



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad – 500030.

NOTICE INVITING e-TENDER
FOR SUPPLY OF SANITARY NAPKINS

Online bids under two bid system (Technical & Financial) are invited from the Manufacturers of Sanitary Napkins/ Non-Government Organization / Self Help Groups having their manufacturing units for supplying sanitary napkins to the government schools in five mandals of Ranga Reddy district Telangana State.

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The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. OR www.nirdpr.org.in. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only : <http://eprocure.gov.in>.

The bidding document can be downloaded from 11.7.2019 and the last date for uploading of bids by the intending bidders and simultaneously sending the original FDR towards EMD to the Institute through post/ courier/ in person is 20.7.2019 up to 3.00 pm.

Asst. Registrar (Trg.)

SCOPE OF WORK

The Institute requires around 1.4 lakh packs (each pack containing eight sanitary napkins) per annum. These napkins are to be delivered in 5 mandals namely Gandipet, Moinabad, Rajendranagar, Shamashabad and Serilingampally of Ranga Reddy district, Telangana State. The bidders may peruse the specifications and rate quoted is inclusive of the cost of napkins and door delivery at 76 schools. It may be mentioned that bids from the suppliers who have been blacklisted by State/Central Govt. organizations in the past will not be considered.



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A. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

At the time of opening of tenders only Technical Bid containing proof of Earnest Money Deposit (EMD), Certificates and Documents, information required as per Form “A”, would be opened and financial bid/BOQ containing Price Bid as per Form “B”, will be opened only of those tenderers who fulfill following minimum eligibility criteria:-

The tenderer has to upload scanned copy of:

- i) FDR of scheduled bank for Rs. 77,000/- towards EMD.
- ii) Accepted and signed form “A” and form “B” of the tender.
- iii) Proof of deposit of Earnest Money Deposit amounting to Rs. 77,000/- in the shape of FDR of scheduled bank duly pledged in favor of “NIRDPR” The FDR towards EMD should be valid for a period of Six month from the date of opening of tender.
- iv) An authorization letter nominating a responsible person of the tenderer to transact the business with the Tender Inviting Authority and such authorized person should sign the tender document.
- v) Copy of GST Registration Certificate .
- vi) An affidavit duly attested by Notary Public to the effect that the tenderer has never been blacklisted by any concern/ authority as per specimen at “Annexure–2”.
- vii) 3 years manufacturing experience certificate for production of SanitaryNapkins.
- viii) Valid ISI Mark Certificate in respect of quoted SanitaryNapkins.
- ix) A copy of NSIC/MSME registered certificate.
- x) A copy of PAN.
- xi) Copy of the manufacturing license issued by the concerned authorities.
- xii) 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.

Note: All the documents in support of eligibility criteria are to be uploaded properly, failing which bid will not be considered.



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1. GENERAL TERMS AND CONDITIONS

A. TECHNICAL SPECIFICATIONS

The Detailed Technical Specification of the Required Sanitary Napkins are enclosed in 'Annexure – 3'.

B. 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. 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 "3". The tenderer is not permitted to change/alter specification or pack given in the aforesaid Annexure.

C. TENTATIVE REQUIRED QUANTITY

The tentative required quantity of Sanitary Napkins is around 1.4 lac packs (each pack containing Eight Sanitary Napkins). The tentative required quantity can be increased/decreased by 10% at the discretion of Tender Inviting Authority.

D. BID ACCEPTANCE PERIOD

The Bids shall be valid for acceptance for a period of 90 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.

E. 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).

F. 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 Rs. 10,000/- (Rupees: Ten thousand only/-) duly pledged in favor of NIRDPR 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 (3copies) 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 intimation from Project Director, 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 "6".
- iii. The Earnest Money Deposit of tenderers shall be returned to the Tenderers 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.

G. Delivery Clause

It shall be incumbent upon the suppliers to complete the supplies so as to reach the Schools within 30 days (Napkins can supply for three months once 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-30, 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.

H. 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.

I. PRICES

The bidder shall have to quote as required per Financial Bid/BOQ. The price quoted must be net per unit and inclusive of Freight, Loading, Unloading, Insurance, Road permits, Handling, Packing, Clearing charges, door delivery if any. No other charges & taxes will be paid extra. The rates quoted should be on F.O.R. door delivery basis at every schools listed in "Annexure -4". Rates should be quoted in Indian currency only.

