

**WOMEN DEVELOPMENT CORPORATION, BIHAR**

**Bid Document for Supply of hygiene items (Group A , Group B & Group C)**

**Section – 1**

**INSTRUCTIONS TO TENDERERS**

Sealed tenders are invited in the prescribed format from Manufacturers or General Order Suppliers for supply of general items falling in the category of 'hygiene items' through 2 envelope systems.

The items have been clubbed into three separate groups detailed in Section II. One agency can bid for more than one group. Separate technical & financial bid has to be submitted for each groups.

**1. Envelope marked “A”–**

- i) Agency's declaration regarding the group for which it is submitting its bid.
- ii) Bid processing Fees of Rs.5000/- in form of bank draft in favour of MD, Women Development Corporation to be paid separately for each of the bidding group.
- iii) Earnest money in shape of bank draft or bank guarantee. in favour of MD, Women Development Corporation. (Details as per Para 2 of **SCHEDULE TO THE INVITATION OF TENDER** )
- iv) Proof of being the Manufacturer, if applicable.
- v) Past performance of supply of general orders to any Govt. / Public Sector agency / Corporate sector / UN or international agencies (prescribed format on Section – III). Minimum experience of three similar / general order supplies required, out of which at least one should be of value above Rs. 5,00,000.00.
- vi) Copy of GST registration.
- vii) Copy of firm / agency's statutory registration papers.
- viii) Copy of PAN and IT return copy of last 3 financial years.
- ix) Proof of sound financial capability of the bidder. The bidder should have achieved average annual turnover of Rs.1 Crore in three consecutive years and should furnish profit and loss statement, Balance sheet and auditor's report for last three years, in support of its financial standing & capability to perform the contract.
- x) A self declared affidavit that he/his firm has not been blacklisted for any cause by Government of India / Govt of Bihar.
- xi) A sample of all the product in a separate sealed envelope.

xi) Notwithstanding anything stated above the purchaser reserves the right to assess bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the overall interest of the purchaser.

**Separate Technical and Financial bid has to be submitted for each of the group.  
Tenders not submitted as per above prescribed manner will be treated as invalid.**

## **2. Envelope marked "B" – Financial bid (prescribed format Section – IV)**

Envelopes marked 'A' will be opened first and the contents will be evaluated at first stage. The financial bid of those bidders will only be opened, whose documents will be found satisfactory and according to instruction and specification.

## **SCHEDULE TO THE INVITATION OF TENDER**

### **1. Tender for General Order Supply (refer Section II Annexure 'A' for technical specifications)**

#### **2. Earnest Money**

- a) (i) For Group A - Rs.40,000/- (ii) For Group B – Rs.1,45,000/- (iii) For Group C – Rs.60,000/- .  
In shape of Bank draft or Bank Guarantee issued in favor of Managing Director, Women Development Corporation, Bihar payable at Patna. This will have to be submitted in envelope marked 'A'.
- b) The amount of earnest money will be forfeited if the bidder withdraws his bid after the opening of bids or if the bidder fails to do the supply after awarding of contract.
- c) The bid security shall remain valid for a period of 30 days beyond the original validity period of bids or beyond any period of extension requested subsequently.
- d) All bidding agency has to submit the EMD. Non submission will lead to rejection of bid.

#### **3. Quotation Price**

- a) Bidder must submit rate as per technical specification enclosed in section II-Annexure 'A'.
- b) One agency can bid for one or all the groups. The agency has to submit separate technical and financial bid for each of the group.
- c) The products/items have to adhere to the specifications and shall be of reputed and established brand as available in the market, wherever specified.
- d) Rates shall be F.O.R. destination i.e. Patna.
- e) The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for un related pages, shall be initialed by the person or persons signing the bid.
- f) Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- g) Telex or Facsimile quotations are not acceptable.

#### **4. Validity of quotation**

4.1. Bids / rates shall remain valid for 120 days after prescribed date of opening of technical bids. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

4.2. In exceptional circumstances, the Purchaser may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax/email). The bid security shall be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.

