



**Office of the Panchayat Samiti, Danagadi- 755026**  
**Email Id –**

**REQUEST FOR PROPOSAL (RFP)**

**For**

**Menstrual Hygiene Management: Supply, Installation, Operations Training, and Maintenance of sanitary napkin making semi-automatic machine/s**

**Bid Processing Fee (Non-Refundable):**  
**INR.5,000/- (Rupees Five Thousand only)**

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## **Disclaimer and Confidentiality**

This RFP document has been prepared by the **Block Development Officer, Danagadi, Jajpur District, Odisha** (hereinafter called "**CLIENT**") solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client.

The information contained in this RFP document (the "**RFP**") or subsequently provided to Bidder(s)/Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by "**CLIENT**" to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by "**CLIENT**" or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for "**CLIENT**", its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexures/attachments/ amendments and obtain independent advice from appropriate sources. "**CLIENT**" and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder/s is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations and other information contained in this document that has been provided to "**CLIENT**" by third parties have not been independently verified by "**CLIENT**". Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits.

While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. "**CLIENT**", its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or

expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

"CLIENT" accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. "CLIENT", its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

"CLIENT" also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

"CLIENT" may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. "CLIENT" may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

"CLIENT" reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this RFP does not imply that "CLIENT" is bound to select service provider or to appoint the successful service provider, as the case may be. "CLIENT" reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by "CLIENT" or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and "CLIENT" shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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## DATA SHEET

| Sl. No. | Particular   | Details  |
|---------|--|--|
| 1       | Name of the Client   | Block Development Officer, Danagadi , Jajpur District, Odisha  |
| 2       | Method of Selection & Proposal Validity                                | Least Cost Based Selection (LCBS) (Two Cover System)   |
| 3       | Date of Issue of RFP   | 21.06.2022   |
| 4       | Deadline for Submission of Pre-Proposal Query                          | 22.06.2022 by 3.00 pm  |
| 5       | Issue of Pre-proposal Clarifications                                   | 22.06.2022 by 5.30 pm on the official website <a href="https://jajpur.nic.in">https://jajpur.nic.in</a> .  |
| 6       | Proposal Submission Due Date   | 27.06.2022 up to 11.00 am  |
| 7       | Date of opening of Technical Proposal<br>Place of Opening of Proposal: | 27.06.2022 at 12.00 pm<br>Office of the Panchayat Samiti, Danagadi , Jajpur District-755026, Odisha.   |
| 8       | Date of opening of Financial Proposal                                  | 27.06.2022 at 4.00 pm  |
| 9       | Date of issue of Work Order  | 28.06.2022   |
| 10      | Expected Date of Commencement of Project                               | 28.06.2022   |
| 11      | Bid Processing Fee (Non-Refundable)                                    | INR 5,000/- (Rupees Five Thousand only) remitted through demand draft drawn in favour of Block Development Officer, Danagadi, and payable at Danagadi  |
| 12      | Earnest Money Deposit (EMD) (Refundable)                               | INR 10,000/- (Rupees Ten Thousand only) in the form of TDR/FD/Postal deposit, duly pledged in favour of Block Development Officer, Danagadi; from any nationalized bank/scheduled bank/post office   |
| 13.     | Contact Person   | The Block Development Officer,<br>Office of the Panchayat Samiti, Danagadi , Jajpur District-755026, Odisha.<br>Email Id : <a href="mailto:ori-danagadi@nic.in">ori-danagadi@nic.in</a>  |
| 14.     | Address for Hard Copy Submission of Technical Proposal                 | Office of the Panchayat Samiti, Danagadi, Jajpur District-755026, Odisha.<br>Email Id : <a href="mailto:ori-danagadi@nic.in">ori-danagadi@nic.in</a><br><br>Mode of Submission: Physical copy in the Tender Box/ Speed Post / Registered Post (India Post) only to the address as specified above during the office hours only and per schedule mentioned above. |

RFP can be downloaded from: <https://jajpur.nic.in>

**SECTION – I LETTER OF INVITATION**



**Office of the Panchayat Samiti, Danagadi, Jajpur – 755026**

Email Id – RFP

No. 2852 .....Dt. 21.06.22

**REQUEST FOR PROPOSAL(RFP)**

**For**

**Menstrual Hygiene Management: Supply, Installation, Operations Training and Maintenance of sanitary napkin making semi-automatic machine/s for Danagadi Block in the District of Jajpur, Odisha**

