

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

Mumbai-400 014 Tel No. (022) 24166556, 24161293

**Terms and conditions for Purchase of General
Office Stationery for the year 2023 through GeM portal**

Bid Number

- 1) GEM/2023/B/3567628, Dtd.22/06/2023**
- 2) GEM/2023/B/3594763, Dtd.22/06/2023**
- 3) GEM/2023/B/3599481, Dtd.22/06/2023**
- 4) GEM/2023/B/3599553, Dtd.22/06/2023**
- 5) GEM/2023/B/3599598, Dtd.22/06/2023**

A. Tender Details- Shri Saibaba Sansthan Trust, Shirdi herein after referred as to “Sansthan” is a Public Trust reconstituted vide The Shri Saibaba Sansthan Trust, Shirdi Act 2004. The Sansthan wants to purchase the General Office Stationery for the year 2023 through GeM portal.

B. Details of documents etc. to be submitted online on GeM portal are as follows-

1. Latest Shop Registration Certificate/ Local Self-Government Certificate/ Similar Government License in the name under which tender is to be submitted.
2. The GST Registration Certificate or GST Online Registration Receipt in the name under which the tender is to be submitted.
3. Pan card in the name under which the tender is to be submitted.

C. Details of materials to be supplied-

1. The specification regarding supply of materials for the Store department of Shree Saibaba Sansthan along with description of materials and company/brand all details are given in BOQ. The tenderer should consider it while submitting the rate.

D. INSTRUCTIONS TO TENDERERS-

1. The said tender will be available from dt.22/06/2023 11.00 am. To 03/07/2023 pm for downloading and uploading on the GeM portal.
2. The details of material to be supplied are given in the BoQ. Accordingly, the said tender has to be submitted online GeM portal.
3. Only the documents requested online are to be submitted along with the tender. Deviation Sheet should not be submitted other than the requested documents. Also documents should not be submitted in hard copy. Documents submitted in hard copy will not be considered
4. If possible Online Technical Bid will be opened on / /2023. Commercial Bids will be opened from the qualified tenderers in the technical Bid.

E. Regarding online Submission of tender rates-

1. While submitting the rates online supplier must consider GST, GST-TDS, TDS or any other government tax as well as Packing and Forwarding, Loading & Unloading expenses, transportation costs of reaching Shirdi Sansthan Store Department i.e. F.O.R. Shirdi should be considered. No expenses paid separately.

2. As per the government rules, the taxes currently applicable and applicable from time to time will be binding on the supplier and the amount will be deducted from the bill accordingly. The Government vide Circular No. 201809281714366605 has directed to deduct 2% GST-TDS from supplies to suppliers for taxable goods/services or both with effect from 1st October 2018. The tenderer should consider it while submitting the tender. More information about this is available on the website of the Government of Maharashtra.

F. Procedure for Opening bid Tenders-

1. Online technical tenders will be opened first in the meeting of the Purchase Committee after the download period of the tender is over. After that the commercial bids will be opened only from the tenderers who are qualified in the technical Bid.
2. Item wise rates of tenderers will be considered on a comparative basis after opening of commercial bids.

G. Place of supply of materials-

1. Supply of materials should be supplied at Shri Saibaba Sansthan Trust, Shirdi, At-post-Shirdi, Tal-Rahata, Dist- Ahmednagar at Store Department.

H. Time limit for supply of materials –

1. The supply of material has to be completed immediately or preferably within 90 days from the date of placement of supply order.

I. Method of Acceptance of Material-

- 1 All materials supplied will be accepted after verification by the concerned officer/ staff from the Store Department. Materials varies will not be accepted. If the material is not accepted, it will be the responsibility of the supplier to take it back immediately at his own Cost. If they are not taken back, the Sansthan will not be responsible for the same.
2. Materials should be supplied as per the description in supply order tender and bill should be submitted accordingly.

