



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
SAIKIA COMMERCIAL COMPLEX, SRINAGAR PATH, CHRISTIANBASTI,
G.S ROAD, GUWHATI 781005**

**TENDER FOR SUPPLY OF SANITARY NAPKINS
(NATIONAL COMPETITIVE BIDDING)**



OFFICE OF THE MISSION DIRECTOR
National Health Mission, Assam
SAIKIA COMMERCIAL COMPLEX, SRINAGAR PATH, CHRISTIANBASTI,
G.S ROAD, GUWHATI 781005

TENDER FOR SUPPLY OF SANITARY NAPKIN

Sealed tenders in Two Bid System (Technical Bid & Price Bid in separate sealed envelopes) affixing court fee stamp of Rs 8.25 (or IPO of Rs 10/- for bidders located outside the State of Assam) only, are invited from manufacturers for “Supply of sanitary napkin” to State Health Society Assam.

1. LAST DATE FOR RECEIPT OF TENDERS.

Sealed Tenders in two separate covers {Technical bid (Cover “A”) and Price Bid (Cover “B”)} will be received up to 9/ 03 /2015 till 2 PM by the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar path, Christianbasti, G S Road, Guwahati-781005, Assam

2. IMPORTANT NOTES:

- a) The bidder shall quote prices in Indian Rupees only, on FOR destination basis.
- b) Delivery of the ordered items shall be affected at Store of National Health Mission, at Guwahati.
- c) Arrangement of Road Permits for despatch of consignments shall be the responsibility of the successful bidder.

3. PRE-BID MEETING

A Pre- Bid meeting with all the intending bidders will be held at Conference Hall of NHM Office on 23/ 2 /2015 at 3pm.

4. ELIGIBILITY CRITERIA

- A. Bidder shall be a manufacturer having experience of manufacturing and supplying Sanitary Napkin to Govt. Organizations.
- B. Manufacturer participating as bidder should have an average Annual Turnover of **Rs 2 (Two) Crores** in the last 3 financial years i.e. 2011-12, 2012-13, 2013-14
- C. Quality of sanitary napkin should conform to tendered specifications and certified by the NABL approved laboratory.
- D. Bidder who has been blacklisted either by the Tender Inviting Authority or by any State Government or Central Government Organization will not be allowed to participate in the tender during the period of blacklisting.

5. GENERAL CONDITIONS.

- (I) The quantity of item indicated in the bid document is tentative and subject to change depending on actual requirement.
- (II) Tender documents may be obtained from the office of Tender Inviting Authority during office hours on payment of Rs 2000/-(non – refundable) in the form of Demand Draft drawn in favour of “ **State Health Society, Assam**” payable at Guwahati The tender documents may also be downloaded from the official website- www.nrhmassam.in.The bidder downloading the Bid document from the website will be required to deposit Rs 2000/-(non – refundable) in the form of Demand Draft drawn in favour of “ **State Health Society, Assam**” payable at Guwahati while submitting the Tender. Tender without the fee of Rs 2000/- will not be accepted.
- (III) All tenders must be accompanied by Earnest Money Deposit as specified in the relevant clause of the bid document.
- (IV) Tenders will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.
- (V) At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders.
- (VI) Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.
- (VII) Price Preference/ Purchase Preference to PSUs / SSI Units shall not be applicable.

6. TECHNO-COMMERCIAL BID - COVER “A”

The Bidder should furnish the following documents/charges in a separate cover hereinafter called "**Cover A**".

A. Court Fee Stamp/IPO

Court fee stamp of Rs 8.25 (or IPO of Rs 10/- for bidders located outside the State of Assam)

B. Earnest Money Deposit (EMD)

Earnest Money Deposit shall amount to **Rs 7.00 Lakhs** (Rupees Seven Lakhs) only in the form of Demand Draft/Banker’s Cheque favoring “**State Health Society, Assam**”. Earnest Money Deposit in any other form will not be accepted. Earnest Money Deposit will not earn any interest.

C. Constitution of Company of Bidder:

Documentary evidence regarding constitution of the company /concern such as Memorandum & Articles of Association, Partnership Deed etc. with details like Name, Address, Telephone Number, Fax Number, E-mail Address of the firm with names of the Managing Director / Partners / Proprietor.

