

SHRI SAIBABA SANSTHAN TRUST , SHIRDI
POST :SHIRDI -423109
TAL : RAHATA , DIST : AHMEDNAGAR (MS)

TELEPHONE NOS.(02423)258670-671-672-676
E-mail: hospital.purchase@sai.org.in
Website:<http://www.shrisaibabasansthan.org>
Quote on : GeM Portal

Purchase of Annual Stationery for the year
2023-24 for Shri Saibaba &
Shri Sainath Hospital, Shirdi.

**GEM TENDER
DOCUMENT**

Dates for Submission Of Tenders :
21/08/2023 From 10A.M.To 31/08/2023,5 P.M.

Issued to -

NAME OF TENDERER:

ADDRESS:

SHRI SAIBABA SANSTHAN TRUST, SHIRDI

The Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi hereinafter referred after as "Purchaser" invites the following online tender as given in following table. The tender copy can be downloaded from the website www.sai.org.in and you have to quote it on **GeM Portal** only.

Interested eligible Tenderes may obtain further information of technical specifications, required quantities and other terms and conditions applicable for procurement of enclosed items from the GeM Portal.

GEM-TENDER SCHEDULE

All bid related activities (Process) like Tender Document Download, Bid Preparation , and Hash submission, bid submission and other documents will be governed by the time schedule given under which is as below:

Bid Submission Start Date (Online) :	21/08/2023
Closing of Bid Submission (Online) :	31/08/2023
Online Technical Bid Opening date	02/09/2023 Time 05.00 P.M (If Possible it)
Address for communication :	Chief Executive Officer, Shri Saibaba Sansthan Trust's Shri Saibaba Hospital, Shirdi - 423 109. Tal - Rahata, Dist - Ahmednagar. Phone No. 02423 - 258670-671-672-676

1. If you wish to give discount for a Charitable Trust it should be incorporated in total price . But Nil Tenders shall not be accepted. (i.e. Price Quoted as Zero .)
2. No Need to submit or provide hard copy of any documents, the technical evaluation will be done only on the basis of uploaded document.
3. The tenders shall be rejected summarily upon failure to follow procedure prescribed in the Tender document. The conditional tender is liable to be rejection.
4. Online Commercial bid shall be opened as per e-tendering procedure after opening of Online Technical Bid only if contents of Technical Bid to be in accordance with the tender conditions stipulated in the tender document. Likely date and time of price bid opening will be intimated to you electronically by the purchaser separately to the eligible tenderes.
5. Shri Saibaba Sansthan Trust, Shirdi reserves the right to increase or decrease the quantity to be purchased and also reserves the right to cancel or revise or any of the all the tenders or part of tenders without giving any reasons thereto at any stage of Tender.

**CHIEF EXECUTIVE OFFICER,
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

Check List

The following copy of original documents should be scanned up loaded only online

Sr.No.	Documents to be Submitted	Page No.
1	Letter to Tenderer about Tender acceptance (As per Annexure III)	
2	Information about Tenderer (As per Annexure II)	
3	PAN Card ,	
4	GST Registration Certificate	
5	Firm Registration Certificate / Shop Act	
6	Self Declaration about not being black listed by any Hospital run by Government / semi Government /Municipal Corporations. (As per Annexure IV)	
7	RTGS Details -(As per Annexure VI)	

Annexure "I"

SHRI SAIBABA SANSTHAN TRUST, SHIRDI.

AT. PO. SHIRDI. - 423109

TAL. RAHATA DIST. AHMEDNAGAR (MS)

GEM-TENDER

**SUPPLY OF ANNUAL STATIONERY FOR THE YEAR
2023-24 FOR SHRI SAIBABA & SAINATH HOSPITAL, SHIRDI.**

TERMS AND CONDITIONS

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

01. Introduction :-

1.1 Interested eligible Tenderers may obtain further information of technical specification, required quantities and other terms and conditions applicable for procurement of item from Shri Saibaba Sansthan Trust, Shirdi E Tendering website : [GeM Portal](#)

1.2 All tender related activities (Process) like Tender Document Download, Tender Preparation , Tender submission and submission of other documents will be governed by the time schedule.

02. Cost of bidding -

The tenderer shall bear all costs associated with the preparation and submission of their online tenders and the Purchaser will in no ease be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process Conducted /completed or not.

03. At any time prior to the deadline for Sale of tender, the Purchaser may amend the tender documents by issuing Addenda / Corrigendum.

04. You have to give Authorization letter nominating a responsible person of the tenderer to transact the business with the Purchaser.

05. You have to submit online your firm Registration Certificate /shop Act, GST Certificate Pan card etc.

06. The tenderer must quote details of size, make, specification etc .

07. The rates are to be given F.O.R., **Shri Saibaba Hospital, Shirdi** inclusive of all taxes, transportation etc. No extra amount will be paid for packing, forwarding, transportation etc.
08. The delivery of the Tendered Items is to be made at SHRI SAIBABA HOSPITAL, SHIRDI on any working days between 10 a.m. and 5 p.m., except Sundays.
09. Online Technical bid of the tenderer will be opened in the presence of tender opening authority through E-Tendering procedure.
10. The Sansthan shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.
11. The selection of Tendered items for purchase will be done only on the basis of quality, company, previous experience after sales service, technical specification etc.
12. The tenderer 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 will not be responsible for the same
13. No escalations, for any reason will be given / allowed in the quoted prices.
14. Substitute or alternative provisions / quotations are not acceptable.
15. In case of breakage / damage in transit, prior to the delivery or supply to the Sansthan supplier will have to replace the same immediately, failing which payment will be stopped until satisfactory replacements also adequate Penal action may be taken.
16. **Purchase order will be till next tender, which will commence from the date of purchase order. However purchase will be made as and when necessary or as per supply schedule given in purchase order Annexure "A" in which you have to check proof within 15 Days from Date of Purchase order and first lot will have to be supplied after Satisfactory proof checking within 21 (Twenty One). For the IInd & IIIrd lot you will be informed either by written letter or by telephonically or by E-mail letter within 15 days.**
17. In case supply is not made within specified time, at that time Sansthan will be free to purchase the concerned material of branded company from open market at their rate without any intimation. In such case the supplier will have to bear the cost difference and in this case Sansthan will not be bound to provide the deduction details and also Sansthan will not be bound to accept late supply material. If extra expenditure is more than the security deposit and Supplier hesitates to pay it on the demand of Sansthan,

Sansthan has legal right to recover such extra expenditure from Supplier & with this supplier will suffer from following penalty clause also.

To recover from you as liquidated damages, a sum equivalent to half percent of the price of the undelivered stores at the stipulated rate for each week or part thereof during which the delivery of such stores may be delayed, as under-

Category of Stores	Penalty Amount
If the amount of non-supplied materials not exceeding Rs.2.00 Lakh in value	At the rate of ½% per week subject to maximum limit of 10%
If the amount of non-supplied materials Rs.2.00 Lakh and above	At the rate of ½% per week subject to maximum limit of 5 %

18. Payment will be made after delivery of Tendered Items after supply . No advance payment will be made against supply.
19. **The Tenderer will have to mention the name of the company, details of packing, specification , MRP, rate per unit, etc as per the formate of BOQ online only.**
20. The successful tenderers will have to deposit 3% security deposit of the total value of purchase order at no interest payment with the Sansthan still next tender.
21. **Those tenderer who had participated in our previous tender & had got order, but they could not complete the supply in time such tenderer will not be considered.**
22. T.D.S. will be deducted from your bill as per the Government rule applicable.
23. Late submitted tender will not be accepted after due date.
24. Shri Saibaba Sansthan Trust, Shirdi reserves the rights to reject any or all tenders without assigning any reasons thereof Sansthan also cancel the tender at any stage.
25. Shri Saibaba Sansthan Trust, Shirdi reserves the rights to changes, Correction or Addition in Tender terms & condition. Any other terms & condition or deviation sheet from Tenderer will not considered .
26. The quantities mentioned in the tender are only approximate estimated quantities shri saibaba sansthan Trust reserve the right to increase or decrease the quantities , to be purchased without as sign any reason thereof.

27. Our GST IN -27AAATS2581C1ZN for reference.
28. The successful supplier will have to mention GST No of Sansthan & Company on their Tax Invoice during supply without this sansthan will not proceed their bills.
29. 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 Tender. You have to further confirm that you have quoted for Stationery items of reputed brands with name of the manufacturing firms. You are not supplying this Stationery to any other Institution / Hospital in India below than the rates quoted in this Tender. And also You have to declare that the rates quoted in the tender are not higher than MRP.
30. It is found that the tenderer has submitted false affidavit in Annexure,the purchase order shall be cancelled and Security deposit shall forfeited & Tenderer may be blacklist.
31. The Tenderer will have to supply the Stationery as per Purchase Order annexed to this tender document.And no increase will be given or allowed in the rates for any reason whatsoever, till the contract period.
32. In case Tenderer is failed to submit or comply any documents reports/information/sample within certain period such item/tender may be liable for rejection.
33. In case any material is found to be faulty /substandard, during the course of use, the tenderer will be liable to replace the unutilized balance quantity of the supplied material forthwith free of cost
34. Those Tenderer who will get the total order worth RS.5,00,000/-or more than Rs.5,00,000/-will have to execute an agreement on non judicial stamp paper of Rs.600/-to be notarised at shirdi.(Draft will provide Sansthan only)
35. 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 of State Government or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform the Purchaser immediately about such reduction in the contracted prices. The Purchaser is empowered to the rates accordingly from same day. If the tenderer refused to oblige, the purchase order,contract agreement shall be cancelled and the Security Deposit shall forfeited.

36. If supplied material is found excess than purchase order /sub standard /other company or rate difference such material will be kept aside & tenderer will have to collect it at his cost within seven days from store. Sansthan will not be responsible for its loss /damage /Expiry.
37. All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Rahata / Kopargaon Court only and not elsewhere.

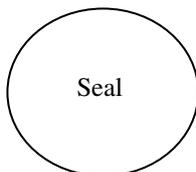
**CHIEF EXECUTIVE OFFICER,
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

Annexure "II"
Information about Tenderer

- 1) Name of Tenderer:
- 2) Permanent Address for Correspondence:
- 3) Ph. No. Office / Authorised person :
 Mob. No. :
 Factory :
 Fax No. :
 E-mail :
- 4) Name of Owner / Partner / Director:
 - 1)
 - 2)
 - 3)
- 5) GST Tin No. :
- 6) PAN No. :
- 7) RTGS (Real Time Gross Settlement)
 System or Core Banking A/c No.:

Thanking you.

Yours Sincerely,



Sign -

Name -

Designation -

Annexure "III"

Acceptance Letter from Tenderer

DATE : / /2023

TO,
THE CHIEF EXECUTIVE OFFICER,
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.
AT PO. SHIRDI - 423 109
TAL - RAHATA,
DIST. AHMEDNAGAR.

**SUBJECT : SUPPLY OF ANNUAL STATIONERY FOR THE YEAR
2023-24 FOR SHRI SAIBABA & SAINATH HOSPITAL, SHIRDI.**

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the goods under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Online E Tender which is made part of this tender.

We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the tender document.

If our tender is accepted, we undertake to submit the security deposit in the form DD / RTGS / Cash / Current Invoice, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed:

Date:

Duly authorized to sign this bid for and on behalf of

Thanking you.

