



# **TAMILNADU TRADE PROMOTION ORGANISATION**

**Name of the work:**

**Supply of Kimberly Clark Range of Hygiene Products on  
Annual Rate Contract Basis**

**November - 2017**

**TAMILNADU TRADE PROMOTION ORGANISATION**

**(A Joint Venture of Govt. of India and Govt. of Tamil Nadu)**

**Chennai Trade Centre Complex**

**Mount Poonamallee Road, Nandambakkam, Chennai – 600 089.**

Phone No: 044-2231 5552, 9176881000, Fax No: 044-2231 3555

Website: [www.chennai tradecentre.org](http://www.chennai tradecentre.org)

Email: [tntpo@chennai tradecentre.org](mailto:tntpo@chennai tradecentre.org)

## **DISCLAIMER**

The information contained in this tender document or subsequently provided to bidders, whether verbally or in documentary form by or on behalf of Tamil Nadu Trade Promotion Organisation (TNTPO) or any of its employees or advisors (collectively referred to as “TNTPO representatives”), is provided to the bidders on the terms and conditions set out in this document and any other terms and conditions subject to which such information is provided. This document is not an agreement and is not an offer. The purpose of this document is to provide interested parties with information to assist the formulation of their proposals.

This document does not purport to contain all the information each bidder may require. Each bidder should conduct its own due diligence, investigation and analysis and should check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.

The prospective bidder will be responsible for all obligations to its staff, their payments, complying with the labor laws, minimum wages Act and any other Act in respect of the staff employed by it for this assignment. Under no circumstances, TNTPO will be responsible for any non-compliance with statutory requirements in respect of the bidder’s staff.

TNTPO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document from time-to-time, under intimation to the bidders. TNTPO reserves the right to accept or rejects any or all proposals without giving any reasons. The bidding process shall be governed by the laws of India and courts at the State of Tamil Nadu will have jurisdiction over the matter concerning and arising out of document.

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## SECTION - I



### **TAMILNADU TRADE PROMOTION ORGANISATION**

Tender No.: 112/TNTPO/Admin/2017

Date: 05.11.2017

#### NOTICE INVITING TENDER

Tender Notice for “Supply of Kimberly Clark Range of Hygiene Products for Tamil Nadu Trade Promotion Organisation”.

Sealed Tender is invited by Managing Director, Tamil Nadu Trade Promotion Organisation in two cover system (i.e.) Cover I: Commercial / Technical Bid, Cover II: Price Bid from the experienced Contractors for Providing of Pest Control Services as per the details given below:

Description of work	Tender No.	Cost of Tender Document Rs.	Estimated cost of the work Rs. (Per Annum)	EMD Rs.	Sale of Tender Document	Last date of submission of tender document	Time, Date & Place for opening of Technical bid
Supply of Kimberly Clark Range of Hygiene Products for Chennai Trade Centre	112/TNTP O/Admin/2017	500/-	10 lakhs	12,000/-	05.11.2017 to 23.11.2017 between 10.00 AM to 05.00 PM on all working days and on 24.11.2017 from 10.00 AM to 02.00 PM	24.11.2017 on or before 03.00 PM	24.11.2017 at 03.30 PM in the office of TNTPO.

#### PRE-BID MEETING:

**21.11.2017 AT 03:00 PM onwards**

#### MINIMUM QUALIFYING CERTERIA:

1. Average annual financial turnover of the company / agency for supply of Kimberly Clark Range of Hygiene Products should not have been less than Rs. 6 Lakhs in the last three year i.e. 2014 – 15, 2015 – 16 and 2016 – 17. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.
2. The company or agency in lending to participate in the tender should have experience of minimum of three years or more in the supply of Kimberly Clark Range of Hygiene Products to Central / State Government Department, PSUs, Autonomous Bodies, Large Industrial / Educational Campus / Corporate Super Speciality Hospitals (Evidence to be attached).

