



Government of Goa

Directorate of Women & Child Development
2nd floor, Old Education Department Building, 18th June Road,
Panaji, Goa.

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F.No.1-690/DWCD/E-TEN/SN/AWC/2021/12129

Date: 22 /02/2021

TENDER NOTICE
(E-TENDERING MODE ONLY)

DIRECTORATE OF WOMEN AND CHILD DEVELOPMENT, PANAJI GOA.

Directorate of Women and Child Development, Panaji invites online bids through e-tender portal from eligible manufacturers associated with Goan Self Help Groups/Mahila Mandals for supply of **Sanitary Napkins** directly to Anganwadi Centers (1262) in 12 talukas in the State of Goa as per the particulars mentioned below:

Sr. No.	Name of work	Approximate estimated cost of Sanitary Napkin per month (₹)	E.M.D. (₹)	Cost of Tender documents (₹)	Tender Processing Fees (₹)
1	Supply, loading and unloading of Sanitary Napkins directly to Anganwadi Centers (1262) in 12 talukas in the State of Goa.	57,60,000/-	2,88,000/- (@5% of the approximate estimated cost of Sanitary Napkin)	2500/-	4000/-

TENDER SCHEDULE

1. The last date of online application is **24/03/2021 upto 13.00 hrs.**
The last date of online submission of tender is **24/03/2021 upto 15.00 hrs.**
2. The date and time of **Technical Bid opening** of online tender is **25/03/2021 after 11.30 hrs** in the office of the Directorate of Women and Child Development, Panaji Goa.
3. The date & time of Financial Bid opening of online tender is **26/03/2021 after 15.30 hrs** in the office of the Directorate of Women and Child Development, Panaji Goa.

Please login to see Tender Notice published on website www.etender.goa.gov.in for details Interested Contractors may request for tender documents through the website <https://goaenivida.gov.in>

INSTRUCTION TO THE BIDDER

1. Information and Instructions for bidders posted on website shall be part of bid document.
2. The bidder can download the bid from website: <https://goaenivida.gov.in> and save it in their system and undertake the necessary preparatory work off-line and upload the completed bid at their convenience before the closing date and time of submission.
3. Those bidders not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
4. The intending bidder must have/obtain a valid Class -III digital signature to submit the bid.

5. On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
6. Bidder must ensure to quote rate of sanitary napkins. The column meant for quoting rate in figure appears in sky blue colour (Rupees in words will be automatically taken).
7. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank, the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0"(ZERO) & will be treated as incomplete tender & will be rejected outright. Also name of the bidder should be entered in respective cell.
8. At the time of opening, the scanned copies of the documents uploaded at the time of submission of tender will be verified with the physical/hard copies submitted and bids of only those bidder whose physical copy matches with the uploaded copies will be accepted for opening.
9. ENVELOPE should be superscripted with "Name of work, Serial Number of work and Name of bidder" and should contain following:

The ENVELOPE - A (Technical bid) should be dropped in the tender box on **upto 15.00 hrs on or before 24/03/2021** kept in the office of the **Directorate of Women and Child Development, Panaji Goa.**

The online application should accompany the following documents (Scan and Upload on the e-Tender website):

- a) ISI Specification for the sanitary napkin is IS 5405.
- b) GST Registration certificate of the manufacture.
- c) The instruments such as power of attorney, resolution of board etc., authorizing an officer of the Tenderer should be enclosed with the tender duly signed by the Authorized signatory of the Company /Manufacturer/ Firm and such authorized officer of the Tenderer should sign the tender documents.
- d) Copy of PAN card, duly certified displaying the PAN No. of the company.
- e) Mode of Payment towards Tender Document Fee (TDF), eTender Processing Fee (TPF) & Earnest Money Deposit (EMD) to be paid online through e-Payment mode via :
 - i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS) / Axis Bank Over-the-counter (OTC). Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank.
 - ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay).
 - iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.

Note: Any Payments made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.

The ENVELOPES should be dropped in the tender box on **24/03/2021 upto 15.00 hrs** kept in the office of the **Directorate of Women and Child Development, Panaji Goa.**

The **Directorate of Women and Child Development** reserves right to reject the incomplete application and right to reject any or all tenders including the lowest without assigning any reasons thereof.

For details tender notice, terms and conditions, and for participation please visit our website i.e. www.dwcd.goa.gov.in

Director
Directorate of Women & Child Development

DIRECTORATE OF WOMEN AND CHILD DEVELOPMENT, PANAJI.