1. Bidders are called upon to submit their RFP proposals (hard copy) in respect of the Project “**Procurement of complete setup of Supply, Installation, Operations training and Maintenance of sanitary napkin making semi-automatic machine for production of disposable (one-time use) sanitary napkin for ensuring sustainable income generation activities to SHGs/Block Level Federation under Danagadi Block in the District of Jajpur, Odisha**”, in accordance with the formats, terms and conditions of the RFP and on the basis of National Competitive bidding for the work detailed in the table given below. More details are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. The firm is advised to examine carefully all instructions in the RFP Document.
2. The RFP will be available for download, free of cost, at <https://jajpur.nic.in>. All Bidders must submit a sum of INR.5.000/- (Rupees five thousand only) towards the cost of the RFP Document in the form of Demand Draft only issued by any Nationalized or Scheduled Bank or Post Office, duly pledged in favour of “Block Development Officer, Danagadi”, payable at Danagadi, along with their Proposal as per the conditions outlined in this RFP.
3. A bidder / vendor will be selected under **Least Cost Based Selection (LCBS)** procedure as prescribed in the RFP Document.
4. The proposal completed in all respects as specified in the RFP Document must be accompanied with the proof of remitting Bid Processing Fees & EMD, failing which the bid will be rejected. The Bid Processing Fees are non-fundable, but the EMD is refundable, barring specific instances mentioned under Section 2, clause 4, where it will be forfeit.
5. The complete RFP document can be viewed/downloaded from district portal of Jajpur <https://jajpur.nic.in> from 20.06.2022 (17.00 pm, IST) to 27.06.2022 (11.00 am, IST).
6. The last date and time for submission of proposal complete in all respects is **27.06.2022 at 11.00am**. The date of Opening of the Technical Proposal is **Dt. 27.06.2022 12.00 pm** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

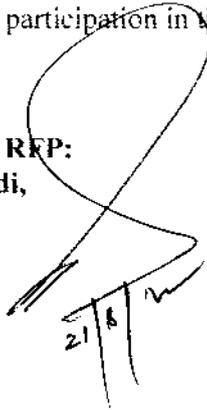
- a. Letter of Invitation [Section -1]
- b. Information to the Bidder [Section -2]
- c. Terms of Reference [Section -3]
- d. Technical Proposal Submission Forms [Section -4]
- e. Financial Proposal Submission Forms [Section-5]
- f. Annexures - **Bid Submission Checklist** and **format for Performance Bank Guarantee**, along with any other relevant project related material that the bidder seeks to be provide

While all information/data given in the RFP are reasonable within the consideration of scope of the proposed project to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder/ consultant to check the validity of information/data included in this RFP. The Client reserves the right to accept/ reject any/ all proposals/ cancel the entire selection process at any stage without assigning any reason thereof.

Interested bidders may download the Request for Proposal Documents (the "RFP" document) from the above website to see further details for participation in the online bidding.

**Name & Address of the Officer Inviting RFP:**  
**Office of the Panchayat Samiti, Danagadi,**  
**Jajpur District-755026, Odisha.**

**Block Development Officer, Danagadi**



**SECTION – 2 INFORMATION TO THE BIDDER**

**Pre-Qualification Criteria:**

Before opening and evaluation of the financial proposal, each bidder / vendor will be assessed based on the following Prequalification Criteria- Cum-Technical Bid. The bidder / vendor is required to produce the copies of the required supportive documents /information as part of their technical proposal, failing which the proposals will be rejected.

| <b>Sl. No</b> | <b>Eligibility Criteria</b>   | <b>Supportive Documents</b>   |
|---------------|---|---|
| 1             | Bidder /vendor must be a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or A sole proprietorship or sole trader registered under GST act 2017. | Certificate of Incorporation/ Partnership deed/ Service Tax Registration/GST Registration/ MSME or Udyam registration.  |
| 2             | Bidder/vendor should have a registered office with legal presence in India and have valid PAN / TAN / GST number as applicable  | Supporting documents such as PAN certificate and/ or GST certificate and/or TAN as applicable should be attached.   |
| 3             | Bidder/vendor should possess sound knowledge and technical know-how about Supply, Installation, Operations training and Maintenance of sanitary napkin semi-automatic making machine.<br>At least one project of a similar nature to be showcased to be delivered in the past 5 years in this category, in the format specified in <b>TECH – 5</b>  | Copies of Work Order or Contract Document or Completion Certificate from the previous Clients ( <b>TECH – 5</b> )   |
| 4             | The Bidder/vendor should have average financial turnover of five lakhs during the last 3(Three) Financial Years. The bidder should have positive net worth during the last 3 (Three) Financial Years.   | Financial Details of the bidder ( <b>TECH - 3</b> ) along with copies of the audited balance sheet and Income& Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder/vendor |
| 5             | Bidder/vendor shall furnish an alternative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreement, engagements or affiliation with the Client directly or indirectly.   | Self- Declaration from the bidder as per the format( <b>TECH -6</b> )   |

2. **Documents/Formats needs to be submitted for Technical Proposal:**

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal as mentioned in the Data Sheet:

- Filled in Bid Submission Check List in Original(as per format specified in Section 6)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/Registration
- Copy of UDYAM as applicable
- Copy of PAN/ TAN
- Copy of Goods and Services Tax Identification Number(GSTIN) registration certificate
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts or work orders or completion certificate from previous Clients.
- Undertaking for not having been blacklisted by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self-Declaration regarding Conflict of Interest (**TECH -6**)
- Description of plan to undertake the project (**TECH – 7**)

*Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respects, indexed and hard bound. Each page should be numbered and signed by the authorized representative.*

3. **Bid Processing Fee(non-refundable):**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **INR 5,000/- (Rupees Five Thousand Only)** as shown in the Data Sheet.

