



**OFFICE OF THE MISSION DIRECTORATE, SWACHH BHARAT MISSION –GRAMIN, ASSAM
HENGRABARI, GUWAHATI-781036**

**NOTICE INVITING QUOTATION (NIQ) No. 1 of 2022-23
MISSION DIRECTORATE, SWACHH BHARAT MISSION –GRAMIN, ASSAM**

NAME OF WORK

**PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF
BIODEGRADABLE SANITARY PAD**

FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM

APRIL 2022-23

**QUOTATION TO BE SUBMITTED ON OR BEFORE: 12:30 PM OF 27TH APRIL, 2022
e-mail Id.: sbmg.assam@gmail.com**




GOVERNMENT OF ASSAM
OFFICE OF THE MISSION DIRECTOR
SWACHH BHARAT MISSION-GRAMIN: ASSAM
HENGRABARI, GUWAHATI-781036

Notice Inviting Quotation No: 1

The Mission Directorate, Swachh Bharat Mission-Gramin, Assam, Hengrabari, Guwahati-36, invites quotations from reputed Agency/Organisation/Company for **PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD** for **Mission Directorate: Swachh Bharat Mission-Gramin, Assam**"

1. The quotation is to be submitted in closed and sealed covers and should be dropped in the designated Tender Box of the Office of the Mission Director, Swachh Bharat Mission-Gramin, Assam, Hengrabari, Guwahati-36 and duly addressed to the "Mission Director, Swachh Bharat Mission-Gramin, Assam, Hengrabari, Guwahati-36" on or before **27th April, 2022 at 12.30 PM**
2. Date of release of Bid document: **11th April 2022 at 11.30 AM**
3. Date of starting of Bid Document submission: **12th April 2022**
4. Time of submission of Bid Documents: **9:30 AM to 5:00 PM except last closing date.**
5. Date and time of closing of Bid Document submission: **27th April 2022 at 12.30 PM**
6. Date and time of opening of the Bid Quotation : **27th April 2022 at 3 PM**
7. Date and Time of Pre-Bid Queries: **18th April 2022 at 12.30 PM**
8. Place of opening of NIQ(s) : Mission Directorate, Swachh Bharat Mission- Gramin, C/o Office of the Chief Engineer(PHE), Sanitation, Assam, Hengrabari, Guwahati-36.
9. The intending Agency/Organisation/Company shall have to submit the copy of their firm/agency registration certificate, Company incorporation certificate (in case of limited company), along with the technical quotation. A certified copy shall have to be submitted along with the Bid security.
10. The intending Agency/Organisation/Company's Bid Document should be accompanied with a demand draft of **Rs1000.00(One thousand)** drawn in favour of the **Swachh Bharat Mission (Gramin), Assam** as Processing Fee, which is Non-Refundable. Please note that the NIQ, which does not include the processing fees, would be rejected as non-responsive.
11. The above documents shall have to be submitted in one envelope as stated in Bid Document.
12. Other details can be seen in the detailed Bid documents. The Mission Directorate, Swachh Bharat Mission (Gramin) shall not be held liable for any delays. It is the intending Agency/Organisation/Company's responsibility to verify the information related to the quotation. Bid Query
13. If the closing and opening date(s) mentioned above falls on a non-working day, then closing and opening date(s) will be the next working day.


Mission Director, SBM-G, Assam
Hengrabari, Guwahati- 36


Memo No.RGRWSM-242/Pt-IX/2021-22/
Copy to:

130-37

Date: 08.04.22

1. The Additional Chief Secretary, PHE etc. Dept., Govt. of Assam, Assam Secretariat, Dispur, Guwahati-6, for favour of your kind information.