J. PERIOD OF PRICE AGREEMENT

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-30, 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.

K. Recalls:

The products must be recalled by the manufacturer at his 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.

L. Raising Of Bills and Payment Provision

The bill(s) in triplicate against supply of Sanitary Napkins shall be raised in the name of CSR, PPP&PA; NIRD&PR ; Hyderabad-30, and goods consigned to concerned School In charge 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.

M. OTHER CONDITIONS

- 1) C & F Agents/Distributors/ Stockiest are not eligible to participate in the tender.
- 2) 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.

N. 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.

O. RANDOM SAMPLING

Project Director, CSR, PPP&PA, 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.

2. General Instructions to Bidders

On-line bids are invited under two bid system (technical and financial) for supply of sanitary napkins s to NIRDPR, Rajendranagar, Hyderabad-500030, Telangana. Manual bids shall not be accepted.

Tender document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in>. The time schedule for the tendering activities shall be as under:

1.	Date of notification of tender notice on CPP Portal / publication in the newspaper	11.7.2019
2.	Start of downloading of tender document by the intending bidders	10.00 am on 11.7.2019
3.	Last date of uploading of the bids by the intending bidders along with scanned copy of Earnest Money Deposit	20.7.2019 by 3.00 PM
4.	Last date of submission of FDR in original payable in favour of NIRD, Hyderabad towards Earnest Money Deposit (EMD)	20.7.2019 by 3.00 PM
5.	Amount of Earnest Money Deposit	Rs. 77,000/-
6.	Date of downloading of technical bids received by NIRDPR through on-line by the last date and time	22.7.2019 at 3.30 PM
7.	Date of download of financial bids	To be notified later to only those bidders who qualify in technical bids.
8.	Tendering Authority	Assistant Registrar (T) National Institute of Rural Development & Panchayati Raj Rajendranagar Hyderabad 500030 Tel. 040-24008479

3. Instructions for submission of bids

- (i) Bids shall be submitted on-line in two parts, viz., technical bid in and financial bid at CPP Portal website: <https://eprocure.gov.in> **only**. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.
- (ii) Not more than one tender shall be submitted by one bidder or bidders 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.

4. Preparation of Bids

- (i) Bidders should carefully read the tender document and understand its requirements before submission of their bids. They should also take into account any corrigendum published in continuation to the original one. Any non-fulfillment may lead to rejection of bid.
- (ii) Bid documents to be submitted as required in the tender document may be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- (iii) The technical bid is to be submitted/uploaded in the first cover should contain the following documents:
- (iv) Scanned copy of valid registration certificate, valid license, PAN No., GST Registration Certificate, experience certificate as per the tender notice and letter in respect of unconditional acceptance of all the terms and conditions of the tender document.
- (v) Scanned copy of Income Tax Clearance Certificate for the preceding three years i.e. 2016-17, 2017-18 and 2018-19.
- (vi) Scanned copy of audited Balance Sheet and Profit & Loss Account for the preceding three financial years i.e. 2015-16, 2016-17 and 2017-18.
- (vii) Scanned copy of Partnership Deed wherever applicable.
- (viii) Scanned copy of the FDR of scheduled bank for Rs. 77,000 (Rupees seventy seven thousand and seven hundred only) towards Earnest Money Deposit duly pledged in favour of NIRDPR. The FDR towards EMD should be valid for a period of 6 months from the date of opening of tender. All applicable bank charges shall be borne by the bidder and he/ she shall not have any claim whatsoever on this account on Government.
- (ix) Scanned copy of Award of Contract/ Commencement letters in respect of previous customers preferably Government or Semi-Government organizations for whom sanitary napkins were supplied.
- (x) The financial bid should be prepared separately in another cover in the format prescribed.

5. Registration for on-line submission of Bids

- (i) The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates (DSC).
- (ii) For submission of on-line bid, bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in>) by clicking on the link “**Online Bidder Enrolment**”.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (v) 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.
- (vi) Only one valid DSC should be registered by a bidder. Bidders must ensure that they do not lend their DSC's to others which may lead to misuse.
- (vii) Bidders should then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- (viii) For uploading the same set of standard documents (e.g. PAN card copy, annual reports, auditor's certificates etc.) required to be submitted as a part of every bid, bidders can use “My Space” area available to them.

