



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 PROVIDING ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEAR) IN 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 PAYABLE 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 **“PROVIDING ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEAR) IN SHRI SAIBABA SANSTHAN TRUST, SHIRDI”**.

SR NO.	PARTICULARS	DETAILS
1	NAME OF WORK	PROVIDING ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEAR) IN SHRI SAIBABA SANSTHAN TRUST, SHIRDI
4	ADDRESS FOR DISPATCHING THE QUOTATION	THE CHIEF EXECUTIVE OFFICER, SHRI SAIBABA SANSTHAN TRUST, SHIRDI, SHIRDI, TAL.:- RAHATA DIST.:- AHMEDNAGAR
5	LAST DATE OF SUBMISSION OF QUATATION	DT. 06/02/2023



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UNDERTAKING BY THE AGENCY / FIRM / CONSULTANT

From:

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

Dear Madam / Sir,

Sub: - Undertaking,

Ref:- PROVIDING ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEAR) IN 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. Examined the designs, drawings, details, specifications, schedule of quantities, appendixes, instructions to consultant, draft agreements and conditions annexed thereto (hereinafter called the contract document) relating work ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEAR) IN SHRI SAIBABA SANSTHAN TRUST, SHIRDI.
2. Visited and examined the site of the proposed work.
3. Acquired the requisite information as affecting the Quotation invited by the Sansthan.
4. 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 as per requirement of Sansthan. I / We undertake to complete and deliver the whole of the said works within the stipulated time limit.
6. Till the formal agreement is binding contract between both the parties.
7. I/We understand that you are not bound to accept the lowest or any Quotation.
9. 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.
10. Prepared Quotation is unconditional and if any provision is found in any documents submitted by us which is contradictory to the Quotation provisions read with CSR as well as Maharashtra Government Purchase Rule's such provisions shall be neglected and contract provisions shall prevail.
11. 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: - _____

With Seal.

Yours faithfully,
Signature of the Agency / Firm / Consultant
Name and Address



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INSTRUCTIONS TO AGENCY / FIRM / CONSULTANT

- (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 :- **06-02-2023** under any circumstances whatsoever.
- (3). The Contractor 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 & subscribed as **PROVIDING ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEARS) IN SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**
- (5). The Agency / Firm / Consultant shall state that the time would be required to complete the job which will be not exceed TWO CALENDER MONTH from the date of SSST E-mail / Letter.
- (6). For non completion of work in specification time, the Agency / Firm / Consultant shall be liable to pay the client ‘Agreed Liquidated Damage’ at the rate of Rs. 500/- per day. If any Agency / Firm / Consultant provide free Electrical Consultancy for Sansthan, then there is no issue of penalty.
- (7). No advance will be given by Sansthan.
- (8). Please note that, the Agency/Firm/Consultant should have GST number with PAN card documents.
- (9). The Agency / Firm / Consultant shall make his own arrangements for execution of the above work same at site at his own cost.

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 / Consultant
Name and Address



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TERMS AND CONDITIONS

PRICES:-

- a. Prices quoted should be inclusive all taxes. & Prices quoted will be net and should be remain firm till completion of work.
- b. Prices quoted should be F.O.R. Shirdi.

EXCISE DUTY:-

Price quoted should be inclusive of Excise Duty.

EDUCATION CESS:-

Price quoted should be inclusive of Education cess.

GST:-

Price quoted should be inclusive of GST.

OCTROI:-

There is no Octroi at Shirdi, now a day.

STATUARY VARIATION:-

After date of order, changes in Statutory Levies, if any, due to Govt. Notifications, should be to the Employer's account against submission of documentary evidence by Manufacturer, within work time period.

PAYMENT:-

- 1). No advance will be paid in anyhow condition.
- 2) Payment will be made as per Sansthan procedure given in page No. 15.

With Seal.