2. The Secretary to Govt. of Assam, PHE Dept, Assam Sachivalaya, Block -B , Dispur, Guwahati-6, for favour of your kind information.
3. The Chief Engineer (PHE), Sanitation, Assam, Hengrabari, Guwahati - 36, for kind information.
4. The PS to Hon'ble Minister, PHE Dept. Dispur, Guwahati-6, for favour of your kind information.
5. The State Coordinator, SBM-G, Assam, Hengrabari, Guwahati - 36, for kind information.
6. The AEE (PHE), Hengrabari, Guwahati - 36, for kind information.
7. The State FMS, Mission Directorate, SBM-G, Assam, Hengrabari, Guwahati - 36, for kind information and necessary action.
8. The Site Administrator, SBM-G, Assam, Hengrabari, Guwahati - 36, for kind information and necessary action. He is requested to upload the requited documents in departmental website.


**Mission Directorate, SBM-G, Assam
Hengrabari, Guwahati- 36**



BID DOCUMENT

**OFFICE OF THE MISSION DIRECTORATE, SWACHH BHARAT MISSION –GRAMIN, ASSAM
HENGRABARI, GUWAHATI-781036**

NOTICE INVITING QUOTATION (NIQ)

MISSION DIRECTORATE, SWACHH BHARAT MISSION –GRAMIN, ASSAM

NAME OF WORK

**PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF
BIODEGRADABLE SANITARY PAD**

FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM

APRIL 2022-23

QUOTATION TO BE SUBMITTED ON OR BEFORE: 12:30 PM OF 27TH APRIL, 2022

e-mail Id.: sbmg.assam@gmail.com

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1. Notice

**GOVERNMENT OF ASSAM
OFFICE OF THE MISSION DIRECTOR: SWACHH BHARAT MISSION-GRAMIN, ASSAM
HENGRABARI, GUWAHATI-781036**

Notice for Quotation No. 1

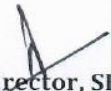
The Mission Directorate, Swachh Bharat Mission-Gramin, Assam, Hengrabari, Guwahati-36, invites quotation from reputed Agency/Organisation/Individual for PROCUREMENT OF AUTOMATIC/MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD for **Mission Directorate: Swachh Bharat Mission-Gramin, Assam**". Quotations are to be submitted manually. The Bid document will be available in the official website <https://phesanitation.assam.gov.in/> from 11th April, 2022 upto 27th April, 2022.


**Mission Director, SBM-G, Assam
Hengrabari, Guwahati- 36**

**Memo No.RGRWSM-
Copy to:**

130-37 Dated:- *08.04.2022*

1. The Additional Chief Secretary, PHE etc. Dept., Govt. of Assam, Assam Secretariat, Dispur, Guwahati-6, for favour of your kind information.
2. The Secretary to Govt. of Assam, PHE Dept, Assam Sachivalaya, Block -B , Dispur, Guwahati-6, for favour of your kind information.
3. The Chief Engineer (PHE), Sanitation, Assam, Hengrabari, Guwahati - 36, for kind information.
4. The PS to Hon'ble Minister, PHE Dept. Dispur, Guwahati-6, for favour of your kind information.
5. The State Coordinator, SBM-G, Assam, Hengrabari, Guwahati - 36, for kind information.
6. The AEE (PHE), Hengrabari, Guwahati - 36, for kind information.
7. The State FMS, Mission Directorate, SBM-G, Assam, Hengrabari, Guwahati - 36, for kind information and necessary action.
8. The Site Administrator, SBM-G, Assam, Hengrabari, Guwahati - 36, for kind information and necessary action. He is requested to upload the requited documents in departmental website.


**Mission Director, SBM-G, Assam
Hengrabari, Guwahati- 36**

1. Schedule	
PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM	
Period of availability of NIQ document	: 11th April 2022 at 11.30 AM
Last date for receipt of Quotation	: 27th April 2022 upto 12.30 PM
Date and Time of Quotation opening	: 27th April 2022 at 3 PM
Validity of the NIQ*	: 30 days
Address for submission of the NIQ	: MISSION DIRECTORATE SWACHH BHARAT MISSION-GRAMIN ASSAM, HENGRABARI GUWAHATI-781036
For further information	: Contact : Ms PompiGogoi State WASH Monitoring Specialist, SBM-G, Assam in email id : sbmg.assam@gmail.com pompisbmg@gmail.com

