

SHRI SAIBABA SANSTHAN TRUST, SHIRDI

POST : SHIRDI – 423 109

TAL : RAHATA, DIST : AHMEDNAGAR (MS)

TELEPHONE NOS. (02423) 258670- 671- 672

FAX NO. (02423) 258676

E-mail : hospital.purchase@sai.org.in

hospital.store@sai.org.in

Website : <http://www.shrisaibabasansthan.org>

Link to Website : www.mahatenders.gov.in

Tender Cost : Rs.10000/-

EMD Amt. : Rs.100000/-

PART A

PURCHASE OF HOSPITAL MEDICINES / SURGICALS
FOR THE YEAR 2017-18.

RE E-TENDER DOCUMENT

Dates For Submission Of Tenders :
01/02/2018 FROM 10 A.M. TO 20/02/2018 5 P.M.

NAME OF TENDERER:

ADDRESS:

SHRI SAIBABA SANSTHAN TRUST, SHIRDI

Interested eligible Tenderers may obtain further information of technical specifications, required quantities and other terms and conditions applicable for procurement of enclosed items from the e-tendering Website : <http://www.mahatenders.gov.in>

Re E-TENDER SCHEDULE

All bid related activities (Process) like Tender Document Download, Bid Preparation and Hash submission, bid submission and transfer of EMD and other documents will be governed by the time schedule given under Key Dates below:

Online Publish Date :	01/02/2018	Time 10.00 A.M
Online Document Download, Sale & Submission starts Date :	05/02/2018	Time 10.00 A.M
Pre Bid Meeting Date :	03/02/2018	Time 11.00 A.M
Venue -	Sainivas VIP Guest House, Shirdi.	
Online Document Download, Sale & Submission last Date :	20/02/2018	Time 05.00 P.M
Online Technical Bid Opening Date	21/02/2018	

1. There will be no any further negotiation on the quoted rates which may please be noted. If you wish to give discount for a Charitable Trust it should be incorporated in total price.
2. **No need to submit or provide hard copy of any documents, the technical evaluation will done only on the basis of uploaded documents.**
3. Tender Form Cost & Earnest Money Deposit as per Terms and Condition 55(C), you have to submit/provided/transfer the amount of EMD & Tender Form Cost directly to the following account number of Sansthan (Corporation Bank, Shirdi Saving Account No.-146400101000001, IFSC Code - CORP0001464) in the name of Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi.
4. The tenders shall be rejected summarily upon failure to follow procedure prescribed in the Tender document. The conditional tender is liable to be rejection.
5. **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 tenderers.**
6. 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.

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

TECHNICAL BID

The following copy of original documents should be scanned
& upload online only.

Sr.No.	Documents Submitted
	PART - I
1	Information about Tenderer (As per Annexure I)
2	Self Affidavit (As per Annexure III)
3	Letter from Tenderer about Tender acceptance. (As per Annexure V)
	PART - II
4	Scan Copy of UTR number for EMD if possible scan copy of acknowledgement. (As per Annexure VII)
5	Scan Copy of UTR number for Tender Form Cost if possible scan copy of acknowledgement. (As per Annexure VII)
	PART - III
6	Last Three Years Annual turnover of concerned company whose products offered by you, duly signed & stamped by CA. (As per Annexure IV).
	PART - IV
7	PAN Certificate of Tenderer.
8	GST Registration Certificate.
9	Information regarding organization for RTGS / NEFT Banking Payment (As per Annexure "VI")
	PART - V
10	Valid Drug License certificate, Company Registration Certificate, Import Licence Certificate.
11	Shop Act License of Distributors.
	PART - VI
12	WHO,GMP / USFDA / CE Mark certificate of each quoted company product as applicable.
	PART - VII
13	Authorization letter of concerned Company for Dealer / Authorised person of the tenderer to transact the business with their purchaser.

Note -

- 1) Above documents should be submitted in above sequence only.**
- 2) Failure to upload any of above documents shall lid to non opening of commercial bid.**

Annexure "I"
Information about Tenderer

- 1) Name of Tenderer:
- 2) Permanent Address for Correspondence:
- 3) Ph. No. Office / Authorised person Name (Designation) :

Mob. No. :

Factory :

Fax No. :

E-mail :

- 4) Name of Owner / Partner / Director:

1)

2)

3)

- 5) Drug Licence No. & Date :

1) valid upto -

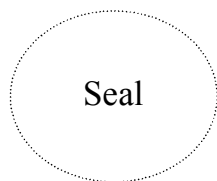
2) valid upto -

- 6) PAN No. :

- 7) GST Registration No. :

Thanking you.

