



**Government of West Bengal  
Health & Family Welfare Department  
National Health Mission (NHM)  
4<sup>th</sup> Floor, Swasthya Sathi Building,  
Swasthya Bhawan Campus, GN-29  
Salt Lake, Sector-V, Kolkata – 700091**



**Bid Ref No.: HFW-35 / 12 / 2020-SFWB SEC(DHS)(HFW) / 2003 / 2023 Dated:- 17 / 03 / 2023**

**NOTICE INVITING E-TENDER FOR SUPPLY OF FOLDABLE SIDE HANGING BAG AND  
FAMILY PLANING SELF CARE BOX AT GOVERNMENT HEALTH FACILITIES**

1. National Health Mission (hereinafter referred to as “NHM”) Government of West Bengal, has decided to float the e-Tender Notice to procure Foldable Side Hanging Bag AND Family Planning Self Care Box to be supplied at Health Facilities under Department of Health, Govt. of West Bengal.
2. National Health Mission hereby invites bid from eligible and qualified bidders for Supply of Foldable Side Hanging Bag AND Family Planning Self Care Box. Supply will be made on the basis of separate order issued by NHM for each item.
3. Intending bidder may download the tender document from the e-tender portal of Govt. of West Bengal at [wbtenders.gov.in](http://wbtenders.gov.in) and the website of West Bengal Health at [www.wbhealth.gov.in](http://www.wbhealth.gov.in). The submission of bids should only be through online at [www.wbtenders.gov.in](http://www.wbtenders.gov.in). Earnest money is to be submitted online only.
4. Non statutory documents, Bid – A and Bid – B are to be submitted concurrently.

For transparency in the procurement process and to ensure wider participation, National Health Mission, West Bengal would like to invite e-bid from all intending bidders, in accordance with the procedure elaborated henceforth and subject to the broad terms and conditions mentioned, to ensure widest possible participation and encourage healthy competition among the bidders.

**Sd/-**

**Mission Director, National Health Mission &  
Secretary, Health and Family Welfare Department**

## A. Important information at a glance

(The item suffixed by “E” in bracket indicates Eligibility Criteria for a bidder)

### a) Tender Schedule Details

SCHEDULE	ITEM	QTY
Schedule I	Foldable Side Hanging Bag	540
Schedule II	Family Planning Self Care Box	16812

### b) Tender Fees: Exempted

### c) Earnest Money Deposit (EMD):

Schedule	Name of Item	EMD in INR	Mode of Payment
Schedule I	Foldable Side Hanging Bag	Rs 10,800.00	Online
Schedule II	Family Planning Self Care Box	Rs 1,68,120.00	

After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be refunded to the unsuccessful bidders in the same route to the account from where the transaction was processed within reasonable time.

- d) **Annual Turnover requirements: (E):** The Bidders should have annual sales turnover (i.e. total turnover of the company) of minimum on an average as given schedule wise in the table below per year for last three financial years (2019-20, 2020-21, 2021-22) as per the Audited Accounts of the Organization.

Schedule	Name of Item	Average Annual Turn Over in INR
Schedule I	Foldable Side Hanging Bag	Rs 11 Lakh
Schedule II	Family Planning Self Care Box	Rs 1.7 Crore

**e) Time for Supplies & Commissioning of Work from the date of issuance of Award of Contract**

<b>SCHEDULE</b>	<b>ITEM</b>	<b>Time</b>
<b>SCHEDULE - I</b>	<b>Foldable Side Hanging Bag</b>	<b>45 Days</b>
<b>SCHEDULE-II</b>	<b>Family Planning Self Care Box</b>	<b>60 Days</b>

**f) Who can Bid (E):**

i) Any agency having proper license for supply of Foldable Side Hanging Bag and Family Planning Self Care Box to Government or Corporate Office, may only participate in tenders. Trade license is required to participate in tender.

ii) Agency should have exposure of supplying Foldable Side Hanging Bag and Family Planning Self Care boxes to different Government or Corporate office and required supporting documents is to be submitted.

iii) Any bonafide agency, Registered Co-operative Society, Registered SSI units, Registered Sangha or Maha Sangha having registered office in West Bengal can participate in tender.

**g) Quantity and Volume of Supply:** Foldable Side Hanging Bag and Family Planning Self Care Box shall be supplied as per specified quantity mentioned in Annexure –A and as per requirement time to time.

**h) Payment terms:** Fixed Price of the supply along with applicable GST shall be paid after delivery and on production of Consignee Receipt Certificate (CRC) duly signed by the consignee after completion of the entire delivery at each of the consignee locations.

Note: Submission of required Performance Bank Guarantee and signing of Agreement are mandatory for the processing of any Payment.

