Doctors For You, India
(DFY India)

Open Tender

Bid Document

For

Doctors For You Request for Proposal (RFP) For purchase of Sanitary Napkin and Wash Kit at C/O Manik Chandra Hatibaruah, Holongapar Gohain Gaon, Lahdoigarh, Pin No: 785700, District: Jorhat

Ref. No.: DFY/26-27/08/05/TEN02

Doctors For You
Flat No - 201/203, Building Number – 22,
Lallubhai Compound, Mankhurd,
Mumbai-400043, Maharashtra, INDIA
Email: purchase.department@doctorsforyou.org
Website: www.doctorsforyou.org

Open Tender

Bid Document For

Doctors For You invites the bids from agencies/vendor for for purchase of Sanitary Napkin and Wash Kit at C/O Manik Chandra Hatibaruah, Holongapar Gohain Gaon, Lahdoigarh, Pin No: 785700, District: Jorhat

Key Bidding Information

Bid Ref No.	**DFY/26-27/08/05/TEN02**
Name of the Project	**Assam Floods 2026 - HCLF Support**
Date of Commencement of Download of BiddingDocuments	**7th August 2026** **www.doctorsforyou.org**
Last Date and Time for Receipt of Request for Clarifications	**13th August 2026 till 04:00 PM** **purchase.department@doctorsforyou.org**
Last Date & Time for Submission of Bids	**14th August 2026 till 01:00 PM** **purchase.department@doctorsforyou.org**
Date & Time for Opening of Technical Bids	**15th August 2026 at 01:00 PM**

Open Tender

for

Doctors For You invites the bids from agencies/vendor for purchase of Sanitary Napkin and Wash Kit at C/O Manik Chandra Hatibaruah, Holongapar Gohain Gaon, Lahdoigarh, Pin No: 785700, District: Jorhat

1. Doctors For You (DFY), is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a pan India humanitarian organization with international presence and is working in various disaster hit zones since last 18 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situation, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering trainings and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

   Doctors For You invites the bids from agencies/vendors for the purchase of Sanitary Napkin and Wash Kit at C/O Manik Chandra Hatibaruah, Holongapar Gohain Gaon, Lahdoigarh, Pin No: 785700, District: Jorhat

2. The detail of requirement has been given in Section III.

3. DFY hereby invites bids (through email or hardcopy at email id (purchase.department@doctorsforyou.org) or address (Doctors For You' Flat no. G6/312 Pocket – D, Ganga Apartment Vasant Kunj, Delhi – 110070) from eligible and qualified Bidders for the purchase of Sanitary Napkin and Wash Kit at C/O Manik Chandra Hatibaruah, Holongapar Gohain Gaon, Lahdoigarh, Pin No: 785700, District: Jorhat

4. Bidding will be conducted through 'Open Tender Enquiry' method and procedures as per DFY's procurement policy.

5. Interested agencies/vendors provide their bid price on a per unit basis. The final payment will be based on the deliveries as per the timeline given.

6. Doctors For You may coordinate with the vendor for any clarifications regarding the submitted quotations, if required, within 4 days from the tender opening date.

7. Bidders can bid for one or multiple items at a time.

8. The Bid Document can be freely downloaded from the website www.doctorsforyou.org Starting from **7th August 2026.** Bidders shall be solely responsible for checking the above website for any addendum/amendment issued subsequent to publication of this Invitation for Bids and take the same into consideration while preparing and submitting their bids.

9. **Bids must be submitted on or before 01:00 PM on 14th August 2026 by Bidders** through email or hardcopy through courier

