



## **Shri Saibaba Sansthan Trust (Shirdi)**

POST- SHIRDI ,TAL. RAHATA, DIST. AHMEDNAGAR  
(MAHARASHTRA),  
PHONE – 02423-258500 FAX :- 02423 – 258870  
Website:- <http://www.shrisaibabasansthan.org>



### **QUOTATION FOR APPOINTMENT OF AUDIT FIRM FOR CONDUCTING AUDIT OF ALL ELECTRICAL DEDSTOCK MATERIAL AND CONSUMABLE MATERIAL AS PER RECORD OF ELECTRICAL DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI**



**SHRI SAIBABA SANSTHAN TRUST, SHIRDI,  
SHIRDI, TAL. - RAHATA, DIST.-AHMEDNAGAR  
PHONE – 02423-258500 FAX: - 02423-258870  
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### **IMPORTANT NOTE:-**

- 01). RATE QUOTED BY YOU IN QUOTATION, WILL BE FINAL.**
- 02). THERE WILL BE NO NEGOTIATIONS. SO PLEASE FILL QUOTATION CAREFULLY.**
- 03). THE RATE SHOULD BE INCLUSIVE OF ALL TAXES INCLUDING GST. IF NOT, QUOTATION WILL BE REJECTED.**
- 04). THOUGH RATES ARE INCLUSIVE OF ALL TAXES, THE GST RATES ARE APPLICABLE AS ACTUAL AT THE TIME OF PAYMENT. IF ANY CHANGES IN GST RATES AS PER GOVT. NOTIFICATION / GR, TIME TO TIME, WILL BE APPLICABLE ON THE WORK CONTRACT AMOUNT.**
- 05). THE CHIEF EXECUTIVE OFFICER, SHRI SAIBABA SANSTHAN TRUST, SHIRDI, RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS WITHOUT ASSIGNING ANY REASON THEREOF.**



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### QUOTATION NOTICE

**THE CHIEF EXECUTIVE OFFICER, SHRI SAIBABA SANSTHAN TRUST, SHIRDI** are invited sealed Quotation for “**APPOINTMENT OF STOCK AUDIT FIRM FOR CONDUCTING AUDIT OF ALL ELECTRICAL DEDSTOCK MATERIAL AND CONSUMABLE MATERIAL AS PER RECORD OF ELECTRICAL DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI**”.

SR NO.	PARTICULARS	DETAILS
1	NAME OF WORK	APPOINTMENT OF STOCK AUDIT FIRM FOR CONDUCTING AUDIT OF ALL ELECTRICAL DEDSTOCK MATERIAL AND CONSUMABLE MATERIAL AS PER RECORD OF ELECTRICAL DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI
2	TIME FOR WORK COMPLETION	TWO MONTH FROM DATE OF WORK ORDER
3	AMOUNT OF LIQUIDATED DAMAGES	Rs. 1,000.00 (Rs. ONE THOUSAND ) PER DAY
4	RUNNING BILL PAYMENTS	AS PER SANSTHAN RULES
5	VALIDITY OF QUOTATION	90 DAYS FROM THE DATE OF OPENING OF QUOTATION
6	ADDRESS FOR DISPATCHING THE QUOTATION	THE CHIEF EXECUTIVE OFFICER, SHRI SAIBABA SANSTHAN TRUST, SHIRDI, SHIRDI, TAL.:- RAHATA DIST.:- AHMEDNAGAR-423109.



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### UNDERTAKING BY THE AGENCY / FIRM / QUOTATIONER

From:

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

Dear Madam / Sir,

**Sub: - Undertaking,**

**Ref:- APPOINTMENT OF STOCK AUDIT FIRM FOR CONDUCTING AUDIT OF ALL ELECTRICAL DEDSTOCK MATERIAL AND CONSUMABLE MATERIAL AS PER RECORD OF ELECTRICAL DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

With reference to the Quotation invited by Sansthan for the above proposed work, I / we write this after having:-

1. We have carefully examined the specifications, designs and schedule of quantities relating to the AUDIT OF ALL ELECTRICAL DEDSTOCK MATERIAL AND CONSUMABLE MATERIAL AS PER RECORD OF ELECTRICAL DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI specified in the quotation and having visited and examined the site and having acquired the requisite information relating to the Quotation/Tender.
2. Visited, Acknowledge and examined the site of the proposed work before filling the Quotation/Tender.
3. Required the requisite information as affecting the Quotation invited by the Sansthan.
4. I/We have gone through the Quotation documents and have found that the Quotation set is complete in all respects according to the index sheet and no papers or drawings are missing. There is no any query and discrepancy noticed by me / us.
5. I/We are willing to execute formal contract agreement within 15 days from the date of receipt of intimation of acceptance of our offer and to commence the work immediately after receiving the same and I / We undertake to complete and deliver the whole of the said works as per standards within the stipulated time limit from the date of commencement which date shall mean 15<sup>th</sup> day from the date of issue of your letter of acceptance of our Quotation. I / We the undersigned hereby offer for proposed work as per SOW mentioned in Quotation/Tender.
6. Till the formal agreement is prepared and executed, the Quotation, together with your written acceptance thereto, shall constitute a binding contract between both the parties.
7. I/We understand that you are not bound to accept the lowest or any Quotation.