3. The Bidder should have an established functional office in Chennai existing before 31.03.2016.
4. **The supplier should be an authorised dealer of Kimberly Clark Range of Hygiene Products (Letter of Authorisation from the original manufacturers or any other supporting document should be attached). The Tender without evidence / supporting documents will be rejected.**
5. The agency / bidder though may meet the above criteria is liable to be disqualified, on the ground of untrue or false representation in the forms, statements, attachments submitted, record of poor performance, previous record of incomplete execution of contract, inordinate delays in completion or financial failure, etc.
6. The satisfaction of minimum qualification criteria by the tenderer as stated above shall be assessed scrutinized based on supporting documents.
7. Tender document including forms, conditions of contract, specifications, etc. will be issued by the Managing Director, Tamil Nadu Trade Promotion Organisation, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089 from 05.11.2017 to 23.11.2017, during office hours between 10:00 AM to 05:00 PM on all working days and on 24.11.2017 from 10:00 AM to 02:00 PM.
8. The cost of tender documents inclusive of tax shall be Rs. 500/- (Rupees Five Hundred only) payable through crossed Demand Draft / Banker's Cheque on any scheduled commercial bank drawn in favour of "Tamil Nadu Trade Promotion Organisation" payable at Chennai. The name and address of the tenderer shall be clearly marked on the application for issuing tender documents.
9. The tender document can also be downloaded from the website [www.chennaitradecentre.org](http://www.chennaitradecentre.org) free of cost. In case the document is downloaded from website the cost of tender document shall be paid by means of DD/Banker's Cheque on any scheduled commercial bank drawn in favour of "Tamil Nadu Trade Promotion Organisation" payable at Chennai and same may be enclosed to the tender document while submitting it. If the cost of tender document is not enclosed to the tender documents downloaded from the website, the same will be summarily rejected.

The cost of tender documents will not be refunded under any circumstances.

Managing Director  
Tamil Nadu Trade Promotion Organisation

## SECTION – II

### **GENERAL INSTRUCTIONS TO THE TENDERER**

1. The tender is “Two Bids’ document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Tender Fee & Earnest Money Deposit (EMD). The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same **shall be rejected summarily**.
2. The cost of Tender documents shall be inclusive of tax Rs. 500/- (Rupees Five Hundred Only) payable through crossed Demand Draft / Banker’s Cheque on any scheduled commercial bank drawn in favour of “TAMIL NADU TRADE PROMOTION ORGANISATION” payable at Chennai. The name and address of the Tenderer shall be clearly marked in the application for issuing tender documents.
- 2a. The Tender document can also be downloaded from the website [www.chennai tradecentre.org](http://www.chennai tradecentre.org) free of cost. In case downloading i.e. from website the cost of Tender document shall be paid by means of DD / Banker’s Cheque on any scheduled commercial bank drawn in favour of “TAMIL NADU TRADE PROMOTION ORGANISATION” payable at Chennai and same may be enclosed to Tender document. If the cost of tender document is not enclosed to Tender document where it was downloaded from the website the same will be summarily rejected.
- 2b. **The cost of Tender documents will not be refunded under any circumstances.**
3. The Tender should be typewritten or handwritten but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialling, dating and rewriting. **The name and signature of bidder authorized person should appear on each page of the application/ Tender Document. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.**
4. The Contract concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
5. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shown shall be considered as valid.
6. Bidders are requested to quote their prices on a firm & fixed basis for each of the items indicated for a period of one year. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
7. Quotations, qualified by vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.

8. Bidders are requested to enclose a copy of their valid certificate of PAN No. and GST No. or any other document as requested by the TNTPO to their tender.
9. Tenders received without Tender document cost and EMD amount by way of demand draft or Bank Cheque as the case may be in favour of TNTPO, Chennai will not be considered at all and shall be summarily rejected.
10. **Refund of Earnest Money Deposit:** The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to condition stipulated in the bid document.
11. Late/delayed tenders received in TNTPO due to any reason whatsoever will not be accepted under any circumstance.
12. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of TNTPO, Chennai ([www.chennaitradecentre.org](http://www.chennaitradecentre.org)). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at his discretion, extend the date and time for submission of tenders. If there is no extension of time, if circumstances do not warrant i.e., it cannot be questioned or challenged.
13. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.** The name and address of permanent representative of the firm, if any, should also be indicated in the tender.