4. **Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **INR 10,000/- (Rupees Ten Thousand Only)**, remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.

The EMD will be forfeited on account of the following reasons:

Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP

Bidder does not respond to requests for clarification of its proposal.

Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

If the bidder fails to

- provide any clarifications to the Client
- agree to the decisions of the contract negotiation meeting
- sign the contract within the prescribed time period
- Furnish required Performance Bank Guarantee in time.

Any other circumstance which holds the interest of the Client during the overall selection process.

5. **Validity of the Proposal:**

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. **Pre -Proposal Queries:**

Bidders are allowed to submit their queries in respect of the RFP and other details if any, on the email- **till 3 pm on 21.06.2022**. Clarifications to the above will be uploaded on the official website <https://jajpur.nic.in>. for the information of the respective bidders by **5:30 pm on the same day**. Request for alteration / change in existing terms and conditions of the RFP will not be considered /entertained.

7. **Preparation & Submission of Proposal:**

7.1 **Preparation of proposal**

You are requested to submit your proposal **through Physical Copy in the Tender Box/Speed Post/Registered post (India Post) as per the information provided in the datasheet** in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3, 4, &Annexure for Part-1 and refer Section 5 for Part-2) in 2 separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal**

**Part 2: Financial Proposal**

Bidder must submit **Hard Copy of the Technical Proposals by Physical Copy in the Tender Box/ Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal post the time and date specified in the RFP.

7.2 **The procedure for submission of the proposal is described below:**

i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, 4, &Annexure) which is uploaded in electronic form in the web portal along with proof of Remittance of Bid Processing Fee and EMD shall be sealed and superscripted as "**Technical Proposal - <Proposed Project Name>**" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial**

**information related to the Bid Price. Technical Bid containing financial information related to the Bid Price shall be declared non-responsive.**

ii) **Financial Proposal:**

- The Bidder shall quote his rates as per the format on **FIN – 2** already provided in the RFP. Further the bidder shall have to submit the filled in formats in **FIN- 3 & 4**, attached in **Section 5** in PDF format in second packet of **Cover-2**.
- The fee offered must remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive of all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
- Bidder shall express the price of their services in the Local currency (Indian Rupees / INR) only.
- The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

*Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.*

8. **Opening of the Proposal :**

- (i) Opening of Proposals will be done as per the scheduled date and time.
- (ii) The **TECHNICAL PROPOSAL** received as **on 27.06.2022 at 11.00 am hrs, Indian Standard Time** will be opened in the initial stage by the Client in the presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders, which includes a technical expert who can validate the contents of the Technical Bids. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (v) The **FINANCIAL PROPOSAL** of only the **technically qualified bidders** will be **opened on 27.06.2022 at 4.00 pm hrs**, post the completion of technical evaluation stage.

9. **Evaluation of Proposal:**

A two-stage evaluation process will be conducted as explained below for evaluation of the proposals:

**9.1 Technical Evaluation:**

Technical proposal will be opened and evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)

- ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- ✓ Receipt of Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- ✓ Copy of Certificate of Incorporation/Registration.
- ✓ Copy of UDYAM as applicable
- ✓ Copy of PAN / TAN
- ✓ Copy of Goods and Services Tax Identification Number(GSTIN)
- ✓ General Details of the Bidder (**TECH – 2**).
- ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- ✓ List of completed project of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts or work orders or completion certificate from previous Clients.
- ✓ Self-Declaration on Conflict of Interest (**TECH -6**).
- ✓ Undertaking for not having been blacklisted by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past.
- ✓ Description of plan to undertake the project (**TECH – 7**)
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

*\* Bids not complying to any of the above requirements, will be outrightly rejected at the discretion of the Client's authority.*

All bids will primarily be evaluated on the basis of Prequalification Criteria- Cum- Technical Bid. The Committee will carry out a detailed evaluation of the Proposals. Only those bidders, who qualify all Prequalification & Technical criteria, are eligible for Financial Bid

#### **9.2 Financial Evaluation:**

The financial proposals of the bidders qualifying the Technical Evaluation only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

### **10. Evaluation Process:**

**Least Cost Selection** method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, who submits the lowest financial price bid shall be adjudged as the **L1 bidder** and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. In case of a tie of the bid price for L1, both the bidders shall be called for further negotiation, and then whosoever's price becomes L1, will be awarded the contract.

