



National Institute of Rural Development & Panchayati Raj

Rajendranagar, Hyderabad-500030.

NOTICE INVITING e-TENDER

For Supplying of Sanitary Napkins to Government Schools
in Ranga Reddy District of Telangana State.

Online open e-tender under Two Bid System (Technical Bid and Financial Bid) are invited from the Manufacturers of Sanitary Napkins and also from Non-Government Organization/ Self Help Groups having their manufacturing units for supplying sanitary napkins to the 78 Government Schools in five Mandals of Ranga Reddy district of Telangana State.

The detailed bidding document etc. can be viewed/ downloaded from the website: <http://eprocure.gov.in> OR www.nirdnpr.nic.in. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only. All subsequent amendments, time extension, clarifications, etc., will be uploaded on the website only. Bidder should regularly visit website to keep themselves updated.

The time schedule /critical date sheets for the tendering activities shall be as under:

Critical Date Sheet

Published Date and Time of e-Tender on CPP Portal	:	12.04.2023 at 5:30 PM
Start Date and Time of download of Tender Document	:	12.04.2023 from 5:30 PM
Pre-Bid Meeting Date & Time	:	19.04.2023 at 2:30 PM
Start Date & Time of submission of e-Tender	:	20.04.2023 from 9:30 AM
End Date & Time of submission of e-tender	:	03.05.2023 by 3:00 PM
Last date of submission of Demand Draft in original payable in favour of NIRDPR, Hyderabad towards Earnest Money Deposit (EMD) to the Tender Authority		03.05.2023 by 3:00 PM
Amount of Earnest Money Deposit		₹80,000/-
Date & Time of opening of Technical bid	:	04.05.2023 at 3:30 PM
Date & time of opening of Financial bid	:	To be notified later to only those bidders who qualify in technical bids.
Tender Authority		Assistant Registrar (E) National Institute of Rural Development and Panchayati Raj, Rajendranagar, Hyderabad – 500 030

Manual bids/Physical bids shall not be accepted. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in>.

Assistant Registrar (E)

1. Introduction and Scope of Work:

National Institute of Rural Development and Panchayati Raj, an autonomous organization under the Ministry of Rural Development is a premier National Centre of Excellence in Rural Development and Panchayati Raj. E-tenders are invited from the Manufacturers of Sanitary Napkins and also from Non-Government Organization/ Self Help Groups having their manufacturing units for supplying sanitary napkins to the 78 Government Schools in five Mandals of Ranga Reddy district of Telangana State.

2. Period of Contract:

The Contract will be for a period of six months from the date of entering in to an agreement to last date of the month in which initial agreement is signed. However, the tender period may be further extended by the National Institute of Rural Development and Panchayati Raj (NIRDPR) for any further period as per necessity and subject to satisfactory performance and fulfillment of all the terms and conditions of the tender document by the successful bidder.

3. Quantity & Estimated Cost:

The tentative required quantity of Sanitary Napkins is around 1.4 lakh packs (each pack containing Eight Sanitary Napkins). The tentative required quantity can be increased/ decreased by 10% at the discretion of Tender Inviting Authority. The estimated bid value is ₹40,00,000/- (Rupees Forty Lakhs Only).

4. Supply Requirements:

Supply shall be completed within 30 days from the date of issue of purchase order. The supplier should supply for fulfill the requirement of three months at a time to each and every school. The supplies should ensure the delivery of the product at the given place, and the supplier is the responsible personae to collect and submit the delivery receipts to the NIRDPR.

It shall be incumbent upon the suppliers to complete the supplies so as to reach the Schools (As listed in Annexure - 11) within 30 days (*Napkins can supplied once in three months to each school*) from the date of issue of supply order failing which suitable action, which may result into debarment from participation in the Sanitary Napkins tender for future and NIRDPR, would be free to arrange Sanitary Napkins from other alternative sources at the risk and cost of approved supplier. However, request for extending delivery time at interior locations can be entertained keeping in view the prevailing conditions.

5. Instructions to Bidders for bid submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and

submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in>.

A. Registration:

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in>.) by clicking on the link "Online Bidder Enrollment" on the CPP Portal is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

B. Searching for tender documents:

- (i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

C. Preparation of bids:

- (i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be

submitted. Any deviations from these may lead to rejection of the bid.

- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR/ DWF formats. Bid documents may be scanned with 100dpi with black and white option.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

D. Submission of bids:

- (i) The tender shall be submitted online in two parts, viz., Technical Bid (**Form - A**) and Financial Bid (**Form - B**). The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- (ii) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (iii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (iv) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (v) A standard price bid format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the file and quote the amount on hard copy. Once the details have been completed, the bidder should submit it online in form of soft copy, if the file is found to be modified by the bidder, the bid will be rejected. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

E. Assistance to bidders:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

F. General guidelines for submitting tender documents:

- (i) Online tenders are invited in “two BID system”. Cover-I will be Technical Bid and Cover-II will be financial bid.
- (ii) The tender is liable to be rejected in the absence of any of the above documents including condition of the Eligibility Criteria
- (iii) Bids shall be submitted online only at CPP website: <https://eprocure.gov.in>
- (iv) Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/ director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- (v) Bids will be opened online as per date and time as mentioned in the Tender Critical Date Sheet at Central Public Procurement Portal (<https://eprocure.gov.in>). After opening of Technical-Bid, the results of their qualification as well Price-Bid opening will be intimated later.