14. **DOCUMENTS COMPRISING THE BID:**

The bids prepared by the bidder shall comprise (1) The Technical Bid and (2) Financial Bid:

**TECHNICAL BID:** - To qualify in the Technical bid the firm should have the minimum eligibility criteria explained as under section I and the firm in this regard must submit the following documents in support of the eligibility criteria –

- (a) Duly filled format of Technical Bid as per **Annexure “1”**.
- (b) Profile of the organization.
- (c) Copy of constitution or legal status of the sole proprietorship/ firm/agency/company etc.
- (d) **Financial status:** - The average annual turnover of handling similar jobs by the firm should not have been less than Rs. 6.00 lakhs in the last three years. Copies

of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.

- (e) Experience of 03 years or more in the similar job / supplies.
- (f) The technical bid should be accompanied by Demand draft for Rs. 500/- (non-refundable) against tender document cost and Demand Draft/ Bank Guarantee for Rs. 12,000/- (refundable) for EMD security.
- (g) Copies of Income Tax Return Filed Acknowledgements for last three years.
- (h) Copy of PAN Card.
- (i) Copy of GST registration certificate.
- (j) The firm should be registered under The Shops and Establishment Act.
- (k) The bidder must have adequate experience in supplying the Kimberly Clark Range of Hygiene Products to Central/State Govt. Dept., PSUs, Autonomous Bodies, Large Industrial / Educational Campus/Corporate Super Speciality Hospitals. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
- (l) The bidder must enclose a certificate stating that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and no police/vigilance enquiry/criminal case is pending against him or company/agency, as the case may be.

**FINANCIAL / COMMERCIAL BID:** - The financial bid shall contain:

- (a) Price Bid Form [as per Annexure – “2”]

## 15. SUBMISSION OF BIDS

### 15.1 SEALING AND MARKING OF BIDS:

The bidder shall wax seal the EMD, the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger wax sealed envelope. The envelope containing the EMD shall bear the name “EMD for Tender No.: 112/TNTPO/Admin/2017” for the supply of Kimberly Clark Range of Hygiene Products on Annual Rate Contract basis. The envelope containing the Technical Bid shall bear the name “TECHNICAL BID for Tender No.: 112/TNTPO/Admin/2017” supply of Kimberly Clark Range of Hygiene Products for Chennai Trade Centre. The envelope containing the Financial Bid shall bear the name “FINANCIAL BID for Tender No.: 112/TNTPO/Admin/2017” supply of Kimberly Clark Range of Hygiene Products on Annual Rate Contract basis on the envelope.



**15.2** The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be:

- (a) Addressed at the following address:  
The Managing Director,  
Tamil Nadu Trade Promotion Organisation,  
Chennai Trade Centre complex,  
Nandambakkam, Chennai – 600 089.
- (b) All the envelopes shall bear the Tender name, the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).
- (c) The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared ‘late’ or rejected.
- (d) Bids shall be delivered in person and shall be dropped in the tender box placed in the office of the Managing Director, TNTPO, Chennai or shall be sent by Registered/Speed Post. **Bids sent by COURIER will not be entertained.**
- (e) **Venue of Bid / Tender Opening:** Tender (Technical Bid) will be opened in the office of the Managing Director, TNTPO, Chennai at 03:30 PM on 24.11.2017 the due date. If due to administrative reason, the venue / time of bid opening are changed, it will be displayed prominently on the notice board of the office of TNTPO / Website.

#### **16. BID PRICES:**

- 16.1 The bidder shall give the price for each of the items / products and taxes separately as per price schedule given in **Annexure-2**. The offer shall be firm and in Indian Rupees only.
- 16.2 **The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will to be treated as non-responsive and rejected.**

#### **17. TECHNICAL EVALUATION:**

- 17.1 Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. TNTPO shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- 17.2 The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, it is optional for the committee to have discussion/presentation in this regard.
- 17.3 Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.

17.4 A bid determined as substantially non-responsive will be rejected by TNTPO and shall not subsequent to the bid opening be made responsive by the bidder by making corrections.

17.5 TNTPO shall have right to accept or reject any or all tenders without assigning any reasons thereof.

## **18. FINANCIAL EVALUATION:**

18.1 The financial bids of only those bidders who have been found to be technically eligible shall be opened. The financial bids shall be opened in the presence of representatives of technically eligible bidders, who may like to be present. **TNTPO shall inform the date, place and time of the opening of financial bids.**

18.2 The Financial Bids of unsuccessful bidders would not be opened and will be returned to respective bidders.

18.3 The rates must be quoted as per format prescribed. The agency shall indicate its price, taxes and other costs separately while quoting for the tender, in “Annexure-2: Price Offer” to be kept in Envelop No. 2.