Signature of the Agency / Firm / Consultant
Name and Address



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APPOINTMENT OF ELECTRICAL CONSULTANT/DOCUMENT REQUIREMENT

Shri Saibaba Sansthan Trust, Shirdi invites sealed quotations from reputed, qualified and experienced Agency / Firm / Consultant for Providing Electrical consultancy services for Shri Saibaba Sansthan Trust, Shirdi.

The Agency / Firm / Consultant having persons who have Graduate / Post Graduate in Electrical Engineering either from India or abroad and have done considerable extent of work as Electrical Consultant for a period of more than 10 years and must have successfully executed works of DG sets with substations & allied any electrical works of similar nature from Design to complete execution in PSU or Govt. Organizations or large corporate offices of reputed organizations may submit their quotations with following information in two envelopes to Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi.

1. Detail of projects completed in last five years alongwith self attested copies of performance certificates from the respective employer in respect of cost, performance, nature of work and period and details of work in hand along with copies of work order.
2. The firm should have successfully rendered consultancy services for similar work of at least one work costing more than Rs.200 lacs or two works of more than Rs.100 lacs each or three works of more than Rs.70 lacs each in last five years ending 31.03.2022. The similar work can be separate work or with other Electrical works. However capacity of single DG set shall not be less than 500 KVA for which Consultancy services rendered.
3. Constitution of firm with necessary details
4. List of technical and office staff along with detail of their qualifications and experience.
5. Latest income tax assessment order or ITCC and detail of income tax deducted for the last three years with copy of PAN card.
6. Registration of service tax.
7. Self certificate that Agency / Firm / Consultant is not debarred / black listed by any State Govt. or Central Govt. Organization / Department and have not entered into any dispute in the Court of Law / Arbitration.
8. Self certificate that information given in the application is true and nothing has been concealed. If any information furnished by the applicant is found incorrect at a later stage he shall be liable to be debarred from tendering / taking up the work with the Employer. Shri Saibaba Sansthan Trust, Shirdi reserve the right to verify the particulars furnished by applicant independently.
9. No change in terms & conditions / scope of work etc. shall be considered and hence any conditional quotations shall be rejected summarily.
10. The Shri Saibaba Sansthan Trust, Shirdi is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.



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DRAFT ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made on the ----- day of ----- 2023 between **Shi Saibaba Sansthan Trust, Shirdi having its office at Shirdi Tal.- Rahata, Dist.- Ahmednagar Maharashtra 423109** (hereinafter called " the Client") of the one part and M/s ----- (Here in after called the CONSULTANT) which expression shall include his heirs, executors, administrators and assigns) of the other part.

Whereas the Shri Saibaba Sansthan Trust, Shirdi is desirous of getting executed certain works viz. (Providing Electrical consultancy service for Shri Saibaba Sansthan Trust, Shirdi which the Agency / Firm / Consultant has submitted their offer for the professional services to be rendered by the Consultant described in the conditions set forth (here in after referred to “as the said conditions”)

Now it is hereby agreed upon as under: -

1. In consideration of payments being made by Shri Saibaba Sansthan Trust, Shirdi to the consultant, the consultant shall, subject to the said condition render professional services.
2. Shri Saibaba Sansthan Trust, Shirdi shall pay to the consultant such sums as shall become payable hereunder at the times and manner specified in the said conditions forming part of this agreement.
3. Following documents shall be read and construed as part of this agreement;
 - a) Scope & conditions of agreement.
 - b) Time schedule.
 - c) Schedule of payment
 - d) Letter of acceptance
 - e) Notice Inviting Quotations
 - f) Acceptance letter for Consultant forming part of this agreement along with this form of agreement.
4. The aforesaid documents shall be taken as complementary and mutually explanatory of one another but in the case of ambiguity or discrepancies, the documents shall take precedence in the order set out above.
5. The several parts of this agreement have been read to us and fully understood by us.
6. All disputes arising out of or in connection with this agreement shall deemed to have arisen in Shirdi and only the Courts of Rahata / Kopargaon shall have the jurisdiction to determine the same.

