



**OFFICE OF THE
STATE HEALTH SOCIETY: MANIPUR**

TENDER DOCUMENT

FOR

SUPPLY OF “MAMAGI KHUDOL KIT”

INDEX

Sl No	Subject	Page No
1	Letter requesting for quotation	2
2	Instructions to the Bidders	3-4
3	Terms and conditions	5-6
4	Annexure	
	1. Declaration for blacklisting	7
	2. Technical Specifications	8
	3. Schedule Rates	9



**OFFICE OF THE
STATE HEALTH SOCIETY: MANIPUR**

No.01/NRHM/MGK-2010

Imphal, the 3rd Nov'11

To

Subject: INVITATION FOR RATE QUOTATION FOR PROCUREMENT OF MAMAGI KHUDOL KIT”

Sir

State Health Society, NRHM, Manipur intends to procure Mamagi Khudol Kit for beneficiaries under NRHM, Manipur.

2. The qualifications, terms and conditions, instructions to the bidders, etc may be seen in the tender document enclosed herewith for information and necessary action.
3. This tender document consists of
 - (i) Instructions to the Bidders,
 - (ii) Terms and conditions of the tender,
 - (iii) Declaration,
 - (iv) Scheduled of rates

Bidders are requested to go through the instructions to the bidders and terms and conditions contained in the bid document which can be downloaded from www.nrhmmanipur.org.

Yours faithfully,

Sd/-

State Mission Director
State Health Society, Manipur

INSTRUCTIONS TO THE BIDDERS

Eligibility of the bidders:

Bidders

- (i) should have minimum **5 years** of experience of supplying in bulk to the Departments/ Ministries of the Government of India/State Governments (valid proof has to be attached)
- (ii) should be genuine manufactures/dealers of the concerned brand. Valid and certified proof has to be attached.
- (iii) should have average turnover of **Rs. 40 lakhs** per annum during each of the last three years (valid certification from a chartered accountant has to be attached)
- (iii) should not have been blacklisted by the Depts./ Ministries of the Govt. of State/India. Declaration has to be given in the prescribed format- **Annexure-1**)

1. EMD

(i) The Earnest Money Deposit (EMD) @**2% of the bid value** should be in the form of Demand Draft drawn in favour of “SHS, Manipur” and should be kept in a **sealed separate cover superscribing E.M.D.** without mentioning the amount. **Tender received without EMD or EMD for lesser amounts will be summarily rejected.** The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

2. Performance Security Deposit (PSD)

i) PSD @ 10% of order value of the contract will have to be made **within one week** on receipt of supply order to ensure due performance of the contract.

(ii) PSD shall be in the form of Demand Draft payable to “SHS, Manipur”.

iii) The PSD should remain **valid** for a period of **ninety days** beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.

(iv) PSD will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

3. Documents / Certificates

The Tendering firms/agencies are required to submit the photocopies of following documents, (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration certificate as per existing norms;
- (b) Copy of CST/VAT/TIN Registration Certificates;
- (c) Copy of PAN/GIR Card;
- (d) Certified Copies of Income Tax Returns filed for last 3 years
- (e) Declaration regarding blacklisting or otherwise. (**Annexure-1**)

(f) Certificate from manufacturer regarding genuine dealership status.

(g) Certificate from Chartered Accountant on last 3 financial years Annual turnover

Mode of Submission of Tenders and last date for submission:-

Technical bids and other documents as mentioned above along with samples of MAMAGI KHUDOL KIT in one sealed cover/envelope superscribed "Technical Bid" and price bid as per Annexure-3 in another sealed cover superscribed "Price Bid" and both the envelopes in another sealed cover superscribed as "Procurement of MAMAGI KHUDOL KIT". The envelope should be addressed to the **State Mission Director, New Secretariat 2nd Floor, Room No. 206 during office hour** and must reach on or before 30th Nov, 2011 by 3.00 P.M. Tenders may be hand delivered at the aforementioned address. If the date up to which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day. **The samples of Kit may be furnished as specified in Annexure-2. Tenders without samples of MAMAGI KHUDOL KIT will be rejected summarily.**

4. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will also be rejected. **Quoting unrealistic rates will be treated as disqualification.**

5. No withdrawal after submission of bids

No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm would be **forfeited.**

6. Non acceptance of the tenders received after the last date

Tenders received after the closing date and time prescribed in the tender enquiry shall **NOT** be accepted under any circumstances.

7. Non transferability

This tender is non transferable.

8. Extension of last date at the Discretion of State Health Society, NRHM, Manipur

The State Mission Director, SHS, NRHM may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

Signature on each page of the tender document.

Each page of the tender document should be signed by the bidder as proof of having read the contents therein and to ensure that bidders do not plead ignorance of the contents subsequently. Person signing the bid document shall have legal authority to do so on behalf of the bidder.

9. Need for Clarifications

In case the prospective bidders need any clarification regarding any terms and conditions of the tender or about rejection of its bid, he/she/they may write to **State Mission Director, New Secretariat 2nd Floor, Room No. 206 during office hour** well in time to ensure that required clarification in writing reach the said firm before the last date for submission.

10. Technical bids shall be opened at 3:30 PM on 30th Nov'11 in presence of intending bidders or their authorized representatives. After techno-commercial evaluation of the technical bids and the samples submitted, the price bids of only the technically qualified bidders shall be opened for price evaluation.

TERMS & CONDITIONS

Rates/ Prices

1. The rates should be quoted in Indian Rupees only in words as well as figures. **Estimated and acceptable price range for the Kit is Rs 450-470. The bidders are requested to make their offer for the Kit within this price range.** Excise duty, sales tax, VAT as applicable should be quoted separately (as shown in Schedule of Rates - **Annexure-2**). If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

2. Tender rates should be valid for **at least six months** after the date of opening the tender. Tender valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.