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J. Mode of Bill Payment-

1. Bills for the materials supplied will be paid after the satisfactory remarks of the Store Department. No advance will be given for the said supply. ✓
2. The Sansthan shall endeavor to make payment to the concerned supplier within 30 days from the date of Submission of the bill to the Sansthan. ✓
3. Apart from the sanctioned rate in the supply order, no other expenses shall be paid separately by the Sansthan. ✓
4. All tax deductions will be made from the bill as per Government rules. ✓

K. Provision regarding calamity/ natural calamity, 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. ✓

a) If the cost of material not supplied is less than Rs.2.00 lakhs	0.50% per week up to a maximum of 10%
b) If the cost of material not supplied is Rs.2.00 lakh or more	0.50 % per week up to a maximum of 5 %

2. In case if the material is rejected because of it is not as per the supply order, the Sansthan shall be allowed to purchase the material from the market as per the market price the excess amount (difference) for such purchased material shall be recovered from the subsequent Bills. ✓
3. It is mandatory to supply Material as per the sanctioned rate & Specification as per Supply Order. The supplier shall not have the right to ask for any increase in the sanctioned rate for any reason. Or such price hike will not be given. If the supplier refuses to supply the material or does not supply the material, the Sansthan has to purchase the material at the market price and the compensation for the excess cost will be recovered from the Supplier. Also, the decision taken by the Hon'ble Ad Hoc Committee/ Hon'ble Management Committee/ Hon'ble Sub-Committee/ Hon'ble Chief Executive Officer of the Sansthan will be binding on the Supplier. No complaint will be entertained in this regard. ✓

4. During the supply period due to a calamity/natural calamity (a calamity beyond the control of the Supplier eg war, heavy rains, drought, kidnapping, casualty, pestilence, strike, explosion, lockout, earthquake etc.) the Supplier is unable to supply the material and if the same informed in writing by the Supplier to the Sansthan the appropriate decision in this regard will be taken according to the situation. However, the said provision is limited to condoning the delay in supply only and will not be applicable in case of increase in market price above the sanctioned rate. In the above circumstances, the Supplier is bound to supply the material at the approved rate even if the price rises in the market. If the Supplier does not supply, 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.

L. Tender Validity Period-

1. The validity period of the said tender will be 120 days from the last date of online submission of the tender on GeM portal.

M. All general terms and conditions-

1. If the participating tenderer withdraws from the tender at any stage during the tender process.
2. In case of dispute regarding the said transaction, it will remain under the jurisdiction of Rahata/Kopargaon Court.
3. If the supplier refuses to supply the material and violates any of the terms and conditions specified by the Sansthan, the name of the supplier will be blacklisted for the next 3 years and also the decision taken by the Sansthan administration in this regard will be binding on Supplier. No complaint will be entertained by the supplier in this regard.
4. Tax deductions applicable as per Government rules and applicable from time to time will be made from the bill.
5. The Sansthan Administration reserves the right to accept any tender partially/fully or reject all tenders.
6. Conditional tenders will be rejected immediately. The tenders of the tenderers who fail to fulfil the conditions and qualifications mentioned in the said tender will be rejected.
7. The Sansthan reserves the right to make any changes, amendments or to prescribe additional terms/conditions in the above terms and conditions. Any condition/conditions of the Tenderer will not be binding on the Sansthan, such Tenders will not be considered.

(Rahul Jadhav)

Chief Executive Officer,
Shri Saibaba Sansthan Trust, Shirdi

Information about tenderers

1. Firm Name-
2. Full address for correspondence
3. Telephone no -
- Office-
- Shop-
- Residence-
- Mobile Number
- Fax Number-
- E-mail-
4. Name of contact person
- Telephone/ Mobile No
5. Names of Proprietor/Partners 1.....
- 2.....
6. Bank Account Name 1.....
- Branch 2.....
- Account number and type 3.....
- IFSC Code 4.....