IN WITNESS whereof the parties here to have caused their respective common seals to be herewith affixed (or have herewith set their respective hands and seals) the day, month and year first above written.

Signed by the Consultant

Signed by the Executive Officer

Signed by the said in the presence of

1.

2.



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SCOPE OF WORK & CONSULTANT SERVICES

1. INTERPRETATIONS

In construing these conditions and agreement, the following words shall have the meaning hereunder assigned to them except where the subject or context otherwise requires.

1.1 SANSTHAN

The term Sansthan shall denote Shri Saibaba Sansthan Trust, Shirdi with their HO at Shirdi and any of its employees or representative authorized on their behalf.

1.2 CONSULTANT

The term consultant shall mean M/s.....

1.3 SITE

The Site shall mean where the work is to be executed as shown within the boundary including any building and erection thereon allotted by the Shri Saibaba Sansthan Trust, Shirdi and the work shall mean the work or works to be executed or done under the conditions of agreement.

2. SCOPE OF WORK

The Agency / Firm / Consultant shall provide the services in respect of the following works:

Providing Electrical Consultancy services for New DG Sets and substation of Dwaravati & Shri Sainath Hospital & for next (future) 05 years for any electrical works of Shri Saibaba Sansthan Trust, Shirdi

3. CONSULTANT'S SERVICES

The Agency / Firm / Consultant shall render the following services in connection with and with regards to the said works (which shall be included in his quoted fees).

- 3.1 Visiting the site offices of the Shri Saibaba Sansthan Trust, Shirdi discussing details with the Shri Saibaba Sansthan Trust, Shirdi and attending necessary meeting for finalizing the requirements for capacity of DG Sets and Substation and any other Electrical Work.
- 3.2 Study the existing Emergency supply system i.e. through DG set preparation of Report and submitting the same with detail Electrical load calculation, structural requirement if any, suggestions, remedial measures with tentative cost assessment.
- 3.3 Preparation of preliminary drawings and designs, i.e. Preliminary sketches. Plans, elevation, sections, related to the project., which shall be in accordance with the local governing codes / standard regulations etc. (including carrying out necessary revisions till design are finally approved by the Shri Saibaba Sansthan Trust, Shirdi), perceptively adequate to explain the general planning and nature of work with basic dimensions and inclusive of appropriate location of proposed DG sets within the building and within the ambit of local bye-laws and such other features required for services.
- 3.4 Outlining specifications of the DG sets and allied any electrical works advised / suggested by SSST and taking approval from the Shri Saibaba Sansthan Trust, Shirdi. Modifying sketch designs and specifications as per the satisfaction of Shri Saibaba Sansthan Trust, Shirdi's Administration and Management Committee.