6. Submission of Bids

- (i) Bidders must accept the terms and conditions contained in this tender document unconditionally while submitting their bids. They should give such acceptance in writing on the Company/ Firm's letter head in the format prescribed at annexure-5.
- (ii) Bidder should log-in to the site well in advance for bid submission so that the same is uploaded in time i.e. on or before the bid submission time. Bids received after the due date and time shall not be accepted in any case.
- (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) Hard copy of DD/NSIC exemption certificate has to be matched with the details available in the scanned copy and the data entered during bid submission time and the same should be sent to the Assistant Registrar (T), NIRDPR, Rajendranagar, Hyderabad – 500 020 on or before 23.5.2019 by 3.00 p.m. Failure to do so is likely to entail rejection of bids.
- (vi) Financial bid must be submitted in the format prescribed in this tender document and no other format shall be 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 on-line in the form of soft copy. Striking and overwriting on financial bid shall be rejected summarily, as the same is not permitted.
- (vii) 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.
- (viii) 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.
- (ix) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (x) 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.
- (xi) 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.
- (xii) Any query relating to the process of on-line 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.

To be furnished on Company's letter head

ACCEPTANCE / DECLARATION

I/We have read and understood all the terms and conditions of the tender document carefully and same are acceptable to me/us. Further I/We undertake to abide by terms and conditions of the tender/purchase order/supply order in the event of acceptance of my/our tender.

Signature of the Principal
Officer of the
Company/Firm(Tenderer)
with Seal/Stamp.

Dated:-
Place:

Name: _____

Designation: _____

AadharNo. _____

Form A:
a. 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	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.				Yes / No	

9	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-2	
9.a	Furnish the copy of the GST registration certificate:	Yes/ No
9.b	PAN : Furnish the copy of the PAN:	Yes/ No
10	Earnest Money deposit : (Amount: 77,000/-, (Seventy seven Thousand only/-)	
	FDR No :	Dated:
	Name of issuing bank:	Station
11	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)	
	a. Name of the Bank :	
	b. Full address of the Branch concerned :	
	c. Account no. of the bidder :	
	d. IFSC Code of the Bank :	

b. Certificates:

1. Tenderer Industry registration with NSIC/MSME :YES.....NO.....
(If YES please enclose a copy of registration certificate)
2. IS: 5405/1980 product certified :YES.....NO.....
(If YES please enclose a copy of registration certificate)
3. IS9001-2015 company certified :YES.....NO.....
(If YES please enclose a copy of registration certificate)
4. NABL certified :YES.....NO.....
(If YES please enclose a copy of registration certificate)

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.

PERFORMANCE STATEMENT
 (To be submitted in **Part – I Technical Bid**)
 (For the period of last **three years**)

(Please furnish order copies of the clients serially, the names of which are mentioned below)

Name of Bidder: _____

Name of 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

PARAWISE COMPLIANCE TO TECHNICAL SPECIFICATION OF THE PRODUCT(S) OFFERED
 (To be submitted in **Part – I Technical Bid**)
Sanitary Napkin – Belt Less Type with Wings

Sl. No	Technical Specification	Technical Parameters	Bidder's compliance
1	Overall length (mm)	240 mm ±10 mm	
2	Fluff core/Pad length (mm)	210 mm ±10 mm	
3	Overall Width (mm)	70 mm ± 5 mm (Overall width) 160 mm ± 5 mm (Wing area)	
4	Fluff core/pad width (mm)	75 mm ±5 mm	
5	Thickness of a single Pad	8 mm ±1 mm	
6	Weight of a single Pad	8 ± 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	

General Parameters

Sl. No	Raw Materials	Colour	Thickness	Width	Grade
1	Fluff pulp	White	-	-	cellulosic pulp (virgin international quality)
Bidders Compliances					
2	Tissue Paper		18GSM ±5%		Soft
Bidders Compliances					
3	PE back Sheet	Blue/pink /white	24 GSM ±10%	110mm	LDPE
Bidders Compliances					