D. **Manufacturing License of Principal Manufacturer:**

Attested photocopy of valid Manufacturing License duly issued by the Licensing Authority for the products quoted.

E. **Power of Attorney of Bidder:**

Attested copy of instruments such as Power of Attorney, Resolution of Board etc., authorizing an officer of the bidding firm to submit their bids. Such authorized officer should sign the bid documents.

F. **Undertaking of Bidder:**

Undertaking in the form at **Annexure-I**

G. **Annual Turnover**

Annual turnover statement from sales of Sanitary Napkin for 3 years i.e., 2011-12, 2012-13 & 2013-14 in the format given in **Annexure-II** certified by the Auditor/Chartered Accountant.

H. **Execution of similar contracts of Bidder:**

Details of supplies (Sanitary Napkin) made during the last 3 financial years with summary of Purchase Orders and Performance Certificates issued by clients in the specified format (Refer **Annexure III**). Items supplied to Govt. institutions and to programs sponsored by WHO, UNICEF etc., if any, during the last 3 years should be highlighted. Copies of at least two orders executed for Govt. organization during last 3 financial years must be submitted.

I. **Sales Tax Clearance Certificate of Bidder:**

Sales Tax Clearance certificate, as on 31st March of last financial year (as per format at **Annexure-IV & V**)

J. **Details of Manufacturing Unit of manufacturer**

Details of Manufacturing Unit as per **Annexure-VI**. The details containing the name & address of the premises where the items are actually manufactured.

shall specifically indicate manufacturer's name.

K. **Undertaking on Fraud & Corruption of Bidder:**

Undertaking on fraud and corruption in the format at **Annexure-VII**

L. **Agreed Terms & Conditions of Bidder:**

Agreed Terms & Conditions as per **Annexure VIII**.

M. **Signature & Seal on each page**

The tender document signed by the Bidder in all pages with office seal.

N. **Checklist of documents**

A Checklist (**Annexure-XI**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-XI** and should be securely tied or bound.

The above documents should be sealed in a separate cover super scribed as "**TECHNICAL BID, COVER "A" (TENDER FOR SUPPLY OF SANITARY NAPKIN DUE ON 9 /3 /2015)**" and addressed to the Mission Director, National Health Mission, Assam. Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005

7. **PRICE BID - COVER "B"**

Cover "B" shall contain the Price Bids formats at **Annexure IX**

Signature & Seal on each Page

Each page of the Price Bid should be duly signed by the Bidder affixing the office seal.

A. **Signature on corrections**

Bid should be typewritten and every correction in the bid should be attested with full signature by the Bidder, failing which the bid will be ineligible. Corrections done with correction fluid should also be duly attested.

B. **Landed Cost**

The rate quoted per unit or landed price in **Annexure-IX** shall be inclusive of excise duty, sales tax, packaging charge, freight, Insurance etc. The component of VAT/Sales Tax should also be shown separately.

C. **Unit Size/ Rate**

The rate quoted in **Annexure-IX** (should be for a unit and given specification. The Bidder is not permitted to change / alter specification or unit size given in the **Annexure IX**.

The above documents should be sealed in a separate cover superscribed as "**PRICE BID, COVER "B" (TENDER FOR SUPPLY OF SANITARY NAPKIN DUE ON 9 /03/2015)**" and addressed to the Mission Director, National Health Mission, Assam. Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005

The two separately sealed covers {Technical bid (Cover “A”) and Price Bid (Cover “B”)} shall be placed together inside another cover which shall be sealed and superscribed as “TENDER FOR SUPPLY OF SANITARY NAPKIN DUE ON 9/03/2015 ” and addressed to the Mission Director, National Health Mission, Assam. Saikia Commercial Complex, Srinagar, G S Road, Guwahati-781005

8. **OPENING OF COVER “A” AND COVER “B” OF TENDER**

- A. All bidders are entitled to be present at the date and time of opening of Technical Bid - Cover “A”.
- B. Only those bidders whose Technical Bids are found to be acceptable after technical and commercial evaluation will be invited to be present at the date and time of opening of Price Bid - Cover “B” of the tender. The price bids of tenderers not found technically qualified shall not be opened.

9. **VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover ‘A’. Bids with shorter validity shall be rejected. Purchaser may solicit bidders consent to an extension of validity period. A bidder may refuse extension request without forfeiting the EMD.

