

**MISSION DIRECTOR,
NATIONAL HEALTH MISSION
SHANTI NIWAS, PHASE- III, SECTOR- VI,
NEW SHIMLA, SHIMLA-171009**

Phone: 0177-2673505

Fax: 0177- 2673505

Website: <https://www.hptenders.gov.in>

<https://www.nrhmhp.gov.in>

Email: md-hp-nrhm@nic.in ,

ddnrhmhp@gmail.com

NOTICE INVITING TENDER

E- Tenders are invited for rate contract of Sanitary Napkins for supply to H.P. Govt. Health Institutions on F.O.R door delivery basis at the premises of the concerned Chief Medical Officer of the concerned district/ Medical Superintendent of the concerned Health Institution / Block Medical Officer at Block level in H.P. The detailed tender document can be viewed and downloaded from website: <https://www.hptenders.gov.in>, <https://www.nrhmhp.gov.in> from 4.08.2018 to 27.08.2018 up to 1:00 PM. The Last date and time for submission & uploading of filled in tender documents is 27.08.2018 upto 3:00 PM. The Tender will be opened on 28.08.2018 at 11:00 AM. In case the date fixed for opening of the tender is declared a holiday, the tenders shall be opened on the next working day at the same time and venue as fixed for the original date for this purpose. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

**Mission Director
National Health Mission
Himachal Pradesh**

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**E-TENDER FOR THE SUPPLY OF SANITARY NAPKINS TO H.P. GOVT.
HEALTH INSTITUTIONS**

Tender Reference Number NHM/Proc.1-4/2018-(S. Napkin)-1

**Last Date and Time for submission of online Bid 27.08.2018 upto
3.00 PM.**

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**Tender Reference Number NHM/Proc.1-4/2018-
(S.Napkin)-1**

E-TENDERING SCHEDULE:-

Date & Time of on-line publication	:	4.08.2018 at 10.00 AM
Period for Downloading of e-tender document : 4.08.2018 to 27.08.2018 upto 1.00 PM		
Date & time for Pre-bid meeting : 9.08.2018, 11.00 AM in the office of Mission Director, National Health Mission, Phase -III, Sector-VI, New Shimla, Shimla-171009.		
Last date and time for submission, uploading of e-tender along with cost of tender document,		
Earnest Money Deposit	:	27.08.2018 upto 3.00 PM.
Date & Time for opening of technical bid	:	28.08.2018 at 11.00 AM
Cost of the tender document	:	Rs 1000/-(Bank Draft {Non Refundable})
Earnest Money Deposit (EMD) : Rs 5,00,000/-(Fixed Deposit Receipt duly pledged in favor of Mission Director, National Health Mission , H.P. The FDR towards EMD should be valid for a period of Six month from the date of opening of tender.		

Mission Director, National Health Mission, Shimla-171009 invites e-tender on behalf of H.P. Govt. for the supply of Sanitary Napkins at H.P. Govt. Health Institutions.

The running rate contract will be governed by the conditions laid down in the tender document. The tender document can be downloaded directly from website <https://www.hptenders.gov.in>, <http://www.nrhmhp.gov.in> and cost of tender document, should be submitted in the shape of bank draft in favour of “Mission Director, National Health Mission, H.P payable at any scheduled bank at Shimla and Earnest Money Deposit in the shape of FDR duly pledged in favour of “Mission Director, National Health Mission, H.P”. The Cost of Tender document (original Bank Draft) and Earnest Money Deposit (original Fixed Deposit Receipt) contained in a sealed envelope must be dropped in the tender Box placed in the office of Mission Director, National Health Mission ,Shanti Niwas, Phase –III, Sector-6, New Shimla, Shimla-171009 on or before last date and time for submission of the bid, failing which the tender will be rejected. The sealed envelope containing Cost of tender document, Earnest Money Deposit should be clearly superscribed as “ Tender for supply of Sanitary Napkins to be opened on 28.08.2018 at 11.00 AM”. Complete Name and postal address of the bidder along with mobile No. should be mentioned on left hand side corner of the envelope.

The tenders received in time shall be opened on the date and time mentioned in the tender notice and e-tendering schedule.

1. Instructions for E bidding

a) The bidders should register on website <https://hptenders.gov.in> & obtain User-ID and Password before tendering. In case of any problem you may

contact office of Deputy Mission Director , National Health Mission, Shimla-171009 on Phone No.0177-2673660.