18.4 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, the unit price shall prevail and the total price shall be corrected by TNTPO. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the supplier does not accept the correction of the errors, his bid shall be rejected.

18.5 The evaluation and comparison of responsive bids shall be done on the price offered inclusive of GST tax as indicated in the Price Schedule in Annexure-“2” of the Bid Document.

18.6 The right of final acceptance of the tender is entirely vested with TNTPO and it reserves the right to accept or reject any or all the tenderers in part or totality or to negotiate with any or all the tenderer or to withdraw / cancel / modify the tender without assigning any reason, whatsoever.

18.7 The bidder is notified that in the event of him becoming that successful bidder the payment for his bills for supplies made shall be deducting it at source.

## **19. AWARD OF CONTRACT: PLACEMENT OF ORDER**

TNTPO shall consider placement of orders for supply on those bidders whose offers have been found technically, commercially and financially acceptable. TNTPO reserves the right to counter offer price(s) against price(s) quoted by any bidder.

## **20. PERFORMANCE BANK GUARANTEES (DD) & EXECUTION OF CONTRACT:**

20.1 Firm whose offer is accepted will have to furnish Bank Guarantee for an amount equal to 5% of value of the contract in favour of TNTPO, Chennai issued by any scheduled bank.

20.2 The Bank Guarantee submitted should be valid for 15 months (Specimen Annexure 7).

20.3 Successful bidder should execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Managing Director, TNTPO, Chennai.

- 20.4 The Performance Guarantee shall be refunded within 15 to 90 days after completion of the contract as per order, or after the expiry of contract or on satisfactory completion of the same whichever is later.
- 20.5 No interest will be paid on Performance Guarantee / Earnest Money Deposit.
- 20.6 In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be ordered to be forfeited by Managing Director, TNTPO and his decision shall be final.
- 20.7 The expenses of completing and stamping the agreement shall be paid by the bidder.

## SECTION – III

### **TERMS AND CONDITIONS OF CONTRACT**

1. The Tenderer submitting his/her Tender would be deemed to have considered and accepted all the terms and conditions of Tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the Tender.
2. Terms and conditions of the contract may be modified with the written consent of the Tenderer by Tamil Nadu Trade Promotion Organisation, Chennai as and when necessary without affecting the basic nature of this Tender.
3. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, the Managing Director, TNTPO, Chennai, reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
4. The successful bidder shall be required to execute the formal contract (Annexure 3) on Rupees One Hundred non-judicial stamp paper within one week of the issue of offer for contract and shall start the contract on the date specified in the offer in addition to the performance security agreement (Annexure 7).
5. The successful Tenderer shall have to follow all the instruction; given to him/them from time to time by the competent authority or person nominated by him.
6. The successful Tenderer shall supply products based on the written request from the appropriate authority and obtain acknowledgement for the supply in good condition.
7. TNTPO is in no way responsible for any loss during transportation.
8. The rates quoted generally (without name of company / manufacture) for the materials will not be accepted.
9. **The rate should be quoted for the supply of Kimberly Clark Range of Hygiene products as required by the TNTPO.**
10. No transportation charge for the supply will be paid by the TNTPO. The supply should be made at the Chennai Trade Centre during the office hours. Damaged items / products will not be accepted and these will have to be replaced.
11. **DISPUTE:-**
  - i) If any dispute or difference arises between the parties relating to or concerning interpretation of the contract or any alleged breach thereof or any matter relating to the contract, the same shall be settled by the parties as far possible by mutual discussion and consultation between themselves, whether the same has arisen during the subsistence of the contract or thereafter.
  - ii) In the event of any dispute or differences arising in connection with the contract arising out of this Tender whether during the subsistence of the contract or there after not being settled in aforesaid manner, the matter shall be referred to the Managing Director, TNTPO, Chennai or his nominee for arbitration whose decision shall be final and binding on both the parties. The proceedings before the

arbitrator would be governed by the provision of the ARBITRATION AND CONCILIATION ACT, 1996.