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8. I/We am / are also aware of the Contract Labour Act 1970 and Apprentices Act / Insurance Act 1961 and its provisions and I / we undertake to maintain all the necessary records required to be maintained under the said Acts and to abide by the provisions therein pertaining to the QUOTATIONER/TENDERER.
9. I / We hereby declare that I / We have made myself/ourselves thoroughly conversant with local conditions regarding all materials and labour of which I/we have based my / our rates of this work I / We have gone through the Quotation/Tender and there is no discrepancy noticed by me/us. The specifications, conditions, bore results and lead of materials on this work have been carefully studied and understood by me/us before submitting this Quotation.
10. I / We hereby agree that this sum shall be forfeited to Shri Saibaba Sansthan Trust, Shirdi, in the event of this Sansthan accepting My/Our Quotation and I / We fail to take up the work called upon to do.

Full Name: - .....

Address: - .....

Date: - .....

Yours faithfully,

With Seal.

Signature of the Agency / Firm  
Name and Address



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### INSTRUCTIONS TO AGENCY / FIRM / QUOTATIONER

- (1). Sealed Quotation should be addressed to The Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi, P.O.Shirdi-423109, Tal-Rahata, Dist. Ahmednagar (M.S.)
- (2). No Quotation will be accepted which is received after 17.00 PM on date:- **16/01/2023** Under any circumstances whatsoever.
- (3). The Agency / Firm / Quotationer shall submit the offer Technical Document and Commercial bid respectively in two sealed envelopes as below:-

**Envelope No.1:-** The First envelope Clearly Marked as “ ENVELOPE No.1” shall contain your Offer/Quotation.

**Envelope No.2:-** The Second envelope Clearly Marked as “ENVELOPE No.2” shall contain your Technical Document.

- (4). Both the envelopes should be clearly attached & superscripted as **APPOINTMENT OF STOCK AUDIT FIRM FOR CONDUCTING AUDIT OF ALL ELECTRICAL DEDSTOCK MATERIAL AND CONSUMABLE MATERIAL AS PER RECORD OF ELECTRICAL DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI**
- (5). The Agency / Firm / Quotationer shall state that the time would be required to complete the job which will be not exceed TWO CALENDER MONTH from the date of work order.
- (6). For non completion of work in specification time, the Agency / Firm / Quotationer shall be liable to pay the client ‘Agreed Liquidated Damage’ at the rate of Rs. 1,000/- per day.
- (7). No advance will be given by Sansthan.
- (8). Please note that, the Agency /Firm/Quotationer should have GST number with PAN card documents.
- (9). The Agency / Firm / Quotationer shall make his own arrangements for procuring all the materials required for the execution of the above work and store the same at site at his own cost.
- (10). Sansthan will not provide any instrument, vehicle, accommodation Service required for said work

The Chief Executive Officer, Shri Sai Baba Sansthan Trust, Shirdi reserves the right to reject any or all quotations without assigning any reasons there of.

With Seal.

Signature of the Agency / Firm  
Name and Address



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### TERMS AND CONDITIONS

#### PRICES:-

- a. Prices quoted should be inclusive all taxes. And the rate quoted by you for the abovesaid work shall remain firm and no escalation shall be allowed till completion of the work.
- b. Prices quoted should be F.O.R. Shirdi.

#### GST:-

Price quoted should be inclusive of GST.

#### PAYMENT:-

- 01). No advance will be paid in anyhow condition.
- 02). 70 % of the quoted amount of invoice will be paid after completion of Audit Draft and same to be submitted to SSST for review.
- 03). Balance 30 % of the amount of invoice will be paid after submission of the final Certified Audit report to Sansthan.

#### VALIDITY:-

Your offer should be remain open till 90 days from its date.

#### RESPONSIBILITY:-

Sansthan will not responsible for any type of accident while carrying out the work by The Agency / Firm/Labour.

The Agency / Firm / Quotationer is full responsible for that & for the same, compensation will not be paid by Sansthan at any how cost.

#### Report format:-

Detailed Audit Stock Report with recommendations with SSST Auditor and after that agency/firm need to be submitted in hard copies and soft copy to SSST.

With Seal.