Date :- / /2023

Place :-

Signature and seal of tenderer

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19/04/23

Documents in Technical Bid (Check List)

1. Latest Shop Registration Certificate/ Certificate from Local Government

Certificate/Equivalent license from the Gram Panchayat/
Nagar Panchayat/ Municipal Corporation/Nagar Parishad



2. GST Online Registration Certificate /Acknowledgement



3. PAN card



Signature and seal of tenderer

Date - / /2023

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Place -

19/4/2023

Date- -----

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

Subject – The Supply of Office stationery materials to Shri Saibaba Sansthan...

Sir,

I/We, the undersigned, declare that we have read the tender published on GeM portal regarding the above subject. I/we have read all the terms and conditions given in your Tender and I/we agree to abide by your terms/conditions.

Yours/Yours faithfully,

Name of the owner/partner of the firm

Signature and seal

(1) -

(2) -

Accompanying documents

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8/13/19

ANNEXURE FOR STATIONARY ITEMS PURCHASE at GeM Portal

SR	ITEM TITLE	ITEM DESCRIPTION & COMPANY	UNIT	QTY
1	U pin	(100 pcs per Packet)-Smash	Packet	200
2	Anklet Pin	50g.Packet-Rolex	Packet	250
3	Blue Pen	Natraj Classic Fine	Nos	1,500
4	Red Pen	Natraj Classic Fine	Nos	500
5	Black pen	Natraj Classic Fine	Nos	500
6	Stapler Machine	Small 10 No.-Kangaro	Nos	300
7	Stapler Machine	Medium 24/06-Kangaro	Nos	140
8	Stapler Machine Pin	Small - 10 No.-Kangaro (Munix-No-10, 01 M)	Packet	2,000
9	Stapler Machine Pin	Medium -24/06-Kangaro (Munix-No-24/6, 01 M)	Packet	200
10	Date Stamps	Parnami	Nos	70
11	Eraser	Natraj/ Apsara/ Camlin	Nos	250
12	Pencil Sharpner	Natraj/ Apsara/ Camlin	Nos	200
13	H.B. Pencil	Camlin Flora Clasic/Natraj/ Apsara	Nos	1,000
14	Calculator	Small 12 Dijit-Casio MJ 120 d/ Citizen	Nos	100
15	Tisco Tape	Small (White, Sticky Notes)-Cello/Wonder	Nos	350
16	Khaki Tape (Brown)	Large 2"x50 Meters (40 MIC) -Cello/Wonder-555	Nos	550
17	Transparent Tape	Large 2"x50 Meters (40 MIC) -Cello/Wonder-555	Nos	400
18	Plastic scale	(30 cm)-Natraj/ Camlin	Nos	100

8
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ANNEXURE FOR STATIONARY ITEMS PURCHASE at GeM Portal

SR	ITEM TITLE	ITEM DESCRIPTION & COMPANY	UNIT	QTY
19	Steel scale	(30 cm)-Ajanta- Elora	Nos	90
20	Paper Punching Machine	Small (DP 280)-Kangaro	Nos	70
21	Paper Punching Machine	Medium -(DP-500)-Kangaro	Nos	90
22	Pin Cushion	Omega	Nos	150
23	Sponge Box	Omega	Nos	290
24	Scissors	for office work (Size 8") Stainless Steel-Gorila/ Godrej	Nos	100
25	Stamp Pad	Small - Blue (Iron Sheet Body) Size 11 cm x 07 cm-Camlin	Nos	120
26	Tocha	Wooden Good Quality -Trishul	Nos	120
27	Sketch Pens	(Packet of 12 Colors)-Camlin	Packet	140
28	Stamp Pad Bottle	Blue 25 ml pack-Camlin	Bottle	300
29	Xerox Paper	13" x 08" - (Legal Size Paper) 80 GSM-TNPL/Spectra (500 sheets= 1 Packet)	Packet	500
30	Xerox Paper	11" x 08" - (A4 Paper) 80 GSM-TNPL/Spectra (500 sheets= 1 Packet)	Packet	5,000
31	Register	4 quires 20.3 x 32.5 cms, Pages 288-Sundaram/ Classmate	Nos	400
32	Register	3 quires 20.3 x 32.5 cms, Pages-184-Sundaram/ Classmate	Nos	530
33	Register	2 quires 20.3 x 32.5 cms, Pages- 136-Sundaram/ Classmate	Nos	700
34	Register	1 quire 20.3 x 32.5 cms, Pages-68-Sundaram/ Classmate	Nos	500
35	Attendance Muster	2 quires Pages-136-Sundaram/ Classmate	Nos	250
36	Attendance Muster	1 quire Pages-68-Sundaram/ Classmate	Nos	120

