

## **Hindustan Latex Family Planning Promotion Trust**



### **Tender Notice for SUPPLY OF SANITARY NAPKIN PADS**

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**RFP No.: HLPPT /SM/ 18-19**

**Dated: 31/07/2018**

Hindustan Latex Family Planning Promotion Trust is a trust promoted by HLL Lifecare Ltd; A Government of India Enterprise and invites bids for the following:

1. Supply of Sanitary Napkin. As per the requirement detailed herein.
2. Place of delivery of goods: Lucknow (UP) / Ghaziabad (UP) / Hoogli (West Bengal) on FOR basis.

**For Tender details, please visit our site [www.hlppt.org/tender.htm](http://www.hlppt.org/tender.htm)**

**The sealed bids for the above will be received in the office of the Hindustan Latex Family Planning Promotion Trust, B-14A, 2<sup>nd</sup> Floor, Sector 62, Noida, Uttar Pradesh-201307 Telephone Nos.: 0120-4673600, 4231060/1/2**

**Last Date & Time of accepting of Bid : 10-August-2018 till 5:00 PM**

**Venue of opening of bid : Hindustan Latex Family Planning Promotion Trust,  
B-14A, 2<sup>nd</sup> Floor, Sector 62, Noida, Uttar Pradesh-201307**

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**Bid need to be addressed to:**

**Team Leader - Admin & Commercial  
Hindustan Latex Family Planning Promotion Trust,  
B-14A, 2<sup>nd</sup> Floor, Sector 62, Noida,  
Uttar Pradesh-201307  
Telephone: 0120- 4673600, 4231060/1/2**

**For 'Supply of Sanitary Napkin as per the requirement over a period of Two years'**

**1. General Terms & Conditions**

- i. The bidders shall furnish an Earnest Money Deposit (EMD) of Rs 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of "**Hindustan Latex Family Planning Promotion Trust**", payable at New Delhi. It should be attached with technical bid.
  - a. Non-payment of EMD will make the bidders liable for disqualification.
  - b. Bidders cannot withdraw after bidding; the EMD shall be forfeited if bidder denies entering into agreement for supply of Sanitary Napkin after bidding process.
  - c. EMD of unsuccessful bidders shall be returned within the period of 45 days after the award of contract without any interest.
  - d. EMD will be returned to the awarded party against receipt of contract performance security deposit.
- ii. The contract/order will be placed for a period of two year as per the requirement of the buyer from the date of notification of award. The prices shall be firm and fixed during the contract period. Any bid with variable price on any account whatsoever will be treated as non responsive and summarily rejected.
- iii. Bidder should have manufactured & supplied at least 5 lakhs pads per month (i.e. 60 lakhs pads annually) of Sanitary Napkin during the last 3 years. In case of Re-sellers / Traders, a certificate from Manufacturer shall be submitted as a part of bid, stating the eligibility as required above..
- iv. **Certificate/ documents evidencing past major supplies of last 1 year for Sanitary Napkin should be enclosed. Manufacturing license, manufacturing facility, infrastructure, TIN No, PAN, GST Registration Certificate, documents etc are required to be enclosed along with the technical bid.**
- v. The bidder must have an average annual turnover of Rs. 50 Lacs during immediately preceding last three years. The audited financial statements along with turnover certificate of last 3 years duly certified by Chartered Accountant should be provided along with the technical bid.
- vi. The rates should be quoted separately for delivery at Lucknow (UP) /Ghaziabad (UP) / Hoogli ( West Bengal) on FOR basis. The rates should be inclusive of all levies to destination at purchaser / consignee end, inclusive of packing cost, packing labour cost, loading, unloading, handling expenses, transit insurance, transit loses, all duties & taxes i.e. entry tax, Octroi & other incidental expenses etc as applicable.
- vii. Details of in house quality control procedures, facilities available including machinery and equipment installed should be mentioned in the technical bid.
- viii. Purchaser reserves the right for inspection, sampling and testing the quality & standards of the stores by picked up samples and testing it in an approved testing laboratory for assessment of quality services before dispatch to the consignees or at the consignee end and will share the quality test report to us.
- ix. Purchaser reserves the right to take the goods from supplier in staggered quantities as per the requirement with due intimation.