***The validity may be extended on mutually agreed conditions**

3	Type of Work and Deliverables
	<ul style="list-style-type: none"> • The Mission Directorate, Swachh Bharat Mission-Gramin(SBM-G), Assam invites quotations from reputed Agency/Organisation/Company for PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD for Mission Directorate: Swachh Bharat Mission-Gramin, Assam. The objectives of procuring and installing of manufacturing machines for menstrual absorbents are: <ol style="list-style-type: none"> i. Production of minimum 1000-1200 units of 274 mm sterilized sanitary napkins with wings in a day. ii. Raw materials worth Rs. 50000 to be provided. iii. Operational and technical training of SHG members. iv. Operational & Maintenance cost to be borne by District Mission Management Unit (DMMU), Sibsagar district. • Must get a work completion certificate from the concerned DWSC and DMMU, ASRLM of Sibsagar District. • Must submit a detail report of its activities with photos, name of the trainees, age, sex etc at the end of the pilot project. Three copies of the report (spiral bind not exceeding 100 pages) must be submitted to The Chief Engineer (Sanitation) PHE, Hengrabari, Guwahati-36. <p>Detail description of work may be seen at annexure c (Terms of Reference)</p>
4	District
	The pilot project will be conducted in Demow Block of Sibsagar district The intending bidders can apply for the above district.
5	Bid Security

	<p>Bid/Quotation security Deposit: A bid/quotation security deposit of 5% of the total approximate estimated cost in the form of FDR/DD, on any Nationalized/ Scheduled bank, drawn in favour of Swachh Bharat Mission Gramin, Assam, payable at Guwahati, must be submitted along with the Technical Quotation on or before date and time of closing of quotation submission by the quotationer failing which the quotations will be declared non-responsive.</p>
6	<p>Bid Processing Fee</p> <p>All the intending Agency/Organisation/Company's Bid Document should be accompanied with a demand draft of Rs 1000.00(One thousand) drawn in favour of the Swachh Bharat Mission (Gramin), Assam and payable at Guwahati. The NIQ Processing Fee is Non-Refundable. Please note that the NIQ, which does not include the NIQ processing fees, would be rejected as non-responsive.</p>
7	<p>General Terms & Conditions</p> <p>a) Quotations will be opened at the time, date and place as specified in the notice in presence of the Agency/Organisation/Company or their authorized agents who like to be present at the time of opening.</p>
8	<p>Eligibility Criterion for submission of quotation</p> <p>Intending the intending Agency/Organisation/Company having expertise in the field of automatic sanitary napkin production unit satisfying the following conditions may submit their quotation.</p> <ol style="list-style-type: none"> The agency may be a single registered entity. The bidder must have experience of executing at least one similar project. (Enclose relevant documents in support) Have Average Financial Turnover of minimum Rs. 15 lakhs(average) and above in the last 3 financial years (2018-19, 2019-20 & 2020-21)(Copy of audited financial statements for last three years to be submitted) Have proven experience of successfully performed at least 1 (ONE) similar project.(Statement of performance to be enclosed) Having an office set up in Assam of their own, (Proof of office address with all contact details to be enclosed) Have bank account in the name of the group/agency/organization/company. The Agency/Organisation/Company should not be blacklisted by any Government department The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant. (Scanned Copy of Litigation history, if any, duly certified by Notary, shall have to be uploaded along with other documents)
9	<p>Criterion for Disqualification</p> <p>Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:</p> <ol style="list-style-type: none"> Made a false representation in the form, statement and attachments required in the documents for this empanelment; A record of poor performance such as abandoning assignments, not properly completing contract, financial failures or delayed completion; Been convicted by any court of law. Must not have been blacklisted by any government/ semi government department in the last three years.