6. Eligibility Criteria (To form part of the Technical Bid)

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

- i) The agency/firm should be registered under the Indian Companies Act./ Indian Partnership Act/ Proprietorship Act/Societies act. Necessary supporting document like copy of certificate of incorporation should be enclosed.
- ii) The agency/ bidder should have completed minimum 03 projects for Government of India/ PSUs/ Autonomous/ Statutory Bodies/ State Governments during last five financial years i.e., between 2017-18 to 2021-22 (As per **Annexure - 3 of Form - A.**)
- iii) The agency/ firm should have a minimum average annual turnover of ₹12 Lakhs during last 03 financial years (FY 2019-2020 to 2021-2022). Copies of the audited Balance Sheet, Income & Expenditure Accounts/ Profit & Loss and Receipts and Payments accounts of the same period or the Certification from Chartered Accountant (**as per Annexure–D**) should be enclosed. Income Returns of the same period to be attached in support of this qualification.
- iv) The tenderer has to submit copy of GST Registration Certificate.
- v) The tenderer has to upload a copy of PAN.
- vi) The firm should have at least one office in Hyderabad. Documentary proof must be enclosed (Registration Certificate/ Rent agreement/ Lease agreement).

- vii) Proof of deposit of Earnest Money Deposit amounting to ₹80,000/- toward EMD in the form of Demand Draft in favour of “NIRDPR” Hyderabad.
- viii) The tenderer has to upload an affidavit duly attested by Notary Public to the effect that the tenderer has never been blacklisted by any concern/authority (as per **Annexure – 8**).
- ix) The tenderer has to upload copy of the manufacturing license issued by the concerned authorities.
- x) **The tenderer shall submit sample of Sanitary Napkins (contains Eight Napkins in a pack) along with test report of NABL accredited laboratory of the submitted batch of sample on or before last date and time for submission of tender to the tendering authority.**

Bidders must submit scan copy of all relevant documentary evidence required to demonstrate his eligibility for the proposed tender.

Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption of EMD.

In case any bidder is seeking exemption from EMD, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

7. Technical Bid:

- i) The tenderer has to submit signed “**Form - A**” of the tender and tender acceptance letter as per **Annexure - 9**. The tenderer has to submit scanned copy of all required documentary proof as per “**Form - A**” and its annexure.
- ii) **The tenderer shall submit sample of Sanitary Napkins (contains Eight Napkins in a pack) along with test report of NABL accredited laboratory of the submitted batch of sample on or before last date and time for submission of tender to the tendering authority in person.**

8. Financial Bid:

The duly filled financial bid (**BOQ**) as per Performa given in the tender documents at **Annexure – 6 (Form–B)** will have to be **submitted electronically/ online on CPP portal**. Conditional price bid shall be summarily rejected. If the financial bid file is found to be modified by the bidder, the bid will be rejected.

9. Selection Method:

- (i) **Two bids System:** Those who qualify in the technical bid only are eligible to be evaluated for the financial bid and the L-1 agency/bidder will be awarded the Contract as per the terms and conditions mentioned in the tender document. In the event of more than one L1 bidder emerging in the financial bid, the bidder who has scored higher marks in the technical evaluation shall be considered for award of contract.

10. Technical Evaluation (100 marks):

- The technical proposal of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameters indicated at **Annexure – X**. The agencies scoring 60 marks and above will be declared as technically qualified.
- The financial bid of only those agencies will be considered, who have qualified technically.
- The decision of NIRDPR with regard to selection will be final and no communication in this regard will be entertained. It may be noted that NIRDPR reserves the right to reject any or all the bids without assigning any reason whatsoever.

11. GENERAL TERMS AND CONDITIONS

a. TECHNICAL SPECIFICATIONS

The Detailed Technical Specification of the Required Sanitary Napkins is enclosed in 'Annexure – 7'.

b. DELIVERY SCHEDULE:

Supply shall be completed within 30 days from the date of issue of purchase order. The supplier should supply for fulfill the requirement of three months at a time to each and every school. The supplies should ensure the delivery of the product at the given place, and the supplier is the responsible personae to collect and submit the delivery receipts to the NIRDPR.

c. AUTHORITY TO EXECUTE SUPPLY THROUGH AUTHORIZED DISTRIBUTOR

In case supply is to be executed through the authorized distributor of the Manufacturer, the manufacturer is required to submit and upload Authority letter for execution of supplies by the authorized distributor on his letter head pad in Technical Bid. The Manufacturer shall also furnish details of the authorized distributor in relevant column of Form "A" of the tender document (Annexure - 2 of Form - A). The Authority letter should be signed by the authorized person of the tenderer signing the tender documents. The authorized distributor of successful tenderer shall also be party to sign the agreement for compliance of terms and conditions of the tender.