- x. Bidders should provide evidence to prove their experience & capability in carrying out similar job / works during the last 03 years.
- xi. No conditional offer / deviation from tender terms shall be accepted.
- xii. Technical specification(s) required for Sanitary Napkin is enclosed as per Annexure 1.
- xiii. Bids are to be submitted separately in sealed envelopes for Technical and Financial as per Annexure 1 for Technical and Annexure 2 for Financial. **The sealed envelopes for Technical bid and financial bid should be super scribed as “Technical Bid-Supply of Sanitary Napkin” and “Financial Bid-Supply of Sanitary Napkin” respectively.** The technical bid will be opened first and financial bid of the technically acceptable offers will be opened later. The Financial bid of technically non – responsive bidders will be returned unopened to such bidders.
- xiv. Packing design, brand name etc. shall be provided by the purchaser on Award of Contract.
- xv. Bids shall be valid for a period of 45 days from the date of bid opening. The earnest money deposit for unsuccessful bidders shall be returned within the period of 45 days without any interest.
- xvi. Purchaser reserves the right to accept / reject / select any supplier and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders on the grounds of the purchaser’s action.
- xvii. In the event of award of contract the bidder shall be able to start supply of goods within **30 days** of award of contract. If the stock is not supplied within specified timeline penalty clause will be applicable as per clause no. xviii. The agency would be required to maintain buffer stock of finished goods equivalent to two months as per the requirement.
- xviii. The Purchaser shall without prejudice to its other remedies under the contract deduct from the Contract Price, as Liquidated Damages, a sum equivalent to 0.5% of the price of delayed Goods or unperformed Services for each week of delay (part of a week will be taken as full week) until actual delivery or performance, up to a maximum deduction of 5% of the contract Price. Once the maximum is reached, the purchaser may consider termination of the contract. In case of delay on part of HLPPT in providing the approvals the time of delivery will be extended by equal number of days.
- xix. HLPPT reserves the right to carry out inspection of product at any period of time during period contract or before selection of agency.
- xx. HLPPT reserves the right to award the work to more than one agency as per requirement.
- xxi. The RFP shall be evaluated strictly based on the substantive information / credentials / documentary evidences submitted by the agencies.
- xxii. Payment(s) shall be released within 45 days from the date of delivery of goods in saleable condition.
- xxiii. The successful bidder is required to execute a Performance security in the form of Bank Guarantee for an amount of 5% of the Purchase Order. This bank guarantee shall be valid up to 60 days after the completion of contract period. The Bank Guarantee shall be assigned in favour of Hindustan Latex Family Planning

Promotion Trust. If the successful bidder does not provide the performance security deposit, the EMD may be forfeited.

- xxiv. The performance security will be returned only after satisfactory completion of the contract subject to any deduction (Penalty Clause, etc.) that may be deemed fit at the sole discretion of Hindustan Latex Family Planning Promotion Trust.
- xxv. The bidder has to submit along with his bid a copy of the Terms and Conditions (all pages) and the technical specifications duly signed and stamped on all pages indicating their unconditional acceptance.
- xxvi. The manufacturing date of the articles should not be more than 3 months proceeding from the date of purchase order & the remaining useful shelf life of articles should not be less than 33 months.
- xxvii. The total quantity will not be procured in a single lot. The allocation / requirement will be confirmed on a monthly / quarterly basis separately by a firm release order / work order.
- xxviii. The vendor shall submit undertaking that he is not in any way related to any trustees, officers and other employees of the organisation as enclosed in Annexure 3.
- xxix. RFP received after the closing date will not be considered.

We agree to all terms and conditions as mentioned above including the validity of the offer.

**(Name, Designation & Signature of the bidder with the Seal)**

## 2. Evaluation

A two-stage procedure will be adopted in evaluating the proposals: i) a technical evaluation, which will be carried out prior to opening any financial proposal; ii) a financial evaluation. Firms will be ranked using a combined technical / financial score, as indicated below. The financial proposal of the technical qualified agencies will be opened.