- iii) The courts of Chennai shall have exclusive jurisdiction in all matters arising out of this Tender.
12. **The Tenderers are requested to carefully go through the terms and conditions of the document before offering his/their rates. The successful tenderer will have to make supplies based on the written request by the appropriate authorities from Chennai Trade Centre Complex, Chennai – 600 089. The Tenderer is also advised to go round the entire Chennai Trade Centre during working hours to know existing setup.**
13. **PERIOD OF CONTRACT:-** The contract will be awarded for period of I (one) year from the date of execution of agreement. However, the contract can be renewed further on yearly basis subject to satisfactory performance on the written request of the Contractor three months before the expiry of the contract. The satisfaction of the TNTPO in this regard shall be final. The successful Tenderer will have to continue the work even after the completion of contract till the time new arrangement is made by the TNTPO. In case of extension of contract the contract is bound to extend the validity and/ or submit a fresh one to the tune of the contract value. **The TNTPO will forfeit the security deposit in the event of abandonment of contract by the Tenderer before the one year from the date of execution of agreement.** However TNTPO reserve rights to extend the period of contract on its discretion.
14. **TAXES AND DUTIES: -** The rate should be quoted for each of the products separately i.e. price, tax and total.
15. **PLACE:** The place of supply is Chennai Trade Centre complex, TNTPO, Chennai during office hours.
16. **PAYMENT:-**
- i) The payment will be made within a 30 days on monthly basis, subject **to supply in good condition.**
- ii) No claim for any price escalation during contract period shall be entertained.
17. **NOTICE PERIOD FOR ABANDONMENT OF CONTRACT: -** Either party shall be entitled to abandon the contract after giving three month notice in writing to the other party regarding abandonment of contract. However, the successful Tenderer who is handling the contract shall have to continue the work even after expiry of the notice period of three months till an alternative arrangement is made by the TNTPO. No compensation of claim in the event of such abandonment shall be admissible to the successful Tenderer.

18. **TERMINATION OF AGREEMENT:-**

- i) After giving opportunity of being heard to the successful Tenderer, TNTPO may terminate/cancel the agreement on the following grounds:-
  - a) Breach of any or all terms and conditions of agreement.
  - b) Non-performance or unsatisfactory performance of work executed by the successful Tenderer.
  - c) If at any time during the subsistence of the contract, the document or information furnished by Tenderer is found to be forged or fabricated.
- ii) Notwithstanding any provision of the contract, if the contract is terminated by TNTPO, and TNTPO has to award the work to another party on higher rates, the successful tenderer has to compensate the difference of cost for entire remaining period of contract to the TNTPO.

## SECTION – IV

### SCOPE OF WORK

#### (DETAILS OF REQUIREMENT OF PRODUCTS)

SL. NO.	PARTICULARS	UNIT MEASURE	TOTAL QUANTITY MINIMUM
01.	SUPPLY OF HARD ROLL TOWEL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 01005)	1 ROLL	1000 NOS.
02.	SUPPLY OF FOAM SOAP LIQUID – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 030895)	1 POUCH (1000ML)	250 NOS.
03.	SUPPLY OF HAND WASH LIQUID – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE : 01014)	1 POUCH	25 NOS.
04.	SUPPLY OF SCOTT M FOLD TOWEL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCTCODE : 28620)	1 PACKET	512 PACKET
05.	SUPPLY OF KIMSOFT C FOLD TOWEL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 31500)	1 PACKET	600 PACKET
06.	SUPPLY OFSCOTT HBT TISSUE – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 01268)	1 PACKET	500 PACKET
07.	SUPPLY OF TOILET TISSUE ROLL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS	1 ROLL	300 NOS.
08.	SUPPLY OF KLEENEX POP UP BOX HAND TOWEL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS	1 PACKET	50 PACKET

1. The contractor has to supply of Kimberly Clark Range of Hygiene Products indicated in Annexure on annual rate contract basis as shown in the Annexure.
2. The quantities indicated in the Tender are indicative and the minimum. Depending on the usage and consumption the actual quantity may be more than the minimum.
3. The actual requirement for the supply will be informed in writing then and there.
4. The Tenderer may visit the office during office hours and collect the information, clarification if any required.