10	Submission, Receipt and Opening of NIQ
	<p>a. The original quotation (NIQ), both Technical and Financial Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by agency/organization/ company itself. The person who signs the quotation must initiate such corrections. Submission of letters for both Technical and Financial Bid should respectively be in the format of TECH-1 and FIN-1.</p> <p>b. An authorized representative of the agency/organization/ Company shall put signature on all pages of the original Technical and Financial Quotations. The copies Technical Bid (Form TECH-1, TECH -2, TECH-3, TECH-4), as given under “Standard forms for Technical Bid”, shall be submitted mentioning “TECHNICAL Bid “as per requirement mentioned in the Part-B of the NIQ. Similarly, the copies of Financial Quotation (Form FIN-1, Form Fin-2) as given under “Standard forms for Financial Bid”, as per requirement mentioned in the part B of the NIQ, shall be submitted mentioning “FINANCIAL Bid” followed by the name of the Assignment/job.</p> <p>c. The documents must be sent to the address/addresses indicated in the SCHEDULE and received in the Mission Directorateno later than the time and the date indicated in the SCHEDULE, or any extension to this date. Any quotation received by the DIRECTORATE after the deadline for submission shall be returned unopened.</p>
11	Information to be furnished along with the quotation are
	<p>i. Registration Certificate (certified copy to be enclosed).</p> <p>ii. PAN number(certified copy to be enclosed)</p> <p>iii. Bank Account Number & Branch, IFSC Code (Certified copy of bank account to be enclosed)</p> <p>iv. GST Registration Number (Certified Copy to be enclosed)</p>
12	Interpretation of the NIQ document
	<p>a) TheNIQ documents are drawn up in English and other documents that are to be filled up by the intending agency/organisation/Company shall also be in English. The language to which the documents are to be interpreted shall be English.</p> <p>b) Any clarification with regard to interpretation or of ambiguities discovered or pointed out after the publication of the NIQ document in the portalhttps://phesanitation.assam.gov.in/but prior to the closing of NIQs, as to the meanings, conditions, or instructions contained in any of the issues documents, shall be valid only when such clarification is made by the Mission Director, SBM-G/Chief Engineer (PHE) Sanitation, Assam, Hengrabari, Guwahti-36 or any authorized officer by uploading the instruction in the portal https://phesanitation.assam.gov.in/</p> <p>c) Such addenda or circulars can be viewed on the web page of the website https://phesanitation.assam.gov.in/under “Corrigendum”. Addenda and circular thus issued (if any) shall form part and parcel of the relevant quotation documents.</p>
13	Addenda
	Addenda, if any, will appear on the web page of the website https://phesanitation.assam.gov.in/
14	Rate and Tax
	The intending Agency/Organisation/Companyshall quote rate for every item in the “Financial Quotation”. If rate for any item is not quoted then the quotation shall be considered as incomplete and shall be rejected. <i>Tax as applicable under the Indian/Assam Govt’s (Act/Law) shall have to be quoted separately.</i>
15	Unsealed Quotation Documents
	The Quotations shall be rejected if the hard copies to be submitted as mentioned above to the undersigned not properly sealed.