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- 3.5 Preparation of Preliminary estimates based on market rate analysis and prevailing market rates supported with necessary documents for justification. The consultant shall be responsible for economized, sound and efficient design.
- 3.6 Supplying of detailed design including preparation of drawings / details showing location (with sizes and weight operating as well as static), electrical panels, DG set etc. and obtaining its approval from Shri Saibaba Sansthan Trust, Shirdi. Formation of detailed specifications, preparation of detailed estimates supported by detailed measurement sheets, calculations and abstracts of the quantities and the cost based on current CSR schedule of the rates or other approved schedule of rates or market rate analysis as applicable to the locality and approved by the Shri Saibaba Sansthan Trust, Shirdi and obtaining the approval of estimates and specifications from the Shri Saibaba Sansthan Trust, Shirdi. The items, which are not covered in the standard schedule of rate, shall be analyzed on the basis of the standard hand book/ analysis of rates including preparation of detailed analysis and specifications. The detailed estimate shall be supported with the copies of latest cost indexes relevant to the schedule of rates, latest price list, quotations etc.
- 3.7 Submitting the required drawings to the municipality/local body/ electric supply authority/fire authority and / or any other local authority and obtain their approval, if required.
- 3.8 Scrutiny of the applications of the consultants received by the Shri Saibaba Sansthan Trust, Shirdi on the standard proforma and recommending consultants after verifying their credentials as per IBA guidelines or scrutinizing the existing empanelled consultants and recommending specifically short listing of the consultants for approval by the Shri Saibaba Sansthan Trust, Shirdi.
- 3.9 Preparation of tender documents as per the guidelines given in the IBA manual, making adequate number of sets of tender documents (general conditions, specifications, bill of quantities) and drawings for issue of tenders and providing necessary assistance to the Shri Saibaba Sansthan Trust, Shirdi for completing the process.
- 3.10 Detailed scrutiny and checking of tenders received and commenting on them including preparation of comparative statement indicating rates and terms & conditions and detailed scrutinizing of tenders as per IBA Manual, including arithmetical checks, evaluations of conditional offers, analysis of lowest tenders based on current market rate analysis identification of freak and inconsistent rates, reasonableness of the tenders and preparation of assessment report and specific recommendation for award of work. Assisting the Shri Saibaba Sansthan Trust, Shirdi in negotiating with the consultants and preparation of final assessment report for taking decision by the Shri Saibaba Sansthan Trust, Shirdi for award the job.

The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- 3.11 Periodical supervision of works to ensure adherence on the part of consultants to detailed drawings and specification carrying out required tests to ensure proper quality control and assuming full responsibilities for timely execution of the said works by all the consultants, sub consultants, specialists, technical advisor etc.



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- 3.12 Checking measurements of works at site, checking Contactor's bills issuing periodical certificate for payment, checking specifications, quality of materials/equipments received, quality of the executed work at site, part rate statements, checking deviated/extra items statement with market rate analysis, calculations of measurements books and bills etc. and submitting to Shri Saibaba Sansthan Trust, Shirdi. It shall be mandatory on the part of the Consultant to check the measurements of various items to the extent of at least 25% of each item of the work claimed in each running bill and certificate in this regard will be entered in the MB on the following format.

“Certified that various items of work claimed in thisRunning bill / final bill by the consultants have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / prescribed specifications of contract agreement and drawings. We further certify that we have checked the measurements to the extent of percent but not less than 25% of each item claimed in this bill. Hence the bill is recommended for payment of Rs...”

- 3.13 The Agency / Firm / Consultant to co-ordinate with Shri Saibaba Sansthan Trust, Shirdi, site engineer for checking of measurements bills of Contractor's and quality control etc.
- 3.14 Preparation of completion reports, certifying completion/as built drawings and accounts in the prescribed Performa as required by the Shri Saibaba Sansthan Trust, Shirdi etc.
- 3.15 The Agency / Firm / Consultant shall be responsible for the successful completion of project in all respects consistent with safety from the inception up to the handing over for occupations to the Shri Saibaba Sansthan Trust, Shirdi.
- 3.16 Any other service connected with the said works usually and normally rendered by consultant and not referred to above.
- 3.17 The Agency / Firm / Consultant supervise all tests at the time of commissioning of the system and recommend completion of work.
- 3.18 If required regarding the prepared budget, get approval from the government and take all necessary steps for technical approval and obtain permission.
- 3.19 To clear any doubts of interested bidders by attending pre-bid meeting.
- 3.20 Submitting the terms of reference and draft contract for the contractor selected through the tender process.
- 3.21 Inspect/approve the technical documents submitted by the contractor (maps, report of technical specifications of important components of the work and information of manufacturers and duration of the project) by attending the preliminary meeting before starting the proposed work.
- 3.22 Visiting various important components in the context of the project and inspecting various tests and submitting its report.
- 3.23 Inspecting various tests during construction at the ongoing work site of various important components in the context of the project and submitting its report.
- 3.24 Attending the post-construction testing and commissioning of the entire project and submitting related reports.
- 3.25 The Agency / Firm / Consultant gives guidance / feedback to the SSST Electricity Department regarding the problems arising from time to time via. on E-mail / Letter.