## **SECTION - V**

### **RESOURCE REQUIREMENTS**

The contractor has to provide the following:

1. The contractor has to deliver the products at his own cost at the Chennai Trade Centre on working days.
2. The broken / damaged products will be rejected.
3. Poor quality products will be rejected.
4. Kimberly Clark Range of Hygiene Products for which rate is quoted should only be supplied.
5. **Alternate supply without the prior approval of TNTPO will not be accepted.**



(IN A SEPERATE COVER)

**SECTION - VI**

**ANNEXURE - "1"**

**TECHNICAL BID FORMAT**

1	Name of the firm / company / proprietary concern registered		
2	Address of registered office		
3	Address of the office at Chennai (if any)		
4	Telephone Nos./Fax/E-mail at Chennai		
5	Tender Fee & Earnest Money Deposit (EMD) Yes/No		
6	Tender Fee & EMD Details	Tender Fee	EMD
	DD No.:		
	Dated:		
	Drawn on Bank:		
	Amount:		
	(Rupees.....)		
7	Banker of Company / Firm / Agency with full address Telephone Number of Banker		
8	Copy of constitution or legal status of the sole proprietorship/firm/agency/company etc.		
9	PAN No. (Attach attested copy)		
10	GST Registration No. (Attach attested copy)		
11	Registration under the Shops and Establishment Act.		
12	Proof of financial status in form of audited balance sheet for the last two or three financial years. Average annual turnover must be at least Rupees Fifty Lakhs Only.		
13	Copies of Income Tax Return Filed Acknowledgements for last two years.		
14	Experience of 03 years or more of handling similar jobs. <b>(Evidence to be attached)</b>		

15	The firm should have supplied Kimberly Clark Range of Hygiene Products to Central/State Govt. Deptt., PSU's, Autonomous Bodies, Large Industrial / Educational Campus / Corporate Super Speciality Hospitals. <b>(Evidence to be attached)</b>	
16	Details of clients where similar supply are presently provided by the agency separately for Government and Private clients along with address and telephone nos. <b>(Purchase Orders to be attached)</b>	
17	Experience of execution of supply as per annexure "4": (Attach documentary proof in support)	
18	Enclose an affidavit duly certified by (enclosed/Not enclosed) the notary at the location of the Agencies / Head quarters or at Chennai that the bidder has never been black listed or punished by any court for any criminal offence / breach of contract and that no police / vigilance enquiry / nor facing any criminal case.	
19	Write up about the agency along with all relevant details which may help in qualifying the tender be submitted.	

### **DECLARATION**

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to the blacklisted/debarred by TNTPO for at least three years.

**(Signature of Authorised person)**

**(Name)**

**(Designation)**

**Name of Firm/Company/Agency**

**Contact Details**

(IN A SEPERATE COVER)

ANNEURE – “2”

**PRICE / FINANCIAL BID FORM**

To  
The Managing Director,  
Tamil Nadu Trade Promotion Organisation,  
Chennai Trade Centre complex,  
Nandambakkam,  
Chennai – 600 089.

Dear Sir,

1. I/We .....submitted the bid for Tender No.: 112/TNTPO/Admin/2017 dated 05.11.2017 for “supply of Kimberly Clark Range of Hygiene Products for Chennai Trade Centre” to TNTPO, CTC complex, Nandambakkam, Chennai – 89.
2. I/We have thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to supply of Housekeeping Materials, Cleaning chemicals, Equipments on rate contract basis for TNTPO at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates for any reason during the tenure of the contract.

SL. NO	PARTICULARS	UNIT MEASURE	RATE PER UNIT (Rs.)	TAX (%)	TOTAL AMOUNT (Inclusive of Tax) (Rs.)
01.	SUPPLY OF HARD ROLL TOWEL –KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 01005)	1 ROLL			
02.	SUPPLY OF FOAM SOAP LIQUID –KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 030895)	1 POUCH (1000ML)			
03.	SUPPLY OF HAND WASH LIQUID – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE : 01014)	1 POUCH			
04.	SUPPLY OF SCOTT M FOLD TOWEL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCTCODE : 28620)	1 PACKET			

