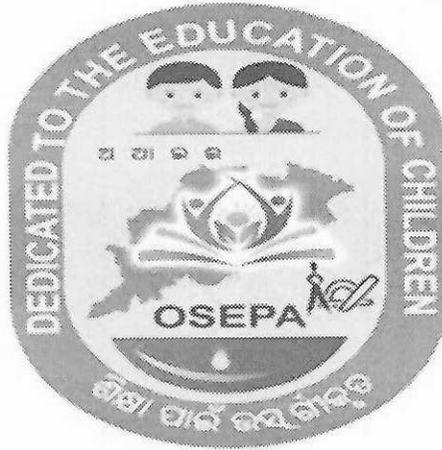


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# BID DOCUMENT FOR PROCUREMENT OF SANITARY VENDING AND INCINERATOR MACHINE

Notice inviting Tender no - 1502 | civil | 2024 .  
Date - 30/07/2024



**Selection of a Bidder/OEM for Supply and installation  
of Sanitary Napkin Vending Machines & Incinerators  
with Smoke Control Unit for 296 no. of Govt. Schools  
under Samagra Siksha of Nayagarh District**

**Office of the District Project Coordinator,  
Samagra Siksha, Nayagarh**

Dated: 30/07/2024

Last Date for submission: 20/08/2024.

**BIDDING SCHEDULE**

Availability of Request for Proposal document.	:	Download from- <a href="http://www.nayagarh.nic.in">www.nayagarh.nic.in</a> <a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a>
Last date for submission of written/online ( <a href="mailto:dpcnayagarhssa.osepa@nic.in">dpcnayagarhssa.osepa@nic.in</a> ) queries for Clarification	:	Within 4 days from the date of publication of the advertisement
Last date for Submission of bids (through Speed Post/ Registered Post)	:	20.08.2024
Date and Time for opening of technical and Financial proposal & Demonstration of machine	:	21.08.2024





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**Objective:**

As part of various initiatives taken by School & Mass Education Department, Odisha and subsequent orders of State Project Director, OSEPA vide letter no. 9024/CW/23 dated 01-08-2023 of State Project Director, OSEPA, Bhubaneswar regarding procurement of sanitary napkin vending machines and incinerators for Govt. Schools of Nayagarh district, the District Level Purchase and Technical Committee has planned to engage authorised bidders/OEMs for supply & installation of the Sanitary Napkin Vending Machines and Incinerators for Govt. Schools.

Hence, Collector-cum-Chairman, Samagra Shiksha, Nayagarh invites applications from renowned, experienced bidders/OEMs, which have prior experience in supply and installation of Sanitary Napkin Vending Machines and Incinerators and must note the following:

**Scope of Work:**

Supply & installation of the Sanitary Napkin Vending Machines and Incinerators for 296 nos. of Govt. schools under Samagra Siksha and submit the delivery challans to the District Education Officer & DPC, Samagra Shiksha, Nayagarh.



**SPECIFICATION OF SANITARY NAPKIN VENDING MACHINES**

<b>TECHNICAL SPECIFICATION OF SANITARY NAPKIN VENDING MACHINE</b>		
SL. NO.	FEATURES	SPECIFICATIONS
1.	TYPE OF MACHINE	AUTOMATIC
1.	LOADING TYPE	FRONT FEED/LOADING
2.	MOUNTING TYPE	WALL MOUNTED
3.	COLOUR	AS PER BUYERS CHOICE
4.	TYPE (SELECTION OPTION)	02
5.	NAPKIN SIZE FOR LOADING	ANY SIZE
6.	NAPKIN FOLD	TRIFOLD
7.	OPERATING FEATURES	PUSH BUTTON
8.	NO OF NAPKINS / PAD LOADED WITH THE VENDING MACHINE	20
9.	VENDING OPTION	HORIZONTAL
10.	TYPE OF LOADING	SPIRAL
11.	VENDING NAPKIN INDIVIDUALLY PACKED	YES
12.	LED ILUMINATION PROVIDED FOR VISIBILITY OF NAPKINS IN THE MACHINE	YES
13.	VISIBILITY WINDOW	YES
14.	PRE-PROGRAMMABLE FACILITY AVAILBLE	YES
15.	MAXIMUM STORAGE CAPACITY (NOS)	40-50
16.	MATERIAL OF THE OUTER BODY	STAINLESS STEEL
17.	MODE OF FUNCTION	STAND ALONE
18.	OPERATING POWER SOURCE	ELECTRONICS
19.	INPUT POWER SUPPLY	220 VOLTS +/- 10% 50 Hz SINGLE PAHSE AC
20.	POWER CONSUPTION (Watt/ hr)	10
21.	WIDTH (mm)	500-800(+/-50mm)
22.	DEPTH (mm)	100-200(+/-50mm)
23.	HEIGHT (mm)	300-600(+/-50mm)
24.	WEIGHT (mm)	8 to 15 kg
25.	THICKNESS OF STAINLESS STEEL SHEET (mm)	1.2
26.	TYPE OF PACKING	CARTOON BOX
27.	CERTIFICATION AVAILBLE	EU-CE
28.	CERTIFICATION OF MANUFACTURING PREMISES	CE, ISO
29.	SUBMISSION OF ALL THE CERTIFICATIONS TO THE BUYER ALONG WITH SUPPLIES	YES
30.	WARRANTY IN YEARS ( OPTION OF COMPREHENSIVE WARRANTY IS AVAILBLE THROUGH BIDDING ONLY, IF OPTED WILL SUPERSEDE ON-SITE WARRANTY IN THE CATALOGUE)	03 YEARS
31.	INSTALATION SHOULD BE MADE AT SCHOOL POINT (INCLUDING ALL COST)	YES