16	Evaluation of the Quotations
	<p>16.1 The criteria for Eligibility & Technical qualification of Bidders are set out in the following:</p> <p>16.2 As part of the evaluation, the quotations shall be checked for responsiveness with the requirements of the NIQ document and only those quotations which are found to be responsive would be further evaluated in accordance with the criteria set out in this NIQ document.</p> <p>16.3 The Bid would be considered to be responsive if it meets the following conditions:</p> <ol style="list-style-type: none"> a. It contains all the information and documents as requested in the NIQ document. b. It contains information in formats specified in this NIQ document. c. There are no inconsistencies between the Bid and the supporting documents <p>16.4 The Financial Offers of only those quotations, who meet the qualification criteria would be opened. Mission Directorate, SBM (G) shall open the financial offers of only those bidders for evaluation, whose technical bid is found to be adequate as per Annexure No 5 of the NIQ.</p> <p>16.5 The lowest cumulative cost of the all the items will be considered as the preferred bidder for the allotment of work (L1).</p>
17	Allotment of work/job
	<p>The selected agency/Company will be allotted the work initially for</p> <ol style="list-style-type: none"> a] procurement of a single automatic sanitary napkin machine b] The lowest rate may be offered to other agencies/Company/Company c] The assignment will be awarded in lowest rate to the willing Agency/Organisation/Company
18	Payment schedule
	<ol style="list-style-type: none"> a) No advance payment shall be made. b) Payment shall be made on satisfactory completion of the assignment for each calendar month as per provisions/agreement of the contract within 15 (fifteen) days of submission of bills as required with complete details (Certificate of the shows duly signed by the organizer and district officials, Photographs (minimum 3) of the shows duly signed by district officials, subject to availability of fund. c) Payment shall be made from UNICEF Fund
19	Special Provisions of the Contract
	<ol style="list-style-type: none"> a) Safety measures: The Agency/Organisation/Company, to whom the assignment shall be awarded, shall be responsible for the safety of all professional /staff engaged for performance of the show(s) at their own expenses. b) Contract agreement: The Agency/Organisation/Company, to whom the contract shall be awarded, shall enter into and execute a tripartite contract agreement. The NIQ document, letter of acceptance, document submitted, uploaded by the successful Agency/Organisation/Company shall form part of the contract agreement. c) Jurisdiction: In case of any dispute arising out of the Contract, it will be governed under the jurisdiction of Gauhati High Court. d) Non Compliance of the contract agreement: If the Agency/Organisation/Company, to whom the contract is awarded, fails to comply with any condition of the contract agreement, the Mission Director, SBM (G), Assam, shall be at liberty to cancel the assignment at any stage of progress of the assignment. In such eventuality, performance guarantee shall be forfeited. e) Time of completion of the assignment: The assignment is time bound. The assignment shall have to be completed within the stipulated time of completion as mentioned in the NIQ. f) Subletting the assignment: The assignment or any part thereof shall not be allowed to

sublet.

g) **Idle time:** As the work is time bound, no idle time is applicable under any circumstances.

h) **Force -de -majeure clause:** The contract is subject to Force-de-majeure clause as applicable under the law.



Mission Directorate, SBM-G, Assam
Hengrabari, Guwahati- 36

NOTICE INVITING QUOTATION (NIQ)

FOR

**“PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF
BIODEGRADABLE SANITARY PADS”**

FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM

PART B

STANDARD FORMS – TECHNICAL & FINANCIAL

April 2022-23

**MISSION DIRECTORATE
SWACHH BHARAT MISSION -GRAMIN
PHE CAMPUS, HENGRABARI
GUWAHATI-781036
e-mail Id.:sbgm.assam@gmail.com**

TECHNICAL BID- STANDARD FORMS

Covering Letter

(On the Letterhead of the intending Agency/Organisation/Company)

To,
Mission Director,
SWACHH BHARAT MISSION –GRAMIN
C/O Chief Engineer (PHE), Sanitation: Assam
PHE CAMPUS, HENGRABARI
GUWAHATI-781036
e-mail Id.: sbmg.assam@gmail.com

Date: _____

**Sub : NIQ FOR “PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS
FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD
FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM**

Ref : NIQ no 1 of 2022-23

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the NIQ Document and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents relating to the **NOTICE INVITING TENDER** for “**PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD FOR PUBLICITY CAMPAIGNS MENUSTRAL HYGIENE MANAGEMENT FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM**” .

We understand that MISSION DIRECTORATE, SBM-G, ASSAM reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

(Signature of Authorised Person)

Name

Address

Contact no

Date:

Seal:

Information of Intending agency/company/organisation

Name of the agency/company/organisation(In full) :
Address :
Telephone no :
E-mail address :
Year of establishment(Certificate of :
Registration/Incorporation under relevant Acts)

Place of business :
Contact Person :
Name :
Address and Contact Details :
Any other information :

(Signature of Authorised Person)

Date:

Seal:

Turnover		
Annual Turnover for the last three financial years 2018-19, 2019-20, 2020-21 along with audited balance sheet for last three years.		
S.No	Year	Turnover in INR Lakhs
1	2018-19	
2	2019-20	
3	2020-21	
AVERAGE TURN OVER		

(Signature of Authorised Person)

Date:

Seal

Note: Turnover to be attested by Chartered Accountant /supported by audited statement.