<b>SL. NO</b>	<b>PARTICULARS</b>	<b>UNIT MEASURE</b>	<b>RATE PER UNIT (Rs.)</b>	<b>TAX (%)</b>	<b>TOTAL AMOUNT (Inclusive of Tax) (Rs.)</b>
05.	SUPPLY OF KIMSOFT C FOLD TOWEL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 31500)	1 PACKET			
06.	SUPPLY OF SCOTT HBT TISSUE – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS (PRODUCT CODE: 01268)	1 PACKET			
07.	SUPPLY OF TOILET TISSUE ROLL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS	1 ROLL			
08.	SUPPLY OF KLEENEX POP UP BOX HAND TOWEL – KIMBERLY CLARK RANGE OF HYGIENE PRODUCTS	1 PACKET			
DELIVERY CHARGES IF ANY					
<b>TOTAL AMOUNT</b>					

**Signature of Authorised person)**

**(Name)**

**(Designation)**

**Name of Firm/Company/Agency**

**Contact Details**

STAMP OF Rs. 100/-

CONTRACT AGREEMENT

**Contract No. .... Dated .....**

**This is in continuation this office’s Notification of Award No. .... dated .....**

1. Name and Address of the Supplier: - .....
2. Purchaser’s Tender Enquiry Document No. .... dated ..... and subsequent amendments no..... dated ..... (if any) issued by the purchaser.
3. Supplier’s Tender No. .... dated ..... and subsequent communications no..... dated ..... exchanged between the supplier and the purchaser in connection with this tender.
4. This agreement is made this day.....between ....., Reg office at ..... herein after called “ Supplier” the first party which expression shall include his heirs, executors and administrators/ their successors and TNTPO, Chennai, herein after called “TNTPO”, the second party, acting through Managing Director, TNTPO herein after include his successors and assignees, shown as under :-
5. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
  - a) General Instructions to the Bidder
  - b) Terms & Conditions of Contract
  - c) Tender Form furnished by the supplier
  - d) Price Schedule (s) furnished by the supplier in its tender
  - e) Purchaser’s Notification of Award
6. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - a) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are in the Annexure.
7. The Performance Security would be encashed by second party in case first party fails to deliver services and/or breaches terms & condition of the aforesaid tender document.
8. Any notice/direction given under the terms of this agreement shall be considered to be duly served if the same has been delivered to, left for or dispatched by Registered Post to the Contractor at his last known address. Any notice to be given to the TNTPO shall be considered as duly served if the same is delivered to left or dispatched by the Registered Post to Managing Director, TNTPO, Chennai Trade Centre complex, Nandambakkam, Chennai – 600 089. Any notice so posted shall be prima facie proof of service at the

expiration of the time in which in the ordinary course of post it would have reached the address to which it was sent.

9. That all the expenses for the preparation and execution of this deed including the stamp duty and conveyance fee shall be payable by the Contractor.
10. In accordance with the Tender document No. .... this agreement is effective till ....., as in the bid document as decided upon to do so by the second party on the same terms, conditions and rates.

**11. Signature and legal addresses of the contracting parties:**

In witness where of the parties here to have hereunder set their respective hands the day and the year above written.

Contractor:

TNTPO, Chennai

For & on behalf of

For & on behalf of TNTPO, Chennai

M/s. \_\_\_\_\_

The Managing Director,  
TNTPO, Chennai.

(Name & Designation)

Address:.....

Address:.....

.....

.....

(Seal)

(Seal)

Witnesses:

1.

2.

**ANNEXURE – “4”**

**FORMAT OF EXPERIENCE CERTIFICATE**

Project Name	Name of the Employer*	Description of work	Contract No.	Value of Contract (Rs. In Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

\*Attach documentary proof in support of above details.

**(Signature of Authorised person)**

**(Name)**

**(Designation)**

**Name of Firm/Company/Agency**

**Contact Details**

DECLARATION

From

M/s.....  
.....  
.....

To

The Managing Director,  
Tamil Nadu Trade Promotion Organisation,  
Chennai Trade Centre Complex,  
Nandambakkam,  
Chennai – 600 089.

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender 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 / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of any Agency with which the Government have banned /suspended business dealings. Should the proprietor / partner(s) / Director of the agency on behalf of which this letter is furnished hold any office in any other agency and if such agency gets banned or suspended, I/we undertake to furnish information about it within 15 days from the date of receipt of such information.

Yours faithfully,

(Signature of the Bidder)

Date:

Name:

Place:

Designation:

Seal of the Agency:

Address: