

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, GAJAPATI

BID DOCUMENT

FOR

TRANSPORTATION OF KHUSHI - SANITARY NAPKINS

Reference No.

Date: 31/01/2019

Address:

O/o Chief District Medical & Public Health Officer, Gajapati.

Website: www.gajapati.nic.in,

E-Mail: nhmgajapati18@gmail.com/ gajapatidmo@gmail.com

Page 1 of 46



CONTENT

Section	Clause	Component	Page No
Section – I General Information About Tender	1	Background	5
	2	Description & Directives	5
Section – II Specific Information for Bidders	1	Eligibility Criteria	8
	2	Tenure of the Contract	8
	3	Important Notes for Bidders	9
	4	Bidding Process	9
	5	Evaluation and Selection	11
	6	Award of Contract	12
	7	Performance Security	12
Section – III Conditions of Contract	1	Scope of Work	14
	2	Contract Management	15
	3	Payment Terms	19
	4	Resolution of Disputes	20
Annexure	I	School-wise Distribution Plan of Khushi – Sanitary Napkins	21
	II	Format for Turnover Certificate	39
	III	Format for Submission of Clientele (Details of Present and Past Clients)	40
	IV	Format for Declaration	41
	V	Format for General Details of the Bidder	42
	VI	Agreement Format	43
	VII	Format of Bank Guarantee for Performance Security	45

12/12

NOTICE INVITING BID

Office of the Office of the CDM&PHO, Gajapati

Website: www.gajapati.nic.in, E-mail: nhmgajapati18@gmail.com /gajapatidmo@gmail.com.

Bid Reference No. : 930

Date: 31.1.19

Bids are invited from eligible transporters to transport **Khushi – Sanitary Napkins** from the Block Warehouses of Gajapati District to different Govt. Schools under the Blocks as per the details in **Annexure I** and as per the particulars mentioned below:

Sl. No.	Particulars	Date and Time	
1.	Date & time of release of bid	01 / 02 /2019	
2.	Date & time of Pre-bid meeting	08 / 02 /2019, 11 A.M.	Venue: Conference Hall, Office of the CDM&PHO, Gajapati
3.	Last date & time for submission of bid	16 / 02/2019, 4 P.M.	Venue: Conference Hall, Office of the CDM&PHO, Gajapati
4.	Date & time of Technical bid opening	18 / 02 /2018, 4.30 P.M.	Venue: Conference Hall, Office of the CDM&PHO, Gajapati
5.	Date of opening of Price Bid	To be informed to the technically qualified bidders	

The bid document with all information relating to the bidding process including cost of bid document, EMD, Eligibility criteria and terms & conditions are available in the website: www.gajapati.nic.in. The Authority reserves the right to accept/ reject any part thereof or all the bids without assigning any reason thereof.

Sd/

Chief District Medical &Public Health Officer, Gajapati

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SECTION - I

GENERAL INFORMATION ABOUT TENDER

102

1. Background

Collector & District Magistrate, Gajapati is inviting bids for engagement of commercial transport vehicles for transportation of **Khushi – Sanitary Napkins** from the Block Warehouses of Gajapati District to different Govt. Schools under the Blocks (see **Annexure I** for details) on behalf of **Health & Family Welfare Department, Govt. of Odisha**. This agreement describes the terms and conditions under which the agency (successful bidder to whom contract is awarded) agrees upon to transport and deliver the sanitary napkins with its vehicles, for and on behalf of **Health & Family Welfare Department, Govt. of Odisha**.

Note:

All products shall be owned by the Collector & District Magistrate, Gajapati and provided to the agency (successful bidder to whom contract is awarded) for delivery under the terms and conditions of this contract.

2. DESCRIPTION & DIRECTIVES

Collector & District Magistrate, Gajapati [hereinafter referred as Tender Inviting Authority unless the context otherwise requires] invites sealed bids for engagement of commercial transport vehicles for transportation of **Khushi – Sanitary Napkins** to different Govt. Schools as per **Annexure I**.

Bids are invited for Gajapati District in this bid document.

The details are given below –

No. of Blocks	Nos. of Recipient Schools	Quantity of Khushi – Sanitary Napkins (Nos.)	Cost of Tender Paper including GST (Rs.)	EMD (Rs.)	Remarks
7	649	1309990 per Quarter	2,240/-	80,000/-	Details are given in Annexure I

Note: Exact location of delivery will be intimated before signing of contract.

A carton of 4.5 cubic feet contains 16 packets (6 pcs. per packet) of sanitary napkins.