**Specification of Incinerator with Smoke control Unit:**

<b>TECHNICAL SPECIFICATION OF SANITARY NAPKIN INCINERATOR MACHINE</b>		
SL. NO.	FEATURES	SPECIFICATIONS
1	TYPE	WALL MOUNTABLE
2	PURPOSE	BURN USED SANITARY NAPKINS TO STERILE ASH AND STOP AUTOMATICALLY
3	COLOUR	AS PER BUYERS CHOICE
4	OPERATION MODE	ELECTRICAL OPERATED, FULLY AUTOMATIC
5	LOADING TYPE	FRONT LOADING
6	NUMBER OF CHAMBERS	ONE
7	TRAP DOOR AVAILABLE	YES
8	ALL MS PART POWDER COATED	YES
9	SPARE PARTS SHOULD BE AVAILABLE FOR MINIMUM 5 YEARS FROM THE DATE OF SUPPLY	YES
10	ALL ELECTRICAL PARTS ARE ISI MARKED	YES
11	THICKNESS OF THERMAL INSULATION MATERIAL(mm)	25 MILIMETER
12	THICKNESS OF STAINLESS STEEL SHEET OF HOUSING CABINET (external) (mm)	1.0-1.2 MILIMETER
13	THICKNESS OF MILDSTEEL/ STAINLESS STEEL OF BURNING CHAMBER (external) (mm) (Min)	1 MILLIMETER
14	MACHINE WIDTH (mm)	200-300
15	MACHINE DEPTH (mm)	200-300
16	MACHINE HEIGHT (mm)	200-500
17	MACHINE WEIGHT (kg)	7.5 to 10 kg
18	DOOR WIDTH (mm)	75-100
19	DOOR HEIGHT (mm)	75-100
20	MATERIAL OF HOUSING CABINET (External)	STAINLESS STEEL SHEET
21	MATERIAL OF BURNING CHAMBER (Internal)	MILD STEEL SHEET
22	FINISH OF MILD STEEL PARTS OF CABINET	YES
23	MATERIAL OF THERMAL INSULATION	HIGH DENSITY CERAMIC FIBER SHEET
24	THERMAL INSULATION OF BURNING CHAMBER HOUSED IN OUTER CHAMBER	YES
25	BURNING CHAMBER TRAY PROVIDED	YES
26	EMISSION OUTLET PIPE LOCATION	TOP OF MACHINE
27	MEANS OF CONNECTING THE UNIT OUTLET WITH FLUE GAS EMISSION PIPE	CLAMPED
28	TYPE OF DOOR LOCK PROVIDED	MAGNETIC LOCK
29	TEMPERATURE INDICATOR PROVIDED	YES
30	TIMER PROVIDED	YES
31	AUTO CUT OFF TEMPERATURE DISPLAY	YES
32	DIGITAL DISPLAY TO SEE ACTUAL AND SET TEMPERATURE	YES
33	MINIMUM BURNING TEMPERATURE (Degree C)	800
34	BURNING CAPACITY PER DAY (NO. OF NAPKINS)	80-100
35	BURNING CAPACITY AT A TIME (NO. OF NAPKINS)	1-10
36	BURNING TIME OF FULL CAPACITY NAPKINS / PADS (Minutes) Max.	10 to 15 minutes
37	INSTALLATION, TRAINING, DEMONSTRATION & PLUMBING INCLUDED	YES
38	EQUIPMENT ON/OFF INDICATOR PROVIDED	YES

