



CENTRAL COALFIELDS LIMITED

(A Miniratna Cat-I Company)

(A subsidiary of Coal India Limited)

OFFICE OF THE GENERAL MANAGER

Rajrappa Area

PO-Rajrappa Project, Dist-Ramgarh, Jharkhand – 829150



CCL/GM(R)/Pers./CSR/RFP/23-24/ 2247

Date:20.12.2023

Request for Proposal

Central Coalfields Limited is a miniratna subsidiary company of Coal India Limited having coal mining operations spread in 8 Districts of Jharkhand. Central Coalfields Limited, Rajrappa Area is located in Ramgarh District. CCL Rajrappa Area undertakes a number of CSR activities in its command area including villages around coal mines which falls within the radius of 25km from its establishment.

Menstrual health and Hygiene is essential to the well-being and empowerment of women and adolescent girls. To effectively manage their menstruation, girls and women require access to water, sanitation and hygiene (WASH) facilities, affordable and appropriate menstrual hygiene materials, information on good practices, and a supportive environment where they can manage menstruation without embarrassment or stigma. Under an initiative to promote menstrual health and hygiene among adolescent girls, CCL Rajrappa Area has to provide Automatic Sanitary vending machines to 05 Schools targeting behavioral change and promoting usage of clean menstrual management material to absorb or collect menstrual blood.

Proposals are invited from eligible agencies for the following services:

Description of work	Location	Earnest Money (Rs)	Period of Completion (in Days)
Promoting menstrual health and hygiene among adolescent girls including supply, installing and commissioning of Automatic Sanitary Pad Vending Machines and Refilling Sanitary Pads for 12 Months.	Ramgarh, Jharkhand	NIL	365 Days

TIME-SCHEDULE

Sl. No.	Particulars	Date	Time
01	Issue of RFP and publication on company website by	20.12.2023	
02	Start Date of Submission of Proposal	21.12.2023	
03	End Date of submission of proposal (Last date of receipt of password protected Technical and Financial Bid at CCL through e - mail)	11.01.2024	11:00 AM
04	Date and time for submission of password by proposer with CCL through e mail	11.01.2024	11:30 PM – 3:30 PM
05	Date and time of opening proposals by CCL	11.01.2024	4:00 PM

PK

E-mail of CCL Rajrappa Area in reference to this RFP is gmrjp.ccl@coalindia.in.

Proposal/Offer may be submitted as per instructions to bidders considering the scope of work, deliverables and other aspects mentioned in this request in subsequent sections.

1. Salient Dates for submission of offer:

- i. Last date of receipt of password protected Proposal at CCL through e-mail-gmrjp.ccl@coalindia.in: 11.01.2024, 11:00 AM.
- ii. Date of submitting password of submitted Proposal by the applicants with CCL through email: 11.01.2024, 3:30 PM.

2. SCOPE OF SERVICE: The selected entity shall have to provide the following towards execution of the service for which proposals are invited:

- i. Identification and finalization of list of beneficiary schools to be provided with Sanitary Pad vending Machine in coordination with Nodal Officer-CSR, Rajrappa Area.
- ii. Supplying, Installation and Commissioning of Automatic Sanitary Napkin vending Machines at identified 05 Schools (One Machine in each School) with warranty and maintenance for 12 months. The product specification of the sanitary pad vending machine should be similar to the product id- 5116877-70811521414 on GeM Portal (<https://gem.gov.in/>).
- iii. Providing Refilling service of Sanitary Napkins with wings of various sizes depending upon the requirement of the schools for twelve (12) months (Maximum 25,000 Nos.). The product specification of sanitary napkins except the size should be similar to the product id- 5116877-71582153714 on GeM Portal (<https://gem.gov.in/>).
- iv. Organizing 10 Nos. of Awareness cum Sensitization Programme (Two Programmes in each identified school) on menstrual hygiene and usage of sanitary napkin.