Yours Sincerely,



Sign -

Name -

Designation -

Annexure “II”

SHRI SAIBABA SANSTHAN TRUST, SHIRDI.

AT. PO. SHIRDI. - 423109

TAL. RAHATA DIST. AHMEDNAGAR (MS)

RE E-TENDER

**E-TENDER FOR SUPPLY OF HOSPITAL MEDICINES / SURGICAL
MATERIALS FOR THE YEAR 2017-18 FOR SHRI SAIBABA &
SHRI SAINATH HOSPITAL, SHIRDI**

TERMS AND CONDITIONS

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

- 01) 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 for E-tendering on website : <http://www.mahatenders.gov.in>
- 02) All tender related activities (Process) like Tender Document Download, Tender Preparation, Tender submission and Transfer of EMD and other documents will be governed by the time schedule.
- 03) You must fill the maximum retail price (MRP) of the item quoted by you in the Column given in tender.
- 04) The quantities mentioned in the Tender are only approximate estimated quantities. Shri Saibaba Sansthan Trust reserves the right to increase or decrease the quantities, to be purchased without assigning any reason thereof.
- 05) The tenderer shall bear all costs associated with preparation and submission of their online tenders and Sansthan will not be responsible for expenses of tenderer whether the tender process conducted / completed or not.
- 06) At any time prior to the deadline for Sale of tender, the Purchaser may amend the tender documents by issuing Addendum/ Corrigendum.
- 07) Tenderer will have to supply purchase order material till next tender or as per Sansthan at the same cost at anyhow, if fails Sansthan will forfeit your security deposit.
- 08) To prepare and submit the tender/offer online all bidders are required to have etoken based DIGITAL CERTIFICATE. Digital signature certificate should be obtained from competent authority. However the e-tender website or helpline numbers may guide you for obtaining the same.

- 09) You must have fillup the commercial part as per below,
In the column of Rate per you must have give Basic Rate + GST + Transport, etc & in GST column you must have to give exact GST % applicable for that particular product.
- 10) The Purchaser may, at his discretion, extend the deadline for the submission of tenders by amending the tender document in which case all rights and obligations of the Purchaser and Tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.
- 11) Authorization letter nominating a responsible person of the tenderer to transact the business with the Purchaser, must be upload in technical bid.
- 12) Our GST IN : 27AAATS2581C1ZN for reference.
- 13) You must have to upload UTR No. of EMD & Tender Form Cost clearly, if fails your tender must be liable for rejection. **(As per Annexure VII)**
- 14) You have give self affidavit regarding the firm has not been found guilty of malpractice, misconduct or blacklisted/debarred either by Public Health Department, Govt. of Maharashtra or by any local authority and other State Government / Central Governments organizations in the past three years for the quoted item in the tender, We further confirm that we will quote for medicines / surgical items by branded products with name of the manufacturing firms. And also declare that the rates quoted in the tender are not higher than DPCO, NPPA or not higher than MRP & supply only Branded Medicine. **(As per Annexure "III")**.
- 15) Online Technical bid of the tenderer will be opened in the presence of Tenderer & opening authority through e-tendering procedure.
- 16) The tenderers commercial bid must remain valid for a period of 120 days after the date of opening of Technical bid. A commercial bid quoted with validity less than above will be rejected.
- 17) Prior to the expiration of the bid validity the Purchaser may request the tenderers to extend the bid validity for the period as required by the Purchaser.
- 18) The EMD shall be forfeited :
- a) In case the purchaser found that tenderer has quotes prices higher than allowed as per DPCO, NPPA or higher than MRP.
 - b) Tenderer fails to accept the purchase order.
 - c) If a Tenderer withdraws its tender during the period of bid validity as specified in the Tender.
 - d) In case of a successful Tender, if the tenderer fail to supply of good as per tender clause.

- e) If tenderer refuse to sign the Contract as per terms and conditions of Sansthan agreement.
- f) If tenderer fails to furnish security deposit.
- 19) 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 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 reduce the rates accordingly from same day.
- 20) If at any point of time if we found that you are supplying the product at a lesser rates to any other hospital, Compare to what rates you are giving us, your contract may be terminated and black listed.
- 21) The Sansthan shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.
- 22) The Tenderer will have to quote branded medicines only. If you have quoted Branded Generic Medicine then your tender will be rejected and your Earnest money deposit will be forfeited.
- 23) Late tender (After Due Date) & Tender without EMD will not be accepted.
- 24) **The Tenderer will have to mention the name of the company, details of packing, specification, MRP, rate per unit, etc as per the format of BOQ on-line only. Because of this information, if any problem will arises, Tenderer will be totally responsible for this.**
- 25) Rates should be quoted in Indian Rupees only for each of the required medicines separately on door delivery basis according to the unit asked for strictly as per the format of price schedule. Tender for the supply of drugs, medicines, etc. With conditions like 'AT CURRENT MARKET RATES' shall not be accepted.
- 26) In case the tenderer quotes prices higher than allowed as per DPCO, NPPA or higher than MRP or/and fails to supply the goods consistently the tenderers will be declared as a Fraudulent and defaulters.
- 27) The rates are to be given F.O.R. at Medical Store, Shri Saibaba Hospital, Shirdi inclusive of G.S.T., duties, transportation, If it is not mentioned clearly your quoted rates will be treated Inclusive of all taxes and duties etc. No extra amount will be paid for packing, forwarding, transportation and taxes etc.**
- 28) The Tenderer should submit the sample of surgical material quoted in tender as per Sansthan requirement.

- 29) The selection of drugs / surgicals for purchase will be done only on the basis of quality, company, previous experience of Sansthan such as short supply, delay in supply, substandard company, Analysis report etc. during the course of Tender period use.
- 30) About Batch Report : Tenderer will have to submit Batch Report from NABL/FDA Accredited Lab. for each & every Batch which you will supply to Sansthan. Unless Sansthan will not going to release your payment for the same.
- 31) **If Sansthan will inform Tenderer about near expiry & non moving material three months before expiry in this condition Sansthan does not release the Security deposit until Tenderer will not issue the credit note or issue new material.**
- 32) To ensure sustained supply without any interruption the Purchaser reserves the rights to split orders for supplying the requirements amongst more than one tenderer provided that, the rates and other conditions of supply are same.
- 33) 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 and 5 pm Except Sunday.
- 34) Purchase order will be till for 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 first lot will have to be supplied within 21 (Twenty One) days from the date of receipt of the purchase order from the Sansthan. For the IInd & IIIrd lot you will be informed either by written letter or by telephonically or by E-mail letter within 15 days.
- 35) In case supply is not made within proper time and if we are compelled to purchase the same from other party at higher rates than the tender rates, the tenderer will have to compensate the excess amount paid by the Sansthan, this amount will be recovered from your current bill / security deposit without any intimation to tenderer regarding rates & all detail deductions.
- 36) The Tenderer will have to supply the medicines / surgical material as per Purchase Order and no increase will be given or allowed in the rates for any reason whatsoever, still next tender of the Sansthan.
- 37) Expired drugs will have to be replaced, if desired by the Sansthan at the supplier's cost or will have to issue credit note of return material. Sansthan will buy any other medicines in lieu of credit note amount. The minimum expiry of drugs should not be less than for the period of 3 years or 2 years or 1 years as the case may be.
- 38) In case of breakage / leakage in transit, prior to the delivery to the Sansthan the tenderer will have to replace the same immediately, failing which payment will be made by deducting the cost of the same.
- 39) The successful tenderer will have to deposit 5% security amount of the total cost of the Purchase order which will be refunded after next tender & also after satisfactory supply and deduction if any.