39	POWER SUPPLY	230 V +/- 10%, 50 Hz, SINGLE PHASE AC SUPPLY
40	ELECTRICAL POWER CONSUPTION (Watt)	500-1000
41	MINIMUM LENGH OF POWER CHORD TO BE SUPPLIED ALONG WITH MACHINE (Mtr)	2 METER
42	TYPE OF HEATER	HEATER CONTAINING COIL
43	POWER SAVER (AUTO POWER CUT-OFF)	YES
44	SAFETY MCB PROVIDED (16A to 30A)	YES
45	PROTECTION AGAINST ELECTRIC SHOCK WHEN CHECKED AS PER IS:302-1/2008	YES
46	HV TEST AT 1000V rms FOR 1 SEC WHEN TESTED AS PER IS:302-1/2008	NO BRAEKDOWN SHALL OCCUR DURING THE TEST
47	MINIMUM LENGTH OF FLEXIBLE EMISSION OUTLET PIPE TO BE SUPPLIED ALONG WITH MACHINE (Mtr)	2 METER
48	COST OF ADDITIONAL FLEXIBLE EMISSION OUTLET PIPE, IF REQUIRED ON ACTUALS TO BE PAID BY THE USER	YES
49	PACKING	CARTOON BOX
50	SUBMISSION OF TEST REPORT FROM CENTRAL GOVT. / CSIR Lab/ NABL/ILCA ACCREDITED LAB SPECIFICALLY CONTAINING ELECTRICAL & ELECTRONIC PARAMETERS, THERMAL INSULATION MATERIAL OF BURNING CHAMBER IN ADDITION TO DECLARED SPECIFICATION PARAMETER AT TIME OF SUPPLY.	YES
51	SUBMISSION OF TEST REPORT FOR EQUIPMENT FOR COMPLIANCE OF FLUE GAS EMISSION AND ASH UPON COMBUSTION OF SANITARY NAPKINS/PADS TO CENTRAL POLLUTION CONTROL BOARD (CPCB) NORMS FROM NABL ACCREDITED LAB/CSIR LAB AT THE TIME OF SUPPLY.	YES
52	CERTIFICATION AVAILABLE	EU-CE
53	CERTIFICATE FOR MANUFACTURING PREMISES AVAILABLE	ISO
54	SUBMISSION OF ALL THE CERTIFICATIONS TO THE BUYER ALONG WITH SUPPLIES.	YES
55	WARRANTY IN YEARS ( OPTION OF COMPREHENSIVE WARRANTY IS AVAILBLE THROUGH BIDDING ONLY, IF OPTED WILL SUPERSEDE ON-SITE WARRANTY IN THE CATALOGUE)	3 YEARS
56	INSTALLATION SHOULD BE MADE AT SCHOOL POINT (INCLUDING ALL COST)	YES

**Terms and Conditions for Sanitary Napkin Vending Machine  
and Incinerators of Nayagarh district under Samagra Siksha  
scheme;**

**1. OEM Authorization Certificate:-**

Bid specific manufacture Authorization from (MAF) needs to be submitted by the bidder for the Sanitary Vending Machine and automatic indicator for specifically for this bid. Bidder must provide a letter from OEM on their letter head authorizing the supplier to quote and provide services related to supply, installation and after sales maintenance support for the committed warranty period and also provide OEM details such as name, designation, address, email id, contact details etc. are required to be furnished along with the BID.

**2. Bidder Type:-**

The Bidder should be registered with any Central or Government body/ MSME Registered.

**3. OEM Turnover Criteria and Bidder Turnover Criteria:-**

1. The bidder should have minimum average turnover of Rs.300.00 lakhs for the last three (03) Financial Year (2020-21,2021-22,2022-23). The Bidder should be profit making entity. Document support:- Balance sheets, Profit and loss account of last three years along with CA certificate with CA's Registration Number and seal along with UDIN. (No provisional or ongoing year documents to be consider).
2. OEM should have minimum average turnover of Rs.500.00 lakhs for the last three (03) years Financial Year (2020-21,2021-22,2022-23). Document support:- Balance sheet, Profit and loss account of last three years along with confirmation certificate of CA in its letter head with registration number and seal. The OEM should attached Financial Creditability Certificate from Bank / Govt. Organization. (No provisional or ongoing year documents can be consider).
3. Tax Returns (ITR) for three assessment year copies of audited balance sheet. Certificate from Chartered Accountant regarding annual turnover of the Bidder and OEM during three financial year. Copy of valid Registration / Incorporation Certificate/ Partnership Deed.