### i) Technical Proposal

The evaluation committee will carry out its evaluation applying the evaluation criteria and point system specified below on the technical proposals meeting the qualification criteria mentioned in the "General Terms & Conditions". Each responsive proposal will be attributed a technical score.

- Past Experience with supporting documents evidencing past major supplies made and capability to carry out supply of Sanitary Napkin, performance certificate etc (20)
- Company Profile & infrastructure number of years experience, availability of key skills among staffs and infrastructure, facility available towards manufacturing Sanitary Napkin (25)
- Turn over & Financial Status (10)
- Clientele (15)

The technical evaluation will be done by internal technical committee formed by HLPPT. Quality and competence of the manufacturer shall be considered as the paramount requirement. Technical proposals scoring 70% or more of the total technical points will only be considered for financial evaluation.

### ii) Financial Proposal

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal will be given a financial score of 30 points. The financial scores of all the proposals will be computed in relation to the lowest financial proposal.

Proposals will finally be ranked according to their combined technical and financial scores.

The manufacturer securing the highest combined score will be invited for negotiations.

### iii). Negotiations

The negotiation will be made with L1 bidder and in case the negotiation fails with L1, then HLPPT reserves the right to do negotiations with the next higher bidder.

Annexure -1

TECHNICAL SPECIFICATIONS

**RFP FOR SUPPLY OF SANITARY NAPKIN**

General Technical requirement

A. Technical Requirements for Sanitary Napkins.

1. Sanitary Napkin shall confirm to ISO: 5405/1980 (First Revision) reaffirmed 2012 with amended No. 1 except sizes.

The size and weight of sanitary napkin shall be as under:

Size	Extra large
Pad type	Napkin with Tabs
Overall Pad length (mm)	280±10
Pad Thickness (mm)	10±1.5
Width (mm)	160±5
Weight (gm)	12±1

2. Storage of the raw materials and the finished product in clean place protected from moisture, dust and rodents. This has to follow by supplier / consignee essentially.
3. The sanitary napkins should be odourless.
4. The material used in the fabrication of the sanitary napkins should be non allergic.
5. Outer covering of sanitary napkin shall be provided with sufficient number of channels for showing up protection.
6. Covering of the absorbent filler should be non-allergic and shall be constructed with either qualitative poly-perforated film sleeve or non-woven fabric with sufficient porosity to enable assembled pad to meet the absorbency requirement and the absorbent filler material shall be of cellulose pulp / wadding and shall be free from lumps, oil spots, dirt and foreign materials.
7. The absorbent filler material pertains to sanitary napkin shall be associated with an adhesive back strip.
8. Back strip for sticking and sanitary napkin shall be with qualitative adhesive material not leaving any mark.
9. The sanitary napkin should be heat sterilizable and the non absorbent barrier should be heat resistance.
10. Absorbency test will be conducted with 50 ml prescribed fluid instead of 30 ml of cl 5.1 of IS:5405/1980 (First Revision) reaffirmed 2012 with amendment No. 1.
11. Napkin shall have a non-absorbent barrier on one side which shall have an identifying thread or marking indicating clearly the side of barrier.
12. The manufacture shall get sanitary napkins tested as per IS:5405/1980 (First Revision) reaffirmed 2012 with amendment No. 1, and as per clause mentioned in Technical Requirements of Sanitary Napkins in general technical requirement from NABL/ILAC accredited/central Govt. laboratory at the time of inspection / registration.

**Manufacture, Workmanship and Finish:**

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

→ The covering fabric shall cover the filler completely.

→ The Sanitary Napkins shall have a very soft feel and when worn shall not chafe or give any uncomfortable feeling.

It shall be free from all sorts of foreign matter and should be odourless.

→ The Sanitary Napkin will be free from acids and alkali.

→ The adhesive used in Napkin should not leave any mark and stain.

→ Uniform thickness is with respect of wrinkles and lump formation only.

**Storage :**

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

**3 years Shelf Life:** The manufacturing date of the articles should not be more than 3 months proceeding from the date of purchase order. The remaining useful shelf life of articles should not be less than 33 months.