- b) Entire tender process will be carried out on line through above mentioned website. Bidders are advised to procure E-Token / Digital Signing Certificate from suitable vendors or from any authorized agency.**
- c) Before submission of online bids, bidders must ensure that scanned copies of all necessary documents shall have been uploaded with the bid.**
- d) The process for e-tendering can be observed/practiced on demonstration site <https://demoeproc.nic.in>.**
- e) Bidders are advised to check / see website <https://hptenders.gov.in> regularly to check for any amendment / corrigendum in the tender document. All subsequent notifications / amendments / notices/addendums shall be published only on the aforesaid website only.**
- f) The bids shall be opened on the date and time mentioned in the Tender Notice in the presence of bidders who opt to be present. If the date fixed for the opening of the tender is declared a holiday, the tenders shall be opened on the next working day at the same time as fixed for the original date for this purpose. The undersigned reserves the right to accept or reject any or all tenders in part or whole without assigning any reason, what so ever.**

THE E-TENDER DOCUMENT SHALL BE UPLOADED IN TWO PARTS:

- I. Technical Bid : It shall contain scanned copies of Form “A” and Form “B” and all requisite documents, certificates etc. as specified in Form “A” and Form “B” duly filled in and digitally signed. All the documents must be scanned and uploaded in pdf format with 100 dpi with black and white option. The uploaded documents should be legible and clear.**
- II. Financial Bid : It shall contain financial bid / BOQ uploaded in .xls format which will be available for bidders on website <https://hptenders.gov.in> The financial bid / BOQ will not be accepted in physical form.**

At the time of opening of tenders only Technical Bid containing proof of deposit of Cost of Tender documents, Earnest money deposit, certificates and documents, information as required per Form “A” and Form “B” would be opened and Financial bid/BOQ will be opened only of those bidder who fulfill eligibility criteria.

FORM- B
MISSION DIRECTOR,
NATIONAL HEALTH MISSION
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ddnrhmhp@gmail.com

TERMS AND CONDITIONS FOR PARTICIPATION IN THE E-TENDER FOR THE SUPPLY OF SANITARY NAPKINS(s).E-TENDER TO BE OPENED ON 28.08.2018 AT 11.00 AM IN THE OFFICE OF THE MISSION DIRECTOR, NATIONAL HEALTH MISSION, H.P. SHIMLA-171 009.

E-Tenders are invited for the supply of Sanitary Napkins(s) as required under Menstrual Hygiene Programme (MHP) to H.P. Govt. Health Institutions in the State of Himachal Pradesh from Manufacturers of Sanitary Napkins having their own manufacturing unit(s) in India/ Non-Government Organization having their own manufacturing units in India for a period of one year 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 can be further extended by the Mission Director, National Health Mission 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. The quoted rate shall be F.O.R door delivery at the premises of Chief Medical Officer of the concerned district/ Medical Superintendent of the concerned Health Institution/ Block Medical Officer at Block level in H.P.

A. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

At the time of opening of tenders only Technical Bid containing proof of deposit of cost of tender document, Earnest money deposit, Certificates and Documents, information required as per Form “A” and Form “B” would be opened and financial bid/BOQ containing Price Bid will be opened only of those tenderers who fulfill following minimum criteria:-