The bid price will include all taxes as applicable, exclusive of GST, and shall be in Indian Rupees (INR). Prices quoted in the bid must be firm and final, and must not be subject to any modifications on any account whatsoever. The Tender Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures,

the former(s) will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the vendor including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

**11. Performance Bank Guarantee:(PBG)**

Within 7 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the Contract Value** from a scheduled commercial bank situated in Danagadi in favour of **“Block Development Officer, Danagadi, Jajpur”**, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of signing of the contract to 3 months after the services under the contract has been performed. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be refunded within six months from the date of successful completion of the contract, provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Contract Negotiation:**

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the project. Representative/s conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

**13. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities immediately post the issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for a period of **5 years** from the date of effectiveness of the contract, and will be extended on mutual consent.

**14. Conflict of Interest:**

Conflict of interest exists in the event of:

- (i) Conflicting project, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

**15. Disclosure:**

- (i) Bidders have an obligation to disclose any actual or potential conflict of interest.

Failure to do so may lead to disqualification of the bidder or termination of its contract.

- (ii) Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- (iii) Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. **Anti-corruption Measure:**

- (i) Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- (ii) A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. **Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. **Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Jajpur, Odisha.

20. **Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The

payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder, shall be final.

**21. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Client's anti- fraud and corruption policy. During the execution of the project except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**22. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through official website <https://jaipur.nic.in>. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

**23. Client's right to accept any proposal, and to reject any or all proposal/s:**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

**24. Copyright, Patents and Other Proprietary Rights:**

**Block Development Officer, Danagadi, Jajpur – 755026.** Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**25. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency If a force Majeure situation

arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

26. **Settlement of Dispute:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the **Block Development Officer, Danagadi, Jajpur – 755026, Odisha**. The arbitration proceeding shall be held in **Danagadi, Odisha**.

27. **Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- (i) Proposal submitted without Bid Processing Fee and/or EMD as applicable
- (ii) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- (iii) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- (iv) Proposal is received in incomplete form
- (v) Proposal is received after due date and time for submission of bid
- (vi) Proposal is not accompanied by all the requisite documents /information
- (vii) A commercial bid submitted with assumptions or conditions
- (viii) Bids with any conditional technical and financial offer
- (ix) If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- (x) Proposal is not properly sealed or signed
- (xi) Proposal is not conforming to the requirement of the scope of the work of the project.
- (xii) The proposal and supporting documents show significant variations and or inconsistencies.
- (xiii) The technical proposal indicates/ discloses financial proposal directly or indirectly.
- (xiv) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- (xv) If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid
- (xvi) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- (xvii) Any other condition / situation which holds the paramount interest of the Client during the overall section process.

### **SECTION 3 - TERMS OF REFERENCE (ToR)**

## **ToR: Menstrual Hygiene Management: Supply, Installation, Operations training and Maintenance of sanitary napkin making semi-automatic machine/s**

### **1. PURPOSE OF THE PROJECT**

Danagadi Block has been looking to improve its menstrual hygiene indicators among the local community, particularly adolescent girls and women in the menstruating age group. Towards that extent, the Block is now pursuing a project that intends to build an enterprise model on a pilot basis where group(s) of women would be fostered to run the business of sanitary napkin-making by themselves, with handholding support and overall supervision by the implementing organization. The idea is not only to supply affordable sanitary napkins but also to generate demand and create awareness among the targeted beneficiaries on the importance of personal hygiene and menstrual hygiene management (MHM), especially among the marginalized communities. To this extent, the project would involve the Block SHGs members, and other women and girls within Danagadi.

As part of the project, Danagadi also aims to develop the SHG women as entrepreneurs while tapping their potential by imparting training for their skill diversification into the MHM space, which will ultimately ensure their financial & societal upliftment. The Office of the Panchayat Samiti, Danagadi therefore intends to invite tenders for Supply, Installation, Operations training and Maintenance of sanitary napkin making semiautomatic machine/s for a period of 5 (five) years. The site for the Danagadi pilot will be provided by BDO, Danagadi. The building that will house the sanitary napkin production unit is expected to be appx 1500 sq ft.

### **2. SCOPE OF WORK**

The broad scope of the project to be undertaken by the bidder for the Supply, Installation, Operations Training and Maintenance of sanitary Napkin making semi-automatic Machine, for a period of 5 (five) years at Danagadi Block in Jajpur District, Odisha, is as specified below:

#### **(i) Machine requirements\*:**

- Semi-Automatic Machine for producing sanitary pads of the specifications given below in 2(ii)
- Sealing & Pad Cutting Station
- Hot melt glue machine
- Spare parts
- UV Sterilizer
- Pouch Sealer
- Manual Easy Label dispenser
- Air Compressor with Air dryer
- Voltage Stabilizer

The bidder must also provide the following details for all the aforementioned machines being provided, if and as applicable

- Total components of the machine (nos.)
- Automation grade
- Phase

- Machine capacity
- Power
- Voltage
- Frequency
- Production per minute

\*All bidders must note that the machine requirements submitted by them for setting up the sanitary napkin production unit must be adequate to create 2.20.000 pads per month over the course of not more than 30 working days a month, for a unit presumed to be staffed with not more than 12 SHG members<sup>1</sup>.