The quoted rates should be for the pack, specifications and packing instructions given in **Annexure - 7**. The tenderer is not permitted to change/alter specification or pack given in the aforesaid Annexure.

d. TENTATIVE REQUIRED QUANTITY

The tentative required quantity of Sanitary Napkins is around 1.4 lakh packs (each pack containing Eight Sanitary Napkins). The tentative required quantity can be increased/

decreased by 10% at the discretion of Tender Inviting Authority.

e. BID ACCEPTANCE PERIOD

The Bids shall be valid for acceptance for a period of 45 days from the date of opening of Technical bid. Prior to the expiry of the Bid validity, the Tender Inviting Authority may ask the Bidder in writing to extend the validity for any further period. The Bidder shall within three days of issue of such request will intimate his acceptance to extend the validity of the Tender.

f. SHELF LIFE

The product shall have a minimum shelf life of Two years. At least 5/6th of the shelf life should remain in balance at the time of shipment. While executing supplies against the supply order, the date of manufacturing, date of expiry, batch number etc. shall be clearly mentioned by the "Supplier" on the bill(s).

g. PERFORMANCE SECURITY DEPOSIT & AGREEMENT:

- i. On being informed about the acceptance of the tender, the successful tenderer shall deposit performance security in the shape of Fixed deposit Receipt amounting to ₹10,000/- (Rupees Ten thousand Only) duly pledged in favor of NIRDPR, Hyderabad for the due performance of the contract as per terms and conditions of the tender and faithful execution of the supply order(s). The performance security of the successful bidder will be released after completion of all contractual obligations.

In case, the Bidders withdraws his bid within its validity or fail to deposit performance security within specified time after award of contract, the Earnest Money Deposit will be forfeited and the firm will be debarred for participation in the tender for a period of five years. The FDR towards performance security should be kept valid for at least six months after completion of the contractual period. The same shall have to be revalidated in case of extension of contract period.

- ii. The successful Tenderer shall execute an agreement (3 copies) on a non-judicial stamp paper of value of ₹100/- (stamp duty to be paid by the Bidder) within 10 days from the date of intimation from Associate Professor & Head i/c, CGSD, National Institute of Rural Development and Panchayati Raj, Hyderabad informing that his tender has been accepted. The Specimen form of agreement is enclosed as **Annexure - Y**.
- iii. The Earnest Money Deposit of tenderer shall be returned to the Tenderer after signing of agreement with the successful tenderer and deposit of Performance Security. The cost of the same shall be borne by the tenderer.
- iv. The Tender Inviting Authority (Purchaser) will not pay any interest on Earnest Money Deposit/ Performance Security Deposit.

- v. The Tenderer 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 what so ever.

h. DELIVERY CLAUSE

It shall be incumbent upon the suppliers to complete the supplies so as to reach the Schools within 30 days (*Napkins can supplied once in three months to each school*) from the date of issue of supply order failing which suitable action, which may debarment from participation in the Sanitary Napkins tender for future, may be taken against the defaulter(s) and the NIRDPR, Hyderabad – 500 030, would be free to arrange Sanitary Napkins from other alternative sources at the risk and cost of approved supplier. However, request for extending delivery time at interior locations can be entertained keeping in view the prevailing conditions.

i. PERIOD OF PRICE AGREEMENT (SCHEDULE OF REQUIREMENTS)

The price Agreement shall be operative up to one year from the date of its finalization i.e. from the date of issue of Price Agreement to last date of the month in which initial agreement is signed. The successful Tenderer shall note that Purchase orders may be placed up to the last day of the currency of the price agreement. The tender period can be further extended by NIRDPR, Hyderabad - 500 030, for any further period as per necessity subject to satisfactory performance and fulfillment of all the terms and conditions of the tender by the successful bidder.

j. PENALTY PROVISION FOR DELAYED SUPPLY

In case approved supplier fails to deliver any or all of the goods within the specified period, the tender inviting authority/ purchaser reserve the right to deduct liquidated damages a sum equivalent to 2% of the delivered price of the delayed goods for each week of delay or part thereof, until actual delivery with maximum of 10% Liquidity damages. After 40 days from the date of issue of supply order, the same shall be automatically treated as invalidated and cancelled.

a) If the contractor repeats to supply poor quality product or fails to supply the products within specified time repeatedly, the contract can be terminated immediately.

b) If the contract is terminated due to deficiency of services, the Performance Security deposit will be forfeited to the extent of liability determined by the competent authority.

k. PRICES

The bidder shall have to quote rate with GST etc. as per Financial Bid/ BOQ. The price quoted must be net per unit and inclusive of Freight/Transport, Loading, Unloading, Insurance, Road permits, Handling, Packing, Clearing charges, if any. No other charges & taxes will be paid extra. The rates quoted should be on F.O.R. door delivery basis at every school listed in “**Annexure–11**”. Rate should be quoted in Indian currency only.