Sub: Supply of **Sanitary Napkins** to all (1262 Sanctioned Anganwadi Centers) in respective Of 12 Talukas (WCD Block Offices) of Goa under the Department of Women and Child Development, Panaji.

TERMS AND CONDITIONS

1. The tender is for supplying, loading and unloading of **Sanitary Napkins (between the age groups of 15 to 45 years for Adolescent girls and women)** on rate-contract in 12 Talukas of Anganwadi centres for a period of **60 months (to be extended on year to year basis)** with effect from the date of approval of the tender. The approximate monthly requirement of the **Sanitary Napkins** of the respective WCD Block Offices is as given in the **ANNEXURE III** and may be increased or decreased as per actual requirement. The supply may be done within 30 working days after placing the order by the respective WCD Block Offices and the bills to this effect may be produced within 10 days to the respective WCD Block Offices.
2. The tenderer is required to supply, load and unload the required quantity of **sanitary napkins** in every month for a period of 60 months **(to be extended on year to year basis)** on behalf of the Directorate of Women and Child Development, Panaji Goa at the 12 WCD Block offices to be supplied to 1262 Anganwadi Centers and if extended, then to the extended Anganwadi Centre. The orders of actual requirements of the Supply of **sanitary Napkins** will be issued by the Director or respective CDPOs.
3. The supply of **Sanitary Napkins** should be made, in every month is for a period of 60 months (to be extended on year to year basis).
4. Quoted rates shall include the cost of loading and unloading charges and GST at the 12 Block Offices.
5. The tender form duly filled in shall be submitted online in the website <https://goaenivida.gov.in> to the Directorate of Women and Child Development, Second Floor, Old Education Building, 18th June Road, Panaji by 24/03/2021 up to 15.00 hrs and Technical bid shall be opened on 25/03/2021 after 11.30 hrs and Financial bid will be opened on 26/03/2021 after 15.30 hrs in the presence of tenderer, if any present.
6. The successful tenderer will have to deposit 5% of the cost of one month at the rate quoted by him towards security deposits and 5% of the cost of **Sanitary Napkins** towards performance guarantee in form of bank guarantee. Security deposit shall be refunded only after the job is completed in all respect to the entire satisfaction of the Department of Women and child Development, Panaji, as per the terms of supply order.
7. The Technical bid along with the acceptance of terms and conditions **ANNEXURE I** of the Tender documents and the sample of Supply of **Sanitary Napkins** should be included in a **sealed envelope marked as "A"** addressed to the Director of Women and Child Development, Panaji-Goa. The Financial bid as per **ANNEXURE IV should be Online Mode Only**. The technical bid should be accompanied by Earnest Money Deposit (E.M.D.)
Mode of Payment: e-payment Only: in the form of:
 - a) Internet payment gateway: any bank Visa/ Maestro Credit/Debit cards can be used for payment process.
 - b) Direct Pay/Internet Banking: Payment can be made through the internet banking of Axis Bank.
 - c) NEFT/RTGS (National Electronic Fund Transfer/ Real Time Gross Settlement): bidders are requires to download NFRT/RTGS challan and make payment to dynamically generated Account Number through any of the bank.

- d) OTC (Over the Counter): bidders are required to download OTC challan and make payment to dynamically generate serial Number through any of the authorized branch of Axis Bank. E.M.D. in any other form will not be accepted. The tenderers should also produce declaration stating that the Goan Self Help Groups are Associated with them with 75% of women exclusively from the Self Help Groups, the I.T. Permanent Account Number and the certified copies of the Income Tax Returns if filed, certificate of GST, such SHG should be registered with the DW&CD, Panaji.

NOTE: Bidders claiming for exemption of EMD shall upload a valid MSME/NSIC Certificate failing to produce valid certificate, bid might be summarily rejected.