**i)** The detailed specification and consignee list containing quantity and other details is given in **Annexure A**. Different agencies will be selected for each Schedule of items. Selection of bidder will be based on the lowest unit cost for each Schedule item. Bidders are to quote individual item price in the designated cell of the BoQ. Financial bid of eligible and technically qualified bidders will only be opened.

**j) Performance Security (PS):** Selected bidder has to submit performance security @3% of the Bid Value (Validity should be till the completion of Contract period + 60 days) within 14 working days of receipt of the AOC from NHM. The selected bidder, if required, shall furnish the Performance Security in full or in parts in the event of a staggered work as decided by NHM.

**Note :** In case extension required, Bank Guarantees are to be renewed prior to 30 days of their expiry.

- k) The bidders would have to get themselves registered with the e-tender portal of the Government of West Bengal at <https://wbtenders.gov.in> and upload listed documents including inter alia, their contact details, annual turnover and credential of government supply in India in the format provided at **Annexure B** in the form of a “pdf” file.
- l) Any agency / its subsidiary which is currently black-listed by any Government Department / Government Agency in India would not be eligible to participate in the tender. The bidder has to submit a notarized declaration in the format prescribed at **Annexure D** in “pdf” format.
- m) Intending Tenderer may download the tender document from the e-tender portal of Govt. of West Bengal at [wbtenders.gov.in](https://wbtenders.gov.in) and the website of Health and Family Welfare at [wbhealth.gov.in](https://wbhealth.gov.in). The submission of bids should only be through online at [wbtenders.gov.in](https://wbtenders.gov.in). Earnest money is to be submitted online only.
- n) The intending bidders will thereafter have to quote rates for the scheduled items in the tender and upload the details in the format provided at **BoQ**, in the form of a “xls” file.
- o) The list of document to be submitted in the bid along with its uploading location is detailed below:

**Non statutory documents to be submitted under My Document**

(Each sub-category item should be in multiple page single PDF file)

**Guidelines for uploading documents in My Document**

Sl. No.	Category Name	Sub - Category Name	Document Name
1	CERTIFICATES	CERTIFICATES	GST and PAN
2	COMPANY DETAILS	COMPANY DETAILS 1	License from Government/ Statutory Authority as applicable. OR Registration with the Registrar Of Companies, if applicable or Partnership deed as applicable
3	CREDENTIAL	CREDENTIAL 1	List of Supply in Govt. or Corporate Office: Submitted document should be supported with 1. Relevant Work order / Supply order copy AND 2. Proof of supply (supply certificate / performance certificate duly signed by appropriate authority) against the corresponding work order cited in point 1 OR Proof of payment received against supply for the work order that the bidder have supplied during the last3(three) Years(2020, 2021, 2022 or any latest)

4	DECLARATION	DECLARATION 1	Income Tax returns for financial year 2019-20,2020-21 & 2021-22 or Assessment year 2020-21, 2021-22 & 2022-23
		DECLARATION 2	e-NIT ACCEPTANCE FORM (Annexure-C)
		DECLARATION 3	Notarized Declaration (Annexure- D)
5	FINANCIAL INFO	P/L & BALANCE SHEET 2019-20	P/L & Balance sheet 2019-20
		P/L & BALANCE SHEET 2020-21	P/L & Balance sheet 2020-21
		P/L & BALANCE SHEET 2021-22	P/L & Balance sheet 2021-22

**Statutory Documents:**

**BID – A** (Should be in multiple page single PDF file)

- a. EMD (Scanned copy of the instrument through which EMD has been submitted)
- b. Bidder Details as per Annexure-B
- c. Notarized e-NIT Acceptance for as per format given in Annexure- D
- d. NIT document signed and stamped in all pages

**BID – B [Bill of Quantity (BOQ)]**

1. BOQ shall contain the financial quotes in respect of each Schedule of Items in .xls format

p) **Important Timeline:**

Sl. No.	Item	Date(s)
1.	Date of uploading of N.I.T. Documents (online) / Date of Issue / Published on	<b>17.03.2023</b>
2.	Documents download start date (Online)	<b>17.03.2023</b>
3.	Date of <b>Pre Bid Meeting</b> with the intending Bidders in the <b>5<sup>th</sup> Floor Auditorium of Swasthya Sathi Building, GN-29, Saltlake-700091</b>	<b>22.03.2023 at 12:00 PM</b>
4.	Bid submission start date (On line)	<b>27.03.2023, 5 P.M</b>
5.	<p><b>Bid submission closing (On line)</b>            Bid submission includes:            i) Non statutory documents to be submitted under <u>MySpace</u> (Each sub-category item should be in multiple page single PDF file)            ii) BID – A (Should be in multiple page single PDFfile)            iii) BID – B(BOQ)            Non-statutory document (document uploaded in <u>My Space</u>), Bid – A constitute the technical bid and Bid – B is the financial bid.  <i>Any wrong or misleading information provided by the Bidder during submission of bids shall lead to summary cancellation of bid and may lead to blacklisting in NHM for at least 5 years.</i>  <b>Each scanned documents should have an index page indicating the name of the documents enclosed with page number.</b></p>	<b>03.04.2023 up to 05:00 PM</b>
6.	Bid opening date for Technical Proposals ( <b>Online</b> ) (Bid A)	<b>06.04.2023 after 05:00PM</b>
7.	Submission of non-statutory wanting document (if any)	To be notified later
8.	Opening of Financial Bid ( <b>Online</b> )	To be notified later