#### 4. Past Performance:-

1. The proposed solution or similar equipment must have supplied through a minimum of 5000 units by OEM/ Bidder during the preceding 02 financial years.(2021-22,2022-23). Document support:- work order from the client with completion certificate or Delivery Challan.
2. OEM must have experience of supply (single work order) of 3000 sanitary napkin vending machine/ Sanitary napkin incinerator machines or single work order value 500.00 lakhs at any Govt. Dept. Document support:- work order from the client and completion certificate or Delivery Challan.
3. Bidder must have experience or minimum 100.00 lakh single work order or more of sanitary vending and sanitary incinerator machine including completion certificate.

#### 5. Additional terms and conditions:-

1. Buyer reserves right to reject any or all bids. All legal disputes are subject to the jurisdiction of Civil Courts at Nayagarh, Odisha.
2. Buyer is liable to reject if essential certificates/ documents as are not made available / uploaded with the Bid documents as per bid document, ATC and corrigendum if any.
3. Bidder shall have to submit complete bid document duly signed and stamped on each documents. Original EMD hard copies must reach to bid inviting authority as started on or before bid closing date and time.
4. Service Centres:- Details of service outlets in state inviting authority to render services for equipment to be furnished to buyer/ consignees with complete address, telephone numbers, emails etc. enclosed with the bid. It shall be the responsibility of seller to ensure that authorized service centres are available.
5. Bidder/ OEM must have Authorized Service Centre within 100 K.M periphery from DPO, Samagra Shikhya, Nayagarh Office, the proof of the same must be submitted along with the BID. (Valid address proof/ Rent agreement should be uploaded). Service Centre within the District will be preferable and service centre Toll Free Number should be given for any query.
6. Bidder should not be blacklisted by any government department, PSU or government company. Black listed agencies are not eligible to bid and bid



- is liable for rejection. (Provide declaration on Rs.100 stamp paper not blacklisting along with tender application).
7. The Bidder and OEM must have a valid ISO 9001: 2015, ISO 45001:2018,GMP,CE ( Scope Should be Related to the Bid Items),CVC,WAC India, ZED and GEM Expert Gold Certificate.
  8. OEM have to submit ISO 14001: 2015, ISO 16732-1:2012, ISO 50001:2018, ISO 15614-5:2004 & NSIC Certificate.
  9. In Case of Bidder Trade License and OEM of Factory or Manufacturing License Proof from any govt. Body.
  10. Bidder must submit GST Certificate (Odisha GST Preferable) & GST Return of last month.
  11. OEM should have production capacity certificate minimum 4000 number of sanitary vending machines and minimum 4000 number of sanitary incinerator machines per month. Document support: NSIC Certificate or DIC production assessment before the date of publish of the tender.
  12. Sample of the Product–Bidder shall have an advance sample designed as per contract specifications framework and at least one sample shall be made available on demand w.r.t the date intimated from our end. In case, the sample is found to have deviations/not confirmed to the Contract specifications, the bidder will be rejected.
  13. Bidder/OEM shall have to submit NABL test report, Smoke Test report of the sanitary incinerator machine.
  14. The bidder and OEM should be in existence for a minimum of 5 years as on the bid submission date supported by Certificates of incorporation, PAN / GST registration certificate.
  15. Bidder's financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking on Rs.20 stamp paper to this effect with bid.
  16. Joint Ventures (JV) are not allowed for the supply, installation, commissioning, and warranty maintenance and after sales service. This is the sole responsibility of the OEM/Bidder.
  17. Bidder must have to submit a undertaking for Supply, Installation, Testing & Commissioning of the items within 30 days positively after getting supply order. Price includes all expenditure for different school locations. Payment will be made after successful installation of the product at respective location and submission of delivery and Installation report.
  18. Bidder must have to submit an undertaking for three (03) year onsite Warranty.
  19. Technical Datasheet as per Buyer specifications must be attached while submitting the BID under Bidders Official Letter Head.
  20. A proper website has to be provided by the OEM where we can verify all the Certificates, products along with Contact Page for immediate support as per our requirement.

21. A self-declaration certificate must be given for acceptance of all terms & conditions by Buyer while submitting the BID under Bidders Official Letter Head.

## **Format and Signing of Proposal**

The proposal shall be submitted in two parts:

### **Part A – Technical Proposal**

While preparing the Technical Proposal, the bidders/OEMs are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms as enclosed in the Bid document.

- (i) Cover Letter for Technical Proposal (Form A)
- (ii) Bidders Profile (Form B)
- (iii) Similar Project Experience (Form C)
- (iv) Financial Proposal (Form D)
- (v) Undertaking of not listed in Blacklist organization (Form E)
- (vi) Undertaking of not declared as bankrupt under Insolvency and other similar Act- Form-F

**Note:** The Technical Proposal shall not include any **Financial Information**. The technical proposals shall be spiral/ hard bound.