"Tax deductions as per provisions of the Income tax act and GST act as applicable shall be made at the rate applicable from the payments made and any other statutory deductions as per provisions in vogue".

I. RECALLS:

The products must be recalled by the manufacturer at his/her own cost, if rejected by the purchaser or authorized representative because of problems with product quality or adverse reactions of the product to the user. The supplier will be obliged to replace the product in question at his own risk and cost with a fresh batch of acceptable quality within a period of 30 days from the date of intimation by the consignee or Tender Inviting Authority. In case of non-replacement of rejected stocks within the specified time, the bidder shall not be entitled for any payment for such quantity/such batch of supply and the authority of NIRDPR shall have the right to destroy such batch of supply after observing all codal formalities.

m. RAISING OF BILLS AND PAYMENT PROVISION

The bill(s) in triplicate against supply of Sanitary Napkins shall be raised in the name of Associate Professor & Head i/c, CGSD, NIRD&PR, Hyderabad – 500 030, and goods consigned to concerned School Incharge and Project Manager as per directions given in the supply order.

The payment shall be released to the supplier on receipt of verified bill(s) from the concerned School In-charge(s) in respect of the items, the receipt of which has been acknowledged by the concerned Project Manager in terms of quantity.

No advance payment towards cost of Sanitary Napkins will be made to the approved supplier. The item(s) which are rejected by the consignee shall have to be lifted back by the supplier(s) at their risk and cost within 30 days, failing which no responsibility for any loss or damage to the stocks shall rest upon Project Manager shall have the right to destroy such batch of supply by observing all codal formalities.

n. OTHER CONDITIONS

- i. C&F Agents/Distributors/ Stockiest are not eligible to participate in the tender.
- ii. Tender Inviting Authority may ask for additional information/Document(s), if any. The tenderer has to submit/upload the required information/document as asked for by the Tender Inviting Authority. Each page of the tender document should be signed and stamped by the authorized person.
- iii. The Earnest Money Deposit of successful tenderer will be forfeited if he does not fulfil any of the following conditions:
 - i. Furnishing Performance Security Deposit.
 - ii. Execution of the agreement within a week days of the receipt of the letter of award of contract.
 - iii. To comply with all the terms and conditions of the letter of award of contract and agreement of contract.

- iv. If successful bidder fails or refuses to accept the contract, the firm will automatically be blacklisted and performance security deposit will be forfeited.
- iv. The bidder having MSME registration will be exempted from EMD.
- v. The contract is for a period of six months from the date of entering in to an agreement to last date of the month in which initial agreement is signed. However, the tender period may be further extended by the National Institute of Rural Development and Panchayati Raj (NIRDPR) for any further period as per necessity and subject to satisfactory performance and fulfillment of all the terms and conditions of the tender by the successful bidder.
- vi. The Institute reserves the right to terminate the contract, if the performance is found to be unsatisfactory during the validity of the contract period.
- vii. The tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the Director General. In the event of the contractor contravening this condition, the DG has right to terminate the contract.
- viii. Director General, NIRDPR, Hyderabad reserves the right to accept or reject all the tender(s) without assigning any reasons whatsoever.

O. TRANSIT INSURANCE

All consignment shall be insured by the suppliers for any transit losses. The suppliers shall also be responsible for any short-delivery and spoilage in transit.

P. RANDOM SAMPLING

Administration, NIRDPR, Hyderabad-30 reserve the right to draw random sample of supplied Sanitary Napkin and get it tested from any analytical Laboratory. The testing charges will be recovered from the approved supplier from the due payments.

Q. ARBITRATION:

In the event of any question, dispute or difference arising under these conditions or any conditions contained in the order or in connection with this contract, the same shall be referred to the sole arbitration of the Director, NIRDPR, Hyderabad any other person authorized by him. The award of the arbitrator in such cases shall be final and binding on the parties to this contract.

R. APPLICABLE LAW:

The contract shall be interpreted in accordance with Laws applicable in India and subject to jurisdiction of the court in Hyderabad only.