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GENERAL CONDITIONS

1 FACTS

- 1.1 The Agency / Firm / Consultant shall exercise all responsible skill and diligence in the discharge of duties and ensure the work is being executed in accordance with the working drawing and specifications aforesaid and the work is free from defects and deficiencies. The consultant's responsibility shall continue during the defect liability period for getting defects, if any, removed by the consultant and he shall give a 'No Objection Certificate' at the end of defect liability period for refund of balance retention money to consultants.
- 1.2 The Agency / Firm / Consultant shall not make any deviation, alteration or omission from the approved design without the written consent of the Shri Saibaba Sansthan Trust, Shirdi. All variations and extra items authorized by the Shri Saibaba Sansthan Trust, Shirdi shall be analyzed on current market rate.
- 1.3 In case it is established that due to fault of consultant, the Shri Saibaba Sansthan Trust, Shirdi has to pay any extra amount due to overrun of the project, over measurements, faulty description of the tender items, defective/faulty design or any other lapses on the part of the consultant, necessary recovery may be effected from the fees of the consultant or any other amount payable to the consultant, of such amount of damages as are considered reasonable without prejudice to the rights of the Shri Saibaba Sansthan Trust, Shirdi to take such action as may be necessary under section 30 of Architect's Act 1970 or any other law and further consultant may be debarred for employment for specified period and /or black list depending on gravity of the lapses on the part of consultant.
- 1.4 The Agency / Firm / Consultant shall not assign, sublet or transfer their interests in this agreement without the written consent of the Shri Saibaba Sansthan Trust, Shirdi to other party. The Drawings, specifications and documents as instruments of the service are the property of Shri Saibaba Sansthan Trust, Shirdi. They are not to be used for any other project except with the written consent of the Shri Saibaba Sansthan Trust, Shirdi.

2 TERMINATION OF AGREEMENT

- i. The agreement herein may be terminated at any time by either party by giving a written notice of one month to the other party.
- ii. If the Agency / Firm / Consultant fails to adhere to the time schedule stipulated else where in the agreement or extended time which may be granted by Shri Saibaba Sansthan Trust, Shirdi in its sole discretion or default in performing duties assigned under this agreement, the Shri Saibaba Sansthan Trust, Shirdi may terminate this agreement after one months notice.
- iii. Without prejudice to the generality of power of termination as aforesaid and without prejudice to any other right open to the Shri Saibaba Sansthan Trust, Shirdi; shall be entitled to terminate this agreement without notice in any of the following circumstances:
 - a) If the Agency / Firm / Consultant closes his / their business or one or more of them die, become insolvent, from acting as such consultant.
 - b) In case there is change in the constitution of the firm of the consultant for any reason whatsoever.



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- iv Even after the termination of their employment the consultant shall remain liable and shall be responsible for due certification / approval of any bills submitted by the consultants at any time of work executed before the termination of consultant's appointment.
 - v It is further expressly agreed that after termination as aforesaid for whatever reason it may be, the Shri Saibaba Sansthan Trust, Shirdi can entrust the work to some other consultant.
 - vi In case the agreement is terminated the Shri Saibaba Sansthan Trust, Shirdi shall make use of all or any drawings estimates or other documents prepared by the Consultant.
 - vii The Agency / Firm / Consultant shall not be entitled to fees or compensation except the fee payable to them for the work actually done and in such cases the decision of the Shri Saibaba Sansthan Trust, Shirdi as to what is the amount of fees due to the consultant shall be final and binding on the consultants.
- 3 The under noted delinquencies/defaults/misconducts on the part of consultant shall attract disciplinary action/monetary deductions along with reporting the matter to the Council of Architecture and Indian Shri Saibaba Sansthan Trust, Shirdi Association.
- 3.1 Incorrect information about credentials, about his performance, resources and technical staff.
 - 3.2 Violating any of the important conditions of the agreement.
 - 3.3 Tendency towards recommending false and untenable claims outside terms of contract with consultants.
 - 3.4 Agency / Firm / Consultant becoming Shri Saibaba Sansthan Trust, Shirdi rapt or insolvent.
 - 3.5 Agency / Firm / Consultant's conviction by Court of Law.
- 4 The award of under noted action shall be considered by the Shri Saibaba Sansthan Trust, Shirdi.
- 1.1 Placing embargo on issue of further works and removal from Shri Saibaba Sansthan Trust, Shirdi's approved list.
 - 1.2 Permanent removal from Shri Saibaba Sansthan Trust, Shirdi's list.
 - 1.3 Circulation of their name to other public undertaking or Govt. department for non entertainment of their appointment.
 - 1.4 Circulation to council of architect for removing from membership.
 - 1.5 Termination of agreement.