### **Part B - Financial Proposal**

In preparing the Financial Proposal, the bidders/OEMs are expected to consider the requirements and conditions of the tender document. The Financial Proposal shall follow Standard Form i.e. Bidder/OEM's letter Head.

**Note:**

- (i) The proposal shall be typed or written indelible ink and shall be signed by the Authorized signatory of the bidder/OEM with seal.
- (ii) Any interlineations, erasures or overwriting shall not be valid only if they are initiated by the person signing the Proposal prior to submission of the Proposal.

- (iii) The rate quoted by the bidder/OEM inclusive of materials, transportation cost, all taxes and any other levies to the consignee point i.e. School Point as per list

### **Submission of Proposals: Packing, Sealing and Marking of Proposals**

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidders/OEM name and address in the left-hand corner of the envelope and superscripted in the following manner.

**PART A:** Technical Proposal for "Selection of a Bidder/OEM for Supply and installation of Sanitary Napkin Vending Machines & Incinerators with Smoke Control Unit in Govt. Schools of Nayagarh District"

**PART B:** Financial Proposal for "Selection of a Bidder/OEM for Supply and installation of Sanitary Napkin Vending Machines & Incinerators with Smoke Control Unit for Govt. Schools of Nayagarh District"

Finally, Both the Envelopes must be packed in a bigger sealed outer cover and clearly superscripted with the following:

**Technical & Financial Proposal** for "Selection of a Bidder/OEM for Supply and installation of Sanitary Napkin Vending Machines & Incinerators with Smoke Control Unit for Govt. Schools of Nayagarh District"

The Bidders Name & Address shall be clearly mentioned in the left-hand bottom corner of the outer envelope. The envelopes shall be addressed to **District Project Coordinator, District Project Office, Samagra Shiksha, Nayagarh at the following Address:**



To

**The District Project Coordinator (DPC)**

**Samagra Shiksha, Nayagarh, Near Zilla Parisad,**

**Nayagarh - 752069**

If the outer envelope is not sealed and marked as mentioned above, then DPC, Samagra Shiksha, Nayagarh will assume that the Proposals are being misplaced or opened pre-maturely. The proposals treated as cancelled.

**Application Fee**

Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of "**District Project Coordinator, Samagra Shiksha, Nayagarh**", payable at Nayagarh for **Rs. 10,000/- (Rupees Ten Thousand only)** is to be furnished by the bidder /OEM along with the Technical Proposal. Proposals without the requisite Application Fee shall be treated as non-responsive and rejected outright. No exemption will be entertained.

**Bid Security/ EMD:**

Bid Security/EMD in the form of Demand Draft from any scheduled Commercial Bank in favour of the "**District Project Coordinator, Samagra Shiksha, Nayagarh**" payable at Nayagarh for **Rs.1,77,600/- (Rupees One Lakh Seventy seven Thousand six hundred only)** for STARs scheme is to be furnished by the bidder/OEM along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. No exemption will be entertained.

The Bid Security submitted by unsuccessful bidders shall be returned after issue of the work order with successful bidder/OEM.

**Note:**

The Bid Security shall be forfeited:

- i. If a Bidder withdraws its Proposal during the period of validity of the proposal,  
or
- ii. If the successful Bidder/OEM fails to execute the work assigned as per timeline.

## Validity of Proposal

Proposals shall remain valid for 90 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

## Documents accompanying the Proposal

### PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

- a) Non-refundable Application Fee of **Rs.10,000/- (Rupees Ten Thousand)**, in shape of DD from any Nationalised bank drawn in favour of "**District Project Coordinator, Samagra Shiksha, Nayagarh**", payable at Nayagarh.
- b) Bid Security/EMD in the form of Demand Draft from any Nationalised Bank in favour of the "**District Project Coordinator, Samagra Shiksha, Nayagarh**" payable at Nayagarh for **Rs.1,77,600/- (Rupees One Lakh Seventy seven Thousand six hundred only)** for Samagra Siksha scheme Copy of GSTIN (Registered in Odisha)
- c) Cover Letter as per the format in Form-A.
- d) Bidders / OEM profile as per the format in Form-B.
- e) Experience of the Applicant in Form-C (Attach photo copies of similar type work orders along with work completion certificates. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing project certifying the basic eligibility criteria, must be submitted)
- f) The bidder/OEM shall have an average annual turnover of minimum 2 Crores or more (Rupees two Crores) or more for the year 2020-21, 2021-22 & 2022-23. (Audited annual statement shall be attached along with the proposal)
- g) Undertaking of not listed in Blacklist organisation(Form E)
- h) Undertaking of not declared as bankrupt under Insolvency and other similar Act- Form-F

## **PART B (Financial Proposal)**

The Bidder must submit the Financial Proposal as per the format in Form-D with proper signature and seal of the Bidder.