3. OTHER RELEVANT INFORMATION

- a) Tender Type : Manual Tender, 2 envelop System - one labeled as Technical Bid and the other one as Financial Bid.
- b) Vehicles Required : Goods Carrier Vehicles of various capacity as per ordered quantity for transportation
- c) Mode of Operation : Schedule of delivery-Quarterly from Block storage point to school

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- d) Nature of work : Transportation of Khushi – Sanitary Napkins
- e) Cost of Tender Paper : **Rs. 2,240/-** (inclusive of GST) in form of Demand Draft/ Pay Order in favour of Collector & District Magistrate, Gajapati payable at SBI Paralakhemundi.
- f) EMD : **Rs.80,000/-** in form of Demand Draft/ Pay Order in favour of Collector & District Magistrate, Gajapati payable at SBI Paralakhemundi.
- g) Important Dates : Tender Release: 01/02/2019
Pre-bid meeting: 08/02 /2019, 11 A.M. in Conference Hall, Office of the Office of the CDM&PHO, Gajapati.
Last date & time for bid submission: 16 /02 /2019, 4 P.M.
Bid Opening: 18 /02 /2019, 4.30 P.M. in Conference Hall, Office of the CDM&PHO, Gajapati,
- h) Validity of Bid : 180 days from the date of bid submission
- i) Address for Communication: Office of the *Office of the CDM&PHO, Gajapati*, PIN -761200 ,
E-mail: nhmgajapati18@gmail.com / gajapaticdmo@gmail.com

Note:

The bidders shall be solely responsible for checking the website www.gajapati.nic.in for any addendum/amendment issued subsequent to the release of bid document and take into consideration the same while preparing and submitting the bids.



SECTION – II

SPECIFIC INFORMATION FOR BIDDERS

10/13

1. ELIGIBILITY CRITERIA

The interested Bidders shall have to comply to the following criteria to participate in the tendering process -

- a. Must be registered for under "Carriage by Road Act, 2007" and "Carriage by Road Rules, 2011". **(Self-attested copies of the Registration Certificates to be furnished.)**
- b. Must have either its registered office or operating office in Odisha. **(Self-attested copy of the documentary evidence in this respect to be furnished.)**
- c. Must have all relevant statutory documents such as Registration Certificate of firm, PAN Card, GST registration Certificate, etc.
- d. The tenderer must have 05(Five) members of trucks/Vehicles owned or leased by the tenderer with up to date valid documents(Fitness, Insurance, Permit, Registration Certificate) to carry drugs/ pharmaceuticals/ perishable items/ consumable goods, etc. The heavy vehicle like tipper shall not be considered as a vehicle carrying drugs/ pharmaceuticals/ perishable items/ consumable goods, etc. for the purpose of this tender. **(Self-attested copies of R.C. Books along with the copies of the Fitness Certificates to be furnished)**
- e. Average annual turnover in last 3 financial years i.e. 2014-15, 2015-16 & 2016-17 or 2015-16, 2016-17 & 2017-18 must be at least Rs.10 lakh. **(Report on the financial standing of the Bidder such as Turnover Statement, duly certified by a Chartered Accountant, as in Annexure II for the Financial Years 2014-15, 2015-16 & 2016-17 or 2015-16, 2016-17 & 2017-18 to be furnished. Provisional Turnover shall not be considered.)**
- f. Must have executed similar work (transportation of drugs/ pharmaceuticals/ perishable items/ consumable goods, etc.) during any of the three (3) Financial Years i.e. 2015-16, 2016-17 & 2017-18. **(A list of clients in Annexure III along with self-attested copies of the Work Orders/ Contracts/ Completion Certificates/ Performance Certificates from the Employers as proofs of successful completion of the contract to be furnished.)**
- g. Should neither be convicted by any court of law nor be blacklisted/ debarred on financial/ administrative/ techno-legal ground by any appropriate authority. A declaration regarding this should be submitted in a Rs. 100/- stamp paper in the format prescribed at **Annexure IV**. The bidder should not be involved in any criminal or civil suit. If the bidder is involved in any criminal or civil suit, then details of all such suits should be submitted. The Tender Inviting Authority reserves the right to consider/ not consider any offer based on the gravity/ implication of suits pending against the bidder.

2. TENURE OF THE CONTRACT

- a. The contract shall be awarded for a period of **one year** from the date of signing of contract.
- b. In the event of the contract being terminated by the Tender Inviting Authority before the completion of the contract period for reasons of unsatisfactory performance or breach of contractual conditions, the Performance Security of the agency shall be liable to be forfeited.

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3. IMPORTANT NOTES FOR BIDDERS:

- a. **Vehicles Required:** Goods Carrier Vehicles of various capacity as per ordered quantity for transportation.
- b. Payment will be made only for one side i.e. only the distance covered from the Block Warehouses of Gajapati District to the destinations i.e. Govt. Schools under the Blocks.
- c. EMD will be refunded to the unsuccessful bidders once the successful bidder submits the Performance Security and signs the contract.
- d. EMD will be refunded to the successful bidder after submission of the required Performance Security.
- e. In case of unwillingness of L1 bidder to enter into contract or bid withdrawal in any form, the EMD submitted by the bidder will be liable for forfeiture and the Tender Inviting Authority will have the right to proceed for a contract with the next lowest responsive bidder.