Annexure – X**Criteria for Evaluation of Technical Bids**

S. No.	Details	Max. Marks	Evidence required
1	The agency/ bidder should have completed minimum 03 similar natures of contracts/ projects (manufacturing and supplying of Sanitary Napkins) for Government of India/ PSUs/ Autonomous/ Statutory Bodies/ State Governments during last five financial years i.e., between 2017-18 to 2021-22.	60	The work completion/ Experience certificate to be submitted as proof document from previous clients.
	3 projects	30	
	4 projects	45	
	5 or more projects	60	
2	Total Turnover of the Firm/agency: Average annual turnover during last 03 financial years i.e. (FY 2019-2020, 2020-2021 and 2021-2022). Minimum average annual turnover should be ₹12 Lakhs during the financial years 2019-2020, 2020-2021 and 2021-2022	20	Copies of the audited Balance Sheet, Income & Expenditure Accounts/ Profit & Loss and Receipts and Payments accounts of the same period or the Certification from Chartered Accountant (as per Annexure–D) should be enclosed.
	Average Annual Turnover between ₹12 Lakhs to ₹15 Lakhs	10	
	Average Annual Turnover between ₹16 Lakhs to ₹19 Lakhs	15	
	Average Annual Turnover of ₹20 Lakhs and above	20	
3	The tenderer shall submit sample of Sanitary Napkins (contains Eight Napkins in a pack) along with test report of NABL accredited laboratory of the submitted batch of sample on or before last date and time for submission of tender to the tendering authority.	20	Sample of Sanitary Napkins (contains Eight Napkins in a pack) along with test report of NABL accredited laboratory to be submitted.
	Total Marks	100	
	Minimum marks to be eligible for opening of financial bid	60	

Form - A:
Technical Bid
 DETAILS OF THE BIDDER
 (To be submitted in **Part-I Technical Bid**)

GENERAL INFORMATION ABOUT THE BIDDER						
1	Name of the Bidder					
	Registered address of the firm					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Contact Person Details						
2	Name		Designation			
	Telephone No.		Mobile No.			
Communication Address						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Type of the Firm (Please <input type="checkbox"/> relevant box).						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					
Nature of Business(Please <input type="checkbox"/> relevant box)						
5	Manufacturer					
	Direct Importer					
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)						
6	In case of Directors, DIN Nos. are required					
	Name			Designation		
	Name			Designation		
Name designation & Address of the person(s) responsible for the bidder						
7	Name			Designation		
8	<i>Whether the Owner/Proprietor/Chairman/CEO/Director/Managing Partner has been convicted of an offence for supplying NSQ item by any competent court of law within the last 3 years from the date of floating of the tender.</i>				Yes / No	

9	<i>Other relevant Information to be furnished in a separate sheet: - if the bidder is blacklisted/banned/de-recognized for supplying drugs/items within the last 3 years from the date of floating of the tender by authorities. Annexure - 8.</i>	
9 a.	<i>GST: Furnish the copy of the GST registration certificate</i>	
9 b.	<i>PAN: Furnish the copy of the PAN</i>	
10	Earnest Money Deposit: (Amount: ₹ 80,000/- (Rupees Eighty Thousand Only))	
	DD No.:	Date:
	Name of issuing Bank	Branch:
11	<p><i>Bank Details of the Bidder : The bidders have to furnish the Bank Details as mentioned below for return of EMD /Payment for supply if any (if selected)</i></p> <p>a. Name of the Bank :</p> <p>b. Full address of the Branch concerned :</p> <p>c. Account no. of the bidder :</p> <p>d. IFS Code of the Bank :</p>	
Certificates:		
12	Tenderer Industry registration with NSIC / MSME: YES.....NO..... (If YES please enclose a copy of registration certificate).	
13	IS: 5405/1980 product certified: YES.....NO..... (If YES please enclose a copy of registration certificate).	
14	IS 9001-2015 Company certified: YES.....NO..... (If YES please enclose a copy of registration certificate).	
15	NABL certificate: YES.....NO..... (If YES please enclose a copy of registration certificate).	

Annexure - 2 of Form - A**Particulars of the Authorized Agent/ Distributors for Distribution of the Supply of Sanitary Napkins, if any**

1. Name & Full Postal Address with Pin Code
2. Telephone No (with STD Code)
3. Fax No. with STD Code
4. Name of Contact person
5. Email ID
6. Mobile No.

Declaration

I / We _____ (Please specify) son of
M/S _____ hereby declare that the
information given in the tender document is true to the best of my knowledge & belief.

Signature of the Principal Officer of
The Company/Firm with
Seal/Stamp

Name :
Designation :
Aadhar No. :

Annexure - 3 of Form - A**NCE STATEMENT**(To be submitted in **Part-I Technical Bid**)(For the period of last **three years**)**(Pl. Furnish order copies of the clients serially, the names of which are mentioned below)****PERFORMA**

Name of Bidder/ Manufacturer: _____ Name of the Item: _____

Sl. No.	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Item Name with Drug Code.	Specification	Qty	Value of Contract (Rs.)	Date of Completion	Have the items supplied satisfactorily (attach documentary proof)**
1								
2								
..								
..								
			Total Qty					

(attach **separate sheets** if the space provided is not sufficient)

Signature and seal of the Bidder

*The documentary proof will be **copies of the purchase order** (during the last 3 years) indicating P.O. No. and date.