### **Deadline and mode of submission of Proposals**

Proposals filled in all respect must reach District Project Coordinator, Samagra Shiksha, Nayagarh at the address, time and date specified in *table Bidding Schedule of the Bid document* through Speed Post/ Registered Post only **(No in-hand delivery will be accepted)**. If the specified date for the submission of Proposal is declared as a holiday for District Project Coordinator, Samagra Shiksha, Nayagarh, the Proposals will be received up to the appointed time on the next working day.

### **Late Proposals**

Proposals received after the deadline for submission of Proposals prescribed by **District project Coordinator, SS** will be rejected.

### **Modifications and Withdrawal of Proposals**

Proposals received by the office will not be allowed for any modification. Only withdrawal of proposal on the date of opening will be allowed.

### **Proposal Opening**

District Project Coordinator, Samagra Shiksha, Nayagarh will open all the technical Proposals in the presence of Bidders or their authorized representatives along with District Level Purchase and Technical Committee members who choose to attend the proposal opening along-with their sample, at the date and time mentioned and in the location specified by the authority. The representative of Bidders must be authorised originally with due signature, seal of the Bidders letter pad to be submitted on the date of opening otherwise the representative shall not be allowed to be present in opening process.

The Bidders representatives /OEMs present at the event place shall sign a register for their attendance. In the event of the specified date of proposal opening being declared as holiday for District Project Coordinator, Samagra Shiksha, Nayagarh and proposals shall be opened at the appointed time and location on the next working day.



The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the proposal shall be opened on the same date.

### **Performance Security and Agreement**

Performance security in shape of BG/BD 10% of bidding value, which will be returned after completion of warranty period, which will be submitted at the time of execution of agreement. The District Project Coordinator, Samagra Shiksha shall issue a letter of Award along with the Draft Contract Agreement to the Selected Bidder within 7 days from the opening of the financial proposals. Within 7 days of such issuance, the selected firm is required to submit the agreement to enter into the contract agreement with DPC, Samagra Shiksha, Nayagarh and start the work on an immediate completion of the work.

### **Termination of contract**

District Project Coordinator, Samagra Shiksha, Nayagarh can terminate the agreement and cancel the work order by giving 30 days prior written notice if the Awarded bidder fail to comply the work within timeline.

### **Right to Accept or Reject**

District Project Coordinator, Samagra Shiksha, Nayagarh reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever with due approval of **Collector-cum-Chairman, Samagra Shiksha, Nayagarh.**

### **Maximum Ceiling of the items:**

Sanitary Napkin Vending Machine – Rs.10000/-

Sanitary Napkin Incinerator – Rs.20000/-

### **Disputes**

All legal disputes are subject to the jurisdiction of Nayagarh courts only.

### **Liability**

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.



## Payment Schedule

The agency needs to raise invoice along with predesigned Challans, which shall be paid to the agency in full after sample verification report received from the authorized officer selected by the District Level Purchase and Technical Committee.

### Check list of Terms & Conditions for Sanitary Napkin Vending Machine with Incinerators of Nayagarh district under Samagra Siksha scheme;

SL. NO.	TERMS AND CONDITIONS	CHECK LIST (YES / NO) to be mentioned by Bidder
1	Manufacturer authorization Form (MAF), OEM bid specification MAF required, with OEM details such as name, designation, address, email id, contact details etc. are required to be furnished along with the Bid.	
2	Bidder Central or Government body / MSME Registered Certificate.	
3	Bidder Minimum Avg. Turnover 300.00 Lakh of Financial Years (2020-21,2021-22,2022-23) Balance Sheets , Profit and Loss Account along with Turnover Certificate in CA's Letterhead with Registration Number and Seal along with UDIN.(No Provisional or Ongoing Year Documents to be Considered).	
4	OEM Minimum Avg. Turnover 500.00 Lakh of Financial Years (2020-21,2021-22,2022-23) Balance Sheets , Profit and Loss Account along with Turnover Certificate in CA's Letterhead with Registration Number and Seal along with UDIN.(No Provisional or Ongoing Year Documents to be Considered).	
5	OEM Financial Creditability Certificate from Banks/Govt. Organization.	
6	Tax Returns (ITR) for three financial year (2020-21,2021-22,2022-23).Valid Registration/ Incorporation Certificate/Partnership Deed of OEM and Bidder.	
7	Experience of 5000 units by the OEM/Bidder during the preceding 2 financial years. (2021-22,2022-23). Work order and Completion/ Delivery Challan.	
8	Single Work Order of OEM 3000 Sanitary napkin vending machine /Sanitary napkin incinerator machines or single	