q) Order of supply will be issued before three days from the date of delivery.

r) Delivery of Foldable Side Hanging Bag and Self Care Box to the consignee in good condition must be made at specified date and time, failing which the order issued, is liable to be cancelled without any further notice. TIA, at its own discretion, with imposition of **Liquidated damages for Delayed Delivery** at the percentage of 0.5% of the Invoice price for each week or part thereof, of delay until actual delivery or performance, up to a maximum deduction of 5% of the Invoice price.

s) The following penalties may be imposed against offences mentioned against each as per decision of TIA:

SI	Nature of offence	Penalty to be imposed
1	Any wrong or misleading information provided by the bidder during submission of bids	<ol style="list-style-type: none"> <li>1. Forfeiture of EMD</li> <li>2. May lead to blacklisting in NHM for at least 3 years</li> </ol>
2	Non execution of agreement within 14 days of issue of AOC	<ol style="list-style-type: none"> <li>1. Forfeiture of EMD</li> <li>2. Blacklisting for 5 years in NHM Blacklisting to be circulated to all procurement agencies throughout the State</li> </ol>
3	Supplying defective products	<ol style="list-style-type: none"> <li>1. In case supply made by any vendor is 'found defective' and 'needed replacement' twice (even for a single item of a particular order) then replacement of that entire order has to be done free of cost by the vendor.</li> <li>2. If "found defective" and "needed replacement" more than twice (even for a single item of the same particular order) then entire payment of that particular order would be forfeited. .</li> </ol>
4	Breach of Agreement	<ol style="list-style-type: none"> <li>1. Termination of Contract. Blacklisting for 5 years in NHM</li> <li>2. Blacklisting to be circulated to all procurement agencies throughout the country.</li> <li>3. Forfeiture of the Performance Bank Guarantee</li> <li>4. Lodging FIR</li> </ol>
		<ol style="list-style-type: none"> <li>5.</li> </ol>

- t) The technical bid of the bidders will be opened and verified first. After document verification, sample verification will be done by the concerned Programme division and Technical Experts. Then on completion of evaluation, the list of finally technically qualified bidders would be duly published in <https://wbtenders.gov.in> and hence qualified for opening of financial bid, but no individual communications would be sent. Only financial bid in electronic format would have to be submitted through the e-tender portal and after opening of financial bids on the appointed date and time, the lowest among the bidders against the Scheduled item would generally be awarded the contract, after observance of the related formalities. The decision of the tender inviting authority (TIA) in the matter would be final and binding upon all participants in the tender, and the tender inviting authority would have the absolute discretion to reject or accept bid of any bidder, without assigning any reason whatsoever.
- u) NHM West Bengal would be at liberty to procure such Schedule items as per their requirement time to time as may be considered expedient, in the interest of public service.
- v) The rate offered in the financial bid should remain valid for a period of **1 (one) year** from the date of issue of first Award of Contract (AOC) by NHM, West Bengal, but may be extended further on mutual agreement.
- w) Exemption from payment of earnest money for tenders, payment of security deposits, if selected and price preference for S.S.I. units registered in West Bengal & PSUs in West Bengal will be given as per West Bengal Financial Rule incorporated under Finance Department notification No. 10500-F, dated 19.11.2004 read with its amendments.
- x) Bidders should upload valid registration certificate / document issued by Government authority in support, if aforesaid exemption has been applied for. Any bid without EMD is liable to be cancelled, if requisite document in support of availing such exemption(s) is not submitted.
- y) **NHM's right to vary quantities**  
NHM reserves the right to increase or decrease the quantity of goods and related services originally specified in Schedule of Requirements, provided this does not exceed **40% (Forty percent) above** or **40% (Forty percent) below** the original required quantity and without any change in the unit prices or other terms and conditions of the Bid Documents.

Interested bidders are therefore invited to upload relevant documents in the form of .pdf files at <https://wbtenders.gov.in> within the specified date mentioned in the NIT. Queries in the matter, if any, may please be emailed to [nhmbiomedical2045@gmail.com](mailto:nhmbiomedical2045@gmail.com) after the publication of this notice.