Signature of the Agency / Firm  
Name and Address



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### SCOPE OF THE WORK:

1. MH-Govt approved/Authorised Registered agency mandatory to do complete end to end all electrical assets verification to be done related to Sansthan electric department as per record since April 2017 to March 2023.
2. Expendable and Non expendable items (assets/equipment's) to be verified with reference to procurement (procured/obtain) from various sources including present location as per year wise asset ledger as well as Sansthan Internal assets year wise list.
3. Stock verification of Expendable and Non expendable items related to electric sec procured/obtain from various sources since April 2017 to March 2023.
4. Stock verification of all electric sec equipment's/plants as per asset ledger as well as internal audit list till date i.e. March 2023.
5. Permanent Painting of all asset numbers on each equipment as per asset register/records available including all electric equipment's such as Transformers, All types of fans, Gensets, Panel Boards etc.
6. Verification of all Invoice/stock book rates of all equipment and plants held on ledger charge as per asset register.
7. Verification of all office files and numbering on each page as per list prepared by Electrical Dept.
8. Assessment of depreciated value of entire assets held on charge of Elect sec SSST.
9. Verification & Certification for all fixed assets / Consumable assets / Procured & Donation received all fixed as well as consumable assets / Expendable and Non expendable all equipments, All Entry mentioned in Electrical dept. Ledger / register, Indent, Diesel Consumption, Office files-Tender, PO, Agreements, Notes, MC decisions and all files Numbering must be done in TPA Audit.

**Tentative Format for the same is as below:-**

S. No.	Bill No/RV No	Date	Ledger No / Page No	Nomenclature	A/U	Qty	Qty Issued	Location	Qty Bal	Qty'S' /UNSV	Initial Cost	Current / Depreciated value	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

10. Payment will not be made in advance at any circumstances fully or partly before completion of complete stock verification/audit work & submission of Final TPA audit report to Sansthan.
11. Audit report to be submitted to Hon'ble CEO, Shri Saibaba SansthanTrust, Shirdi in Triplicate for perusal.
12. Suggestions/comments if any regarding preventive maintenance/accounting if any mentioned details in separate report.
13. At the time of doing the Audit in case there is any additional requirement, then the same has to be taken care / done by appointed TPA agency.





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### ELIGIBILITY CRITERIA

1. The Firm / Agency / Quotationer must have carried out at least 03 Stock Audit of Electrical Material. Firm should submit the documentary proof i.e. Completion certificate & work orders for the same.
2. The Firm / Agency / Quotationer should qualified Chartered / Cost Accountant or a firm of Chartered / Cost Accountants and experienced in Stock Auditor. Firm shall submit the documentary proof of the same.
3. The Firm / Agency / Quotationer must have minimum 03 years experience. Firm / Agency / Tenderer shall submit the documentary proof of the same.
4. The Firm / Agency / Quotationer should have registered with Institute of Chartered Accountants of India / Institute of Cost Accountants of India, accreditation by Bureau of Energy efficiency. Firm / Agency / Tenderer shall submit the documentary proof of the same.

**Note:** The Firm / Agency / Quotationer shall furnish the relevant documentation supporting the above eligibility / qualification criteria. In case of noncompliance to any of the eligibility criteria mentioned above, the bidder shall be liable to be disqualified



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### DETAILS OF FIRM / AGENCY / TENDERER.

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Sr.No.	Particulars	Details
1	Name of Firm / Agency :-	
2	Name of Proprietor / Director of Firm / agency	
3	Full Address of Reg.Office	
4	Telephone No.	
5	FAX No.	
6	E-Mail Address	
7	GST No. if applicable (Attach copy)	
8	PAN No. if applicable (Attach copy)	
9	Bank details ( FOR RTGS )	
	a) Bank name	
	b) Branch address	
	c) Account number	
	d) IFC Code number	
	e) Type of account (current/savings)	
	f) Cancel Cheque (Attach copy)	

**The above information to be filled by contractor and it is mandatory.  
IF THE COPIES OF ABOVE CONCERNED CERTIFICATES, NOT FOUND WITH THE  
TECHNICAL BID, THE QUOTATION WILL NOT BE CONSIDER**



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DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

**B.O.Q.**

Sr. No.	Description	Rate Rs	Amount Rs
01)	CONDUCTING AUDIT OF ALL ELECTRICAL DEDSTOCK MATERIAL AND CONSUMABLE MATERIAL AS PER RECORD OF ELECTRICAL DEPARTMENT, SHRI SAIBABA SANSTHAN TRUST, SHIRDI		
02)		Cost Rs :-	
03)		GST :-	
		Total Cost Rs.(2 + 3 ) :-	

Final Cost in Rs (With GST).....

Final Cost in Rs (With GST) (In Word).....

Seal

Signature of The Agency / Firm