PTR. NO. : E-69, AHMED NAGAR

SHRI SAIBABA SANSTHAN TRUST, SHIRDI

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

NO.SSS/WS/SSBH/STORES/(P/S)/ 11 /2022
Date : 06/04/2022

To,
M/s.

Sub : - Quotation for purchase of Syrup, Ointment and Drop for Shri Saibaba & Shri Sainath Hospital.

Dear Sir,

We have to purchase Syrup, Ointment and Drop for our Shri Saibaba & Shri Sainath Hospital, Shirdi given in enclosed Annexures & on the following terms and conditions.

TERMS AND CONDITIONS

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

1) **The rates are to be given F.O.R. Shirdi at Central Medical Store, Shri Saibaba Hospital, Shirdi inclusive of GST, transportation Charges, If it is not mentioned clearly your quoted rates will be treated Inclusive of GST, transportation Charges etc. No extra amount will be paid for packing, forwarding, transportation and taxes etc**.
2) The selection of Material for purchase will be done only on the basis of quality, company, previous experience of Sansthan Administration such as short supply, delay in supply, substandard company etc.
3) In case supply is not made within time limit and if because of this Sansthan Administration suffer from shortage then concern supplier will be blacklisted for minimum 3 years from Sansthan Administration without any intimation or prior notice.
4) The Supplier will have to mention the name of the company, details of packing, MRP, rate per unit, etc. as per the format of quotation.
5) **You have to quote branded Material only. Bids quoted for Generic & Branded Generic shall be rejected.**
6) Whenever necessary bidder will have to give Authorization certificate of concerned Company with their bid to transact the business. And participant will also have to submit their Firm Registration Certificate / Shop Act / Valid Drug License or any Government Registration Certificate with GST Certificate & PAN card.

Page No.2/-

MUMBAI: Sainiketan, 804 - B, Dr. Ambedkar Marg, Dadar, Mumbai - 400014
Telephone: + 91 - 22 - 24166556, **Fax:** + 91 - 22 - 24150798. **Telegram:** Sainiketan, Mumbai.
Website: http://www,shrisaibabasansthan.org. **E_mail:** saibaba_anr@sancharnetin/saisandesh_anr@sancharnet.in

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7) The quantities mentioned in the quotation are only approximate estimated quantities. Sansthan Administration reserves the right to increase or decrease the quantities, to be purchased without assigning any reason thereof.
8) You must fillup the **Annexure – A** quotation as per below,
   In the column of Rate per you must give Basic Rate + GST + Transport, etc & in GST column you must give exact GST % applicable for that particular product.
9) The company mentioned by you in quotation if selected for purchase you will have to supply the medicines of quoted company only. No company will be changed after placing the firm purchase order in any circumstances.
10) You are liable for blacklisted if:
    a) In case the purchaser found that supplier has quotes prices higher than allowed as per DPCO, NPPA or higher than MRP.
    b) Supplier fails to accept the purchase order.
    c) If a Supplier withdraws its quotation during the period of validity as specified in the quotation.
    d) In case of a successful quotation, if the supplier fails to supply of good as per quotation clause.
    e) If supplier refuse to sign the Order Acceptances as per terms and conditions of quotation.
11) If at any time during the period of contract, the price of tendered items is reduced or brought down by any Law or Act of the Central or State Government or by the supplier himself, the supplier shall be morally and statutorily bound to inform the Purchaser immediately about such reduction in the contracted prices. The Purchaser is empowered to reduce the rates accordingly.
12) 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 quotation. You have to further confirm that you will quote for branded products with name of the manufacturing firms. And also declare that supplying products to any other Institution / Hospital in India below than the rates quoted in this quotation & also declare that the rates quoted in the quotation are not higher than DPCO, NPPA or not higher than MRP & supply only Branded products.

    The product which we are going to quote is as per the specification given by Sansthan Administration, there is no deviation of specification.