## **5. Condition for Supply**

- (a) Delivery: The delivery of the goods should be done within 45 days of signing of contract / work order.
- (b) Any delay in the period mentioned above in 5(a) will attract deduction in payment of ordered value in below mentioned ways:

- i) For a delay of less than 14 days in delivery - 0.20% per week for delayed Quantity
- ii) For a delay from 15 days to 28 days - 0.50% per week for delayed Quantity
- iii) For a delay of 29 days and above - 1 % per Week for the delayed Quantity

Or Part thereof

However, the above deductions would not be applicable if the delay is on account of Women Development Corporation's act.

## **6. Force Majeure**

6.1 *Force majeure* as used herein means any unforeseeable and irresistible act of nature will not be effective in case of war, invasion, enemy or terrorist action, insurgency, hostilities, embargoes, blockades, major strikes, employees' strikes, disorders riots, demonstration, revolution, epidemics, denial of Public use of road transport, earth Quake, explosion, fire, flood, Acts of God and Acts of Government.

6.2 If at any time during the Performance of the Contract, the supplier should encounter conditions impending timely delivery of the goods at the consignee level, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and the causes. As soon as practicable after receipt of the suppliers note, the purchaser shall evaluate the situation and at its discretion, extend the time for delivery of the goods.

## **7. Modification and Withdrawal of Bids**

7.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received with the Purchaser prior to the deadline prescribed for submission of bids.

7.2. The bidder's modification or withdrawal notice shall be prepared, sealed and marked and dispatched in the manner original bid was sealed marked and dispatched. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for the submission of bids.

7.3. No bid may be modified subsequent to the deadline for the submission of bids.

7.4. No bid may be withdrawn in the interval between the deadline for submission of the bids and the expiration of the period of Bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security.

## **8. Evaluation of quotation**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications. The duties, taxes and other levies payable including GST shall be included in the item rate. The bidder must include all such taxes in the item rate in his quotation.

## **9. Qualification Criteria**

- i. The bidder should furnish the information on past supplies and satisfactory performance in the Performa given under Section III.
- ii. The bidder should have achieved a minimum average annual turnover of Rs.1 Crore in the last three consecutive years and should furnish profit and loss statement, Balance sheet and auditor's report for last three years in support of its financial standing & capability to perform the contract.
- iii. Notwithstanding anything stated above the purchaser reserves the right to assess bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the overall interest of the purchaser.
- iv. Tenders not accompanied with EMD deposit will be treated as invalid.
- v. Tenders not accompanied with Bid processing fees will be treated as invalid.
- vi. Tenders not submitted as per above prescribed manner will be treated as invalid.
- vii. A self declared affidavit that he/his firm has not been blacklisted for any cause by Government of India / Govt of Bihar
- viii. Sample of all the bidding products

## **10. Award of Contract**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price of the particular Group schedule.

- a) The bidder has to quote the price of each item along with the total cost of the Group. The tender will be awarded on basis of the Group cost. If there is increase/decrease in the no. of units required, the order value will be adjusted as per the unit cost of the item.
- b) The total no. of units of the items specified in the schedule may increase or decrease as per the need. The same as and when required will be informed to the successful bidder in writing within the bid validity period.
- c) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- d) The bidder whose bid is accepted will be informed of the award of contract by purchaser. The terms of the accepted offer shall be incorporated in the purchase order.
- e) No advance will be given to the supplier.
- f) Payment shall be made after delivery of the goods in satisfactory condition after deduction of applicable taxes.
- g) Part payment against Proof of delivery of the goods in satisfactory condition may be done.

Bidders are requested to send their offer in the prescribed format (enclosed herewith) in sealed envelop addressed to Managing Director, Women Development Corporation, Bihar , 2<sup>nd</sup> Floor Indira Bhawan, R.C Singh Path, Patna on or before 15<sup>th</sup> November 2019, 3.00 PM . The envelop should clearly mention on top – **"Bid for General Order Supply – Group \_\_\_\_\_ (the applicable group)"**.

The Technical Bid will be opened on the same day at 4.00 PM in the presence of bidders of their authorized representative who desire to be present. If the date is declared as a holiday, then will be opened on the next working day. The Financial Bids of only technically successful bidders would be opened, the date for which would be duly announced and all successful bidders would be intimated.

No preference will be given to any bidder or class of bidders, either for price or for any of the terms and conditions, earnest money deposit exemption etc.

For query bidders may call on Ph no. 9955998008 or 9955998011 during office hours only. All matters subject to Patna Jurisdiction.

