

Ref: SSK/ Tender-First Aid 04/2010

Date: - 2<sup>nd</sup> April 2010

To,

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Subject: - Submission of Quotation

Dear Sir/Madam

Sahbhagi Shikshan Kendra (SSK) is an implementing partner of Malteser International, which has received a grant from the European Commission for the implementation of the humanitarian aid operation, entitled "Mainstreaming Disaster Risk Management into local development processes for Uttar Pradesh"

In accordance with the overall objective of the project, you are kindly requested to submit tenders for the supply of First Aid Kits. The technical specification of the goods and the works required are detailed in Annex 1 ("Bill of Quantity") which is part of this Call for Tenders (CFT).

Therefore, you are kindly requested to submit your quotation for the above requirement. Your quotations should reach us by 8<sup>th</sup> April 2010.

Thanking you,

Mr. Amit Singh  
Procurement In charge  
Sahbhagi Shikshan Kendra  
Lucknow

 <p>Sahbhagi Shikshan Kendra Lucknow</p>	 <p><b>Malteser International</b> Order of Malta Worldwide Relief</p>	<p>EUROPEAN COMMISSION</p>  <p>Humanitarian Aid</p>
<p><a href="http://www.sahbhagi.org">www.sahbhagi.org</a></p>	<p><a href="http://www.malteser-international.org">www.malteser-international.org</a></p>	<p><a href="http://ec.europa.eu/echo/index_en.htm">http://ec.europa.eu/echo/index_en.htm</a></p>

## Call for Tenders

Sahbhagi Shikshan Kendra (SSK), a NGO based in Lucknow, funded by Malteser International herewith calls for tenders under project named –“Mainstreaming Disaster Risk Management into Local Development Processes for Uttar Pradesh” for flood affected areas in Kaisarganj and Jarwal blocks, District Behraich, Uttar Pradesh

### 1. Description of the Organisation and its Activities

Sahbhagi Shikshan Kendra (SSK) is a non-profit, nongovernmental organization, which functions as a support organization in the state of Uttar Pradesh. It is committed to strengthen the institutions of local self-governance by providing capacity building support to different actors of civil society. The mission of SSK is to build and strengthen capacity of civil society organizations through an approach where people are placed at the center of all development initiatives. Partnership and mutual sharing of ideas and information with the target groups are its core values.

### 2. Information about the Project

SSK is an implementing partner of Malteser International and have received a grant from Malteser International for the implementation of the project in Kaisarganj and Jarwal Block of Behraich district. SSK and Malteser International hold specific responsibilities for the implementation of the project.

SSK intends to apply a portion of these funds to payments under this contract. Malteser International will establish the final amount of the grant and will liquidate it to SSK on completion of the operation on basis of the expenses presented and declared eligible. No party other than SSK shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will Malteser International entertain any request for indemnity or payment directly submitted by the humanitarian organization’s contractors.

### 3. Objective of the Call for Tenders

In accordance with the overall objective and foreseen results of the above mentioned operation, SSK plans to award contract(s) for First Aid Kits which has to be purchased under the project.

The technical specification of the goods and the works required for the implementation of the above-mentioned project are detailed in Annex 1 (“Bill of Quantity”)

The supplier is invited to present an offer complying with the requirements specified below.

### 4. Offer Presentation

- The offer shall be delivered in a **sealed envelop** to the **SSK Office in Lucknow**.
- The deadline for the delivery of the offer is 8<sup>th</sup> April 2010
- The offer shall be written in English.
- The envelop must state the following information:
  - Name and address of the company,
  - Reference to the tender procedure,

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- Address to which the offer is being submitted (SSK Lucknow Office),
- The words “Not to be opened before the 8<sup>th</sup> April 2010 written in English.
- The envelopes should be submitted at SSK office personally or by registered post/courier

<p>For further information please contact:</p> <p><b>SSK Office Lucknow:</b> Sahbhagi Shikshan Kendra (SSK) Sahbhagi Road, Chhatha Mill (Behind Police Fire Station, Sitapur Road), Lucknow – 227208 <a href="mailto:info@sahbhagi.org">info@sahbhagi.org</a></p>	<p>Address for Courier/Speed Post/Registered Mail :</p> <p>Sahbhagi Shikshan Kendra (SSK) Sector – 19, House No.-349, Indira Nagar, Lucknow – 226016, U.P. <a href="mailto:info@sahbhagi.org">info@sahbhagi.org</a></p>
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## 5. General Conditions

- The offer shall be typed and signed on each page by the legal representative of the supplier or the supplier.
- The supplier might be requested to provide samples of the items.
- The prices of the offer will be expressed in Indian Rupees (IRP). The prices must be expressed by unit price and totals. They should be inclusive of all costs including transport and handling charges up to the SSK office, Kaisarganj, Dist. Behraich, Uttar Pradesh
- The prices will be considered fixed. No additional change of whatsoever nature and type will be accepted by SSK.
- The goods must be new. Bidders not able to provide guaranteed quality will be excluded from the final evaluation.
- SSK reserves the right to divide the contract into lots and award the lots to various bidders.
- **Terms of Payment:** The payment will be made in Indian Rupees (IRP) by bank transfer upon presentation of a commercial invoice and satisfactory reception of goods approved and signed by SSK in Lucknow. The payments will be made within 10 days of completed delivery.
- No advance will be given to the supplier before delivery of the item.
- **Terms of Delivery:** The delivery of the commodities should be completed within the last date explained in the order form. Should the supplier consider this delivery time inadequate, he has to clearly suggest a different deadline for the delivery in the offer.
- **Delivery Sites:** Project sites at Kaisarganj and alternatively any other rented storage facility within the limits of Kaisarganj.
- The supplier has to deliver the items according to the terms and conditions as per Terms of Delivery. In case of a delivery delay, a deduction of 0,2 % per day will be ap-

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plied, calculated on the overall value of the contract. In case the delay should exceed 30 days, SSK reserves its right to cancel the contract and nothing will be due to the supplier. SSK reserves the right to sue for damages.

