

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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**Terms and conditions for Purchase of Sanitation
Material for the year 2023-24 through GeM portal**

BID NUMBER

- 1. GEM/2023/B/3772714 – 15 Item**
- 2. GEM/2023/B/3774732 – 01 Item**
- 3. GEM/2023/B/3775088 – 01 Item**
- 4. GEM/2023/B/3775432 – 01 Item**
- 5. GEM/2023/B/3775601 – 01 Item**
- 6. GEM/2023/B/3775808 – 01 Item**
- 7. GEM/2023/B/3779052 – 01 Item**
- 8. GEM/2023/B/3779331 – 03 Item**
- 9. GEM/2023/B/3780522 – 01 Item**

Total = 25 Item

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 Sanitation Material for the year 2023-24 through GeM portal.

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

1. Latest Shop Registration Certificate/ Certificate from Local Self-Government Body/ 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 Sanitation materials for the Health Department of Shri Saibaba Sansthan along with description of materials and company/brand all details are given in Annexure. The tenderer should consider it while submitting the rate.

D. Instructions to Tenderers-

1. The said tender will be available from dt. 03/08/2023 11.00 am. To 14/08/2023 up to 05.00 pm for downloading and uploading on the GeM portal.
2. The details of material to be supplied are given in the Annexure. Accordingly, the said tender has to be submitted online on 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.
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. Submission of samples by the Tenderer-

1. Samples of Sanitation Material filled in GeM Portal should be deposited in the office of the Purchase Department at Shirdi from 15/08/2023 to dt. 16/08/2023, Upto 5.00 pm (except Sundays). Submit your company name sticker on the said material.
2. The quality of the samples submitted by the tenderers will be checked by the user Department and the quality will be considered, so the tenderers should provide good quality samples. After getting the supply order the supplier has to be supplied material as per samples submitted to the Sansthan.
3. Materials submitted as samples to the Sansthan will not be returned / changed.

F. 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 / Health Department i.e. F.O.R. Shirdi should be considered. Rates shall be filled inclusive of all taxes and expenses.

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30/08/23

- ✓ 2. No other expenses will be paid separately by the Sansthan. ✓
- ✓ 3. 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. ✓
3. The supplier should give more attention while filling the rates in the online tender. After getting the supply order the mistake in filling the rate will not be considered. ✓

G. 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. ✓
3. The Sansthan reserves the right to accept/reject any tender. Giving reasons for the same will not be binding on the Sansthan. ✓

H. Place of supply of materials-

1. The materials mentioned in the tender will have to be supplied to the Health Department of the Sansthan or Store of the Sansthan at Bypass Road at Shirdi. ✓

I. Security Deposit Amount and Agreement-

- ✓ 1. As per Government procurement regulations, those whose tenders will be approved will have to keep an amount of 3% of the total supply order amount as Security Deposit with the Sansthan as a guarantee to supply the goods within the prescribed period. This security deposit amount will be refunded after the supply of the said materials. No interest will be earned on Security Deposit. ✓
2. A Security Deposit of 3% is to be paid immediately after the tender is approved. Also it will be mandatory to appear at Shirdi and notarize the Agreement on stamp paper of Rs.100/-, immediately. The notary fee of the Agreement has to be paid by the tenderer. ✓
3. The supply order will be placed after depositing the Security Deposit amount as mentioned above and signing the Agreement. ✓

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J. Time limit for supply of materials –

1. The materials have to be supplied immediately or within 90 days after placing the supply order.
2. As per the requirement of the Sansthan on occasion the material will have to be supplied in time informed by telephone/e-mail.
3. Since the said demand of the Sansthan is estimated, during the supply period or even after the procurement process, if the Sansthan demands 25 percent more material than the approved quantity, it will be obligatory on the tenderer to supply the material at the acceptable rate.

K. Method of Acceptance of Material-

1. All materials supplied will be accepted after verification by the concerned officer/ staff from the Health 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 and bill should be submitted accordingly.
3. The supplier shall be bound to supply the material at the approved rate. Price hike will not be given/asked for any reason.
4. The supplier should be delivered the material along with packing and forwarding to Sansthan Store / Health Department at Shirdi at his own expenses. Also the Warai (hamali) to unload material at our Store to be paid by supplier.

L. Procedure for the Laboratory testing-

1. After supplying the material the Health Department will test the material in a government or government approved laboratory, as per need.

M. Mode of Bill Payment-

1. The bill for the material supplied will be paid only after the Health Department is satisfied that the quality and quantity are correct as per their opinion. The Sansthan shall endeavor to pay the bill to the concerned supplier within 30 days of receipt of feedback.
2. No advance will be given for the said supply.
3. If the material supplied by the supplier is rejected by the Sansthan and as a result the Sansthan has to purchase the material from another party at market price for the subsequent period, the excess cost will be reimbursed from the Security Deposit or other bill payable by the Sansthan.

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N. 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 or not supply in specified time, the Sansthan shall be allowed to purchase the material from the market as per the market price and the excess amount (difference) for such purchased material shall be recovered from the Security Deposit or 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 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 Sansthan shall be binding on the Supplier. No complaint will be entertained in this regard.
5. If there is a lockdown by the Government due to an epidemic and if the material supplied to the Sansthan is not required, the supplier will have to accept the said material back during the lockdown period.

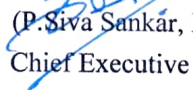
O. Tender Validity Period-

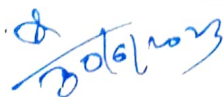
1. The validity period of the said tender will be 120 days from the last date of online submission of the tender on GeM portal.