10. **VALIDITY OF OFFER OF SUCCESSFUL BIDDER:**

The validity of offer of the successful bidder shall be at least 02(two) years from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period. This validity period may be further extended with mutual consent.

11. **OTHER CONDITIONS**

A. **Item Details & Quantity**

Specifications & Details of Items are shown in **Annexure-XII** (The quantity mentioned is only the tentative requirement and may increase or decrease as per requirement of Tender Inviting Authority. The rates quoted should not vary with the quantum of the order or the destination.

B. **Firm Rates**

Firm Rates (inclusive of Excise Duty, Sales Tax, transportation, insurance, packaging and any incidental charges) should be quoted. Handling, clearing, transport charges etc., will not be paid separately. The delivery should be made as stipulated in the purchase order placed with the successful bidders. The rates quoted and accepted will be binding on the Bidder for the stipulated period and any increase in the price will not be entertained till completion of the tender period.

C. **Unit Rate & Total Value**

Each bid must contain not only the unit rate but also the total value.

D. **Controlled Price/MRP**

The price quoted by the bidders shall not, in any case, exceed the controlled price, if any, fixed by the Government and the Maximum Retail Price (MRP). During the period of contract with the successful bidder, if the price of any item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the Tender Inviting Authority and shall charge the reduced rates. The Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction in rates.

E. **No Revision/Correction of Rates**

No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of Clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained after submission of the bids.

F. **Firm Delivery Schedule**

Firm delivery schedule shall be mentioned in the bid. Cross conditions such as "SUBJECT TO AVAILABILITY" "SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc., will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and will be summarily rejected.

G. **Execution of Order**

Unless otherwise specified, supplies should be made directly by the successful bidder and not through any other agency.

H. **Inspection**

Tender Inviting Authority or his authorized representative has the right to inspect the factories of bidders, at any point of time and also has the right to reject the tender or terminate / cancel the orders, based on adverse reports brought out during such inspections. The Bidder shall extend all facilities to the team to enable them to inspect the manufacturing process, quality control measures adopted etc., in the manufacture of the items quoted/ordered.

12. **ACCEPTANCE OF TENDER**

A. **Tender Evaluation**

Tenders will be evaluated with reference to technical and commercial parameters to determine the initially qualified bidders.

Price Bids of technically qualified bidders will be evaluated with reference to

the quoted rates (landed price of each item). Conditional discounts shall not be taken into account for price comparison. The bidder quoting the lowest price shall be ranked as the L1 bidder.

B. Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the whole tender for the supply of all items of Hospital Furniture, Fixtures, Equipments & Instruments tendered at any point of time without assigning any reason.

C. Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidders in writing.

13. AGREEMENT

The successful Bidder shall execute an agreement in the form at **Annexure X** on a non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the Bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

14. NON ASSIGNMENT

The Bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

15. COMMUNICATION

All notices or communications relating to or arising out of an agreement or any of the terms thereof shall be considered duly served on or given to the Bidder if delivered to him or left at his premises, places of business or abode.

16. SECURITY DEPOSIT

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 5 % of the order value in the form of bank guarantee from any Indian scheduled bank in favour of the Tender Inviting Authority valid for the six months. However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encashed and the amount will be forfeited.

17. SUPPLY & SERVICE CONDITIONS

A. Purchase Order

Purchase order will be placed on the successful Bidder at the discretion of the Tender Inviting Authority.

B. Specifications & Quality

The items supplied by the successful Bidder shall be of the best quality and shall comply with the specifications, stipulations and conditions specified at **Annexure-XII**

C. Delivery Period

The supply should commence within 30 (thirty) days from the date of order and should be completed within 60(Sixty) days maximum, unless otherwise specified in the order.

D. Delivery Point/Destination

The items shall be delivered at the State Ware House of National Health Mission, Assam at Guwahati.

E. Penalty for Delayed Delivery

- (i) In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.
- (ii) Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

F. Alternative Purchase

If the successful Bidder fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items, from any other source or from the open market, at the risk and cost of the supplier. This would be in addition to any other penalties including forfeiture of security deposit.

G. Shortage and Damage

It shall be the responsibility of the successful Bidder for any shortages/damages at the time of receipt in Warehouse/Institution. Tender Inviting Authority is not responsible for the items received, for which no order is placed.