- i) The tenderer has to upload proof of deposit of cost of tender document amounting to Rs. 1000/- (Non-refundable) in the shape of bank draft favoring Mission Director, National Health Mission, Shimla-171009 payable at Shimla H.P.**
- ii) The tenderer has to upload proof of deposit of Earnest Money Deposit amounting to Rs. 5 Lacs in the shape of FDR of scheduled bank duly pledged in favour of "Mission Director, National Health Mission, H.P". The FDR towards EMD should be valid for a period of Six month from the date of opening of tender.**
- iii) The tenderer has to upload 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.**
- iv) The tenderer has to upload accepted and signed form "A" and Form "B" of the tender.**
- v) The tenderer has to upload copy of GST Registration Certificate and should also upload latest "NO DUES CERTIFICATE" from the concerned Sales Tax Authority.**
- vi) The tenderer has to upload copy of Income Tax Return for the financial year 2014-15, 2015-16 and 2016-17.**
- vii) 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 specimen at Annexure "B".**
- viii) The tenderer has to upload turnover certificate for the financial year 2014-15, 2015-16 and 2016-17 showing therein that the tenderer has minimum turnover of Rs. 50 Crore or above for supply and Manufacturing of Sanitary Napkins in the aforesaid three financial years duly authenticated by a Chartered Accountant based on the Balance sheets and Profit and loss accounts of the tenderer as per Annexure "E".**
- ix) The tenderer has to upload 3 years manufacturing experience certificate for production of Sanitary Napkins.**
- x) The tenderer has to upload a copy of PAN.**
- xi) The tenderer has to upload copy of the manufacturing license issued by the concerned authorities.**
- xii) The tenderer shall upload installed capacity for manufacture of sanitary napkins certified by the concerned department of the concerned state/U.T and bidder should upload relevant document(s) in the technical bid. The tenderer shall also upload installed capacity for manufacture of Sanitary Napkins and actual production of the same for the financial year 2014-15, 2015-16 and 2016-17 duly authenticated by a Chartered Accountant.**

xiii) The tenderer shall submit Three samples of Sanitary Napkins(six 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. The packet containing samples should bear the Name of the bidder and its postal address and phone No.

B. TECHNICAL SPECIFICATIONS

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

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. 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 "A". 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 80 lac packs (each pack containing six Sanitary Napkins).The tentative required quantity can be increased/decreased by 25% at the discretion of Tender Inviting Authority.

E. 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.

F. SHELF LIFE

The product shall have a minimum shelf life of three 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 Rs. 10 Lac duly pledged in favor of “Mission Director, National Health Mission, H.P 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 Mission Director, National Health Mission, H.P. informing that his tender has been accepted. The Specimen form of agreement is enclosed as Annexure “D”.

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.

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 Period

It shall be incumbent upon the suppliers to complete the supplies so as to reach the consignee(s) within 60 days from the date of issue of supply order failing which suitable action, which may include forfeiture of security deposit and debarment from participation in the Sanitary Napkins tender for future, may be taken against the defaulter(s) and the Mission Director, National Health Mission, Shimla-171009 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.

In case of execution of first Purchase order after approval of rates, the period of supply i.e. 60 days shall be reckoned from the date of communication regarding approval of design of outer pack of the Sanitary Napkins.

I. 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 95 days from the date of issue of supply order, the same shall be automatically treated as invalidated and cancelled.

J.PRICES

The bidder shall have to quote rate without GST, GST % and with GST 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, if any. No other charges & taxes will be paid extra. The quoted rate shall be F.O.R door delivery at the premises of Chief Medical Officer of the concerned district/ Medical Superintendent of the concerned Health Institution/ Block Medical Officer . Rate should be quoted in Indian currency only.

K. 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 with a condition that in case if there is a fall in the institutional price due to reduction in cost of raw material, the tenderer will have to reduce the price proportionately. 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 the Mission Director, National Health Mission 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.

L.INSPECTION/TESTING:-

The Tender Inviting Authority or his authorized representative may inspect the Sanitary Napkins at the Supplier's factory or in warehouse or at consignee site. Samples may be drawn on random basis from each offered lot / batch. It shall be sent to the laboratory identified by the purchaser for testing.

M. 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 with in 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 with in the specified time, the bidder shall not be entitled for any payment for such quantity/ such batch of supply and the Chief Medical Officer/Medical Superintendent of the concerned

district shall have the right to destroy such batch of supply after observing all codal formalities.

N. Markings:-

All packages and invoices must bear the name of the product, date of manufacturing, expiry date and appropriate instructions for storage.

Outer Pack of six sanitary napkins should not bear any brand name of the Company concerned except the name of “JAGRITI” approved by the Govt. of Himachal Pradesh and the outer pack should also be marked “ H.P. Govt. Supply “.

The successful bidder will also get the design of the outer pack with the name “JAGRITI” approved from the Mission Director, NHM, Himachal Pradesh before dispatch of first lot of supply of ordered Sanitary Napkins.

O. Raising Of Bills and Payment Provision

The bill(s) in triplicate against supply of Sanitary Napkins shall be raised in the name of Mission Director, National Health Mission, Shanti Bhawan, Phase-III, Sector-VI, New Shimla, Shimla-171009 and goods consigned to concerned consignee mentioned in the supply order.