4. BIDDING PROCESS

The bidder should submit its proposal in two envelopes - "Envelop A" and "Envelop B". Envelop A should include qualification documents and Envelop B should contain financial offer. Documents to be submitted in the respective envelopes are as follows:-

A. TECHNICAL BID - ENVELOP A:

The Bidders have to submit following documents in their technical bids with page references-

Sl. No.	Particulars	Page No.
1.	Cost of Tender Paper	
2.	EMD	
3.	Self-attested copies of Registration Certificates under "Carriage by Road Act, 2007" and "Carriage by Road Rules, 2011	
4.	Self-attested copy of GST Registration Certificate	
5.	Self-attested copy of PAN card	
6.	Turnover Certificate as per Annexure II	
7.	Self-attested copies of R.C. Books along with copies of Fitness Certificates of owned heavy vehicles	

17/10

8.	List of clients in Annexure III along with self-attested copies of Work Orders/ Contracts/ Completion Certificates/ Performance Certificates from the Employers as proofs of successful completion of the contracts in support of execution of similar work (transportation of drugs/ pharmaceuticals/ perishable items/ consumable goods, etc.) during the last three (3) Financial Years i.e. 2015-16, 2016-17 & 2017-18.	
9.	Declaration as per Annexure IV	
10.	Details of the suits the bidder is involved, if any	
11.	General Details of the Bidder as per Annexure V	
12.	Bank Details of the bidder as follows – a. Name of the Bank and Branch b. Type of Account - Savings/ Current c. Bank Account No. d. IFS Code	

B. FINANCIAL BID - ENVELOP 'B'

The Bidders have to submit the financial bids in the format prescribed below. This format should be properly filled in, put into a separate envelop, sealed properly and clearly marked as **"Envelop B: Financial Bid for Transportation of Khushi - Sanitary Napkins from the Block Warehouses of Gajapati District to different Govt. Schools under the Blocks"**.

Sl No	Name of the block	Storage Point	No of Schools	Total No. of Sanitary Napkin Pieces	Rate quoted by bidder(Ceiling /MAXIMUM Price- Rs.0.15paise per pieces)
1	2	3	4	5	6
1	Mohana	Govt. Girls high school Mohana	189	353052	
2	R.Udayagiri	Nodal UP School R.Udayagiri	77	180468	
3	Nuagada	Govt. UP School Khajuripada	42	109836	
4	Rayagada	Rajiv Gandhi Seva Kendra,	101	151632	

10/12

		Rayagada			
5	Gosani	Skill Center Block Office Premise	83	123768	
6	Kashinagar	Varanasi Govt. High School, Kashinagar	63	104274	
7	Gumma	Conference hall BEO,Office, Gumma	77	149580	
8	Paralakhemundi Urban	Boxi Street Primary School	15	105084	

Note:

A) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

B) A carton of 4.5 cubic feet contains 16 packets (6 pcs. per packet) of sanitary napkins.

Both Envelop A and Envelop B should be put into a bigger envelope and sealed. The envelope should be superscripted on top with the tender reference number and addressed to Collector & District Magistrate, Gajapati. **There is no system of receipt of bids through drop box or by hand. The bids shall be received only through registered post/ speed post/ courier service.** The Tender Inviting Authority shall not be responsible for any postal delay.

5. EVALUATION AND SELECTION

- The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- Financial Bids shall be opened in the presence of the technically qualified bidders/ their representatives, who choose to attend in person at the address given below –

Office of the Collector & District Magistrate
Gajapati, PIN - 761200

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Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

6. AWARD OF CONTRACT:

- a) Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has quoted the lowest evaluated total cost (**Total of Col. 6 of Financial Bid**).
- b) In case more than one bidder has quoted the same cost, in column 06 the bidder having highest average annual turnover among them will be considered for award of contract.
- c) Intimation of offer for contract will be given by letter/ e-mail. The concerned bidder will have to acknowledge the same and submit the acceptance with the agreement document & Performance Security within 10 days of receipt of such intimation. In case of non-acceptance of agreement, the Tender Inviting Authority may proceed to the next lowest evaluated Bidder.

7. PERFORMANCE SECURITY:

- a) Performance Security acts as a safeguard against unsatisfactory performance or violation of contract agreement by the agency.
- b) Performance Security for an amount of **Rs.1.5 Lakh** is to be furnished by the successful bidder on intimation by the Tender Inviting Authority in form of a Demand Draft/ Bank Guarantee.
- c) Format for Bank Guarantee is attached at **Annexure VII**.
- d) The Performance Security is to be furnished within 10 days of receipt of the Letter of Intent/ Notification of Award.
- e) The Performance Security should remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the agency.

In case of breach of contract by the agency, the Performance Security shall be forfeited. If the agency duly performs and completes the contract in all respect, the Performance Security shall be returned without any interest on completion of all such obligations under the contract.