Signature & Stamp of Tenderer

Date -

Annexure "IV"
Self Affidavit

DATE: / /2023

TO,
THE CHIEF EXECUTIVE OFFICER,
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.
AT PO. SHIRDI - 423 109
TAL - RAHATA,
DIST. AHMEDNAGAR.

- 1) In response to your E-Tender we are submitting our Tender for supply of Stationery on your Website. 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 Tender. We further confirm that we have quoted for Stationery items of reputed brands with name of the manufacturing firms.
- 2) We are not supplying this Stationery Material to any other Institution / Hospital in India below than the rates quoted in this Tender.
- 3) And also I/We hereby declare that the rates quoted in the tender are not higher than MRP.
- 4) 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 Tenderer

Date -

(Tenderer will have to upload self affidavit on their **Letter Head** with Authorise Person signature and stamp.)

*Annexure "V"***Letter about invitation of Tender**

NO.SSS/WS/SSBH/STORE/(P/S)/ /2023
DATE :-

TO,

**SUBJECT: SUPPLY OF ANNUAL STATIONERY FOR
THE YEAR 2023-24 FOR SHRI SAIBABA &
SAINATH HOSPITAL, SHIRDI.**

Dear Sir,

SHRI SAIBABA SANSTHAN TRUST, SHIRDI registered under the BPT Act. 1950 and having its registered office at Shirdi runs Public Charitable 300 bedded Shri Saibaba Superspeciality Hospital & 300 bedded Shri Sainath General Hospital at Shirdi invites Online Tender from the eligible & qualified manufacturers / distributors, who met the requirement for the supply of above items.

Yours Sincerely,

**CHIEF EXECUTIVE OFFICER,
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

Annexure "VI"

Date :-

To,
The Medical Director,
Shri Saibaba Hospital, Shirdi.
Post :- Shirdi, Tal :- Rahata,
Dist :- Ahmednagar.
Pin :- 423109

**Sub :- Information regarding our Organization for RTGS/NEFT
Banking Payment.**

Dear Sir,

With reference to your above mentioned subject we are submitting following Information for receiving amount through RTGS/NEFT Banking facility instead of Cheque / DD.

Sr. No.	Particulars	Information
1.	Name of A/C Holder	
2.	E-Mail Address	
3.	Name of Bank	
4.	Branch Name	
5.	Bank Account Number	
6.	IFSC No. of Bank	
7.	One Cancelled Cheque	

You are requested to send fund on above mentioned information to us. If there is any change you will informed on time to time.

Thanking you,

Yours truly,

For

**SHRI SAIBABA HOSPITAL, SHIRDI
TECHNICAL SPECIFICATION WITH COMPLIANCE REPORT**

ANNEXURE "VII"

**SUPPLY OF ANNUAL STATIONERY FOR THE YEAR
2023-24 FOR SHRI
SAIBABA HOSPITAL, SHIRDI.**

Sr. No.	Description	units	Final Qty.
1.	Attendance Register- Any STANDARD	Nos	150
2.	Box File - Big with Kangaroo clip- Any STANDARD	Nos	750
3.	Calclator- Any STANDARD 14 Digit	Nos	150
4.	Carbon Paper Blue-1 Box=100 Paper, Any STANDARD	Box	520
5.	Dater Stamp- Any STANDARD	Nos	30
6.	Duster -Any STANDARD	Nos	70
7.	Eraser- Any STANDARD	Nos	400
8.	Five Quire Register - 20.3x32.5 cms, Pages-310	Nos	350
9.	Flag- Any STANDARD	Pack.	500
10.	Glustic- 15 Gm Any STANDARD	Nos	10
11.	Good Night Liquied(45ml)- Any STANDARD	Nos	250
12.	Good Night Machine With Liquied- (1 Machine + 1 Refill- 45ml) Any STANDARD	Nos	100
13.	Gum Bottle (Big)-700ml	Nos	410
14.	Gum Bottle- (300ml, Small with brush)	Nos	180
15.	Hit Spray-(black-200ml) Any Standard	Nos	150