The payment shall be released to the supplier on receipt of verified bill(s) from the concerned consignee(s) on bill to bill basis in respect of the items the receipt of which has been acknowledged by the concerned receiving officer of the Health department in terms of quantity, quality.

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 consignee(s) concerned/Tender Inviting Authority/H.P. Government. The Chief Medical Officer of the concerned district shall have the right to destroy such batch of supply by observing all codal formalities.

P. 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.**
- 3) The tender Inviting Authority or his authorized representative(s) reserve the right to inspect the factory premise(s) of the Tenderer(s)**

to ensure the genuineness of the firm as well as to verify the capacity/quality of product being manufactured by the firm.

4) Keeping in view the difficult geographical conditions of the Tribal Areas , the Indents shall be placed on half yearly basis which will be decided by the Chief Medical Officer of the concerned district.

Q. 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.

RANDOM SAMPLING

R. Mission Director, National Health Mission, H.P or concerned Chief Medical Officer reserve the right to draw random sample of supplied Sanitary Napkin and get it tested from any NABL accredited analytical Laboratory.

S. RELEASE OF SECURITY

After completion of supplies, the approved tenderer will furnish the following undertakings by way of an affidavit duly attested by a Public Notary:-

i) That they have executed all the supply order(s) complete in all respect for supply of Sanitary Napkins against tender opened on

.....

ii) That, in case, the sample(s) of any Sanitary Napkins supplied by us is/are not found as per specification of the tender at any stage within the expiry period of the Sanitary Napkins(s), the total cost of the Sanitary Napkins so supplied under such batch shall be refunded within 30 days of the intimation received from the Tender Inviting Authority.

T. INDEMNITY

The Mission Director, National Health Mission, Shimla-171009 as well as the entire State Apparatus of the Himachal Pradesh Government shall remain at all times fully indemnified and the supplier shall keep every concerned Department duly indemnified against any chemical analysis or statutory inspections/check during the shelf life of the items supplied. It is made clear that no suit, prosecutions or any legal proceedings shall lie against the Tender Inviting Authority or any other officer of office of Mission Director, National Health Mission, H.P. for anything that is done in good faith or intended to be done in pursuance of the tender.

U.ARBITRATION

In case of any dispute, the same will be referred to an Arbitrator to be appointed by the Additional Chief Secretary (Health)/Principal Secretary (Health) to the Govt. of Himachal Pradesh, Shimla whose decision shall be final and binding on both the parties. Subject as

aforesaid, the provision of the Arbitration & Conciliation Act, 1996 shall apply to all proceedings of this Act.

V. AREA OF JURISDICTION

All disputes concerning this tender shall be subject to the civil jurisdiction of Municipal Limits of Shimla Town, Shimla (HP) only.

The Mission Director, National Health Mission, Shimla-171009 reserve the right to reject any or all the offers without assigning any reason.

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:-

Name : _____

Place:

Designation:

Aadhar

No.

FORM A

**MISSION DIRECTOR,
NATIONAL HEALTH MISSION
SHANTI NIWAS, PHASE- III, SECTOR- VI,
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ddnrhmhp@gmail.com**

**FORMAT FOR FURNISHING INFORMATION BY THE TENDERER
FOR THE SUPPLY OF SANITARY NAPKINS TENDER TO BE
OPENED ON..... at.....PM**

General

- 1. Name of the Tenderer with full
Postal address of the registered office

Pin Code**
- 2. Telephone No (with STD Code)**
- 3. Email ID**
- 4. Name of Contact person & Designation**
- 5. Phone No. with STD Code**
- 6. Fax No. with STD Code**
- 7. Mobile No.**
- 8. Bank account No. for e-banking**
- 9. Name of the bank in which on-line
Bank Account is operating**
- 10.Name of the station where the
above Bank is located**
- 11.IFSC Code No.**

**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.

7. Cost of Tender document **a) Amount Rs. 1000/- only**
In figure Rs,
.only

b) Draft No.
dated.....

c) Name of issuing bank
d) Station
8. Earnest Money deposit **a) Amount Rs. 5,00,000/-only.**
In figure Rs. Five Lacs only.
b) FDR No. dated
c) Name of issuing bank
d) Station

Declaration

I/We, _____ etc.
(Please specify) 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-A

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 an adhesive back strip.