4	Dry Net with channels / Nonwoven Top Sheet	Natural White	20 GSM ±5 %	110mm	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 with printing	40gsm±10%	-	Silicon Coated
Bidders Compliances					
8	Wing Release Paper (applicable for beltless wing type)	White	40gsm±10%	-	Silicon Coated
Bidders Compliances					
9	Poly Bag (Pack)	Colour Printed as per Annexure-IB	40gsm±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 15kg/sq.cm
Bidders Compliances					

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 IS5045-1980 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 50ml 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 IS5045-1980 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 Labelling:

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 confirm to size of the product and sealed properly. The designing and printing of the bag shall be done at the cost of the manufacturer as per printing matter including Sanitary Napkin shall confirm to IS: 5405/1980 (First Revision) reaffirmed 2012 with amendment No.1 except sizes. Sanitary Napkins should be ISmarked.

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:

- i. 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.
- ii. The material used in the fabrication is non-allergenic.
- iii. The sanitary napkin will be free from acids and alkali.
- iv. The adhesive used in the napkin should not leave any mark and stain.
- v. Only Indigenous manufacturers of at least 5 years standing in production of required product shall be eligible.
- vi. The product should have valid Trade mark and should be in business since 5 years
- vii. The product should be ISO9001-2015 certified.
- viii. The product should be NABL lab tested.
- ix. The manufacturer should have valid MSME registration
- x. The manufacturer should have NSIC licence

D. DELIVERY SCHEDULE:

Supply shall be completed within 30 days from the date of issue of purchase order. The supplier should supply for fulfil 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.

Form - B. FINANCIAL BID/BOQ

Centre for CSR,PPP&PA
National Institute of Rural Development &Panchaythi Raj
Rajendranagar, Hyderabad-500030.
Phone: 040-24008445, Email:csr.nird@gmail.com.

**Name of the Bidder
with complete postal address:**

Sr. No	Name of the Item	Pack	Rate for Door Delivery at Schools (Rate including delivery charges)
01.	Sanitary Napkins as per specifications mentioned in Annexure "3"	Pack of 8 (Eight) Sanitary Napkins	

Signature of the Bidder

Name:

Date:

Place:

Seal:

Affidavit

Is/oShri.....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./State Governments or any Government undertaking/Institutions under their control 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 "Project Director, CSR,PPP&PA, NIRDPR, Hyderabad-500030/Indenting Officer is at liberty to take action against me/ the company represented by me.

DeponentVerification

I the above deponent do hereby verify that the contents of the aboveAffidavit 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-4

List of the School, where to deliver the Sanitary napkins in 76 Schools Five Mandals of RangaReddy district.

Note: the list of the school may change slightly according to the next academic year data.

	Name of the Mandal	Name of the School
1	Gandipet	ZPHS VATTINAGULAPALLY
2		ZPHS NARSINGI
3		ZPHS MANIKONDA
4		MPHS Kokapet
5		CUPS KHANAPUR
6		CUPS GANDIPET
7		UPS PEERAMCHERVU
8		CUPS HIMAYATH SAGAR
9		GUPS NARSINGI UM
10		UPS BANDLAGUDA(WSC)
11	Moinabad	ZPHS ChinnamanGalaram
12		ZPHS Reddypally
13		ZPHS Chanda Nagar
14		ZPHS Chilkur
15		ZPHS Himayathnagar
16		ZPHS Azeeznagar TM
17		ZPHS Yenkepally
18		ZPHS PeddamanGalaram TM
19		ZPHS Tholkatta
20		ZPHS Kethireddy pally
21		ZPHS Venkatapur TM
22		ZPHS Kanakamamidi
23		ZPHS Amdapur
24		ZPHS Bakaram
25		UPS MEDIPALLY
26		UPS MURTHUZAGUDA
27		UPS SRIRAMNAGAR
28		UPS MOINABAD
29		UPS NAGIREDDYGUDA
30	Rajendranagar	ZPHS SHIVARAMPALLY
31		ZPHS MAILAR DEVPALLY
32		ZPHS BUDVEL
33		ZPHS ATTAPUR
34		GOVT. HS RAJENDRANGAR
35		ZPHS NTR NAGAR U/M
36		ZPHS PADMASHALIPURAM
37		ZPHS GANESHNAGAR
38		MPUPS GAGANPAHAD
39		MPUPS SULEMAN NAGAR - I
40		GOVT. UPS HASSAN NAGAR - VI
41	MPUPS JALALBABANAGAR	