Sr. No.	Description	units	Final Qty.
16.	Khakhi Tep 2 Inch- Any Standard	Nos	205
17	Khakhi Tep 3 Inch- Any Standard	Nos	270
18	Lajer Page - Legal Size (Green Paper)	Rim	15
19	Marker Pen (Highlighter)- Any Standard	Nos	250
20	Marker Pen C.D.(Small). Any STANDARD	Nos	3500
21	Marker Pen Red/Blue/ Black-Big- Any STANDARD	Nos	360
22	Notebook -200 Pages	Nos	200
23	Office File-(Spring File)	Nos	170
24	One Quire Register- 1 Quire 20.3x32.5 cms, Pages-68	Nos	260
25	Paper Weight.	Nos	50
26	Pen Black -(Use & Throw)-	Nos	600
27	Pen Blue- (Use & Throw)-	Nos	1000
28	Pen Red -(Use & Throw)-	Nos	1000
29	Pin Kushan-(Magnetic Pin Clip Container	Nos	60
30	Plastic Coated File- Any STANDARD	Nos	350
31	Plastic Paper- Any STANDARD	Nos	5200
32.	Punching Machine - Largest DP 800 Any STANDARD	Nos	20
33	Punching Machine -Medium DP 500- Any STANDARD	Nos	150
34	Punching Machine -Small (DP 280) Any STANDARD	Nos	50
35	Room Freshener- Any STANDARD	Nos	100

Sr. No.	Description	units	Final Qty.
36	Rubber Band 2 "- 2 inch small, Packet 1 Kg Good Quality.	Kg	100
37	Rubber Band 4 "- 4 inch , Packet 1 Kg Good Quality.	Kg	70
38	Scale -(Plastic 30 cm)	Nos	20
39	Scale -(Steel 30 cm)	Nos	50
40	Sketch Pen.- Packet of 12 Colors	Packet	100
41	Spong Box - Any Standard	Nos	50
42	Stamp Pad Big Blue - Any STANDARD, 15.7 cmx 9.6 cm	Nos	60
43	Stamp Pad Ink Blue -Any STANDARD,25 ml pack	Nos	50
44	Stapler (Big) Heavy Duty-HD-23s17 Heavy Duty Stapler (384556)	Nos	20
45	Stapler Medium- Medium 24/06 , Any Standard	Nos	130
46	Stapler Pin Small- Small 10 No (Munix-No-10,01M) Any Standard	Box	2600
47	Stapler Pin Heavy Duty- Any Standard	Box	50
48	Stapler Pin Medium- Medium 24/06 (Munix-No-24/6,01 M) Any Standard	Box	1100
49	Stapler Small- small 10 No, Any Standard.	Nos	200
50	Tag-Lace White Big-Good Quality Packing 1 Bundle=100 Lace	Nos	800
51	Three Quire Register- 3 Quire 20.3x32.5 cms, Pages-184, Any Standard	Nos	300
52	Tisco Tape -Any Standard (White, Sticky Notes)	Nos	100
53	Tisco Tape (Big)- Any Standard	Nos	80
54	Tochya (Paper Hole Purpose) Any Standard	Nos	10

Sr. No.	Description	units	Final Qty.
55	Two Quire Register-2 Quire, 20.3x32.5 cms, Pages-136, Any Standard	Nos	700
56	Vouchar Pesting File	Nos	200
57	Watch Cell -Any Standard	Nos	150
58	White Board Marker Pen -Any Standard	Nos	900
59	Whitner Pen-Any Standard	Nos	560
60	Xerox Paper A-4- 70 GSM A-4 size paper, JK/B2B/PP LITE (500 Sheets=1 Rim)	Rim	1225
61	Xerox Paper-70 GSM Legal size Paper, JK/B2B/PP LITE (500 Sheets=1 Rim)	Rim	500

**Medical Director,
Shri Saibaba Sansthan Trust
Hospital's, Shirdi**