**(ii) Specifications for sanitary napkins to be produced:**

| <b>Criteria</b>   | <b>Specification</b>   |
|---|--|
| Napkin with wings   | Yes  |
| Embossing   | Yes  |
| Colour of the Pad   | White  |
| Adhesive Back Strip and strip on wings                                  | Yes  |
| Soft, comfortable, breathable, odourless, chemical free, bio-degradable | Yes  |
| pH of the absorbent material of the napkin                              | As per IS: 1390-1961 specifications (the requisite document certifying the same will have to be submitted, if asked for by the Client) |
| Absorbency  | Shall absorb 30 ml of fluid  |
| Size of pads (in mm):   | 280 mm   |
| Weight of a single pad (in grams):                                      | Not more than 10 gms   |
| Finish of the pad   | Ultrathin pads, with uniform thickness throughout without distortions  |

**(iii) Raw material specifications\*\*:**

- Absorbent Filler Material: SAP gel
- The absorbent filler shall be free from lumps, oil spots, dirt or foreign material
- Covering of the absorbent filler shall be of good quality poly perforated film sleeve, gauze or non-woven fabric with sufficient porosity to permit the assembled sanitary napkin to meet the absorbency requirement.
- Materials provided must have a shelf-life of more than a year, and must not be defective.

\*\* Provision of raw materials to be provided by the bidder must be sufficient for the duration of the contract period, though the exact specifications of how and when they will be provided, can be discussed during time of signing the contract. Total charges for the same must also be specifically provided by the bidder.

**(iv) Other equipment to be provided**

<sup>1</sup>This may be subject to change basis discussions with Client and bidder on the final set-up of the unit.

The bidder will also be required to provide PPE equipment such as gloves, caps, apron and other relevant safety equipment in sufficient quantity to SHG members involved in the creation of the sanitary napkins. If the same are disposable, and not reusable, the bidder is also required to ensure its regular replacement as part of the operations support.

**(v) Installation and Operations Training:**

Installation and training on the machine will be the responsibility of the bidder. The vendor shall ensure 2-3 days training is provided to the selected SHG members on:

- How to use the machine most efficiently
- The correct size, shape and weight of the pad
- How to combine the materials in the right quantity and seal the pad perfectly
- How to make optimum use of the machine and raw material.
- Proper maintenance of the machine and raw material.
- Advice and/or support on packing of the final product, and its branding.
- Any other aspect related to the proper operations and maintenance of the unit.

Installation and Operations Training charges must be included separately in the quotation. Quote for packaging, and transportation may be included in the quotation being submitted under overhead expenses.

**(vi) Operations and Maintenance Support:**

Operations and Maintenance Support must be provided for the entire duration of the contract, i.e 5 (five) years. This includes support for ordering raw materials, PPE equipment and online/ on-call remote assistance for production, operations and maintenance, as well as breakdown maintenance of machines and other related repairs, including spare parts at the site of installation.

**(vii) Warranty for machines/equipment supplied:**

The warranty period of the supplied products shall be 1 year from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods whichever is later.

**(viii) Resources to be provided:**

The bidder will submit a list of personnel including a Project Manager who will be involved in overseeing this project during execution period from bidder's side. The bidder will also provide at least one technical resource for installation of a machine unit & one skilled resource for operations training of women self-help group members to operate the machine with proper technical knowledge, and to help with manufacturing a completed sanitary napkin as per specifications provided in this RFP. The bidder will also deploy at least one technical resource as part of the operations and maintenance support as and when required. The number of resources may be subject to change as per the requirement of the project. In the event of further expansion of/extension to the plan of installation of the sanitary napkin making semi-automatic machine units, the bidder will also be required to provide handholding support accordingly.

**3. TIMELINES, STAGES OF DELIVERABLES AND CONTENT OF EACH DELIVERABLE.**

## Deliverables vis-a-vis time frame

| Deliverables | Description of Items/Deliverables   | Timeline   |
|--------------|---|--|
| D1           | Supplying of machines & all its components including PPE and raw materials, to site                     | As discussed, and mutually agreed upon by Client and bidder at the time of signing of the contract, provided the same does not exceed 15 days of signing of the contract |
| D2           | Installation of complete set-up of all machines and other equipment including PPE and raw materials*    | As discussed, and mutually agreed upon by Client and bidder at the time of signing of the contract, provided the same does not exceed 15 days of signing of the contract |
| D3           | Operations Training of SHG members to transfer of technical knowledge & preparation of sanitary napkins | Immediately after D2   |

\*The Client will confirm successful completion of deliverable D2 by the bidder only after thorough inspection and validation by a competent external 3<sup>rd</sup> party evaluator engaged by the Client for this purpose.