    If rates quoted are more than the rates already given to any other Institutes / Hospital in India, the reasons thereof should mentioned in Annexure. **(As per Annexure "I").**
13) If it is found that the bidders as submitted false affidavit in Annexure, the purchase order shall be cancelled & concern supplied may be blacklisted.
14) Late quotation will not be accepted.

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15) The delivery of the ordered material is to be made at central medical store of SHRI SAIBABA HOSPITAL, SHIRDI on any working day between 10 am to 5 pm Except Sunday.
16) In case supply is not made within specified time at that time Sansthan Administration will free to purchase the concern material from open market & Sansthan Administration will not bound to accept the late supplied material.
17) The Supplier who will get the purchase order, he has to supply the material as per supply schedule given in purchase order Annexure "A" in which first lot will have to be supplied within 15 (Fifteen) days from the date of receipt of the purchase order of Sansthan Administration. For the IInd lot you will be informed either by written letter or by telephonically or by E-mail letter. And you have to supply the second lot within 10 days only.
18) The Supplier will have to supply the material as per Purchase Order and no increase will be given or allowed in the rates for any reason whatsoever, during the period of the quotation supply.
19) If the purchaser is informed about near expiry and / or non-moving materials three months before expiry, the bidders shall be bound to replace the material with fresh stock or give credit note for the sales.
20) In case of breakage / leakage in transit, prior to the delivery to the Sansthan Administration the supplier will have to replace the same immediately, failing which payment will be made by deducting the cost of the same.
21) Payments will be made after delivery by RTGS after verification of company, quality and quantity manufacturing date, expiry date. No advance payment will be made against the supply.
22) The supplier will have to supply material along with Three copies of bills one copy of delivery challan, if payment is delayed due to Tax invoice Sansthan Administration will not be responsible for it.
23) Wherever an amount is mentioned in figures the same should be clearly written in words also.
24) If ordered value is more than 3 lakhs then supplier should deposit, security deposit 3% of ordered value before supply.
25) In case any material is found to be faulty /substandard, during the course of use the supplier will be liable to replace the unutilized balance quantity of the supplied material forthwith free of cost.
26) If supplied material is found excess than purchase order / other company or rate difference such material will be kept aside & supplier will have to collect it at his cost within seven days from store. Sansthan Administration will not be responsible for it's loss/ damage / Expiry.

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27) Those suppliers who had participated in our previous quotation & had got order for supply of medicines, but they could not complete the supply in time, the quotation of those supplier will not be considered.
28) Our GST IN : 27AAATS2581C1ZN for reference.
29) The successful supplier will have to mention the GST No. of Sansthan Administration & Company on their Tax Invoice during supply, without this Sansthan Administration will not proceed their bills.
30) Shri Saibaba Sansthan Trust, Shirdi reserves the rights to reject any or all quotations without assigning any reasons thereof.
31) You must have to give following certificates for quoted products –

Description	Required Certificates
Syrup, Ointment, Drop	WHO-GMP

32) **Distributors / Suppliers / Agents / Authorized dealers / Loan Licensee Company / Marketing Company & also Production Company can participate in this quotation.**
33) All the Court matter will be settle in Rahata / Kopergaon Jurisdiction only.
34) The quotation must be clearly mentioned on the sealed envelope. **"Quotation for Syrup, Ointment and Drop"** for Shri Saibaba & Shri Sainath Hospital.
35) The quotation in sealed cover may please be submitted to our Shirdi office on or before **Dt.12/04/2022.**

Thanking you and with blessings of Shri Saibaba.

Yours Sincerely,

Medical Director,
Shri Saibaba Hospital, Shirdi

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Annexure "I"

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 quotation we are submitting our quotation for supply of Syrup, Ointment and Drop. 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 quotation. We further confirm that we have quoted for material of reputed brands with name of the manufacturing firms.
2) We are not supplying this above material to any other Institution / Hospital in India below than the rates quoted in this quotation.
3) And also I/We hereby declare that the rates quoted in the quotation are not higher than DPCO, NPPA or not higher than MRP & supply only Branded Material.
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 Supplier

Date -

(Bidder will have to submitted self-affidavit on their Letter Head with Authorise Person signature and stamp.)

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