B. Description:

1. Covering: - The covering of the absorbent filler shall be made of good quality rayon knitted sleeve Non-woven white fabric which has sufficient porosity to permit the assembled napkin to meet the absorbency requirements. The sanitary napkins shall have a non-absorbent barrier on one side which shall have an identifying mark indicating clearly the side of the barrier.

2. Absorbent filler: - The filler material, shall consist of cellulose pulp / wadding and shall be free from lumps, oil spots, dirt or foreign material etc.

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. Size: - The size of absorbent section of the Sanitary Napkin shall be as follows:

Overall Size of the Sanitary Napkin

Pad Length	Width	Thickness
240 ± 10mm	160 ± 5mm	10±1.5mm

The size of absorbent section of the Sanitary Napkin:-

Pad Length	Width	Thickness
210 ± 10 mm	60 to 75 mm	10 ±1.5 mm

7. The thickness shall be measured by stacking 10 complete pads and measuring the stack height. The average thickness for the 10 pads shall be used as the pad thickness.

8. Weight: The weight of one full sanitary napkin shall not be more than 10 grams.

9. Wings – to hold the pad securely in place and help to prevent side leakage.

C. Manufacture, Workmanship and Finish:

i. The absorbent filler shall be arranged and neatly cut to the required size of the pad and form a uniform thickness throughout without any wrinkles or distortion. It shall be placed in the covering in such a way that it does not cause lump formation with the effect of sudden pressure.

ii. The covering fabric shall cover the filler completely.

iii. 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.

iv. The material used in the fabrication is non-allergenic.

v. The sanitary napkin will be free from acids and alkali.

vi. The adhesive used in the napkin should not leave any mark and stain.

vii. Only Indigenous manufacturers of at least 3 years standing in production of required product shall be eligible.

D. Storage: The supplier shall ensure that the raw materials as well as the finished goods are stored in a clean place protected from dust, moisture, rodents and pests.

E. Shelf Life: The product shall have a minimum shelf life of three years. At least 5/6th of the shelf life should be remained at the time of shipment.

F. Packaging and Labelling:

i. Primary Package: Each Primary Package shall contain 6 (six) 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

logo (in four colors) provided by the purchaser. The printing work shall be in weatherproof ink and shall withstand immersion in water and remain intact. The primary package shall also include the name of the manufacturer, date of manufacturing and (best before).No brand name of the product should be there on the pack except Jagriti name approved by HP Govt.

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

ii. Secondary package: The sanitary napkins contained in primary package should be packed in boxes for easy handling, transport and distribution. One box shall contain 12 dozen i.e. 144 packs of sanitary napkins primary packages of (6) Sanitary Napkins each. The box should be lined in the inner side with polyethylene sheet which is water proof/packaging to be done in such a way so that the primary package remains moisture free. It shall be fabricated from millboard / grey board / cardboard/Kraft board with a minimum of bursting strength of 500 gsm. The designing and printing of the label on the secondary package shall be done at the cost of the manufacturer as per printing matter including logo (in four colors) provided by the purchaser.

ANNEXURE –“B”

Affidavit

Is/o Sh.....resident of.....

in the capacity of Principal officer/Prop./Partner/Director, of M/sdo hereby solemnly affirm and declare as under:

- 1. 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.**
- 2. 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.**
- 3. 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.**
- 4. That I affirm that the “Mission Director, National Health Mission, Shanti Niwas, Phase-III, Sector –VI, New Shimla, Shimla-171009 /Indenting Officer is at liberty to take action against me/ the company represented by me.**

Deponent

Verification

Ithe 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 –“C”

**MISSION DIRECTOR,
NATIONAL HEALTH MISSION
SHANTI BHAWAN, PHASE- III, SECTOR- VI,
NEW SHIMLA,SHIMLA-171009**

Phone: 0177-2673505

Fax: 0177- 2673505

**Website: <https://www.nrhmhp.gov.in> ,
<https://www.hptenders.gov.in>**

**Email: md-hp-nrhm@nic.in,
ddnrhmhp@gmail.com**

FORMAT FOR FINANCIAL BID/BOQ

Name of the Tenderer with complete postal address:

NoteL:- Rates are to be quoted online on website

<https://www.hptenders.gov.in>. This is a format only)