	Name of the Mandal	Name of the School
42	Shamshabad	ZPHS MALKARAM
43		ZPHS NARKHUDA
44		ZPHS THONDUPALLY
45		ZPHS PEDDASHAPUR
46		ZPHS PALAMAKOLE
47		ZPHS PEDDATOOPRAN
48		ZPHS CHINNAGOLKONDA
49		ZPHS SHAMSHABAD(B)
50		ZPHS SHASHABAD (G)
51		ZPHS SATAMRAI
52		MPUPS RAMANUJAPUR
53		MPUPS JUKAL
54		MPUPS KAVVAGUDA
55		MPUPS KOTHWALGUDA
56		GOVT UPS MADANAPALLY
57		MPUPS MUCHINTAL
58		MPUPS GHANSHYAMGUDA
59		MPUPS CHINNAGOLLAPALLY
60		MPUPS PEDDAGOLKONDA
61		Serilingampalli
62	ZPHS GACHIBOWLI	
63	ZPHS NEW HAFEEZPET U/M	
64	ZPHS KHAJAGUDA	
65	ZPHS KOTHAGUDA	
66	ZPHS MIYAPUR	
67	ZPHS SERLINGAMPALLY	
68	ZPHS LINGAMPALLY	
69	ZPHS KONDAPUR	
70	MPHS MADHAPUR	
71	ZPHS RAIDURG	
72	MPHS MAKTA MAHABOBPET	
73	MPUPS NANAKRAM GUDA	
74	MPUPS VEMU KUNTA	
75	MPUPS GOULI DODDI	
76	MPUPS MADEENAGUDA	

TENDER ACCEPTANCE LETTER

(To be given on Letter Head)

Date:

To

The Assistant Registrar (T),
National Institute of Rural Development & Panchayati Raj,
Rajendranagar, Hyderabad – 500 030

Sub: e-tender for supply of sanitary napkins – Reg.

Ref: Tender Reference No.

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned “Tender/Work” from the web site(s) namely: NIT for empanelment of printers to undertake printing works as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (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.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. 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)

AGREEMENT

THIS AGREEMENT made the.....Day of.....,20.....Between The Project Director, CSR,PPP&PA, NIRDPR, Hyderabad-500030, (Name of Purchaser) of(Country of Purchaser)

(Here in after "the Purchaser") on the one part and(NameofSupplier)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.----- (BriefDescriptionofGoodsandServices)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) TheTerms 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, Hyderabad-500030, 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 Project Director, CSR,PPP&PA, NIRDPR, Hyderabad-500030, 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 Project Director, CSR,PPP&PA, NIRDPR, Hyderabad-500030, 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 ofpurchase order.

INWITNESS where of the parties here to have caused this Agreement to beexecuted in accordance with the irrelative 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 :

Checklist of Documents .

Name of the Bidder:

Sr. No.	Particulars	Yes	No	Page No.	Remarks
1	Whether Earnest Money Deposit For Rs. 77,000/- Lakh deposited in the shape of FDR pledged in favor ofsubmitted ?				FDR No.: Date: Amount: Name of issuing Bank: Branch:
2	Whether authorization letter nominating a responsible person of the tenderer to transact business with tender inviting Authority submitted?				
3	Whether accepted and signed FORM A and Form B of the tender submitted ?				
4	Whether tenderer has submitted an affidavit as per Annexure-2 regarding Non – Black listing ?				
5	Whether the tenderer has 3 years manufacturing certificate in production of Sanitary Napkins?				
6	Whether ISI mark certificate in respect of quoted Sanitary Napkins submitted?				
7	Whether the tenderer has submitted copy of PAN ?				
8	Whether the tenderer submitted copy of NSIC/MSME registered certificate?				
9	Whether tenderer has submitted copy of Manufacturing License issued by concerned Authority ?				
10	Whether supply is to be executed by the tenderer or through authorized distributor ?				
11	Whether Authority letter for execution of supplies through distributor on letter head pad of the manufacturer uploaded?				
12	Whether sample of Sanitary Napkin along with test report of the same batch of NABL accredited Laboratory submitted ?				