FORM TECH-4

TECH 4: BIDDER'S EXPERIENCE

[The following information should be provided in the format below for each reference assignment for which your firm, was legally contracted by the Employer stated below.]

Sl. No	Description of Work	Name of Client	Start Date	Completion Date	Cost of Work
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

****Copy of Work order /completion certificate to be submitted***

Signature of the Bidder:

Name of the Signatory:

Name of the Firm/agency:

Seal of the Firm/Agency:

Place :

Date :

QUOTATION LIST

S No	Item	Specifications	Numbers	Price(INR)
1	Automatic Ultrasonic with wings (280 mm)			
2	Servo Stabilizer			
3	Holding Stand			
4	Raw Materials			
Total				
* GST to be Quoted Separately				

1. Service:
- i. Making arrangement of supply Machines.
 - ii. Provide technical know-how/ capacity building training.
 - iii. Making arrangements to supply raw materials in an uninterrupted manner.
 - iv. Maintenance/ Servicing of machines for upto 3 years
 - v. Available technicians whenever required.
2. Period of Contract: The Contract shall be valid initially for 11 months and the Employer reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of 3 years/months.
3. Quantity: Employer shall place the order only as per the actual requirement from time to time.
1. Notice Period:
- a) Details will be mentioned in the Work/Placement Order.
 - b) Telephonic intimation shall be considered as notice in case of urgency.
2. Installation Place: Sibsagar District
3. Special Requirements:
- (a) All maintenance/repairing etc. of the machine will be done by the Bidder upto first 3 years and no cost shall be borne by Swachh Bharat Mission-Gramin, Assam.
 - (b) In case of any accidents during installation, the empanelled agency shall be responsible for bearing all costs / charges both monetary and others related to the accident, no compensation shall be borne by Swachh Bharat Mission-Gramin, Assam.

(To be Notarized in Non-Judicial Stamp Paper)

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the departments/autonomous _ institutions/universities/public sector undertakings of the Government of India or Government of Assam or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on

Signature of the Bidder:

Name of the Signatory:

Name of the Firm/agency:

Seal of the Firm/Agency:

Place :

Date :

(To be provided in Bidder's Letter head)

UNDERTAKING

It is certified that my firm/agency/company having sufficient experience for installation of PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PADAs mentioned in the NIQ Document.

Signature of the Bidder:

Name of the Signatory:

Name of the Firm/agency:

Seal of the Firm/Agency:

Place :

Date :

(To be provided in Bidder's Letter head)

UNDERTAKING

It is certified that | personally read the Quotation Document and accept all the Terms and Conditions mentioned therein.

Signature of the Bidder:

Name of the Signatory:

Name of the Firm/agency:

Seal of the Firm/Agency:

Place :

Date :

FINANCIAL BID –STANDARD FORMS

TECHNICAL EVALUATION SHEET

S. No	Criteria	Marks
1.	Prior Experience/No of years in Business	20
2.	Technical Inputs/Installation Plan	30
3.	Production Capacity	20
4.	Bidder's average annual turnover	20
5.	List of Clients in Government/ PSUs/Private institutions/Autonomous Bodies	10

Covering Letter

(On the Letterhead of the intending agency/organization/company)

To,
Mission Director,
SWACHH BHARAT MISSION –GRAMIN
C/O Chief Engineer (PHE), Sanitation: Assam
PHE CAMPUS, HENGRABARI
GUWAHATI-781036
e-mail Id.: sbmg.assam@gmail.com

Date: _____

Sub : NIQ FOR “PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD TOFOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM.

Ref : NIQ no 1 of 2022-23

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the NIQ Document relating to the **NOTICE INVITING TENDERfor“PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD TO FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM” in Sibsagar district** and including guidelines for submission, scope of work etc., we hereby submit our financial quotation. Our quotation includes all forms of domestic taxes. We hereby confirm that our financial quotation is unconditional and any condition attached to it shall result in rejection of our quotation.

Further, I/We state that our financial quotation shall be binding on us up to the expiration of validity of the quotation.