- The quantities of the single items to be purchased could differ from those indicated in Annex 1 according to the needs of the project. The total cost of the goods to be procured could therefore vary from the offer submitted by the supplier in the range of 5% reduction and 70% increase of the total cost quoted.
- In case of any Accident, loss or damage of any kind (person, material) during supply of the material or SSK is not responsible for any compensation. It will be complete responsibility of supplier to deliver the material at specified site explained in order form.
- Submission of any kind of tax is the responsibility of supplier.
- For any kind of disputes, the decision of Director SSK, Lucknow will be the final and supplier has to respect the decision.

## 6. Particular Conditions

The supplier is required to provide, together with the offer, the following documentation:

- Brief company profile
- Business registration certificate
- Financial references

## 7. Opening Bids' Procedures

The ceremony of opening the bids will be held on **9<sup>th</sup> April 2010** in the SSK Lucknow Office located at:

**SSK Office Lucknow:**

Sahbhagi Shikshan Kendra (SSK)  
Sahbhagi Road, Chhatha Mill  
(Behind Police Fire Station, Sitapur Road)  
Lucknow – 227208

A procurement committee will manage the event and after the opening of all envelopes received within the deadline, the committee will evaluate their content behind closed doors. If the bidder does not receive written confirmation, the offer has then not been considered as successful.

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## 8. Offers' Evaluation

SSK will evaluate the offers on the basis of the following criteria:

- Based ratio quality/price
- Delivery time
- Supply materials as per the sample approved. The sample provided will be the property of SSK for audit purpose.
- Compliance with international quality standards
- The winner will be asked by Malteser to submit quality certifications for some specific items.
- Any bidder not complying with the tender procedures will be disqualified.

## 9. Cancellation of Tender

Under no circumstances SSK will be liable for damages whatsoever in nature, in particular damages for loss of profit; or in relationship to the cancellation of this tender, even if SSK has been advised of the possibility of damages.

The publication of the procurement notice in the media does not commit SSK to implement the project announced nor to procure the materials. Nothing will be due to the supplier in case this procurement needs to be cancelled due to whatsoever reason.

On behalf of SSK,

Ashok Singh  
Director

Lucknow, 2<sup>nd</sup> April 2010

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Date: 2<sup>nd</sup> April 2010

Project Code: ECHO/DIP/BUD/2009/02005

Reference: Call for tender for procurement of First Aid Kits

## Annex 1 - Bill of Quantity

Sr	Item	Specification	Estimated requirement (in Numbers)
1	<b>Steel Box</b>	Rounded corners, Good handle, good quality.	<b>One</b>
2	<b>Tincure Benzoin</b>	20 ml	<b>One</b>
3	<b>Dettol</b>	100 ml	<b>One</b>
4	<b>Antiseptic Cream</b>	15 gms	<b>One</b>
5	<b>Candle Wax</b>	Size – 5 inch high, 1 inch diameter	<b>One</b>
6	<b>Waterproof Matches</b>	Size – Small box	<b>Three</b>
7	<b>Torch</b>	Spare batteries – 4 Spare bulb – 1	<b>One</b>
8	<b>Disposable Latex Glove – Non sterile</b>	Size – 4 to 7 depending the person using	<b>Two pairs</b>
9	<b>Soap for hand washing</b>	Size – small to medium	<b>One</b>
10	<b>Plastic Bag re-sealable</b>	Size – 4X4 inch	<b>One</b>
11	<b>Towel / Duster</b>	Size -12X8 inch	<b>One</b>
12	<b>Bandage crepe</b>	Size – 2.5,3,4 inch	<b>Two from each</b>
13	<b>Bandage Elastic</b>	Size – 2,4,6 inch	<b>Two from each</b>
14	<b>Bandage gauge</b>	Size - 2,2.5,3 inch	<b>Two from each</b>
15	<b>Compress gauge non-sterile</b>	Size – 3X4 inch	<b>Twelve</b>
16	<b>Compress gauge sterile</b>	Size – 4X6 inch	<b>Four</b>
17	<b>Cotton Wool</b>	Size – 100 grams	<b>Two</b>
18	<b>Adhesive dressing tape (wound plaster)</b>	Size – 2.5X5 cm	<b>Twenty Four</b>

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19	<b>Tape, adhesive</b>	Size – 2.5 cm X 9 m	<b>2 rolls</b>
20	<b>Non Adhesive dressing Paraffin Gauze</b>	Size – 3X4 inch	<b>Six piece</b>
21	<b>Scissors, dressing</b>	Size – 12.5 cm	<b>One</b>
22	<b>Splinter Forceps</b>	Small and Medium	<b>One from each size</b>
23	<b>Safety Pins</b>	Large and Small	<b>6 from each size</b>
24	<b>ORS</b>	Packets	<b>6</b>
25	<b>First Aid pamphlet with Extra Pages</b>	With max of 20 pages 4x3 inch	<b>1</b>
26	<b>Permanent Marker</b>	Black Color	<b>1</b>
27	<b>First Aid kit checklist</b>	Hard board 6x4 inch	<b>1 card</b>
28	<b>Pencil</b>	Standard	<b>1</b>

**Note:**

- The above mentioned quantity makes a single first aid kit. Total kits to be procured are 50 in numbers.
- You will have to prepare kits of the above mentioned materials. These kits should be delivered to SSK, Lucknow office.
- Please quote Tender Reference No: SSK/TN- First Aid/ - /2010 in all correspondences