### **4. EXPECTED SCHEDULE FOR COMPLETING THE PROJECT.**

If a project consists of more than one activity, the target period / date for completing each activity can also be specified. The same may be defined by the CLIENT at the time of signing the contract.

### **5. PAYMENT TERMS AND SCHEDULE IN A TABULAR FORM**

The Payment will be made as per the following table:

| Sn. | Payment Terms  | Payment Schedule  | Deliverables | Disbursement Details                            |
|-----|--|---|--------------|---|
| 1   | 70% advance at the time of placing the order for all machines and delivery of other equipment including PPE and raw materials  | Upon granting of the work order   | D1           | 70% (Seventy Percent) of the Total Fees quoted  |
| 2   | 25% after concerned competent external 3 <sup>rd</sup> party evaluator has confirmed that the complete set-up and handover of machines and equipment including PPE and raw materials, is as per the requirements of the RFP. | Within 1 Week of completion of Supply, Installation, and Handover of all machines and other equipment | D2           | 25 % (Twenty Percent) of the Total Fees quoted. |
| 3   | 5% at the end of the SHG operations training, after concerned SHG/BLF will certify that the same has been executed to their satisfaction.  | Within 1 Week of completion of operations training  | D3           | 5% (five percent) of the total fees quoted.     |

**SECTION 4 - TECHNICAL PROPOSAL SUBMISSION FORMS**

**TECH - 1**

*[Location, Date]*

To

**The Block Development Officer, Danagadi, Jajpur – 755026**

**Subject: Supply, installation, operations training and maintenance of complete setup of sanitary napkin making semi-automatic machine for ensuring sustainable income generation activities to SHG/BLF under Danagadi Block in the District of Jajpur, Odisha**

**Dear Sir,**

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. ,Dated:. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ TOR including of our technical & financial proposal is found to be deviated from the conditions and requirements prescribed herein, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit in totality. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

I remain.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:**

**Address of Bidder:**

**Bidder's Organization (General Details)**

| Sl. No. | Description  | Full Details |
|---------|--|--------------|
| 1       | <b>Name of the Bidder / Vendor</b>   |              |
|         | <b>Address for communication:</b>  |              |
|         | Tel :  |              |
| 2       | Fax:   |              |
|         | Email id :   |              |
| 3       | <b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> |              |
|         | Mobile No. :   |              |
|         | Email id :   |              |
| 4       | <b>Registration / Incorporation Details</b>  |              |
|         | Registration No:   |              |
|         | Udyam No.  |              |
|         | Date & Year:   |              |
| 5       | <b>Local office in Odisha</b><br><b>If yes, please furnish contact details</b>                 | YES / NO     |
|         | <b>Bid Processing Fee Details</b>  |              |
|         | Amount:  |              |
| 6       | DD / No. :   |              |
|         | Date:  |              |
|         | Name of the Bank:  |              |
|         | <b>EMD Details</b>   |              |
|         | Amount:  |              |
|         | TDR/FD/Postal Deposit No. :  |              |
| 7       | Date:  |              |
|         | Name of the Bank:  |              |
| 8       | PAN / TAN Number   |              |
| 9       | Goods and Services Tax Identification Number (GSTIN)   |              |
| 11      | Willing to carry out project as per the scope of work of the RFP                               | YES          |
| 12      | Willing to accept all the terms and conditions as specified in the RFP                         | YES          |

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Bidder Organization (Financial Details)**

| <b>Financial Information in INR</b>   |                |                |                |                |
|---|----------------|----------------|----------------|----------------|
| <b>Details</b>  | <b>FY_____</b> | <b>FY_____</b> | <b>FY_____</b> | <b>Average</b> |
| <b>Turnover (inINR.)</b>  |                |                |                |                |
| <b><i>Supporting Documents:</i></b>   |                |                |                |                |
| Audited certified financial statements for the last <Nos> FYs ( <b>to be decided accordingly</b> ) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  |                |                |                |                |
| <b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b> |                |                |                |                |

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***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

***[NB: No Scanned Signature will be entertained]***

**FORMAT FOR POWER OF ATTORNEY**  
**(On Bidder's Letter Head)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organisation) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day>** **<month>**, **<year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below, are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_  
**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

**Address of the Bidder:**

**TECH - 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of <Nos> completed project of similar nature to the specifications in this RFP, as executed during last 5 years)**

| Sl. no. | Period | Name of the project with details thereof | Name of the Client | *Contract Value (inINR) | Date of Award / Commencement of project | Date of Completion of project (dd/mm/yy) | Remarks if any |
|---------|--------|--|--------------------|-------------------------|---|--|----------------|
| A       | B      | C  | D                  | E                       | F                                       | G  | H              |
| 1       |        |  |                    |                         |   |  |                |
| 2       |        |  |                    |                         |   |  |                |
| 3       |        |  |                    |                         |   |  |                |

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

Note: Bidders are requested to furnish the list limited to <Nos>project of similar nature undertaken during the last <Nos> Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order or Contract Document or Completion Certificate from the previous Clients need to be furnished along with the above information.