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TIME SCHEDULE

The Agency / Firm / Consultant shall submit to the Shri Saibaba Sansthan Trust, Shirdi the sketch plans, detailed plans preliminary estimates detailed estimates, tender documents, various recommendations etc. within the period stipulated in Schedule here in Annexure.

TIME SCHEDULE		
01	Visiting the site / Office of the Shri Saibaba Sansthan Trust, Shirdi, Study of existing DG set & Substation with Electrical load calculations of building, and submission of detail report.	Within 1 week from the date of Issue of award letter or E-mail by the Shri Saibaba Sansthan Trust, Shirdi
02	Submission of preliminary drawings / preliminary estimates based on Electrical load calculations of building to authority and obtaining their approval,	Within 1week from the date of approval. (as per sr.no.1)
03	Recommendation for short listing of consultants.	Within 3 days from the date of receipt of Sansthan's reference.
04	Submission of detailed working drawings, specifications rate analysis and other detail as required including detailed estimates for all disciplines for approval from Shri Saibaba Sansthan Trust, Shirdi.	Within 2 weeks from the date of approval from the Sansthan. (i.e. from sr.no.2)
05	Scrutiny of tenders received and forwarding their recommendation for awarding the job.	Within 1 weeks from the date of receipt of the tender from Sansthan
06	Scrutiny, checking and verification of consultant running bills with specific recommendation for payment	Within 1 weeks from submission by Sansthan.
07	Submission of analysis of rates including justifications and specific recommendation for the various items. i.e. Extra items, Deviated items, Substituted items, Deduction items etc & PVA. And extension of time	Within 1 weeks from submission by Sansthan.
08	Scrutiny checking / Verification of final bill with specific recommendation for the payment to the consultant	Within 2 weeks from the date of submission by the Shri Saibaba Sansthan Trust, Shirdi
09	Submission of Completion certificate, completion drawings, test certificates / results of all equipments and occupancy certificate	Within 2 weeks from the date of virtual completion of the work.
10	SSST required any guidance / suggestion about any Electrical Proposal	Within 24 hours from E-mail / Letter from SSST.



STAGES OF PAYMENT

- 1.1 The Shri Saibaba Sansthan Trust, Shirdi shall pay to the Consultant as remuneration for the services to be rendered by the consultant in relation to the said works and services mentioned in this agreement.
- 1.2 Agency / Firm / Consultant shall be paid in the following stages Payments made to the consultant are on account and shall be adjusted against the final amount payable.