3. Firm Prices should be quoted F.O.R. Destination (Free delivery at State Health Society Store).

Penalty

4. It will be the responsibility of the Bidder to supply the KIT in accordance with supply order within stipulated time frame, otherwise, State Health Society will impose penalty as per clause 14 of the terms and conditions.

5. If the Bidder/firm leaves the supply without completing it, State Health Society may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.

Settlement of disputes

6. All legal proceedings arising out of any dispute between the parties shall have to be settled in the Courts situated in Imphal and not elsewhere;

Purchasers Rights

7. State Health Society reserves the rights to accept/reject any or all the bids in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.

8. State Health Society reserves the right to award the tender to more than one Bidder.

9. State Health Society reserves the right to relax/ withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.

10. State Health Society reserves the right to reject the KIT supplied in case they are of inferior quality and are not of requisite standards.

Delivery

11. The required quantity of the KIT conforming to the approved samples should be supplied to the Stores of State Health Society, NRHM, Manipur. The payment against the bill for supply of said items will be made only after inspection of the materials and if found to the satisfaction of the State Health Society only.

12. Samples/rates quoted should be readily available with the firm so that the same could be supplied at short notice. The requirement for additional items might arise in future also. In case, the firm fails to supply the required quantity within the specified period from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from Performance Security Deposit (PSD) and also any other payment due by issuing notice and necessary action for **blacklisting** the firm will also be taken.

13. In case, the materials supplied are found not as per sample approved or defective and of poor quality the same will have to be replaced within the guarantee/warranty period. In case of failure to provide the said materials as per design and quality as approved by the Secretariat, the payment of bill against the materials issued will not be made and the firm will be liable for appropriate action.

14. Delivery shall be **within one month of the placement of order**. In case there is delay in delivery beyond the stipulated period, there shall be reduction in price @ Rs 0.5% of the value of the delayed goods per week of delay or part thereof subject to a maximum of 10% of the total ordered value. Once the maximum price reduction is reached, termination of contract may be considered.

15. Guarantee/Warranty: The KIT supplied shall be guarantee/warranty for a minimum period of 12 months as per manufacturers' standard warranty. If any defect is reported during the warranty period the same shall be rectified immediately or replacement shall be made at no extra cost.

Mode of Payment

15. Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the State Health Society. Payment will be made direct to the supplier through **A/c payee cheque only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

Change in quantity

16. The quantity only of the required item shown in the tender is approximate and may vary more or less by 10% . .

General /others

17. The bidder will be bound by the details furnished by him / her to State Health Society, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of contract**.

18. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.

19. The officers of State Health Society or their representatives may inspect the items before supply.

SUPPLY OF Mobile Phones TO STATE HEALTH SOCIETY, NRHM, MANIPUR

Tender No. dated -----,2011

DECLARATION

From

M/s.
.....
.....

To
The State Mission Director,
State Health Society, NRHM, Manipur

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the State Health Society, NRHM, Manipur immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Bidder)

Name:
Designation with Seal of the Firm
Date:

Procurement of MAMAGI KHUDOL KIT

Technical Specifications: Bidders may kindly provide technical specifications while submitting tender as per the criteria set down below

Name of the item	Specifications
The Kit should consist of the following items in a packaged form with the NRHM logo.	
Towel	<ol style="list-style-type: none"> 1. Medium Size 2. Cotton and soft material 3. Indian made
Baby Shampoo	<ol style="list-style-type: none"> 1. Mild & Tearless Shampoo free from chemicals 2. Size-100 ml 3. Clinically proven mild and gentle formula 4. Dermatologist and allergy-tested 5. Preferably of Johnson & Johnson baby shampoo type.
Soap	<ol style="list-style-type: none"> 1. Gentle mild cleansing bar free from chemicals 2. Size-75 gram 3. Clinically proven mild and gentle formula 4. Dermatologist and allergy-tested 5. Preferably of Johnson & Johnson baby soap type
Baby Oil	<ol style="list-style-type: none"> 1. Soft and gentle for baby massage 2. 200ml 6. Clinically proven mild and gentle formula 7. Dermatologist and allergy-tested 3. Preferably of Johnson & Johnson baby oil type
Diaper	<ol style="list-style-type: none"> 1. Indian made 2. For newborns upto 4 kg. 3. Each set to consist of 10 pieces 4. Ultra-breathable cover 5. Ultra-absorbent core 6. Ultra-Absorbent Pad 7. Ultra- soft magic tapes 8. Preferably of Huggies or similar quality type
Mackintosh sheet	<ol style="list-style-type: none"> 1. Indian Made 2. Small Size (70x50cm) 3. Vinyl 4. Waterproof 5. Breathable
Baby Mosquito Net	<ol style="list-style-type: none"> 1. Indian Made 2. Medium size 3. Coloured size 4. Umbrella shape mosquito net 5. 112 X 74 X 51 cms

The quality/description of items given above is only to enable the bidders to submit the relevant samples. It should not be construed that the State Health Society procures items of any particular brands only.

Authorized Signature &
Seal of the Firm

Dated

Name & Address of firm.....

Procurement of Mamagi Khudol Kit

Schedule of rates/financial bid

Name of the item	Quantity Approx	MRP of the KIT offered (inclusive of taxes in Rs)	Actual Price/Price offered to State Health Society per KIT (Rs) on FOR destination	VAT/Excised duty etc if any (Rs) and freight insurance etc be included in the offered price
1	2	3	4	5
MAMAGI KHUDOL KIT	16372			

N.B. The quantity of materials mentioned may vary more or less by 10%.

Authorized Signature
&
Seal of the Firm

Dated

Name & Address of firm.....