8. The tender containing the sealed envelope marked as "A" should be put in a Single layer cover, sealed and superscribed as "TENDER FOR SUPPLY OF **Sanitary Napkins** along with loading and unloading of **Sanitary Napkins** in Anganwadi Centers (1262) in 12 talukas in the State of Goa. The sealed tender must be inserted in the tender box placed in the premises of the Directorate of Women and Child Development, 2nd Floor, Old Education Building, 18th June Road, Panaji, Goa. The tenders should be received by 24/03/2021 upto 15.00 hrs. The tenders received after the stipulated date and time will not be considered and will be summarily rejected.
9. The Technical bid along with the sample of **Sanitary Napkins** in envelope "A" will be opened on 25/03/2021 after 11.30 hrs. in the presence of the tenderers or their authorized representatives as per the scheduled to be decided by the Directorate, Women and Child Development, 2nd Floor, Old Education Building, 18th June Road, Panaji, Goa and displayed on notice board. The Financial bid of the bidders qualifying the Technical bid shall be opened on 26/03/2021 after 15.30 hrs.
10. Successful tenderer has to execute an agreement laying down the terms and conditions of supplying of **Sanitary Napkins** as per the directives of the Department of Women and Child Development, Panaji. The tender should be signed dated and witnessed at all the places provided for in the documents.
11. The Director of Women and Child Development reserves the right for rejection of all or any of the tender, in part or full without assigning any reasons.
12. The Contract shall be valid for 60 months after the acceptance of the tender. In case the Director of Women and Child Development, Panaji, so desires he/she may at his her discretion, ask the Contractor by written intimation to him/her before the last working day of the period specified in this para, to supply the **Sanitary Napkins** under the same rates and in the same terms and conditions of this contract for an additional period, not exceeding six months from the last working day of the expiry of the awarded contract, with the same terms and conditions of this contract.
13. The **Sanitary Napkins** supplied should be as per quality approved and accepted at the time of accepting the offer for supply and as per samples produced by the selected bidder at the time of accepting his bid for supply.
14. Sanitary napkin shall consist of a perforated top sheet with sufficient pores for quick absorption and dry feel, absorbent core materials containing Air laid paper and Tissue paper with SAP to meet absorbency requirements and a leak-proof back sheet, with hot melt construction glue to seal the layers of the Sanitary pad and hot melt positioning adhesive for back sheet with full length release paper acting as a disposal wrapper.

15. The top covering of the absorbent core shall be made of good quality perforated film sleeve which has sufficient porosity to permit the assembled napkin to meet the absorbency requirements. The product should be sterilized and made of non-allergic material.
16. The sanitary napkin shall have a non- absorbent barrier on one side which shall be clearly identified.
17. The absorbent core should be placed inside the top sheet and back sheet in the required size of the pad and form a uniform thickness throughout without any wrinkles or distortion. It should not cause lump formation with the effect of sudden pressure. At least the two layers of Air laid paper and tissue paper with SAP shall be used to form the absorbent core.
18. The sanitary napkins shall have a very soft feel and when worn shall not chafe or give any uncomfortable feeling. It shall free of foreign matter and should be odourless.
19. The Adhesive used in the napkin should not leave any mark and stain and should be hot melt adhesive only. Sanitary napkin shall have a full-length release paper acting as a disposal wrapper.
20. Uniform thickness shall be measured by stacking to complete pads and measuring the stack height. The average thickness for the 16 pads shall be used as pad thickness.
21. The product shall be approved after passing through the test specified in IS 5405.
22. Following instructions shall be included in every packet of sanitary napkin.
 - a) Method of use and disposal.
 - b) Indication as to which side is absorbent.
 - c) Packing and labelling.
 - d) Each Primary Package shall contain 16 Sanitary Napkins in a compact Polyethylene bag of good quality material which will confirm to size of the product and sealed properly. The designing and printing of the pack shall be done at the cost of the Manufacturer as per printing matter including LOGO of the Department of DW&CD and not for sale text instead of MRP. The printing work shall be in water proofing and shall withstand immersion in water and remain intact.
 - e) The package shall also include the name of the Manufacturer, batch number, month of the production, date of expiry, address of the unit.
 - f) The logo of the Department and not for sale has to be printed on the package.
23. The price of **Sanitary Napkins** to be supplied shall not exceed the quoted price by the bidder and approved by the Government.
24. In compliance with circular of 22nd GST Council Meeting held on 6th October, 2017 certificate of for Concessional GST will be issued to the contracted manufacturer within 2 months of each supply.
25. In the event of delay in supply of **Sanitary Napkins**, either fully or partially as per order to the respective CDPO/AWC, The Director of Women and Child Development, Panaji reserves the right to charge a fine of ₹500/- (Rupees five hundred only) per day per every delayed day. In addition to the above fine, security deposit shall also be forfeited.
26. The samples of each consignment of **Sanitary Napkins** shall be deposited by the bidder in the respective Office of the Child Development Office of the Directorate of Women and Child Development, prior to supply. If

substandard/poor quality **Sanitary Napkins** are received, the same will be rejected on the spot. If any genuine complaint is received about the quality and quantity, the contract will be terminated and the bidder will not be entitled for refund of his/her/their Security Deposit.