**TECH - 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES  
AND DECLARATION THEREOF**

*Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria Point 5, read with Para No. 14.] If yes, please furnish details of any such activities.*

If no, please certify:

**IN BIDDER' S LETTER HEAD**

I, hereby declare that our firm / company / trust / organization / as an Individual / entity has not indulged in any such activities which can be termed as conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria 5, read with Para No. 14**

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:**

**DESCRIPTION OF PLANTO UNDERTAKE THE PROJECT**

**(i) Action plan for the complete set-up of sanitary napkin making semi-automatic machine unit**

The bidder should provide a brief action plan detailing the proposed execution of the supply, installation, and maintenance of all the machines and other equipment, including the PPE and raw materials, basis the RFP requirements, including an expected timeline of the same as provided above by the client. The same must also include any location-specific requirements for setting up of the units, as well as a recommended pre-requisite checklist and parameters to be covered before installation at the location.

**(ii) Operations Training and Support Plan**

The bidder should provide details, including the schedule for the proposed operation straining and other relevant support to theSHG members to operate the machine with proper technical knowledge so as to be able to manufacture completed sanitary napkins as per the requirements of the RFP.

**Authorized Signatory [In fullandinitials];\_Name and Designation with Date and Seal: \_\_\_\_\_**

## **SECTION 5 - FINANCIAL PROPOSAL SUBMISSION FORMS**

**The bidder shall submit the FIN-1, FIN-2, FIN-3 & FIN-4 in PDF format along with the Financial bid**

Please note that the technical bid containing financial information shall be treated as Non-Responsive.

**COVERING LETTER  
(In Bidder's Letter Head)**

[Location, Date]

To

**The Block Development Officer, Danagadi, Jajpur – 755026**

**Subject: Financial Quote - Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

Sir

I, the undersigned, offer to provide the complete setup of machines & services for {*Insert title of project*} in accordance with your Request for Proposal No.\_\_\_\_\_. Dated:\_\_\_\_\_. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures\**].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

—  
*\*Amount must match with the one indicated in Fin-2.*

**SUMMARY OF FINANCIAL PROPOSAL**

|                              |  |                      |                  |              |
|------------------------------|--|----------------------|------------------|--------------|
| <b>Name of the Project :</b> |  |                      |                  |              |
| <b>Sn.</b>                   | <b>Fee Particulars</b>   | <b>Amount in INR</b> |                  |              |
| <b>A</b>                     | <b>Costing</b>   |                      |                  |              |
|                              | <b>Description</b>   | <b>Qty</b>           | <b>Unit Rate</b> | <b>Total</b> |
| A1                           | Component-wise cost of the machines and other equipment incl. PPE and machine warranty |                      |                  |              |
| A2                           | Cost of raw materials provided   |                      |                  |              |
| A3                           | Cost of Installation   |                      |                  |              |
| A4                           | Cost of Operations Training  |                      |                  |              |
| A5                           | Cost of Operations and Maintenance Support:  |                      |                  |              |
| <b>B</b>                     | <b>Sub Total</b>   |                      |                  |              |
| <b>C</b>                     | Overhead Expenses, including packaging and transportation costs                        |                      |                  |              |
| <b>D</b>                     | <b>Total Amount (B+C)</b>  |                      |                  |              |
| <b>E</b>                     | Taxes applicable as per GST Act @ % of Manufacturing fee (D)                           |                      |                  |              |
|                              | <b>Grand Total (INR) (D + E)</b>   |                      |                  |              |
|                              | <b>Grand Total In Words</b>  |                      |                  |              |

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Total fee proposed for the project shall remain fixed till completion of the contract.

