. As per the procurement rules of the government, those whose tenders will be approved will have to keep a Security Deposit of 3% of the approved supply order amount as a guarantee to print and supply the materials within the prescribed period. After informing that the tender has been approved, the said amount has to be paid in cash/Online. This Security Deposit will be returned after orderly supply of materials. No interest on Security Deposit or Earnest Money.
2. After approval of the tender it will be mandatory to appear at Shirdi and notarize the instant agreement on stamp paper of Rs.100/-. The notary fee of the contract has to be paid by the tenderer.

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I- Time limit for supply of materials -

1. After placing the supply order preparation of proof and verification by the concerned department to be done within 7 days. After confirmation of proof computer pre-printed printing shall be supplied within 60 days as per the description in the supply order.
2. After placing the supply order, the proof of the receipts should be given to the purchase department. The purchase department will fill the form and give the print proof to the concerned department. As such, printing should be done only after checking the proof and finalizing it.
3. According to the supply order, if the Sansthan requires more computer pre-printed printing stationary during the said supply period, then the supplier shall be bound to supply the 25% stationary of the supply order quantity at a sanctioned rate.

J- Method of Acknowledgment of Materials –

1. Materials should be supplied as described in the supply order and bill of material should be submitted accordingly.
2. All the materials and supplies for which the tenders are approved will have to be supplied as per the description (size, type of paper etc.) and other specifications given in the order.
3. The paper used for the said computer pre-printed printout should be of good quality like provided GSM. Also, their packing and numbering should be done properly.

K- Procedure of payment of the Bill-

1. The Sansthan will endeavor to pay the bill to the concerned supplier within 30 days after inspection of the supplied materials by the concerned department and feedback from the concerned department.
2. No advance payment shall be made for the supply of such pre-printed computer stationery.
3. If the materials provided by the tenderer are not as per the specifications, if the Sansthan rejects them and the Sansthan has to get the materials printed from another party at the market price, then the amount incurred and extra expenses will be recovered from the Security Deposit or from the bills of other materials payable by the Sansthan.
4. Tax deductions as per government rules will be recovered from the supplier's bill.

L- In case of calamity/natural calamity, provision regarding 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.

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If the cost of material to be supplied is less than Rs.2.00 lakhs	0.5% per week up to a maximum of 10%
If the cost of the material to be supplied exceeds Rs.2.00 lakhs	0.5% per week up to a maximum of 5%

2. In case the computer pre-printed stationery is not supplied or if the material is rejected as it is not as per the description given in the BOQ, the Sansthan shall be free to print the material from the other party as per the market price or as per the given supply order, so as not to cause any inconvenience to the Sansthan. Any excess amount (difference) incurred for such printed material shall be paid by the supplier to the Sansthan. The Sansthan reserves the right to recover the said compensation from the Security Deposit amount or from previous/subsequent bill of materials.
3. It is mandatory to supply computer pre-printed stationery at the rate approved in the tender and as per the supply order. The Supplier shall not have the right to ask for any increase in the approved rate for any reason or such increase shall not be granted. If the supplier refuses to supply the computer pre-printed stationery or the non-supplied, Sansthan has to purchase the said computer pre-printed stationery at the market price or by asking for a Gem tender, the compensation of the additional cost will be recovered from the supplier.
4. If during the tender period due to any calamity/natural calamity (a calamity which is beyond the control of the tenderers, e.g. war, hijacking, casualty, pestilence, strike, flood, layoff, earthquake etc.) the supplier is unable to supply the printed materials and the supplier immediately so informs in writing. This will be taken according to the situation. However, the said provision is only limited to condoning the delay in supply and shall not be applicable in the case of increase in market price above the sanctioned rate in the above circumstances. The supplier is bound to supply at the approved rate even if the price rises in the market. If the supplier does not supply the Security Deposit amount will be forfeited or the decision taken by the Hon'ble Ad Hoc Committee/ Hon'ble Management Committee/ Hon'ble Sub-Committee/ Hon'ble Chief Executive Officer shall be binding on the supplier. No complaint will be entertained in this regard.

M. Tender Validity Period -

1. The validity period of the said Gem tender will be 120 days from the last date of online tender.

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N- General terms and conditions –

1. If the tenderer withdraws from the tender at any stage during the tender process, his earnest money will be forfeited.
2. The Sansthan reserves the right to accept any tender partially / fully or reject all tenders.
3. The organization will have the right to cancel the tender of the tenderers who are unable to fulfill the terms and conditions mentioned in the said tender. No complaint of the tenderer will be entertained in this regard.
4. As per Rule No. 3.1.2.8 of the Government's Revised Procurement 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, if he is ready to supply the stationary in the lowest bidders L1 rate, 50 percent of the total materials to be procured will be ordered to the in-state supplier and if he is not ready, then the entire materials supply order will be given to the out-of-state supplier.
5. By comparing the item wise rates, consideration may be given to awarding the supply order to the tenderer having the lowest rate.
6. If you require any information/doubt regarding the tender, please contact the Purchase Department at Phone No. 02423-258771/72.
7. Rates should be filled carefully while submitting online rates. After the closing date of the tender, any request for lower rates or rates will not be entertained.
8. While delivering computer pre-printed stationary material, it has to be given in box packing. The information about the materials contained in the said boxes should be mentioned on the box by putting a covering sticker on it. E.g. ACCOUNTS DEPARTMENT, DONATION RECEIPT- NUMBER-2500, NO. 1 to 2500. But the weight of the box should not exceed 25 kg.
9. The material required by the Sansthan should be printed as per instructions as per priority.
10. If a press owner receives an order for printing materials of various departments, he has to complete the printing work department wise.