Managing Director

Women Development Corporation, Bihar

R C Singh Path, Patna 800 001

## SECTION-II

### ANNEXURE A

#### TECHNICAL SPECIFICATION and QUANTITY REQUIRED

##### 1. Group A

S.No.	ITEM (with specification)	UNIT
<b>1</b>	<b>Sanitary Napkin</b>	60000 packets (each packet consisting 8 pcs)
	Overall length : 230 mm $\pm$ 5 mm	
	Overall width : 90 mm $\pm$ 5 mm	
	Pad Length : 200 mm $\pm$ 5 mm	
	Pad width : 65 mm $\pm$ 5 mm	
	Napkin weight : 8 gm $\pm$ 0.5 gm	
	Thickness : 10 mm $\pm$ 2 mm	
	Absorbency Total Absorptive Capacity in gms : 50 gms $\pm$ 5 gms	
	pH of distilled water : 6.5 – 7.5 pH of aqueous extract : 6.5 – 7.5	
	<ul style="list-style-type: none"> <li>Top non woven cover</li> <li>Core pad of FLUFF PULP</li> <li>Back – sheet of poly Film release paper &amp; adhesive</li> <li>Leak proof channels</li> <li>Printed Poly bags</li> </ul>	

##### 2. Group B

S.No.	ITEM (with specification)	UNIT
<b>1 **</b>	<b>Women Undergarment (Panty)</b>	<b>60000 pcs</b>
	Make : Hosiery Cotton	
	Size : Free Size	
<b>2</b>	<b>Nail Cutter</b>	<b>30000 pcs</b>
	Make : Stainless Steel	

	Size : 3 "	
3 **	<b>Pen</b>	<b>30000 pcs</b>
	Gel pen - blue / black	
	Plastic body material	
	Use & throw	
4	<b>Writing Pad</b>	<b>30000 pcs</b>
	Conference Pad type	
	Pages : 40 (20 sheets), 80 GSM	
	Cover : 150 GSM art paper , Back : 300 GSM white back duplex board	
	Printing: Multi colour on cover , single colour on each page (back to back)	

### 3. Group C

S.No.	ITEM (with specification)	UNIT
1	<b>Jute Bag</b>	30000 pcs
	Size : 18" x 15" (minimum)	
	Inside lamination	
	Handle for carrying	
	Zip for closing the bag	

**\*\* The product has to be a branded product . Branded product means the brand name is well known in the market and the products are easily available off the shelf here in Bihar**

**Annexure B**

**The destinations where the items need to be delivered.**

The items are to be delivered in Patna.

**SECTION III**

**Performa for Performance Statement**

Name of the Firm

Order placed by (full address of Purchaser)	Order no. & date	Description & quantity of ordered	Value of order	Date of completion of Delivery		REMARKS Indicating reasons for late delivery, if any
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of Bidder

**Note : Proofs to be attached in form of work orders, payment orders etc.**



SECTION IV: FINANCIAL BID FORM

(Format of Price Schedule)

**For Group A**

1	2	3	4	5
SI No.	Items	Unit Rate	GST	Total Price (incl of all taxes)
01	Sanitary Napkin (as per advertised specification)			
GRAND TOTAL INCL. OF ALL TAXES				

Total bid price In Words -----

Authorized Signature with seal

SECTION IV: FINANCIAL BID FORM

(Format of Price Schedule)

**For Group B**

1	2	3	4	5
SI No.	Items	Unit Rate	GST	Total Price (incl of all taxes)
01	<b>Women Undergarment (Panty)</b>  (as per advertised specification)			
02	<b>Nail Cutter</b>  (as per advertised specification)			
03	<b>Pen</b>  (as per advertised specification)			
04	<b>Writing Pad</b>  (as per advertised specification)			
GRAND TOTAL INCL. OF ALL TAXES				

Total bid price In Words -----

Authorized Signature with seal

SECTION IV: FINANCIAL BID FORM

(Format of Price Schedule)

**For Group C**

1	2	3	4	5
SI No.	Items	Unit Rate	GST	Total Price (incl of all taxes)
01	<b>Jute Bag</b>  (as per advertised specification)			
GRAND TOTAL INCL. OF ALL TAXES				

Total bid price In Words -----

Authorized Signature with seal