3. DELIVERABLES:

- i. Supply, Installation, and Commissioning of Automatic Sanitary Napkin Vending Machines (as per the product specification mentioned above) at identified 05 schools with warranty and maintenance for 12 months.
- ii. Refilling service of sanitary napkins with wings of various sizes depending upon the requirement of schools for twelve (12) months.
- iii. Ten (10) Nos. of Awareness cum Sensitization programme (Two Programmes in each identified school) on Menstrual Hygiene and usage of sanitary napkins.
- iv. A Documentary video of not less than 10 minutes covering the whole journey of the project implementation.
- v. A project completion report along with the list of beneficiaries and details of actual expenditure made duly certified by a practicing Chartered Accountant.



4. DOCUMENTS TO BE SUBMITTED WITH PROPOSAL:

- i. Letter submitting proposal (Format as per Annexure I).
- ii. Registration Certificate (Under section 8 of the Companies Act, 2013 or a relevant trust act or the Society Registration Act).
- iii. Order for exemption under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section or registration under section 12A of the Income Tax Act, 1961.
- iv. Order of approval under 80 G of the Income Tax Act, 1961.
- v. Last three years' activity list in the similar fields (Education/Rural Development/Skill Development) supported by documents such as MoU/Work Order/Completion Certificate etc.
- vi. CSR-1 Registration Certificate.
- vii. PAN
- viii. Copy of Audited accounts for last three financial years.
- ix. Self-Certification (original) that not blacklisted by NITI Aayog /any ministry/PSU/Govt. body.

5. BUDGETARY OFFER (AS PER ANNEXURE II):

- Cost on Supply, Installation and Commissioning of 05 Nos. of Automatic Sanitary Napkin Vending Machine.
 - Cost on Supply of 25,000 Nos. of Sanitary Pads.
 - Cost on Human Resource & Travel
 - Other Charges if any.
 - Total Cost.
- [Rates submitted only for part of the service shall not be entertained]

6. INSTRUCTIONS TO THE APPLICANTS

- I. The proposal completed in all respect including required credentials, documentary and budgetary offer should be submitted through password protected e-mail to gmrjp.ccl@coalindia.in.
- II. Incomplete applications in any respect shall be summarily rejected.
- III. The applicants are required to submit copy of requested credentials duly signed by authorized signatory. The credentials are for record of CCL. Company shall make decision for selection of service provider based on lowest budgetary offer (including impact of all charges) provided that the agency has submitted all the required documents.
- IV. In submitting offer, each applicant acknowledges that they have read and understood all related requirements and ground conditions.
- V. The budgetary offer submitted shall be valid for 3 months.
- VI. The application(s) submitted in response to this request shall become property of CCL.
- VII. CCL shall neither be responsible nor pay any expenses or losses which may be incurred by the applicants in the preparation and submission of their application.
- VIII. CCL reserves the right to accept or reject any or all application(s) at any point of time without assigning any reason whatsoever.



7. SCHEDULE OF PAYMENT

The schedule of payment will be as under:

20% of the Project Cost	On Supply, Installation and Commissioning of 05 Nos. of Automatic Sanitary Napkin Vending Machine.
20% of the Project Cost	On successful completion of 03 Months of regular Supply of Sanitary Pads and 05 Awareness Programmes.
20% of the Project Cost	On successful completion of 06 Months of regular Supply of Sanitary Pads.
40% of the Project Cost	On Successful completion of the project.

- Cost of total number of sanitary pads shall be calculated on actual quantity supplied subject to maximum capping of 30,000 nos during the total project duration. If lesser number of sanitary pads will be supplied, project cost shall be adjusted accordingly and final payment shall be made after adjustment, If any.
- All the payments shall be paid by the Area Finance Manage, CCL Rajrappa Area.

8. INQUIRIES/CONTACT PERSON(S):

For any specific query pertaining to this request, intending applicant may write to gmrjp.ccl@coalindia.in referring this letter. For further queries, the following persons may be contacted:


Manoj Kumar, Staff Officer (P&A) — 8987784657

Ashish Jha, Assistant Manager (CD) - 8987768419

9. **LEGAL JURISDICTION:** Disputes, if any shall be limited to Courts in Ramgarh.