27. A committee will be formed which will scrutinize and assess the tenders received and upon proper verification of documents and sample produce, bidder will be selected.
28. Notwithstanding anything contained in this contract, the Director may revoke/cancel the contract for breach of any of the terms and conditions there in on the part of the bidder.
29. Payment shall be made to the bidder on production of relevant bills duly certified by the respective CDPOs and which shall be supported by a copy of respective work orders and submitted to the Director, Directorate of Women and Child Development, Panaji for payment.
30. The bidder shall not sublet the contract and violation of any condition of the contract shall lead to termination of the contract without any notice.
31. No Payment shall be made for any substituted items without instructions from the Department.
32. The bidder shall sign these conditions as a token of having accepted the same. In case conditions are not accepted and signed by the contractor, tender will be rejected.
33. The L1 bidder shall deposit 5% of the security deposit of supply value of the month.
34. The department reserve the right to review after every three months the quality and quantity of the **Sanitary Napkins** supplied by the bidder at the respective WCD Block Offices and to take a appropriate decision of termination of contract if **Sanitary Napkins** are found substandard and poor quality.
35. All dispute between the party arising out of the contractor or in relation thereto regarding the interpretation of any clause thereof and shall be referred to the sole arbitration of the Secretary of Women and Child Development, Government of Goa, Secretariat Porvorim or a person nominated by him in this behalf and his decision in this regard shall be final and binding on the parties. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Panaji only.
36. If at any time during the execution of the Contract, the Director of Women and Child Development, Panaji, for any reason whatsoever desires to terminate the contract, he/she shall give 120 days prior notice in writing of the fact to the Contractor, who shall thereupon have no claim to any payment or compensation whatsoever on account of any losses which he/she might have derived from the execution of the work.
37. The rate contract of supply will be awarded for a period of one year depending upon L1 rates quoted in the tender.
38. The Cost of Tender document fees will be ₹2500/- and E-Tender processing fees will be ₹4000/-.

Director
Dte. Women and Child Development
Panaji-Goa.

I/We hereby agree to all above terms and conditions and agree to carry out all works if awarded as per rates quoted in the scheduled of works.

Place: Panaji:
Dated: /02/2021

(SIGNATURE OF THE TENDERER)

Technical Bid
(To be inserted in Envelop A)

(All the required supporting documents along with sample of Sanitary Napkins and Tender documents duly signed)

1 . Specifications of **Sanitary Napkins** (Sample to be enclosed).

Sr. No.	Technical specifications	Technical Parameters	Bidders Compliance
1	Overall Length mm	280mm \pm 5	
2	Tissue paper with SAP core Length (mm)	235mm \pm 5	
3	Airlaid core Length (mm)	235mm \pm 5	
4	Overall width with wings (mm)	175mm \pm 5	
5	Tissue paper with SAP core with (mm)	65mm \pm 5	
6	Airlaid core width (mm)	70mm \pm 5	
7	Thickness of a single pad (mm)	2mm \pm 5	
8	Weight of single pad	Not more than 8.5 gms.	
9	Absorbency	Not less than 50ml normal saline @ 30ml/6 min as per IS	
10	Packet	16 pads in each packet	
11	Release Paper	Along the length of the pad and wings, acting as a disposal wrapper	

2. Document of acceptance of terms and conditions of tender.
3. E.M.D.
4. Certificate of GST registration.
5. Domicile Certificate of its employees.
6. Trademark certificate of product.
7. MSME registration certificate.
8. Self Help Groups/Mahila Mandals certificate, registered with DW&CD, Panaji.
9. Certificate of product.
10. Certificate of raw material as per MSDS guidelines.
11. Respective undertakings as mentioned above.

Signature
With name address and seal of the tenderer

ANNEXURE III

The approximate monthly requirement of the **Sanitary Napkins** of the respective WCD Block Offices in 12 talukas.