- 40) No interest will be paid on Earnest Money Deposit / Security Deposit.
- 41) Payment will be made by the Sansthan on confirmation of the name of the company, quality, quantity, grade if any expiry date & quality analysis report of approved FDA Laboratories for those items if asked by the Sansthan etc. No advance payment will be made against the supply.
- 42) As and when necessary the drugs analysis for quality is will be done by Sansthan but the expenses required for analysis will be deducted from supplier any payment of any bill / invoice.
- 43) Sansthan has rights to do the quality analysis of your supplied product in FDA/ ISO / NABL approved Laboratories. In these report if any discrepancies is found such items will be rejected & supplied stock will have to be taken back at your cost only.
- 44) 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 it.
- 45) Wherever an amount is mentioned in figures the same should be clearly written in words also.
- 46) In case Tenderer is failed to submit or comply any documents reports / information / sample such item / tender may be liable for rejection.
- 47) 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.
- 48) 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 it's loss/ damage / Expiry.
- 49) The company mentioned by you in tender if selected for purchase you will have to supply the medicines of same company only. No company will be changed after placing the firm purchase order in any circumstances.
- 50) Those Tenderer who had participated in our previous tender & had got order for supply of medicines, but they could not complete the supply in time, those Tenderer will not be considered & EMD of these tenderer will be forfeited.
- 51) Those Tenderer who will get the total order worth upto Rs.1,00,000/- or more than 1,00,000/- will have to execute an agreement on non judicial stamp paper of Rs.600/- at Shirdi Office.
- 52) Purchase committee has reserved right to negotiate only with the considered to be eligible / selected Tenderer by the committee.

- 53) Shri Saibaba Sansthan Trust, Shirdi reserves the rights to reject any or all tenders at any stage of Tender without assigning any reasons thereof.
- 54) Shri Saibaba Sansthan Trust, Shirdi reserves the rights to transfer any product from medicine to Consignment & Vice Versa without assigning any reasons thereof.
- 55) Tenderer must be Sai Devotee.
- 56) The company which you are going to quote must have its valid WHO, GMP or any other equivalent certificate accordingly.
- 57) **Distributors / Suppliers / Agents / Authorized dealers / Loan Licensee Company / Marketing Company & also production company can participate in this tender.**
- A) Certified copy of GST Registration Certificate.
- B) Tenderer shall produce Certificate from Chartered Accountant for Annual turnover of last 3 years (2015, 2016, 2017) in the format given in **Annexure – IV** of each quoted company.
- C) **The Earnest Money Deposit, Tender Form Cost & Minimum Annual Turnover should be as per following Table –**

Purchase Part "A" No.	Medicine Details	Tender Form Cost	Earnest Money Deposit	Company wise Minimum Annual Turnover Should be as per below.
1	Medicine / Surgical Material	10000/-	100000/-	Each 2 Crore

- 58) 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.
- 59) As per the tender Agreement you are suppose to supply the product in the requirement as per our requirement, otherwise we go thought legal proceeding and all the Court matter will be settle in Rahata Jurisdiction.

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

Annexure "III "
Self Affidavit

DATE : / /2018

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

In response to your E-Tender we are submitting our Tender for supply of Annual Medicines / Surgicals etc. on your Website. I / We hereby declare that our firm has not been found guilty of malpractice / misconduct / black listed / debarred either by health 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 will quote for medicines / surgical items by branded products with name of the manufacturing firms.

And also I/We hereby declare that the rates quoted in the tender are not higher than DPCO, NPPA or not higher than MRP & supply only Branded Medicine.

Signature & Stamp of Tenderer

Date -

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

Annexure "IV"

Annual Turn Over Statement for Three Years

The Annual Turnover of M/s.
for the past three years are given below and certified that the statement is true
and correct and this Turnover is related to medical supply only.

Sr. No.	Year	Turnover Rs. in Lakhs / Crores
1	2014-15	
2	2015-16	
3	2016-17	

Date:

Seal :

Signature of Auditor/
Chartered Accountant
Name (in capital letters)

**{Note : Last Three Years Annual turnover of each concerned company whose
products offered by you, duly signed & stamped by CA.}**

*Annexure "V"***Acceptance Letter from Tenderer**

DATE : / /2018

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

**SUBJECT: SUPPLY OF HOSPITAL MEDICINE / SURGICAL MATERIALS
 FOR THE YEAR 2017-18 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 / 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 "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

Annexure "VII"

Shri Saibaba Sansthan Trust's Shri Saibaba Hospital, Shirdi

*Purchase of Hospital Medicine / Surgicals
for the year 2017-18.*

Name of Tender :	
About Details of EMD UTR	
1	UTR No. of EMD Amount :
2	Deposited Amount of EMD:
3	Name of Bank :
4	Date of Payment :
About Details of Tender Cost UTR	
1	UTR No. of Tender Form Cost :
2	Deposited Amount of Tender Cost :
3	Name of Bank :
4	Date of Payment :

Signature & Stamp of
Firm / Company

(Note : If you fails to upload your UTR No. your tender may liable for rejection.)