We understand that MISSION DIRECTORATE, SBM-G, ASSAM reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

(Signature of Authorised Person)

Name
Address
Date:
Seal:

SUMMARY OF COST

Name of work: NIQ for "PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PADFORMISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM"

Sl no.	Item	Amount (INR)	Amount in words (INR)
1	Automatic Ultrasonic with wings (280 mm)		
2	Servo Stabilizer		
3	Holding Stand		
4	Raw Materials		
Total			

Applicable Taxes should be shown separately.

(Signature of Authorised Person)

Name

Address

Date:

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NOTICE INVITING TENDER (NIQ)

FOR

“PROCUREMENT OF AUTOMATIC MACHINE WITH RAW MATERIALS FOR PRODUCTION OF BIODEGRADABLE SANITARY PAD FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM”.

**PART C
TERMS OF REFERENCE**

April 2022-23

**MISSION DIRECTORATE, SWACHH BHARAT MISSION –GRAMIN, ASSAM
HENGRABARI, GUWAHATI-781036**

E-mail Id.: sbmg.assam@gmail.com

1.1	Background
	<p>The Government of Assam has implemented Swachh Bharat Mission (Gramin), a flagship programme of the Govt of India. On 2nd October 2014, the Swachh Bharat Mission (Gramin) was launched to improve the sanitation scenario in rural areas of the state. The implementation of this programme is monitored by the Ministry of Drinking Water and Sanitation, Govt. of India at National level and at the state level it is done by the Public Health Engineering Department, Assam. SBM (G) programme is one of the topmost priorities of the present government which is being implemented in the state in a campaign mode.</p> <p>SBMG Phase-II will be implemented from 2020-21 to 2024-25 in mission mode with a total estimated outlay of Rs.1,40,881crores. This will be a novel model of convergence between different verticals of financing and various schemes of Central and State Governments to saturate the sanitation facilities for achieving the ODF Plus villages.</p> <p>The key objective of SBMG Phase II is to sustain the ODF status of villages and to improve the levels of cleanliness in rural areas through Solid and Liquid Waste Management activities, making villages ODF Plus. An ODF Plus village is defined as a village which sustains its Open Defecation Free (ODF) status, ensures solid and liquid waste management and is visually clean.</p> <p><i>In order to accelerate the best WASH practices, the Mission Directorate emphasizes on production of biodegradable sanitary pads with raw materials like PE Sheet, Non Woven PP Fabric, Release Paper Glue/Adhesive, Wood Pulp etc.</i></p>
1.2	Goal of SBM (G)
	<ul style="list-style-type: none"> • Construction of Individual Household Latrines • Retrofitting of toilets • Construction of Community Sanitary Complexes (CSCs) • Works for solid waste management <ul style="list-style-type: none"> ○ Bio-degradable waste management <ul style="list-style-type: none"> ▪ Composting ▪ Household level Compost pit ▪ Community level Compost pit ○ GOBAR-Dhan (Galvanizing Organic BioAgro Resources–dhan) • Plastic waste management • Works for liquid waste management <ul style="list-style-type: none"> ○ Greywater Management ○ Faecal Sludge Management
1.3	Mission Directorate, Swachh Bharat Mission-Gramin, Assam
	<p>The SWSM is a society of Public Health Engineering Department, Govt of Assam, registered under Society Registration Act 1860. The Mission Directorate, Swachh Bharat Mission-Gramin(SBM-G), Assam was created under State Water and Sanitation Mission(SWSM), Assam. The Directorate is implementing the Swachh Bharat Mission-Gramin(SBM-G), a flagship programme of Govt of India in Sanitation Sector.</p>
1.4	Institutional Structure & Implementation Process
	<p>Public Health Engineering Department (PHED) is a nodal agency for implementation of the programme. A mission, titled as SWSM (State Water & Sanitation Mission) oversees the implementation of the programme. SWSM is headed by the Chief Secretary, Govt of Assam as Chairman of the Mission. In the districts, District Water and Sanitation Mission (DWSM) oversee the implementation of the programme. The DWSM is headed by the President, Zilla Parishad in the PRI</p>