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11. Press holders should submit department wise bills after completion of printing work for early payment of their bills.
12. While supplying the printing materials, a delivery challan has to be given along with it.
13. Violation of any of the terms and conditions mentioned by the Sansthan will lead to forfeiture of the security deposit amount and the name of said press will be blacklisted for the next 3 years. Also the decision taken by Hon'ble Ad Hoc Committee / Hon'ble Management Committee / Hon'ble Sub Committee / Hon'ble Chief Executive Officer will be binding on the pressholders. No complaint from the supplier will be entertained in this regard.
14. If any dispute arises regarding the said transaction, it will remain within the jurisdiction of Rahata/Kopargaon Court.
15. The Sansthan reserves the right to make any changes, amendments or add additional terms and conditions to the above terms and conditions. Any condition/conditions of the tenderer will not be binding on the organization, such tenders will not be considered.

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

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Information about Tenderers

1.Name of the Firm- _____

2. Detailed address for correspondence - -----

3.Telephone No.-

Office- _____

Shop- _____

Resident- _____

Mobile No- _____

Fax No- _____

E-mail _____

4. Name of contact person _____

Telephone/ Mobile No- _____

5. Names of Proprietor/Partners 1.-----

2.-----

6. Bank Account Name 1.-----

Branch 2. -----

Acc. No and Type 3.-----

IFSC Code 4.-----

Date :- / /2023

Place:-

Signature and seal of tenderer

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A. Documents in Technical Bid (Check List-)

1. Latest Shop Registration Certificate / Production License /
Local Self-Government Institution License (eg Gram Panchayat,
Nagar Panchayat, Municipal Corporation) or similar Government License
2. GST Registration Number Certificate or Online GST Number Receipt
3. PAN card
4. A Copy of EMD deposit Receipt for Rs.85,000/-.

Date-
Place-

Signature and seal of tenderer

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

Subject – Gem tender for Supply of Computer Pre-Printed Printing for Various
Departments of Shri Saibaba Sansthan

sir,

I/We the undersigned declare that I have read the Gem tender published by us regarding the above subject. I/we have read all the terms and conditions given in your tender and I/we agree. I/we agree to abide by your terms/conditions.

I/We undertake to deliver to you the Pre-Printed stationary mentioned in the tender, for the above period as per your demand, as and when required. Since the quantity of the said materials is approximate, I/we guarantee to supply the same at the approved rate if there is demand by the Sansthan up to 25% more than the specified quantity from time to time.

I/We shall pay in cash/online immediately after the acceptance of the tender a sum equal to 3% of the total amount of the approved materials as Security Deposit to guarantee the supply of the materials at the agreed rate. If I do not pay such amount, I consent to the classification of EMD to Security Deposit Account. I also agree to deduct the remaining security deposit amount from the bill of materials provided by me in case the security deposit amount is not completed even after this. Also, we shall notarize the agreement on stamp paper of Rs.100/- and it shall be our obligation to deliver the materials to the Central Store Department at Shirdi on time as per the order description at the approved rate.

Dated - / /2023

place -

Yours/Yours faithfully,

Name of Proprietor/Partner of the Firm

Signature/Signature Seal

(1)-----

(2) -----

Accompanying documents

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igned by
Siva Shankar

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Shri Saibaba Sansthan Trust, Shirdi					
BOQ					
Sr No	Description	Demand	No./Receipt t	Rate Per No/Per Receipt Including GST and all expenses	Total Amount
1	Computer Printed Donation Receipt (One Side Printing with Water Mark, Shri Saibaba Photo and Sansthan Logo), Sheets/Pages- Single, Mapletho Paper- 80 GSM printing in Four Colors, Paper Size- 25.5 cm x 18 cm (Print Size 24 x 16.5 cm), Perforation, Numbering type on receipt and perforation receipt, same number both times.	3050000	Receipt (No.)		
2	Computer Printed Room Booking Receipt with Duplicate & Carbon Paper (Original Receipt both side printing & Carbon Copy 01 Side Print- Original One Color and back side one color printing, Sheet/Pages- Continuous, Paper Type- TNPL, 75 GSM, with Monogram, Size- 20.3 cm x 15.4 cm or 8"x6"x2, numbering type- 01 onwards	1200000	Receipt (No.)		
3	Computer Printed Books/Photos and Cloth Sales Bills with Duplicate and with Carbon Paper (One Color and One Side Printing with watermark) Sheets/Pages- Continuous, Paper Type- 70 GSM, White Maplitho Paper, Print Size- 25 cm x 30 cm x 2 with Perforation, Size - 15.5 x25.5 cm with numbering	600000	Receipt (No.)		
4	Paid Special Prasad Bhojan Receipt (One Color & One Side Printing), Sheet/Pages- Continuous, Paper Type- 70 GSM,- TNPL, Size- 10 cm x 15 cm x 2, with Perforation, with Duplicate Carbon	560000	Receipt (No.)		
5	Computer MO, CH/DD, FC, On line Donation Receipt. 25x30/01 (One Color Printing), Sheets/Pages- Continuous, Paper Type- 70 GSM, Print Size 25x30x1 with Color Monogram with Perforation, Size- 15.5 cmx25.5 cm, Numbering Type- 01 onwards	1000000	Receipt (No.)		
6	Computer Printed Donation Receipt (Darshan & Aarti Pass) Water Mark, Two Sided Printing with Shri Saibaba Photo and Sansthan Logo, Paper Type- Mapletho 80 GSM, Paper Size 7" Height x 8.5" Width and Print Size- 5.5" Height x 6.5" Width, with Numbering, Pages - Single - in Four Colors, with Four QR Code Printing on back side	700000	Receipt (No.)		

(P.Siva Sankar, I.A.S)

Chief Executive Officer

Shri Saibaba Sansthan Trust, Shirdi

igned by
Siva Shankar

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