18. FORCE MAJUERE

The above conditions of delivery period, price reduction etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the bidder the time period of supply may be extended by the purchaser at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

19. FRAUD & CORRUPTION:

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

1. "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means misrepresentation or omission of facts in execution of contract.
3. "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
4. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Tender Inviting Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

20. LOCAL CONDITIONS:

It will be imperative on each bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The Tender Inviting Authority shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after acceptance of bids.

21. Quality Testing

The ordered item shall be supplied along with test certificate issued by a NABL certified laboratory for each batch supplied. The tender inviting authority may at its discretion go for further testing at RDTL or any other laboratory of its choice

22. PACKING

- A. Packaging shall be provided by the bidder as per design and specification given by the NHM, Assam
- B. Packing should be sound and be able to prevent damage or deterioration during transit.
- C. In the event the items supplied are found to be not as per specifications, the Tender Inviting Authority will be at liberty to make alternative purchase of the items for which the Purchase orders have been placed from any other source or from the open market at the risk and the cost of the supplier.

23. PAYMENT PROVISIONS

Payments towards the supply of items will be made strictly as per rules of the Tender Inviting Authority. Full payment will be released only after completion of supply of entire ordered quantities.

- A. On completion of supply of ordered quantities, invoices with challans and test certificate issued by a NABL certified laboratory for each batch of the item should be submitted in triplicate, addressed to the Tender Inviting Authority.
- B. 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 Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree to such reduction in rates.
- C. In case of any enhancement in excise duty due to notification of the Government after the date of submission of tenders and during the validity period of contract, the quantum of additional excise duty so levied will be allowed to be charged extra as a separate item without any change in price structure of the items approved under the tender. For claiming the additional cost on account of the increase in excise duty, the bidder should produce a letter from the concerned Excise Authority for having paid additional Excise Duty on the goods supplied to Tender Inviting Authority and also must claim the same in the invoice separately.
- D. Tender Inviting Authority has every right to receive supply even after expiry of contractual delivery date and in such case; price reduction as specified under Clause No. 17 E will be applicable.
- E. If the supply is received in damaged condition it shall not be accepted. In case of damage in the packing, the supply will be accepted only after levying penalty as decided by the Tender Inviting Authority on the total value of supply to that particular warehouse/institution.

24. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD

Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of performance security within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bidder.

25. NON CONFORMANCE, TERMINATION & PENALTIES

- A. If the items do not conform to specifications, the same shall be taken back by the supplier at the supplier's cost within a period of 30 days of the receipt of the letter/notice from the Tender Inviting Authority. If the supplier fails to take back the items within the stipulated time, the Tender Inviting Authority will have the right to dispose-off such ITEMS NOT CONFORMING TO SPECIFICATIONS. Tender Inviting Authority may also levy storage charge calculated at the rate of 2% per week on the value of the item rejected till such

disposal. The decision of the Tender Inviting Authority or any officer authorized by him on the quality of the items supplied shall be final and binding.

- B. In case of supply of inferior products or products not conforming to specifications, the Tender Inviting Authority will be at liberty to terminate without assigning any reasons thereof the contract either wholly or in part on 30 days notice. The supplier will not be entitled for any compensation whatsoever in respect of such termination.
- C. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Tender Inviting Authority, and the supplier shall be liable for all losses sustained by the Tender Inviting Authority, in consequence of the termination which may be recovered personally from the supplier or from his properties, as per rules.
- D. Non performance of any of the contract provisions will disqualify a firm to participate in tenders issued by the Tender Inviting Authority for the next five years.
- E. In the event of making ALTERNATIVE PURCHASE, the supplier will be imposed penalty apart from forfeiture of Security Deposit. The excess expenditure over and above contracted prices incurred by the Tender Inviting Authority in making such purchases from any other source or from the open market shall be recovered from the Security Deposit or from any other money due to the supplier and in the event of such amount being insufficient, the balance will be recovered personally from the supplier or from his properties, as per rules.
- F. In all the above conditions, the decision of the Tender Inviting Authority shall be final and binding.

26. ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Mission Director, National Health Mission, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

27. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

28. LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Court within the State of Assam only.

ANNEXURE I

UNDERTAKING (by the Bidder)

To

Mission Director,
National Rural Health Mission, Assam

Tender No. _____
For supply of _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office ofto supply
The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
 - a) Authorization from Manufacturer:- We shall furnish authorization from the manufacturer legally enforceable undertaking to the Purchaser in appropriate format obligations valid for a periodyears from the date of supplied equipment.
4. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
5. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed supply of the ordered items.

6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

ANNEXURE-II

ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of M/s _____ for the past three financial years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakhs
1.	2011-12	
2.	2012-13	
3.	2013-14	
Total		- Rs. _____ Lakhs
Avg.		- Rs. _____ Lakhs

Date :

Seal :

Signature of Auditor / Chartered
Accountant
(Name in Capital Letters)

ANNEXURE-III
Performance Statement (of the Bidder)

Tender No:

Sl.	Name of the product (Sanitary Napkin)	Year	Qty supplied	Value	Name and full address of the purchaser
	1	2	3	4	5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(Please use additional sheets if required)

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

ANNEXURE-IV

CERTIFICATE OF SALE TAX VERIFICATION TO BE PRODUCED BY AN APPLICANT

(To be filled by the applicant)

- 01.** Name or style in which the applicant is assessed or assessable to Sales Tax Addresses or assessment
.....
- 02.** a. Name and address of all companies, firms or associations or persons in which the applicant is interested in
his individual or fiduciary
capacity.....
.....
- b. Places of business of the applicant (All places of business should be mentioned)
.....
- 03** The Districts, taluks and divisions in which the applicant is assessed to Sales Tax (All the places of business should be furnished).
.....
.....
- 04** a. Total contract amount in the preceding three years.
i. 2011-12
ii. 2012-13
iii. 2013-14
- b. Particulars of Sales Tax for the preceding three years.

Year	Total T.O. be assessed Rs.	Total Tax Assessed Rs.	Total Tax paid Rs.	Balance Due Rs.	Reasons for balance Rs.
2011-12					
2012-13					
2013-14					

- c. If there has been no assessment in any year, whether returns were submitted any, if there were, the division in which the returns were sent.
- d. Whether any penal action or proceeding for the recovery of Sales Tax is pending
- e. The name and address of Branches if any:

I declare that the above mentioned information is correct and complete to the best of my knowledge and belief.

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM

ANNEXURE-V

(To be issued by the Sales Tax Assessing Authority)

In my opinion, the applicant M/s..... has been / has not been / doing everything possible to pay the Tax demands promptly and regularly and to facilitate the completion of pending proceedings.

Date Seal : Deputy / Asst. Commercial Tax Officer

Note : Separate certificates should be obtained in respect of each of the place of business of the applicant from the Deputy Commercial Tax officer or Assistant Commercial Tax Officer having jurisdiction over that place.

ANNEXURE – VI

Declaration on Manufacturing Facilities by the Manufacturer

Tender No. _____

For supply of _____

1. Name of the manufacturer :
 2. Full Postal Address :
 3. Telephone No. /Fax No. :
 4. Email address :
 5. Date of inception of business :
 6. Registration no. & Date :
 7. Issued by :
 8. Valid till :
 9. Details of manufacturing activity & item wise capacity :
 12. Name of Govt. Departments/ Pvt. Institutions to which the bidder already supplied the items with quantity value and supply period : As per enclosure
 18. Has the bidder ever been black listed by any govt. agency? If yes, give details. :
 14. Are any cases pending in the court related to any supplies? If yes, give details :
 15. Does the firm have the adequate facilities for Inspection and quality control? Please give details :
- I, _____ Prop./partner/Director of M/s

Hereby declare that the information given in this form is true and correct to the best of my knowledge & belief.

I/we agree to the tender Inviting Authority forfeiting the Earnest Money Deposit and/or Performance Security Deposit and blacklisting us for a period of 5 years, if any information furnished by us is proved to be false at the time of inspection and non – compliance with terms and conditions of the

contract

I offer to supply the items mentioned in the schedule (enclosed in price bid) at the rates quoted therein. I agree to hold this offer for one year after finalization of rate contract.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE MANUFACTURER :

★ The details of manufacturing unit shall be for the premises where items quoted are actually manufactured.