**Annexure – 1 Contd.**

**Technical Bid**

(To be enclosed in separate sealed cover)

Item Quoted:

Name and Address of the bidder:

Note: All the following details shall relate to the manufacturer(s) for the goods quoted for.

- 01 Name of the manufacturer
  - a. Full postal address
  - b. Full address of the premises
  - c. Telephone number
  - d. Fax number
  - e. E-mail
  - f. Year of starting of manufacturing
  
- 02 Plant and machinery details
  
- 03 Manufacturing process details
  
- 04 Monthly (single shift) production capacity of goods quoted for
  - a. Normal
  - b. Maximum
  
- 05 Total annual turn-over (value in Rupees) ( 2015-16, 2016-17 & 2017-18)
  
- 06 Production figures (Annual):
  - a. 2015-16 : Nos
  - b. 2016-17 : Nos
  - c. 2017-18 Nos
  
- 07 Quality control arrangement details
  - a. for incoming materials and bought-out components
  - b. for process control
  - c. for final product evaluation
  
- 08 Test certificate held
  - a. Type test
  - b. BIS/ISO certification
  - c. Any other
  
- 09 Details of staff
  - a. Technical
  - b. Skilled
  - c. Unskilled
  
- 10 Whether similar job work undertaken in the past, if so details of job works.



11 Following documents shall be attached with the Technical bid

- a. Earnest Money Deposit
- b. The audited financial statements along with turnover certificate immediately proceeding last three (03) years duly certified by Chartered Accountant should be provided along with the technical bid.
- c. Past Experience with supporting documents evidencing major supplies made and capability to carrying out in supply of Sanitary Napkin, performance certificate etc
- d. Clientele List
- e. Company Profile & infrastructure details number of year experience, availability of key skills staffs and infrastructure, facility available towards manufacturing Sanitary Napkin
- f. Xerox copies of certificates with Tax Authorities (TIN,VAT/CST,PAN)

12 Past supply detail in last 03 years (Major orders only)

<u>Customer</u>	<u>Quantity supplied (in Pads)</u>	<u>Year</u>
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**Signature and seal of the bidder**

**Annexure - 2**

**Financial Bid  
(Sanitary Napkins – 8 pads in one packet)**

1	2	3	4	5	6	7	8	9	10
Sl. No.	Item Description	Country of origin	Qty.	UOM	Unit price for each pack of 08 units Incl. All duties, P&F and other incidental charges	GST As applicable (%)	Final Bid price per pack FOR basis at Lucknow (UP) incl. all taxes, duties and freight for consignee site	Final Bid price per pack FOR basis at Ghaziabad (UP) incl. all taxes, duties and freight for consignee site	Final Bid price per pack FOR basis at Hoogli (WB) incl. all taxes, duties and freight for consignee site
1	XL Sanitary Napkins		384000	Packs		0			

Minimum lot size for staggered order qty: 48,000 packs of 08 units each.

**Final Bid price :**

**Currency :**

**In Figures :**

**In Words :**

**Note:**

- The contract will be for a period of two year from the date of Notification of award & the price per unit will be firm and fixed throughout the contract period irrespective of changes in duties, levies and taxes.
- In case of any discrepancy between the amount in words and figures the amount in words will prevail.
- The quantity shall change ( $\pm 25$  %) at the time of order placement, or during the currency of contract if required.
- The payments shall be released within 45 days from the date of delivery of goods in saleable condition.

**Signature of Bidder:  
Name of Bidder:  
Business Address:**

**Place :  
Date :**

**Annexure 3**

**Undertaking from Vendors**

This has reference to the RFP published in the website of HLPPT on . . . . .

In response to the RFP, we have submitted our technical & financial bids on.....at your office.....

In connection with the above bids we hereby declare as under:-

- i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.
  
- ii- That we have submitted the bids in the name of M/s..... and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.
  
- iii- We hereby undertakes that in case of any violations to the above declarations at any stage of the contract, HLPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

**For and behalf of.....**

**(Authorized Signatory with company seal/Stamp)**