**The documentary proof will be certificate from the consignee/end user indicating P.O. No. and date.

Annexure – D**Annual Turnover**

The Firm/ agency should have a minimum average annual turnover of ₹12 Lakhs during the following 03 financial years

Financial Year	Annual turnover as per audited statement of accounts (in Rupees)
2019-2020	
2020-2021	
2021-2022	

Note: Copies of the audited Balance Sheet, Income & Expenditure Accounts/ Profit & Loss and Receipts and Payments accounts of last 03 years financial years **OR the Certification from Chartered Accountant must be furnished.** Further, Income Tax Returns of the same period must be furnished.

Seal and Signature of bidder

(Name and Designation of the authorized signatory)

Annexure - 4 of Form - A**PARAWISE COMPLIANCE TO TECHNICAL SPECIFICATION OF THE PRODUCT(S)
OFFERED**(To be submitted in *Part-I Technical Bid*)**Sanitary Napkin – with Wings**

Sl. No.	Technical Specification	Technical Parameters	Bidder's compliance
1	Overall length (mm)	240 mm \pm 10 mm	
2	Fluff core/Pad length (mm)	210 mm \pm 10 mm	
3	Overall Width (mm)	70 mm \pm 5mm (Overall width) 160mm \pm 5 mm (Wing area)	
4	Fluff core/pad width(mm)	75 mm \pm 5 mm	
5	Thickness of a single pad	8 mm \pm 1 mm	
6	Weight of a single pad	8 \pm 0.5 gm.	
7	Absorbency	Not less than 50 ml normal saline @ 15 ml / min	
8	pH Value	7 – 7.5	
9	Pack	8 Napkins in each pack	

Annexure - 5 of Form - A**General Parameters**

Sl. No	Raw Materials	Colour	Thickness	Width	Grade
1	Fluff pulp	White	-	-	Cellulosic pulp (virgin International quality)
Bidders Compliances					
2	Tissue Paper		18 GSM \pm 5%		Soft
Bidders Compliances					
3	PE back Sheet	Blue/pink /white	24 GSM \pm 10%	110 mm	LDPE
Bidders Compliances					
4	Dry Net with channels / Nonwoven Top Sheet	Natural White	20 GSM \pm 5%	110 mm	Hydrophilic
Bidders Compliances					
5	Glue-Construction	Transparent	-	-	Polymer based
Bidders Compliances					
6	Glue-Positioning/Back sheet	Transparent	-		Polymer based
Bidders Compliances					
7	Release Paper	White	40 gsm \pm 10%	-	Bio degradable
Bidders Compliances					
8	Wing Release Paper	White	40 gsm \pm 10%	-	Bio degradable
Bidders Compliances					
9	Poly Bag(Pack)	Colour Printed as per Annexure-1	40 gsm \pm 10%	-	LDPE
Bidders Compliances					
10	Carton/Corrugated boxes	Craft paper, single colour, printed	-	-	5 Ply X 120 GSM Burst Strength – Should not be less than 15 kg/sq.cm
Bidders Compliances					

Signature of the Bidder

Name:

Date

Place:

Seal

Annexure - 6**Form – B:
FINANCIAL BID**

Centre for Gender Studies and Development
National Institute of Rural Development & Panchayati Raj
Rajendranagar, Hyderabad – 500 030.
Phone: 040-24008445, Email:csr.nird@gmail.com.

Name of the Bidder with complete postal address:

Sr. No	Name of the Item	Pack	Rate F.O.R. Door Delivery at Schools
			* Rate (Rs.)
1	Sanitary Napkins as per specifications mentioned in "Annexure -7"	Pack of 8 (eight) Sanitary Napkins	

* Inclusive of all taxes, duties, distribution/Travel costs including all other levies, charges and miscellaneous costs etc.

Signature of the Bidder

Name:

Date:

Place:

Seal

TECHNICAL SPECIFICATIONS OF SANITARY NAPKINS**A. Preamble:**

Sanitary Napkin consists of an outer covering provided with sufficient number of channels for leak protection and an absorbent filler material with wings and an adhesive back strip.

B. Description:

1. Top Sheet: - The Top sheet of the absorbent filler should be Perforated Dry Net with channels (1st Preference) / Nonwoven white fabric (2nd Preference) which has sufficient porosity to permit the assembled napkin to meet the absorbency requirements.
2. Absorbent filler:- The filler material, shall consist of Fluffed cellulosic pulp (The Fluff pulp should be of virgin international quality), should have SAP- for faster absorption (Super Absorbent Polymer) and shall be free from lumps, oil spots, dirt or foreign material etc. The product should have IS 5045-1980 certification.
3. Disposability: A disposable Sanitary Napkin with the covering removed should disintegrate in 15 liters of water in not more than 5 minutes.
4. Back Strip: - A back strip for sticking the sanitary napkin onto the underwear should be there using good quality adhesive material.
5. Absorbency: - The sanitary Napkin should be able to absorb not less than 50 ml of normal saline (I.P.).
6. Barrier Sheet: The sanitary napkins shall have a non-absorbent barrier (Polyethylene) on one side which shall have an identifying mark indicating clearly the side of the barrier.
7. Release paper: The release paper shall be bio-degradable.
8. The overall product should pass IS 5045-1980 test from NABL accredited lab
9. Size:- The size of absorbent section of the Sanitary Napkin shall be as follows:
 - Overall Size of the Sanitary Napkin
Pad Length - 240 ± 5 mm; Width (With Wings) - 160 ± 5 mm; Thickness- 8 ± 1.5 mm
 - The size of absorbent section of the Sanitary Napkin:-
Pad Length – 210 ± 5 mm; Width – 70 ± 5 mm; Thickness – 8 ± 1.5 mm,
10. Weight: The weight of one full sanitary napkin shall 8 ± 0.5 grams.
11. Wings– To hold the pad securely in place and help to prevent side leakage.
12. pH Level: the pH of acquired extract should be between 7 to 7.5.