	<p>areas and Executive Member, PHE in Council areas. The DWSC (District Water and Sanitation Committee) is headed by the Deputy Commissioner and supported by the Executive Member, PHE. In the sixth schedule areas, there is a committee with the members of Autonomous Council (MAC)/VCDC for execution of the programme.</p> <p>The SBM (G) activities are looked after by the office of the Mission Directorate. The DWSC is manned by PHED officials as well as district level Creative communication agency/org/ company, Block Resource Centre Coordinator (BRCC), Cluster Resource Centre Coordinator (CRCC), District Resource Group (DRG), Block resource group (BRG), who supports in effective implementation of the programme at field level.</p>
2	<p>Scope of work:</p> <p>(i) Production of biodegradable sanitary pads locally at an affordable cost.</p> <p>(ii) To increase the uses of sanitary napkin by all sections of the society</p> <p>(iii) To make the rural women socially and economically stabilized by engaging themselves in the project.</p> <p>(iv) With wide networking of SHG member's it can create demand and supply widely to all sections of society.</p>
4	<p>Reporting requirements</p>
	<ul style="list-style-type: none"> • The venue of the demonstration, installation, training and other conceptual elements has to be approved by the Mission Directorate/Concerned DWSC and DMMU, ASRLM prior to the installation and a certificate of satisfactory performances has to be obtained from the respective DWSC and DMMU, ASRLM. • The agency/company do not have any have rights to copy, retain, reproduce, use the documents (strategy, plans, etc), reports, tools and materials of SBM(G), without written approval of the SBM (G). • Before the completion of the work the agency/company unit in-charge has to submit a detail report (Spiral Bind not more than 100 pages) clearly mentioning the date and Place of installation, demonstration, trainee details etc. The report must contain the photos from the district and should be submitted to <p style="text-align: right;">O/O The Chief Engineer PHE (Sanitation), Hengrabari Guwahati-36, Assam</p>
5	<p>Eligibility Criteria</p>
	<p>Intending agencies/organizations/company having expertise in the field of sanitary napkin production unit may submit their quotation:</p> <ol style="list-style-type: none"> a. The agency may be a single registered entity. b. The agencies/organizations/company has to be in business for the last three years c. Have Annual Financial Turnover of minimum Rs.15 lakhs (average)in the last 3 financial years (2018-19, 2019-20 & 2020-21)(Copy of audited financial statements for last three years to be submitted) d. Have proven experience of successfully performed a similar task at least One;(Statement of performance to be enclosed) e. Having an office set up in Assam of their own.(Proof of office address with all contact details to be enclosed) f. Have bank account in the name of the agency/organization/company. Accounts should be

	<p>audited regularly by a Chartered Accountant</p> <p>g. The agency/organization/company should not be blacklisted by any Government department</p> <p>a) The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant. (Scanned Copy of Litigation history, if any, duly certified by Notary, shall have to be uploaded along with other documents)</p>
6	Roles & Responsibilities of Agency/Organization/Company
	<p>The broad roles of the agency/company are the following:</p> <ol style="list-style-type: none"> i. Making arrangement of supply Machines. ii. Provide technical know-how/ capacity building training. iii. Making arrangements to supply raw materials in an uninterrupted manner. iv. Maintenance/Servicing of machines for upto 3 years v. Available technicians whenever required. vi. Others if applicable during MoU/ Tripartite Agreement
7	Technical Specifications
	<p>Easy to set up and maintain, automatic and manual process production unit.</p> <p>(i) Customized infrastructure and ensure timely accomplishment of the production process.</p> <p>(ii) Produces a minimum 1000-1200 units of 274 mm sterilized sanitary napkins with wings in a day.</p> <p>(iii) Products should have dry net cover, Odour Control, Leak lock Technology.</p> <p>(iv) Minimum 3 years of warranty of machines.</p> <p>(v) Supplier will take care of installation of the machines/ operational and technical training of SHG members.</p> <p>(vi) Others if applicable during MoU/Tripartite Agreement.</p>