Sr. No	Name of the Item	Pack	Rate F.O.R. Door Delivery at consignee Premises		
			Basic Rate without GST(Rs.)	GST%	Rate with GST(Rs.)
01.	Sanitary Napkins as per specifications mentioned in Annexure “A”	Pack of 6 (six) Sanitary Napkins			

AGREEMENT

THIS AGREEMENT made the.....Day of.....,20.....Between The Mission Director, National Health Mission, Shanti Niwas, Phase-III, Sector –VI, New Shimla, Shimla-171009 (*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*) (Here in after 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 Mission Director, National Health Mission, H.P Shimla-171009 .**
 - (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 Mission Director, National Health Mission, H.P Shimla-171009 such confirmations given by the bidder which are acceptable to the Mission Director, National Health Mission H.P and the entire Addendum issued as forming part of the contract.**

2. In consideration of the payments to be made by the Mission Director, National Health Mission H.P 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 Mission Director, National Health Mission, H.P hereby covenants to pay the Supplier in consideration of the provision 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 60 days 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 irrespective laws

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

Name

Address

Aadhar No.

Signed, Sealed and Delivered by the

Said.....(For the Supplier)

Name

Address

Aadhar No.

Signed, Sealed and Delivered by the

Said.....(For the Authorized distributor of the Supplier, if applicable)

In the presence of.....Signature

Name

Address

Aadhar No.

Annexure –“E”

Annual Turnover Statement

**The annual Turnover of
M/s.....for the
past three financial years for supply of Sanitary Napkins are given
below and certified that the statement is true and correct.**

Sr. No.	Financial Year	Turnover in Lakhs(Rs.)
1.	2014-15	
2.	2015-16	
3.	2016-17	
TOTAL		

Signature of Chartered Accountant

(Name in Capital)

Membership No.

Date

Seal

Annexure-“F”**MISSION DIRECTOR,NATIONAL HEALTH MISSION, SWASTHYA SADAN,
SDA COMPLEX, KASUMPTI, SHIMLA-171009****Checklist of Documents .****Tender opened on 00.00.0000 at 00:00****Name of the Bidder:**

Sr. No.	Particulars	Yes	NO	Page No.	Remarks
1.	Whether Cost of Tender document For Rs. 1000/- deposited in the shape of Bank Draft in favour of Mission Director,National Health Mission, Shimla submitted ?				Draft no. Dated Amount Rs. 1000/- Name of Issuing Bank & Branch:
2.	Whether Earnest Money Deposit For Rs. 5 Lakh deposited in the shape of FDR pledged in favour of Mission Director,National Health Mission, Shimla submitted ?				FDR No.: Date: Amount: Rs. 5,00,000/- Name of issuing Bank: Branch:
3.	Whether authorization letter nominating a responsible person of the tenderer to transact business with tender inviting Authority submitted?				
4.	Whether accepted and signed FORM A and Form B of the tender submitted ?				
5	Whether GST registration certificate and No dues certificate submitted ?				
6.	Whether Income Tax Return for the Financial year 2014-15,2015-16 and 2016-17submitted ?				

7.	Whether tenderer has uploaded an affidavit as per Annexure –B regarding Non – Black listing ?				
8.	Whether tenderer has uploaded turnover certificate as per Annexure-B for the financial year 2014-15, 2015-16 and 2016-17 ?				
9.	Whether turnover of the tenderer is more than Rs. 50 Crore for supply & Manufacture of Sanitary Napkins in Financial year 2014-15, 2015-16 and 2016-17 ?				
10.	Whether the tenderer has 3 years manufacturing certificate in production of Sanitary Napkins?				
11.	Whether the tenderer has submitted copy of PAN ?				
12.	Whether tenderer has submitted copy of Manufacturing License issued by concerned Authority ?				
13.	Whether supply is to be executed by the tenderer or through authorized distributor ?				
14.	Whether Authority letter for execution of supplies through distributor on letter head pad of the manufacturer uploaded ?				

15.	i)Whether Installed Capacity certificate for manufacture of Sanitary Napkins issued by the concerned Department of State/U.T uploaded ? ii) Whether installed capacity for manufacture of sanitary napkins and actual production for the financial year 2014-15, 2015-16 and 2016-17 duly authenticated by a Chartered Accountant uploaded?				
16.	Whether Three samples of Sanitary Napkin along with test report of the same batch of NABL accredited Laboratory submitted ?				