C. Packaging and Labeling:

Primary Package: Each Primary Package shall contain 8 (Eight) Sanitary napkins in a Polythene bag of good quality material (subject to approval of sample by the purchaser) which will conform to size of the product and sealed properly. The Name on the pack should be “Donated under BDL & NIRDPR”, either print or pasted label. The designing and printing of the bag shall be done at the cost of the manufacturer as per printing matter including **Sanitary Napkin shall conform to IS: 5405/1980 (First Revision) reaffirmed 2012 with amendment No.1 except sizes. Sanitary Napkins should be IS marked.**

Instructions: Following instructions should be included in every packet of Sanitary Napkins:

- a. Method of use

- b. Indication as to which side is absorbent
- c. Disposal instructions

Important Notes:

1. The sanitary napkins shall have a very soft feel and when worn shall not chafe or give any uncomfortable feeling, it shall be free from all sorts of foreign matter and should be odorless.
2. The material used in the fabrication is non-allergenic.
3. The sanitary napkin will be free from acids and alkali.
4. The adhesive used in the napkin should not leave any mark and stain.
5. Only Indigenous manufacturers of at least 5 years standing in production of required product shall be eligible.
6. The product should have valid Trade mark and should be in business since 5 years
7. The product should be ISO9001-2015 certified.
8. The product should be NABL lab tested.

Annexure – 8

Affidavit

I.....S/o.....
Shri.....
Resident of.....in the capacity of
Principal officer/Prop./Partner/Director, of M/s. do hereby solemnly affirm and
declare as under: That M/s.....has never been convicted,
Blacklisted, Prosecuted for Producing/Supplying any sub-standard tendered items by
the Central Govt. and Central Autonomous bodies during the last three years.

That the Rates quoted and to be charged are the lowest and in no way higher than
those quoted/charged by us from any other State Government(s) and their Medical
Institutions/Semi Government Institutions in the country during the corresponding
period.

- 1. That in the event of any decrease in the quoted rates, we undertake to reduce
rates correspondingly from the date the rates have been reduced.
- 2. That I affirm that the “Administration, NIRDPR, Hyderabad-500030/ Indenting
Officer is at liberty to take action against me/ the company represented by me.

Deponent

Verification

I.....the above deponent do hereby verify that the contents of the above Affidavit
are true and correct to the best of my knowledge and belief, no part of it is False and
nothing has been concealed there from.

Verified aton thisday of.....

Deponent

Annexure - 9**TENDER ACCEPTANCE LETTER**
(To be given on Company Letter Head)

Date:

To

The Assistant Registrar (E)
National Institute of Rural Development & Panchayati Raj.
Rajendra Nagar, Hyderabad-500 030
Telangana State

Sub: NIT for Supplying of Sanitary Napkins to Government Schools in Ranga Reddy District, Telangana - Acceptance of Terms & Conditions of Tender – Reg.

Ref: Tender No.: _____ dt. _____

Dear Sir,

I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
as per your advertisement, given in the above mentioned website(s).

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to(including all documents like annexure(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.

In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal & date)

Annexure – 10**BID SECURING DECLARATION FORM**

Date:.....

To

The Assistant Registrar (E)
National Institute of Rural Development & Panchayati Raj.
Rajendra Nagar, Hyderabad-500 030
Telangana State

Sub: NIT for Supplying of Sanitary Napkins to Government Schools in Ranga Reddy District, Telangana - Acceptance of Terms & Conditions of Tender – Reg.

Ref: Tender No. , dt.....

Sir,

I/We the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security deposit, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on day of (insert date of signing) Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).