10. **The Technical Bids will be opened on 15th August 2026 at 01:00 PM.**

SECTION – I INSTRUCTIONS TO BIDDERS

A. INTRODUCTION	
1. **Documents Establishing conformity of Goods and Services to Bidding Documents**	**1.1** The Bidder shall furnish as part of its Bid the documentary evidence that the Goods/services conform to the technical specifications and standard specified in Scope of work. The documentary evidence of conformity of the goods and services to the Bidding Documents may be in the form of brochure / technical literature. **1.2** GST and Income Tax registration certificates.
2. **Cost of Bidding**	**2.1** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
B. THE BIDDING DOCUMENTS	
3. **Clarification of Bidding Documents**	**3.1** A prospective bidder requiring any clarification regarding specification, required services and conditions of contract/agreement, etc. given in the document may submit a written request for clarifications to by email up to 16:00 hours on 13th August 2026 at email id: purchase.department@doctorsforyou.org
C. PREPARATION OF BIDS	
4. **Documents Constituting the Bid**	**4.1** The Bid shall comprise two parts submitted simultaneously, one partcontaining the **Technical Bid** and the other part containing the **Financial Bid**. **4.2** At first, the Technical Bids shall be opened at the time and date specified in the Table – Key Information given at page no-2 **4.3** The Technical Bids shall be evaluated first by the Purchaser. The Technical Bids which do not conform to the specified requirements will be rejected as technically non-responsive/disqualified Bids. **4.4** Financial Bids of technically qualified Bids shall be opened by the Purchaser at a later date and time communicated to all technically qualified bidders. The Financial Bids shall be evaluated for all requirements and the Contract shall be awarded to the Bidder who has been determined to be the lowest evaluated substantially responsive Bidder for full requirement. **4.5** The **Financial Bid** submitted by the Bidder shall comprise the duly filled-in Price Schedule, in accordance with the forms indicated in Section IV.

5. **Bid Prices**	**5.1** The Bidder shall indicate on the Price Schedule as per the format of Price Schedule given in Section IV. **5.2** The rate quoted should be both in words and figures. No figure or word should be overwritten. Correction if any should be rewritten under the full signature of the person signing the bid. **5.3** The prices quoted by the bidder should be on a firm and fixed basis during the performance of the contract, except for duties and taxes on finished goods. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
6. **Currencies of Bid**	**6.1** Prices shall be quoted in Indian Rupees only.
7. **Period of Validity of Bids**	**7.1** Bids shall remain valid for the period of **30 days** after the date of bid submission specified in the document. **7.2** In exceptional circumstances, prior to the expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period. The request and the responses there to shall be made in writing.
8. **Alternative Proposals byBidders**	**8.1** Alternative bids shall not be accepted. The bidder should not submit more than one bid.
9. **Format and Signing of Bid**	**9.1** The bids consisting of the documents listed in this document shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. **9.2** Any interlineations, erasures, or overwriting to correct errors made by the Bidder should be initiated by the person or persons signing the bid.
D. Submission of Bids	
10. **Sealing and Marking of Bids**	**10.1** Bidders need to submit their bids electronically through email ID : purchase.department@doctorsforyou.org or can send hard copy through courier at 'Doctors For You' Flat no. G6/312 Pocket – D, Ganga Apartment Vasant Kunj, Delhi – 110070. Under the Two Bid System, the bidder shall submit their bids following the two-bid system comprising of: - T**echnical bid** (in a PDF non-editable format) and consisting of all technical details along with commercial terms and conditions; and containing all the relevant documents. **Financial bid** (in a PDF non-editable format). indicating schedule -wise price for the items mentioned in the technical bid and containing the duly filled-in Price Schedule, in accordance with the forms indicated in Section – IV IMP NOTE: Both, Technical Proposals and Financial Proposals should be submitted as two separate non-editable PDF attachments via e-mail. Both the above separate files should clearly mention the name of the file as Technical Bid or Financial Bid and the Bid Reference No.: **DFY/26-27/08/05/TEN02**

11. **Deadline for Submission of Bids**	**11.1** Bids must be received by the Purchaser no later than the time and date as specified in the Table – Key Information on page no. 2 of the Bid Document. **11.2** In event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day. **11.3** The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Sub-Para 7.2, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
12. **Modification and Withdrawalof Bids**	**12.1** The bids can't be withdrawn or altered after the due date and time for the submission of bids.
E. OPENING AND EVALUATION OF BIDS	
13. **Bid Opening**	**13.1** The financial bids shall be opened by the Bid Opening Committee of DFY's through an online platform or in the presence of committee members
14. **Clarification of Bids**	**14.1** During the evaluation of the bids, the Purchaser may, at its discretion,ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the bids.
15. **Examination of Technical Bids and Determination of Responsiveness**	**15.1** The Purchaser's determination of the responsiveness of a Technical Proposal is to be based on the contents of the Technical Proposal itself. **15.2** The Purchaser will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. **15.3** The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