	work order value of 500.00 lakhs of any Govt. Dept. Work order and Completion/ Delivery Challan.	
9	Single Work Order of Bidder value of 100.00 lakhs of any Govt. Dept. Work order with completion certificate .	
10	Bidder specification documents, bid document must be signed with stamp by the Bidder. Bidder has to seal & sign ATC as a token of acceptance of the terms. All submitted documents to be self-attested with seal.	
11	Bidder has to submit a proper data sheet of the product brand & model with bid document.	
12	Bidder must submit Earnest Money Deposit (EMD) (which is refundable) will be deposited in the shape of Demand Draft (DD) only from any Nationalised bank in favour of District project coordinator(DPC) SSA, NAYAGARH payable at Nayagarh to be sending to the above address on or before the date by registered post, speed post or courier. The DD must be made separately for each scheme.(SS & STARS) for procurement. The Bidder must attach another DD in favour of cited above address of an amount Rs. 10,000/- (Rupees Ten thousand only) for processing fees with EMD DD (which is not refundable) with the bid documents. EMD for incinerator and vending machine for Samagra Siksha scheme of an amount of Rs. 1,77,600/-.	
13	Details of Service centre's in state within 100 KM periphery from DPO,Samagra Sikshya,Nayagarh, Office. (Valid Address proof/ Rent agreement).	
14	Details of Service centre's in state inviting authority to render equipment to be furnished to buyer/consignees with complete address, telephone numbers, e-mails etc.	
15	Service Centre own Toll- Free No. with latest bill as proof.	
16	Declaration on Rs.100 stamp paper by Bidder of not been blacklisted by any government department, PSU or government company.	
17	Bidder and OEM ISO 9001: 2015, ISO 45001:2018,GMP,CE, CVC,WAC India, ZED and GEM Expert Gold Certificate.	
18	OEM ISO 14001 : 2015, ISO 16732-1:2012, ISO 50001:2018, ISO 15614-5:2004 & NSIC Certificate.	
19	Bidder Trade License and OEM of Factory License by Govt. Body.	
20	Bidder GST Certificate with GST Return of Last Month.	
21	NSIC Certificate or DIC production assessment of OEM production capacity of minimum 4000 number of sanitary vending machines and minimum 4000 number of sanitary incinerator machines per month.	
22	Sample of the Product-Bidder shall be ready as per contract Specifications framework and at least one sample shall be made available on demand w.r.t the date intimated from our end.	
23	Bidder/OEM NABL test report, Smoke Test report of the sanitary incinerator machine.	

*[Handwritten signature]*

*[Handwritten mark]*

24	The bidder will deliver & install the quoted product at school level of Nayagarh District. The bidder has obtained installation, Execution and testing certificate from the schools with seal and signature of HM. The bidder will quote the price inclusive of all taxes with free of cost for (Delivery, installation, testing, commissioning and training etc).	
25	Bidder and OEM should be in existence for a minimum of 5 years as on bid date Certificates of incorporation, PAN / GST registration certificate.	
26	Selected bidder must complete the installation within 30 days after getting purchase order. If any delay, the delay period will be deducted from bid value as per rule.	
27	Bidder undertaking on Rs.20 stamp paper for Bidder's financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt.	
28	Bidder/OEM undertaking for Three (03) year onsite Warranty.	
29	OEM website to verify all the Certificates, products along with Contact Page for immediate support as per our requirement	
30	Separate bid document for technical and financial has to be sealed and signed by Bidder and ATC as a token of acceptance of the terms.	
31	The authority reserves the right to cancel, accept/reject any or all bids at any time without assigning any reason thereof.	

**Signature of Authorized Signatory with Seal**

*[Handwritten signature]*

*[Handwritten mark]*

**Duration of Work:**

The duration of the work would be 30 days from the issuance of the work order

**Check List of Submissions:**

S.N.	Particulars	Submission by Bidder
1	Tender Document processing fee of Rs. 10,000/-	
2	EMD of Rs. 1,77,600/- for Samagra Siksha scheme	
3	Self-declaration of non-blacklisting	
4	Form A- Covering Letter	
5	Form B- Bidders Profile	
6	Form C- Project Experience	
7	Form D- Financial Proposal	
8	Form-E Undertaking of not listed in Blacklist organization(Form E)	
9	Form-F Undertaking of not declared as bankrupt under Insolvency and other similar Act	

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date: \_\_\_\_\_

To,

**The District Project Coordinator,  
Samagra Shiksha, Nayagarh, near Zilla Parisad, Nayagarh  
Nayagarh – 752069**

**Sub:** Selection of a Bidder/OEM for Supply and installation of Sanitary Napkin Vending Machines & Incinerators with Smoke Control Unit for Selected Govt. Schools of Nayagarh District under Samagra Siksha Scheme

Madam/Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the Bid Document issued by the District Project Coordinator, Samagra Shiksha, Nayagarh. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our Bid, we undertake, if our Proposal is accepted, to deliver services as specified in the Bid document.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement or have had any agreement terminated of contract.