ANNEXURE VII

UNDERTAKING ON FRAUD & CORRUPTION (for bidder)

We do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of **Sanitary Napkin** under tender reference no we shall strictly observe the terms and conditions against fraud and corruption in force in the country.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

**ANNEXURE- VIII
NATIONAL HEALTH MISSION, ASSAM**

AGREED TERMS & CONDITIONS

Tender No. & Date _____

A. Details of Bidder

Bidder Name:

Offer Ref:

Contact Person:

Telephone No:

Signature:

Fax No:

E-mail:

B. Definitions

1. "Purchaser" means the Mission Director, National Rural Health Mission, Assam or his authorized representative.
2. "Bidder" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Supplier" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	C. Technical	
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/ documents furnished.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A	
	D. Commercial	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	Confirm that the quoted landed price is inclusive of cost of containers, packing & forwarding charges, freight,	

	insurance and all duties and taxes viz. Excise Duty, Sales Tax/VAT.	
3.	Confirm furnishing of price break-up of each item showing basic price of item and Tax/VAT on %age of basic price to arrive at landed price in D2 above.	
4.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
5.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
6.	If clause 5 above is not acceptable, advice maximum possible rate of additional ED chargeable; this shall be loaded to your price.	
7.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
8.	Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order value.	
9.	Confirm acceptance of Delivery Period as indicated under clause 17 (c) of the bid document.	
10.	Confirm acceptance of relevant payment terms specified in the bid document.	
11.	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the bid document.	
12.	Confirm that the quoted prices are in Indian Rupees and shall remain firm & fixed till complete execution of the order.	
13.	a) In case you are manufacturer confirm that the prices quoted are not higher in any respect than MRP b) In case you are a dealer /distributor /Authorized agent, confirm that the prices quoted are as per manufacturer's price list with appropriate discount.	
14.	Packing / forwarding, transportation, loading/ unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
15.	Confirm that security deposit of 5 % of the total order value in the form of a Bank Guarantee from a nationalized Bank shall be furnished, which will be valid for a period of 6 months from the date of order.	
16.	a) Confirm that all inspection & testing charges including 3 rd party inspection (if required) included in the price. b) Quality Control Reports and Test Certificates, whenever applicable, shall be handed over to the purchaser along with the equipment.	
17.	a) Confirm that erection, commissioning, trial run and handing over to the purchaser, after successful commissioning is your responsibility at no extra cost.	

	b) Specify facilities (if any), like water supply/ electric power to be provided by the purchaser for commissioning of the equipment.	
18.	Packing / forwarding, transportation, loading/ unloading and insurance are your responsibility. However, to protect the equipment from physical damages and/or deterioration due to weather during transit, you are to ensure proper packing & lifting arrangement. Pl confirm compliance.	
19.	The material / equipment shall be guaranteed against any and all defects in design, workmanship, material & performance for a period shown in the Technical specification, from the date of commissioning and handing over to the purchaser. Should any defect detected or develop during the guarantee period, it shall be remedied promptly free of cost by the supplier and all expenses including transportation of goods necessitated for such repair and replacement shall be done by the supplier. Pl confirm acceptance.	
20.	Confirm acceptance of Repeat order within 12 months from the date of initial order at same price and terms & conditions.	
21.	In case of material having shelf life, confirm that you have declared the same with the expiry date. Also confirm that such materials shall be dispatched within 30 days from the date manufacture.	
22.	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
23.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
24.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
25.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

SIGNATURE & DATE :

NAME & DESIGNATION :

NAME & ADDRESS OF THE FIRM : :

ANNEXURE IX

PRICE BID FOR GROUP “B” ITEMS

Tender No. _____

SL	DESCRIPTION OF ITEM	Quantity in Nos.	Basic Rate per No. (in Rupees)	TAX/VAT (in Rupees)	Total Amount (in rupees) 3 x (4+5)	
1	2	3	4	5	6	
					In Figures	In Words

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

ANNEXURE-X
Form of Agreement

THIS CONTRACT AGREEMENT is made

This day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Technical Specifications)
 - (e) The Supplier’s bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]
In the presence of _____
For and on behalf of the supplier