Annexure - 11

**List of the School, where to deliver the Sanitary napkins in 78 Schools
Five Mandals of Ranga Reddy district (Note: the list of the school may
change slightly according to the next academic year data.)**

	Mandal	SCH OOL	Qty	Mandal		SCHOOL	Qty
1	Gandipet	ZPHS Vattinagulapally	53	Shamshabad	44	ZPHS Malkaram	47
2		ZPHS Narsingi	35		45	ZPHS Narkhuda	293
3		ZPHS Manikonda	467		46	ZPHS Thondupally	145
4		MPHS Kokapet	112		47	ZPHS Peddashapur	231
5		CUPS Khanapur	16		48	ZPHS Palamakole	143
6		CUPS Gandipet	14		49	ZPHS Peddatoopran	61
7		UPS Peeramchervu	14		50	ZPHS Chinnagolkonda	229
8		CUPS HimayathSagar	13		51	ZPHS Shamshabad (B)	170
9		GUPS Narsingi UM	35		52	ZPHS Shashabad(G)	513
10		UPS Bandlaguda (WSC)	33		53	ZPHS Satamrai	88
11		ZPHS Hydershakote	238		54	MPUPS Ramanujapur	52
12	Moinabad	ZPHS Chinnamangalaram	66	55	MPUPS Jukal	13	
13		ZPHS Reddypally	42	56	MPUPS Kavvaguda	17	
14		ZPHS ChandaNagar	70	57	MPUPS Kothwalguda	19	
15		ZPHS Chilkur	97	58	GOVTUPS Madanapally	11	
16		ZPHS Himayathnagar	88	59	MPUPS Muchintal	7	
17		ZPHS Azeeznagar TM	176	60	MPUPS Ghanshyamguda	11	
18		ZPHS Yenkepally	61	61	MPUPS Chinnagollapally	9	
19		ZPHS PeddamangalaramTM	163	62	MPUPS Peddagolkonda	22	
20		ZPHS Tholkatta	102	Serilingampalli	63	ZPHS Darga U/M	68
21		ZPHS KethireddyPally	71		64	ZPHS Gachibowli	306
22		ZPHS VenkatapurTM	89		65	MPHS New Hafeezpet U/M	137
23		ZPHS Kanakamamidi	63		66	ZPHS Khajaguda	140
24		ZPHS Amdapur	67		67	ZPHS Kothaguda	470
25		ZPHS Bakaram	45		68	ZPHS Miyapur	480
26		UPS Medipally	42		69	ZPHS Serlingampally	558
27		UPS Murthuzaguda	8		70	ZPHS Lingampally	185

28		UPS Sriramnagar	9		71	ZPHS Kondapur	216
29		UPS Moinabad	30		72	MPHS Madhapur	367
30		UPS Nagireddyguda	16		73	ZPHS Darga	302
31		KGVB Moinabad	200		74	MPHS Makta Mahabobpet	146
32	Rajendra nagar	ZPHS Shivarampally	595		75	MPUPS Nanakram Guda	28
33		ZPHS Mailar Devpally	480		76	MPUPS Vemu Kunta	51
34		ZPHS Budvel	158		77	MPUPS Gouli Doddi	61
35		ZPHS Attapur	195		78	MPUPS Madeenaguda	65
36		GOVT.HS Rajendranger	450				
37		ZPHS NTR Nagar U/M	141				
38		ZPHS Padmashalipuram	235				
39		ZPHS Ganeshnagar	181				
40		MPUPS Gaganpahad	30				
41		MPUPS Suleman Nagar-I	38				
42	GOVT.UPS Hassan Nagar-VI	20					
43	MPUPS Jalalbabanagar	29					

Annexure - Y**AGREEMENT**

THIS AGREEMENT made the..... day of....., 20..... between The Associate Professor & Head i/c, CGSD, NIRDPR, Hyderabad-500030, (Name of Purchaser) of(Country of Purchaser) (Here in after "the Purchaser") on the one part and(Name of Supplier) of(City and Country of Supplier) (Hereinafter called "the Supplier") on the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz. Supply of Sanitary Napkins in the tender reference no.----- (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services approved by the purchaser.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to the terms and conditions of the Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Approval of quoted products issued by the Project Director, CSR,PPP&PA, NIRDPR, Hyderabad-500030 .
- b) The Notice Inviting Tender.
- c) The supplier's bid including enclosures, annexure, etc.
- d) The Terms and Conditions of the Contract.
- e) The Schedule of Requirement
- f) The Technical Specification.
- g) Any of the documents listed in the supplier's bid and replies to queries, clarifications issued by the Project Director, CSR,PPP&PA, NIRDPR, Hyderabad500030, such confirmations given by the bidder which are acceptable to the Project Director, CSR,PPP&PA, NIRDPR, Hyderabad-500030, and the entire Addendum issued as forming part of the contract.

2. In consideration of the payments to be made by the Associate Professor & Head i/c, CGSD, NIRDPR, Hyderabad – 500 030, to the Supplier as here in after 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.

3. The Associate Professor & Head i/c, CGSD, NIRDPR, Hyderabad – 500 030, hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedy in 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.

DELIVERY SCHEDULE:

Supply shall be completed within 30 days (Napkins can supply for three months once to each school) from the date of issue of purchase order.

INWITNESS where of the parties here to have caused this Agreement to be executed in accordance with the irrespctive laws.

Signed, Sealed and Delivered by the said.....(For the Purchaser) in the presence of

Signature

Name

Address

Signed, Sealed and Delivered by the said.....(For the Supplier) in the presence of.....

Signature

Name:

Address