16. **Evaluation and Comparison of Bid**	**<u>Preliminary Evaluation of Bids</u>** The Purchaser shall examine the Technical Proposal to confirm that all documents and technical documentation requested in RFP have been provided, and to determine the completeness of each document submitted. **16.1** The Purchaser shall confirm that the required documents and information have been provided in the Technical Proposal. **16.2** Likewise, following the opening of Price Proposals, the Purchaser shall examine the Price Proposals to confirm that all documents and financial documentation have been provided and to determine the completeness of each document submitted. **<u>Evaluation of Price Bids</u>** **16.3** The Purchaser shall evaluate Price Proposals of each Bid for which the Technical Proposal has been determined to beresponsive. **16.4** The Purchaser's evaluation of a bid will take into account the total cost of the requirement inclusive of all duties, taxes, and other charges. **16.5** The contract shall be awarded only to the bidder who is substantially technically responsive, offer the lowest rate. **16.6** The Purchaser shall compare all substantially responsive bids to determine the lowest evaluated bid.
F. AWARD OF CONTRACT	
17. Award Criteria	Pursuant to ITB Clause 17, the Purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid.
18. Purchaser's Right to Accept Any Bid and to Reject Any or AllBids	The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders. No reason for such action of Purchaser shall be given.

SECTION II.

General Conditions of Contract/ Order

1. Packing	1.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
2. Delivery and Documents	2.1 **Documents to be submitted to the purchaser: -** Upon the delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver to the Purchaser the following documents i. One original and one copy of the commercial invoice, indicating the DFY as the Purchaser, the Contract/order number, Goods' description, quantity, unit price, and total amount. Invoices must besigned in original and stamped or sealed with the company stamp/seal. ii. One original Acknowledgement of receipt of Goods/Final Acceptance by DFY.
3. Warranty	3.1 Bidder assigns and passes through to Purchaser the Manufacturer warranties on all "consumer products" as per company warranty term, wherever applicable. 3.3 Supplier shall be provided comprehensive maintenance warranty for all refurbishment, renovation work / Goods, supply for 1 year from the date of work completion. In case of any claim arising out of this warranty, the purchaser/consignee shall promptly notify the same in writing to thesupplier. 3.4 Upon receipt of such notice, the supplier shall, with all reasonable speed repairs or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods after providing their replacements and no claim whatsoever shall lie on the purchaser for such replaced parts/goods thereafter.
4. Payment	4.1 The method and conditions of payments to be made to the supplier shall be paid upon under this contract shall be mutually agreed upon and documented prior to contract award.

5. Prices	5.1 Prices charged by the Supplier for Goods delivered and Servicesperformed under the Contract shall not vary from the prices quoted by the Supplier in its bid for the duration of the Contract. Prices shall be fixed and firm for the duration of the Contract. However, GST (as and when applicable) payable shall be paid as applicable at the time of supply.
6. Work/Goods Completion Timeline	6.1 The proposed Work/Goods must be completed within 45 days after issuing the contract/agreement.
7. Liquidated Damages	If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deductfrom the contract prices as liquidated damages, a sum equivalent to the 0.5 percent per week or part thereof of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the 10 percent of the value of delayed Goods. Once themaximum is reached, the Purchaser may consider termination of the contract.
8. Completion	8.1 The Supplier must notify the Purchaser's Representative in writing as soon as it considers that the Works have reached the stage of Substantial Completion. **8.2 Final Completion Certificate** Supplier's obligations will not be considered to have been completed until the Purchaser's Representative has issued the Final completion Certificate to the Supplier, stating the date on which the Suppliercompleted its obligations under the Contract/Agreement. The Purchaser's Representative must issue the Final Completion Certificate within 10 days of the written notification of completion of work by the supplier.
9. Jurisdiction	All disputes arising out of the contract shall be subject to the jurisdiction of the appropriate court at New Delhi, India, only.

Section III

Requirement/Specifications

Sr. No.	Description of Goods/Equipment's	Qty.
1	**Sanitary Napkin 1 Pkt (6 Pads)**	**2000**
2	**Wash Kit**	**2783**
	Bucket	1 (15 Liters)
	Mug	1 (1 Liters)
	Soap	5 (50gm)
	Handwash	1 (200 ml)
	Detergent Powder	1 kg
	Bleaching Powder	500 gm
	Tooth Paste	2 (80gms)
	Tooth Brush	2 Pcs
	Packing	

Section IV. Price Bid Form (to be filled by the bidders for quoting their prices)

Price Schedule Form-1

1	2	3	5	6
Sr. No.	**Description of Services/Goods to be provided**	**Price (exclusive of GST)**	**Amount of applicable GST**	**Total Bid Price (inclusive of applicable GST)**
1	**Sanitary Napkin**			
2	**Wash Kit**			

Name_____

Place:_____ **Signature of Bidder**_____

Date:_____ **Seal of the Bidder**_____