Sr.No.	Details	Amount to be paid
Stage 1	On furnishing and obtaining the approval of the Shri Saibaba Sansthan Trust, Shirdi on Study, conducting the test of Existing System, preparation of Report, submitting the report with detail Electrical load calculation, suggestions, remedial measures etc.. preliminary plans, elevations, sections, outline specifications and preliminary estimate	10% of the total fee payable.
Stage 2	On modifying designs, preparation of final specifications and drawings related to System and submitting the same to authorities including scrutiny of applications received from consultants in response to the advertisement and specific recommendations for the short listing	20% of the total fee payable less payment already made.
Stage 3	Furnishing and obtaining approval of Shri Saibaba Sansthan Trust, Shirdi on detailed estimate based on detailed working drawings / detailed specifications / other details as required pertaining to the work	35% of the total fee payable less payment already made
Stage 4	Preparing necessary set of tender documents if required for Sansthan after scrutiny of tenders received with specific recommendation to award the job including issue of necessary drawings to start the work.	60% of the total fee payable less payment already made.
Stage 5	For making periodical supervision for inspection and quality control, checking of measurements etc. giving clarifications as required at site and issue of drawings that may be required during execution.	80% of the total fee payable on prorate basis less payment already made.
Stage 6	On completion of all work by consultant, testing of System in all respect with safety, preparation and submission of completion report and certificate.	90% of the total fee payable less payment already made
Stage 7	After finalization of all the consultant's bills by Bank, and defect liability period is over including settlement of disputes	100% of the total fee payable less payment already made.



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STIPULATION

- 1.1 Up to stage (ii) the payment of consultant fee shall be calculated on the basis of preliminary estimate approved by Shri Saibaba Sansthan Trust, Shirdi. However, it shall be adjusted on the basis of total fee payable stated thereafter.
- 1.2 Up to stage (iii) the payment shall be made on the basis of detailed estimates on individual works. However, it shall be adjusted on the basis of total fee payable stated thereafter.
 - i) From stage (iv) onwards the payment shall be made on the basis of tender amount of individual works after adjusting the previous payments made.
 - ii) In computing the cost of work, liquidated damages and deductions from consultant's bill on account of defective work or other reasons will not be accounted for calculating consultant's fee.
 - iii) For incomplete stage, payment will be made on quantum merit basis in which case assessment of fee will be made with due regard to all relevant factors at the discretion of the Shri Saibaba Sansthan Trust, Shirdi. The decision of Shri Saibaba Sansthan Trust, Shirdi shall be final and binding without assigning any reason.

No TA / DA / conveyance shall be paid to the Consultant or their associates / staff for their visits to site / office.



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ELIGIBILITY CRITERIA

Agency / Firm / Consultant must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned below:

1. Average Annual Financial Turnover during last 3 years ending 31st March 2022 should not be less than Rs. 20.0 Lacs only.

Experience of having successfully completed similar works during last 4 years ending 31st March 2022 should be either of the following:

- 1 One similar work Providing Electrical Consultancy services for New DG Sets and Substation amounting Rs. 10 lacs.
Or
- 2 Two similar works Providing Electrical Consultancy services for New DG Sets and Substation each having an approx. value of Rs.5 lacs each.

Similar work means "Providing Electrical Consultancy services for New DG Sets and substation Work".

(Please upload copies of completion certificates / Letter of Award / Payment certificate or any other relevant document from client mentioning the nature of work, value of work and time period.)

Agency / Firm / Consultant should not be blacklisted / debarred by any Government / Semi Government Department / PSU.

(Please upload an undertaking (self-certification on bidders letter head) that the Consultant is not blacklisted by any Government Department / PSU).

Note: 1. The Agency / Firm / Consultant should possess PAN, Service Tax registration number and any other statutory requirements as applicable.