**Authorized Signatory [In full and initials]:**\_\_\_\_\_

**Name and Designation with Date & Seal:**\_\_\_\_\_

**FIN - 3**

**BREAKDOWN OF OVERHEAD EXPENSES**

*(as described in FIN - 2)*

| <b>Sl. No.</b>            | <b>Description</b> | <b>Unit</b> | <b>Quantity</b> | <b>Unit Price<br/>in INR</b> | <b>Total<br/>Amount<br/>in INR</b> |
|---------------------------|--------------------|-------------|-----------------|------------------------------|------------------------------------|
| 1                         |                    |             |                 |                              |                                    |
| 2                         |                    |             |                 |                              |                                    |
| 3                         |                    |             |                 |                              |                                    |
| <b>Grand Total in INR</b> |                    |             |                 |                              |                                    |
| <b>In Words</b>           |                    |             |                 |                              |                                    |

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date & Seal:** \_\_

**MACHINERY REQUIREMENT WITH 1 YEAR WARRANTY SUPPORT**

| <b>Sn.</b>                  | <b>Description</b>  | <b>Qty Required</b> | <b>Proposed specifications</b> | <b>Proposed Model no. with part code</b> | <b>Unit Price (In INR)</b> | <b>Total Price (In INR. incl taxes)</b> | <b>Remarks if any</b> |
|-----------------------------|---|---------------------|--------------------------------|--|----------------------------|---|-----------------------|
| 1                           | Semi-Automatic Machine for producing sanitary pads of the specifications given in the RFP |                     |                                |  |                            |   |                       |
| 2                           | Sealing & Pad Cutting Station   |                     |                                |  |                            |   |                       |
| 3                           | Hot melt glue machine   |                     |                                |  |                            |   |                       |
| 4                           | Spare parts (if any)  |                     |                                |  |                            |   |                       |
| 5                           | UV Sterilizer   |                     |                                |  |                            |   |                       |
| 6                           | Pouch Sealer  |                     |                                |  |                            |   |                       |
| 7                           | Manual Easy Label dispenser   |                     |                                |  |                            |   |                       |
| 8                           | Air Compressor with Air dryer   |                     |                                |  |                            |   |                       |
| 9                           | Voltage Stabilizer  |                     |                                |  |                            |   |                       |
| <b>Total Cost (In INR.)</b> |   |                     |                                |  |                            |   |                       |

Comments, if any:

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

**ANNEXURE**

**Annexure – I****BID SUBMISSION CHECK LIST**

| Sl. No.                                       | Description  | Submitted (Yes/No) | Page No. |
|---|--|--------------------|----------|
| <b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b> |  |                    |          |
| 1   | Filled in Bid Submission Check List (ANNEXURE-I)   |                    |          |
| 2   | Covering Letter (TECH -1)  |                    |          |
| 3   | Bid Processing Fee of INR._____-/- in form to DD   |                    |          |
| 4   | INR._____-/- in shape of Demand Draft  |                    |          |
| 5   | Copy of Certificate of Incorporation / Registration of the Bidder and/or Udyam registration  |                    |          |
| 6   | Copy of PAN / TAN  |                    |          |
| 7   | Copy of Goods and Services Tax Identification Number (GSTIN)   |                    |          |
| 8   | General Details of the Bidder (TECH - 2)   |                    |          |
| 9   | Financial details of the bidder (TECH - 3) along with all the supportive documents   |                    |          |
| 10  | Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.  |                    |          |
| 11  | List of completed project of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders or contract or completion certificate for the respective project |                    |          |
| 12  | Undertaking for not have been blacklisted by any Central / State Govt./any Autonomous bodies during its business career.   |                    |          |
| 13  | Self-Declaration on Potential Conflict of Interest (TECH- 6)   |                    |          |
| 14  | Description of Plan (TECH - 7)   |                    |          |
| <b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b> |  |                    |          |
| 1   | Covering Letter (FIN-1)  |                    |          |
| 2   | Summary of Financial Proposal (FIN-2)  |                    |          |
| 3   | Breakdown of overhead expenses(FIN -3)   |                    |          |
| 4   | Machinery requirement with 1 year warranty support (FIN-4)   |                    |          |

**Undertaking:**

1. All the information has been submitted as per the prescribed format and procedure.
2. Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
3. All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure – II**

**PERFORMANCE BANK GUARANTEE FORMAT**

**To**

**The Block Development Officer, Danagadi, Jajpur – 755026**

**WHEREAS** \_\_\_\_\_ (Name and address of the Vendor) (hereinafter called "the Vendor") has undertaken, in pursuance of RFP No \_\_\_\_\_ dated \_\_\_\_\_ to undertake the service \_\_\_\_\_ (description of services) (herein after called "the contract").

**AND WHEREAS** it has been stipulated by \_\_\_\_\_ (Name of the Client) in the said contract that the Vendor shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Vendor, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the vendor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the vendor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the vendor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of \_\_\_\_\_, <Year>

Our branch at Danagadi (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Danagadi branch a written claim or demand and received by us at our Danagadi branch on or before Dt. \_\_\_\_\_ Other wise bank shall be discharged of all liabilities under this guarantee thereafter.

.....(Signature of the authorized officer of the Bank)  
..... **Name and designation of the officer**  
..... **Seal, name & address of the Bank & Branch**

**Note: <<Any Other project related Material that the bidder wishes to provide may also be included in the Annexure >>**