Signed: _____
In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

ANNEXURE-XI**CHECK LIST**

Sl.	Cover A	Yes	No
1.	Court Fee Stamp affixed		
2.	EMD in the form of DD furnished		
3.	Documentary evidence for the Constitution of the company		
4.	Duly attested / notarized copy of License issued by the competent Licensing Authority for the products quoted		
5.	Attested Photocopy of Import license if any		
6.	The instruments such as Power of Attorney, Resolution of Board etc.		
7.	Undertaking as per Annexure I		
8	Attested copy of ISO 9001:2000/ISO 14001:2004 certificates for Sanitary Napkin		
9.	Annual Turnover Statement for 3 years (Annexure – II		
10.	Performance Statement as per Annexure III		
11.	Sales Tax Clearance Certificate as Annexure IV &V		
	Certificate issued by Sales tax Assessing authority as Annexure V		
12.	Details of Manufacturing Unit as per Annexure VI		
13.	Undertaking on Fraud & Corruption as per Annexure VII		
14.	Agreed Terms & Conditions as per Annexure- VIII		
	Form of agreement as per annexure X		
Sl	Cover B	Yes	No
1.	Price Bid as per Annexure IX		

Specifications & Scope of Work

Technical Specifications (dimensions are as below)

SN	Specification	Values
1	Overall Length (mm)	230mm+/-5
2	Fluff core/pad length (mm)	210+/-10
3	Fluff core/pad width(mm)	65mm+/-5
4	Thickness of a single pad (mm)	
5	Weight of a single pad	7.5-10gm
6	Peel of strength not less than	1.5 Newton

Absorbency: The product should be able to absorb not less than 50ml of saline (LP)

pH: the pH of the product should be in range of 6-8.5 when tested by the mentioned given in IS:1390-196

(I) Detailed raw material specifications:

Raw Material	Specifications			
	Colour	Thickness	Width	Grade
Fluff pulp	White		482mm	Soft wood pulp.Long fiber
Nonwoven sheet	Natural White	20gsm+/-10%	110mm	Hydrophilic
Back sheet	White	24gms+/- 10%	110mm	LDPE, Carona Treated
Glue – Construction				Polymer based
Glue Release paper				Polymer based
Release Paper	White with printing of FREEDAYS logo (PANTONE 3125C)	40gsm+/-10%	50mm	
Tissue paper	White	16gsm+/-10%	170mm	Soft paper
Poly bag (Primary pack	Four color printed	40gsm+/-10%		LDPE
Carton (Secondary packing)/Corrugated boxes(internally Stapled)	Craft paper,Single color,printed			(150gsmx5ply)750gsm with a bursting strength of 15kg/cm ²

(II) Packaging and Labeling :

a. Primary Package:

Each primary package shall contain 6 Sanitary Napkins in a side gusted polythene bag of good quality material (Subject to approval of sample by the purchaser) which will confirm to size of the product and scaled properly . The ploy bag should carry the artwork of FREEDAYS brand. The designing and printing of the bag shall be done at the cost of the manufacturer as per printing matter including logo (in four colour) provided by NHM, Assam. The printing work shall be in weatherproof ink and shall withstand immersion I water and remain intact. The artwork to be provided on the primary packaging should bear the following

- ✓ Name of the manufacturer
- ✓ Manufacturing license number
- ✓ Address of manufacturer
- ✓ Length and dimensions

- ✓ Lot/.batch number
- ✓ Date of manufacturing and expiry
- ✓ No. of sanitary napkins in each package

The designing of the primary package shall be subject to the approval of NHM, Assam

b. Secondary Package

The sanitary napkins contained in primary package should be packed in boxes for easy handling, transport and distribution. The secondary packing will have a dimension of one box shall contain 160primary packages of (6) sanitary napkin each.

The artwork to be provided along with the secondary packing will be provided by NHM in CDR format.

The secondary packing should carry the barcode . The barcode shall be printed on the lable of the secondary package. The barcode must comprise of the following:

- ✓ Expiry date in YYMMDD format and using application identifier(17)
- ✓ Master batch number using application identifier (10)

The specification of the boxes used for secondary packing are as below:

Dimension	610 mmx440mmx345mm(lxwxh)
Stapling	Internally stapled
Thickness	Total thickness is to be 750gsm(5ply x 150gsm)
Material used for fabrication	Combination of virgin kraft and semi virgin kraft paper
Bursting strength	The bursting strength should be atleast 15kg/cm ²

The carton should be sealed with good quality BOPP tapes and should be strapped with heat sealable PP straps