2. **Consultancy Agency / Firm must be capable to provide the required resources i.e. experienced man power, computer peripherals, applications software etc required for proper completion of work. A list of available man power is required to be provided along with the technical bid. Consultant shall be required to submit an undertaking that all the required technical man power, skilled, semi skilled and non skilled manpower shall be provided by him in accordance to the directions of engineer in charge for proper completion of work.**



ANNEXURE – 1

DETAILS OF THE APPLICANT

1	Name and address of applicant	
2	Telephone No./Fax No./E-mail/Telex No.	
3	Legal status of the applicant: {Whether the applicant is an individual or a Proprietary Firm or a firm in Partnership or limited Company (Private or Public) or Corporation}	
4	Particulars of Registration with various Government bodies/Organization (if any). (attach attested photocopy)	
5	Name of Directors / Partners with their addresses, Telephone numbers, Fax, Email	
6	Designation of individuals authorized to act for the organization	
7	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
8	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.	
9	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
10	Whether the applicant has upload attached the copy of the followings: a). Copy of PAN b). Copy Service Tax registration No c). Copies of Financial Reports/Results for last three years. d). GST No. if applicable (Attach copy)	
11	Any other information considered necessary but not included above.	

Seal of the Agency / Firm / Consultant

Signature of Agency / Firm / Consultant

(If Agency / Firm / Consultant want to upload a separate sheet, furnishing above information, he should submit the sheet on his letterhead with his company's seal and attach with technical bid.)



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ANNEXURE –2

FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in Financial report/results for the last three years, as submitted by the applicant to the Income Tax Department (duly signed by the bidder)

		2019-2020	2020-2021	2021-2022	Average annual turnover
		a	b	c	(a+b+c) / 3
(i)	Gross Annual turnover on consultancy services				

Seal of Agency / Firm / Consultant

Signature of Agency / Firm / Consultant



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ANNEXURE-3

DETAILS OF SIMILAR SERVICES COMPLETED DURING LAST FOUR YEARS

Sr. No.	Name of work / Project & Location	Owner of organization	Value of work in lakhs at completion	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation /arbitration pending / in progress with details	Name and address / telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Seal of the Agency / Firm / Consultant

Signature of Agency / Firm / Consultant

(If Agency / Firm / Consultant want to upload a separate sheet, furnishing above information, he should submit the sheet on his letterhead with his company's seal and attach with technical bid.)



ANNEXURE-4

PROJECTS / WORK UNDER EXECUTION

Sr. No.	Name of work/ Project & Location	Owner of organization	Value of work in lakhs	Date of commencement as per contract	Stipulated date of completion	Upto date percentage of progress of work	Slow progress if any,& reasons thereof	Name and address / telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Seal of the Agency / Firm / Consultant

Signature of Agency / Firm / Consultant

(If Agency / Firm / Consultant want to upload a separate sheet, furnishing above information, he should submit the sheet on his letterhead with his company’s seal and attach with technical bid.)



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ANNEXURE –5

DETAILS OF MAN POWER AVAILABLE

Sr. No.	Name	Designation	Qualification	Experience (Nature and no. of years)

Seal of the Agency / Firm / Consultant

Signature of Agency / Firm / Consultant

(If Agency / Firm / Consultant want to upload a separate sheet, furnishing above information, he should submit the sheet on his letterhead with his company's seal and attach with technical bid.)



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STATEMENT OF NON-DEBARMENT

Debarment:

I _____, representing _____, do hereby

(Company Official)

(Company)

state that _____ is not debarred, suspended, or otherwise

(Company)

prohibited from providing construction services by any Federal, State or local agency.

Contract Completion:

I _____, representing _____, do hereby

(Company Official)

(Company)

state that _____ has not been stopped by any Owner (Company)

from completing a contracted project for cause.

Company Official Signature

Date



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PRICE OFFER

PROVIDING ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEARS) IN SHRI SAIBABA SANSTHAN TRUST, SHIRDI

Sr. No.	PROVIDING ELECTRICAL CONSULTANCY SERVICES FOR ELECTRICAL WORKS (FOR NEXT 05 YEARS) IN SHRI SAIBABA SANSTHAN TRUST, SHIRDI Description of Item	Offered fee in percentage rate on total electrical installation work done	
		In figure	In words
01	% of consultancy fee against the actual work carried out by the Consultant as per the tendered amount		

Seal of Agency / Firm / Consultant

Signature of Agency / Firm / Consultant