We are enclosing Application Fee of INR 10,000 /-in the form of Demand Draft (DD No. ....Dt.....drawn on.....) in favor of "**District Project Coordinator, Samagra Shiksha, Nayagarh**", payable at Nayagarh. We are enclosing Bid Security of INR 1,77,600/- in the Form of Demand Draft vide No.....Dt..... drawn in favour "**District Project Coordinator**", **Samagra Siksha, Nayagarh**, payable at Nayagarh. As per Bid the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that **District Project Coordinator** reserves the right to reject any application without assigning any reason thereof.

**Yours faithfully,**



## Form B – Bidders Profile

1. Name of the Firm:	:	
2. Year of Establishment:	:	
3. Registered address of Office:	:	
4. PAN & GST No.:	:	
5. Telephone No. & Fax No:	:	
6. Email Address:	:	
7. Brief description of background of the firm for this assignment	:	
8. No. of years of proven experience of providing similar services.	:	
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)	:	
2020-21	:	
2021-22	:	
2022-23	:	

Signature of Authorized Signatory with Seal




**Form C – Project Experience (Similar Type of Work)**

<b>Sl.</b>	<b>Name of Project</b>	<b>No of Vending Machine &amp; Incinerators supplied</b>	<b>Name of the Client with address</b>	<b>Project Status (Completed / Ongoing)</b>

**Note:**

- Please use separate rows for each project
- Same experience details can be submitted by Bidders for projects meeting more than one technical eligibility criteria.
- Completion certificates of all completed or work order of on-going projects must be submitted.

**Signature of Authorized Signatory with Seal**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date: \_\_\_\_\_

To,

**The District Project Coordinator  
Samagra Shiksha, Nayagarh, Near Zilla Parisad  
Nayagarh – 752069**

**Sub:** Financial Proposal for "Selection of a Bidder/OEM for Supply and installation of Sanitary Napkin Vending Machines & Incinerators with Smoke Control Unit for Selected Govt. Schools of Nayagarh District"

Sir

We, the undersigned, offer to provide the services for "Selection of a Bidder/OEM for Supply and installation of Sanitary Napkin Vending Machines & Incinerators with Smoke Control Unit for Selected Govt. Schools of Nayagarh District" in accordance with your Bid at the financial quote as given below,

#### FINANCIAL QUOTE PER UNIT

Particular	Financial Quote (In Rs.)	Financial Quote (In word)
Sanitary Napkin Vending Machine		
Sanitary Napkin Incinerator with Smoke Control Unit		

TOTAL =

**Rate quoted inclusive all Taxes, levies to the consignee point (School Point as per list)**

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal. This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

**Signature of Authorized Signatory with Seal**

## (IN BIDDER'S LETTER HEAD)

(Location, Date)

To

The District Project Coordinator,  
Samagra Shiksha, Nayagarh.

**Undertaking / Declaration for not listed in Blacklisted organisation**

1. I, \_\_\_\_\_ son / Daughter / wife of Shri \_\_\_\_\_ Proprietor / Director / Authorized Signatory of the bidder, mentioned above, am competent to Sign this declaration and execute this bid documents.
2. I have carefully read and understood all the terms and condition of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I also certify that our firm has not been blacklisted / debarred / banned by any state Govt. / UT/ Central Govt. / Govt. Organization / Govt. Institution / PSU / Govt. run autonomous body , society/ OSEPA and or convicted by any court of law due to (a) service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts/ misrepresentation of quality certificates (d) non- performance or non- supply (e) any other reasons .
5. This is also certified that neither my- self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder




**(IN BIDDER'S LETTER HEAD)**

(Location, Date)

To

The District Project Coordinator,  
Samagra Shiksha, Nayagarh.

**Undertaking / Declaration for not declared bankrupt under the insolvency Acts and other similar acts.**

1. I, \_\_\_\_\_ Son / Daughter / wife of Sri \_\_\_\_\_ Proprietor / Director / Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid documents.
2. I have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I also certify that our firm has not been under liquidation, court receivership or similar proceedings and not declared bankrupt under the insolvency Acts and other similar acts.
5. This is also certifying that neither my- self nor organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [ in full and initials]

Name and Designation of Signatory with Date and seal:

Address of the Bidder