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P. All general terms and conditions-

1. In case of dispute regarding the said transaction, it will remain under the jurisdiction of Rahata/Kopargaon Court. ✓
2. If the supplier refuses to supply the materials and violates any of the terms and conditions mentioned by the Sansthan, the Security Deposit amount will be forfeited and the said supplier's name will be blacklisted for the next 3 years or the decision taken by the Sansthan in this regard will be binding on Supplier. No complaint will be entertained by the supplier in this regard. ✓
3. The Sansthan reserves the right to accept any tender partially/fully or reject all tenders. ✓
4. The tenderer should not submit documents other than those called in the tender. Extra documents will not be considered. ✓
5. Tax deductions applicable as per Government rules and applicable from time to time will be made from the bill. ✓
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. If you need any more information regarding the specification of tender materials or tender, please contact 02423-258771 or 02423-258772. ✓
8. 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. ✓


(P. Siva Sankar, I.A.S.)
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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Documents in Technical Bid (Check List)

1. Latest Shop Registration Certificate/ Certificate from Local Government

Body/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

Place -

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Date- -----

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

Subject – The Supply of Sanitation Material 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. ✓

I/We undertake to deliver the materials mentioned in the tender to the Store / Health Department of Shri Saibaba Sansthan Trust (Shirdi) as and when required, as per your demand as per the requirement. Since the quantity of the said material is approximate, I/we agree to supply the same at the approved rate in case of demand by the Sansthan up to 25% more than the specified quantity from time to time. ✓

I/We shall deposit 3% Security Deposit immediately after the acceptance of the tender and execute a notarized Agreement and it shall be our obligation to deliver the materials to the Store at Shirdi at the approved rate.

Yours/Yours faithfully,

Name of the owner/partner of the firm

Signature and seal

(1) -

(2) -

Accompanying documents

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**ANNEXURE FOR SANITATION MATERIAL TO BE PURCHASED THROUGH GeM
PORTAL**

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Sr.No.	Description	Size	Make / Brand	Approx Quantity	Inclusive G.S.T. & all expenses	Total Amount
01	Kharate Hard broom (Indonesian Broom)	Each broom weight 0.500 kilogram with Long Sticks & wellbinded	Standard Quality	3000 Numbers	<i>Rate 13.</i>	
02	Kunche Soft broom	Each broom weight 0.500 kilogram with Long Sticks & wellbinded	Standard Quality	2000 Numbers		
03	Scented Phenyl	Dilution ratio Water 1:100(Pure)	Litre per ingredient Pine Oil A Grade 650 gms, Turkid Oil (TRO 75%) 350 gm with ISI mark	2200 Litres		
04	Rabbri Wiper With plastic stick	2"-3"x 18" 5 feet long Sticks	Standard Quality rubber	300 Numbers		
05	Cleaning Powder	(4.500 kg packing Per bag)	Standard Quality ISI Mark	1000 Kilogram		
06	B.H.C./ Folydol powder	Bag of 25 kg	Fenvalrate - 0.4 % ISI Mark	1000 Kilogram		
07	Dust Pan-with Brush	Standard	Standard Quality	100 Numbers		
08	Plastic Bag (Green Colour for Dustbin)	32" x 38"	Standard Quality 50 Micron	1500 Kilogram		
09	Liquid Soap	50 litre packing	Standard Quality	1800 Litres		
10	Nylon Brush-with Long Stick for cleaning toilets	Standard	Standard Quality	100 Numbers		

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3rd (S) way

Sr.No.	Description	Size	Make / Brand	Approx Quantity	Rates		Total Amount
					Inclusive G.S.T. & all expenses		
					Rs.	Pi.	
11	Chock Remover (with plastic stick)	Standard	Standard Quality	100 Numbers			
12	Rubbri Hand Gloves	Any colures 10 Numbers	Standard Quality	3,600 Pairs			
13	Pesticides (For Spray work)	01 litre packing	Temprid s.c. ISI Mark	75 Litres			
14	Bleaching Powder	25 kg packing	ISI Mark	1500 Kilogram			
15	Naphthalene Balls	Rounded/Flats shaped	Standard Quality	100 Kilogram			
16	Brasso Liquid Polish (for clean brass letters)	500 M.L. bottle	ISI Mark	15 Litres			
17	Wash Basin/ Toilet cleaners	05 litre packing	Harpic/ Tanaz/ Dr. Ideal/ Super Shine/ Any Other Company	1000 Litres			
18	Liquid (Floor cleaner liquid)	05 litre packing	Taski / Ecolab / Schevron Any Other Company	500 Litres			
19	All purpose cleaners (for removing oily stains)	05 litre packing	Taski / Ecolab / Schevron Any Other Company	500 Litres			
20	Nylon brush- small-Wooden (for removing stains)	Standard	Standard Quality	100 Numbers			
21	Plastic Bucket- Small	02 litre capacity	Standard Quality	500 Numbers			
22	Rubber mat- Black colour	Size 2"x4"	Standard Quality	100 Numbers			

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Sr.No.	Description	Size	Make / Brand	Approx Quantity	Rates	
					Inclusive G.S.T. & all expenses	Total Amount
					Rs.	Ps.
23	Bathroom cleaner-Red harpic	01 litre packing	Harpic	100 Litres		
24	Coir mat (with stitching)	^{1st thickness} (5x150) Feet (3x150) Feet	Standard Quality	13000 Square feet		
25	Bacteria cleaner	05 litre packing	Hygienol plus	500 Litres		


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