10. CONFIDENTIALITY

This letter inviting applications must not be reproduced in whole or in part without the prior written consent of the 'Employer'. All information contained within this document is given into confidence.


Staff Officer (P&A)
Rajrappa Area

Copy to:

1. AFM, Rajrappa Area
2. SO(MM), Rajrappa Area
3. PO (ROCP/RWP)
4. Assistant Manager (CD), Rajrappa Area
5. Assistant Manager (F), GM Unit, Rajrappa Area
6. All Notice Boards

Copy for kind information to:

1. General Manager, Rajrappa Area
2. General Manager (SD&CSR), CCL HQ

Letter head of applicant

Letter submitting Proposal

Ref. No.:

Date:

To

The General Manager

CCL Rajrappa Area

Post Office- Rajrappa Project

Ramgarh, Jharkhand- 829150

Subject: Promoting menstrual health and hygiene among adolescent girls including supply, installing and commissioning of Automatic Sanitary Pad Vending Machines and Refilling Sanitary Pads for 12 Months.

Sir,

With reference to your RFP vide no..... dated.....on the subject cited above, we propose to execute the service. In this connection, the following documents are submitted:

- i. Letter submitting proposal (Format as per Annexure I).
- ii. Registration Certificate (Under section 8 of the Companies Act, 2013 or a relevant trust act or the Society Registration Act).
- iii. Order for exemption under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section or registration under section 12A10 the Income Tax Act, 1961.
- iv. Order of approval under 80 G of the Income Tax Act, 1961.
- v. Last three years' activity list in the similar fields (Health, WaSH, Women Empowerment etc.) supported by documents such as MoU/Work Order/Completion Certificate etc.
- vi. CSR-1 Registration Certificate.
- vii. PAN
- viii. Copy of Audited accounts for last three financial years.
- ix. Self-Certification (original) that not blacklisted by NITI Aayog /any ministry/PSU/Govt. body.
- x. Budgetary offer (As per Annexure II):
 - Cost on Supply, Installation and Commissioning of 05 Nos. of Automatic Sanitary Napkin Vending Machine.
 - Cost on Supply of 25,000 Nos. of Sanitary Pads.
 - Cost on Human Resource & Travel
 - Other Charges (If any)
 - Total Project Cost



xi. Undertaking in format as prescribed in Annexure — III

This is to undertake that all Information and Documents submitted with our proposal are genuine, authentic, true and valid.

Enclosures: as above

Yours faithfully,

Authorized Signatory of Proposer

M. S. S.

Financial Proposal

1. Name of the Activity: Promoting menstrual health and hygiene among adolescent girls including supply, installing and commissioning of Automatic Sanitary Pad Vending Machines and Refilling Sanitary Pads for 12 Months.
2. RFP Ref. No. and Date:
3. Name of Proposing Entity:
4. Offered Cost Including Break up:

Sl. No.	Description of Activity	Quantity	Offered Rate (In Rupees)	Amount (In Rupees)
01	Cost on Supply, Installation and Commissioning of Automatic Sanitary Napkin Vending Machine	05 Nos.		
02	Cost on Supply of Sanitary Pads	25000 Nos.		
03	Human Resource & Travel	Lumpsum		
04	Sub Total			
05	Other Charges if any @%			
	Total			

(Amount should be mentioned both in words and figures)

Authorized Signatory



[Letterhead of proposer]

UNDERTAKING

I/We solemnly declare that:

1. I/We am/are submitting proposal for “Promoting menstrual health and hygiene among adolescent girls including supply, installing and commissioning of Automatic Sanitary Pad Vending Machines and Refilling Sanitary Pads for 12 Months” against RFP Notice No.Dated.....and I/we offer to execute the work/service in accordance with all the terms, conditions and provisions of the bid.
2. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this proposal is complete, correct and true.
3. All copy of documents, credentials and documents submitted along with this proposal are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of my/ our firm and all partners of the firm etc. for 02 (two) years from being eligible to submit Bids in CIL and its subsidiaries from the date of issue of such letter.

Signature and seal of Proposer/Bidder