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ANNEXURE FOR STATIONARY ITEMS PURCHASE at GeM Portal

SR	ITEM TITLE	ITEM DESCRIPTION & COMPANY	UNIT	QTY
37	Office File	(Spring File)-Jyoti/Kangaro	Nos	800
38	Lace File	(Full Size Both Size Good Quality Cardboard with Lace) - Good Quality	Nos	200
39	Box File	(Large Size)-Jyoti	Nos	200
40	White Lace Bundle	Good Quality Lace Size- 53 Cm & Packing 1 Bundle= 100 Lace	Bundle	500
41	Gum Bottle	big 700 ml pack-Camlin	Nos	350
42	Gum Bottle	Small with Brush-Camlin	Nos	200
43	Marker Pen Big	Camlin	Nos	100
44	CD Marker Pen	Camlin	Nos	250
45	Whitener Pen (Correction)	Camlin	Nos	350
46	Calculator	in Big size (DJ-120D 12 digit)-Casio/Citizen	Nos	100
47	Rubber Band	1 inch Small, 01 Kg Packet - of good quality	KG	200
48	Rubber Bands	1.5 inch Big, 01kg Packet-Good Quality	KG	50
49	File Flag	Neon Sticky Note Pad, 03 Color-Oddy	Pad	500
50	Pencil Cell	AA Small (Clock) -Nippo	Nos	1,000
51	Stamp Pad	Large Blue (Iron Sheet Body) 15.7 cm x 9.6 cm- Camlin	Nos	250
52	Highlight Pen	Camlin-YELLOW COLOUR- Model No.- 7287130	Pen	250
53	Remote cell	Nippo	Nos	1,000
54	Duster Plastic	Omega	Nos	400

8
13/4

ANNEXURE FOR STATIONARY ITEMS PURCHASE at GeM Portal

SR	ITEM TITLE	ITEM DESCRIPTION & COMPANY	UNIT	QTY
55	Graph Paper	01 Packet of 100 pcs -Good Quality	Bundle	60
56	Chalk	white (Box of 144 pcs) Dustless 78 mm x 9.7 mm dia - Kores	Box	400
57	Map of India	(Size 11 x 08) 01 Packet of 100 Pcs)-Good Quality	Bundle	25
58	Map of the World	(Size 11 x 08 01 Packet of 100 Pcs)-Good Quality	Bundle	20
59	Lac Kandi	Super Fine Sealing Wax 20 Sticks 01 Box (400 g packet)-LION Brand	Box	60
60	Candle	12 pcs pack (14 cm x 3/4 ") 250 g packet-good quality	Box	50
61	Glue Sticks	15gm-Camlin	Nos	60
62	Board Marker Pen	Camlin	Nos	80
63	Stapler Machine	Largest HD 23s17 Heavy Duty Stapler (384556)-Kangaro	Nos	10
64	Paper Punching Machine	Largest HD 23s18 Dp-800 (376224)-Kangaro	Nos	5
65	Khaki (Brown) Paper	for Postage- 01 Packet = 480 Nos. Size-36" x 48" 80 GSM - Good Quality	Packet	10


 (Rahul Jadhav)
 Chief Executive Officer
 Shri Saibaba Sansthan Trust, Shirdi