Sr. No.	Name of the WCD Block Office	Approximate number of Adolescent Girls/Women
1	WCD Block Office Bardez	8181 packets
2	WCD Block Office Bicholim	5391 packets
3	WCD Block Office Canacona	2470 packets
4	WCD Block Office Dharbandora	1193 packets
5	WCD Block Office Mormugao	5564 packets
6	WCD Block Office Pernem	3147 packets
7	WCD Block Office Ponda	8150 packets
8	WCD Block Office Quepem	3860 packets
9	WCD Block Office Salcete	10998 packets
10	WCD Block Office Sanguem	1961 packets
11	WCD Block Office Sattari	3789 packets
12	WCD Block Office Tiswadi	5296 packets
	Grand Total	60000 packets

Financial Bid
(Online Mode Only)

Name and address:

Schedule of Works: **Supplying, loading and unloading of Sanitary Napkins (between the age groups of 15 to 45 years for Adolescent girls and women) on rate-contract in 12 Talukas of Anganwadi centres.**

Sr. No.	Name and Specification of the items	Approximate Quantity to be supplied (per month)	Rate Quoted per packet
1	Sanitary Napkins (As per specification in Annexure - II)	60,000	

Signature & Seal of the tenderer: _____

Witness:

1. Name _____ Signature _____

2. Name: _____ Signature _____

ANNEXURE V

Checklist

The documents have to be ranged as per the order mentioned in checklist for ease of scrutiny.

The bidder has to upload the documents as mentioned in Check list (in PDF format) online on or before the due date and time of submission of technical bid.

A copy of all the documents uploaded in the technical bid shall also to be submitted alongwith the original EMD & Tender Documents Cost, on or before 24/03/2021. However, the copy of all documents should be exactly the same as uploaded in e-tender portal.

Sl.No.	Item	Whether included Yes/No	Page No.
1.	Format – Checklist		
2.	Bid Document cost receipt		
3.	The Earnest Money Deposit (NEFT/RTGS/OTC etc.)		
4.	Details of Items quoted		
5.	Details of EMD submitted		
6.	Details of Bidder		
7.	Declaration Form		
8.	Details/declaration of associated Goan Self Help Groups with address		
9.	Technical Specification		
10.	Copy of test certificate of the sample (i.e. dimensional details, thickness, weight, absorbency, pH value, disposability, raw material grade/thickness and IS 5405		
11.	Copy of the VAT/GST registration/clearance certificate		
12.	Copy of PAN(income Tax)		

**To be submitted online as well as hard copy with signature & stamp on each page.
Total online attachment size should not be more than 5 MB.**

**Note: Do not submit hard copy of Annexure-III (Financial Bid). It is to be filed
online only.**

**(Name and Address of the Bidder)
Telephone No.**

Annexure - VI

DECLARATION FORM

(Affidavit before Executive Magistrate / Notary Public)

I / Wehaving My / our office
at..... and Manufacturing factory
at

.....factory do declare that I / We have carefully read all the terms
& conditions of the bid of DW&CD, Panaji Goa for the supply of Sanitary napkins. The
approved rate will remain valid for a period of five year from the date of approval. I will abide with
all the terms & conditions set forth in the **Tender document Reference no.**

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. /
Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for supply of Non-
standard quality item/ Non-supply. The

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or
Performance Security Deposit and blacklist me/us for a period of 3 years if, any information
furnished by us proved to be false at the time of inspection / verification and not complying with the
Bid terms & conditions.

I/we stating that the Goan Self Help Groups are associated with us with 75% of women
exclusively from the Self Help Groups, registered with the DW&CD, Panaji.

I/We do hereby declare that I / we will supply the Sanitary napkins as per the terms,
conditions & specifications of the bid document and hereby further declare that I/We will supply the
items with packing, logograms as per the design and barcode as specified in the technical
specification of the tender under reference.

Signature of the bidder :
Seal Date :
Name & Address of the Firm :

Annexure - VII

MANUFACTURER'S/BIDDERS DETAILS

No.

Dated:

To

The Director

Directorate of Women & Child Development,
Panaji Goa.

Dear Sir / Madam,

Bid Reference No :

Item Name :

1. We (name of the Manufacturer) declare that we are the original manufacturers of the above item having registered office at (full address with telephone number/fax number & email ID and website), and having factories at _____.
2. No company or firm or individual have been authorized to bid, negotiate and conclude the contract in regard to this business against this specific bid.
3. We also hereby declare that we have the capacity to manufacture and supply the quantity mentioned in the bid reference mentioned above within the stipulated time.

(Name)

for and on behalf of M/s. _____

(Name of manufacturers)

Date:

Place:

Seal

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