## Annexure-A

### 1. List of Consignee

#### Family planning Self Care Box

Sl. No.	Name of District	MCH (per unit 10)	DH (per unit 10)	SGH (per unit 5)	SDH (per unit 5)	CHC (RH+BPHC) (per unit 5)	PHC (per unit 2)	SSH (per unit 2)	SC (per unit 1)	Total Quantity to be supplied
1	Alipurduar	0	1	1	0	7	13	1	298	376
2	Coochbehar	1	0		4	12	36		441	603
3	Jalpaiguri	0	1	0	1	7	25		371	471
4	Darjeeling	1	2	0	1	9	16		250	362
5	Uttar Dinajpur	1	0	1	1	9	18		456	557
6	Dakshin Dinajpur	0	1		1	8	18		273	364
7	Malda	1	0		1	16	34		553	716
8	Murshidabad	1	0	0	4	27	70	1	958	1265
9	Nadia	1	1	3	2	17	47		636	860
10	North 24 Parganas	1	1	7	3	12	27		460	644
11	Basirhat HD	0	1	0	0	10	23		393	499
12	South 24 Parganas	0	1	4	2	17	30		725	910
13	Diamond Harbour HD	1	0	0	1	13	29		532	670
14	Kalimpong	0	1		0	3	6		55	92
15	Kolkata	5								50
16	Howrah	0	1	6	1	15	43		525	731
17	Hooghly	0	1	1	3	18	60		712	952
18	Purba Bardhaman	1	0		2	25	74		821	1114
19	Birbhum	0	1		1	11	35		361	501
20	Rampurhat HD	1	0		0	8	23		280	376
21	Bankura	1	0		1	16	46	3	472	665

22	Bishnupur HD	0	1		0	6	23		192	278
23	Purulia	1	0		1	20	54		586	809
24	Paschim Medinipur	1	0		2	21	57	3	821	1066
25	Purba Medinipur	0	1	0	2	14	29	1	530	680
26	Nandigram HD	0	1	1	1	10	22		358	472
27	Paschim Bardhaman	0	1	0	1	9	32		220	344
28	Jhargram	0	1		0	8	25	2	281	385
	<b>Total</b>	<b>18</b>	<b>18</b>	<b>24</b>	<b>36</b>	<b>348</b>	<b>915</b>	<b>11</b>	<b>12560</b>	<b>16812</b>

**Note: Any change in Consignees will be notified in due course of time**

### Foldable Side Hanging Bag

Sl. No.	Name of District	Total Kit required
1	Alipurduar	14
2	Coochbehar	29
3	Jalpaiguri	16
4	Darjeeling	13
5	Uttar Dinajpur	15
6	Dakshin Dinajpur	19
7	Malda	19
8	Murshidabad	33
9	Nadia	20
10	North 24 Parganas	16
11	Basirhat HD	11
12	South 24 Parganas	25
13	Diamond Harbour HD	14
14	Kalimpong	3
15	Kolkata	10
16	Howrah	19
17	Hooghly	21
18	Purba Bardhaman	25
19	Birbhum	27
20	Rampurhat HD	18
21	Bankura	34
22	Bishnupur HD	12
23	Purulia	39
24	Paschim Medinipur	24
25	Purba Medinipur	16
26	Nandigram HD	10
27	Paschim Bardhaman	9
28	Jhargram	9
29	State HQ	20

<b>TOTAL</b>	<b>540</b>
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**Note: Any change in Consignees will be notified in due course of time**

## Annexure-A

### **2. TECHNICAL SPECIFICATION**

#### **SCHEDULE-I**

#### **Foldable Side Hanging Bag**

**Item Name:** Two fold foldable side hanging bag covered with chain.

**Size of Bag:** 10'' x 12.5''

**Pocket Type:** (i) With Multi-Pockets (7 Nos.) inside the foldable bag,  
(ii) With Single- Pocket (Size: 9'' x 8'') outside the foldable bag covered with quality chain.

**Materials:** Standard quality of Cotton Jeans stitched with fine cotton thread surrounded by cotton beads & carrying belt.

#### **SCHEDULE-II**

#### **Family Planning Self Care Box**

Sl. No.	MATERIAL	SPECIFICATION
1	Cabinet made up by WOODEN PLY BOARD 9mm (Prelaminated)	Height 15" with width 12", depth 6"
2	BIT	5ft
3	Front pannel	Transparent Fiber Glass
4	Glass Size (3mm)	12"X11.5"
5	Unit	3 Unit in a single cabinet, separated by thin ply board
6	Color of the Cabinet	White
7	Hanger	2pcs
8	Sticker	Glossy Paper sticker with subject (1/cabinet)

The design and writing of the sticker displayed on the cabinet may be modified by IEC division as per requirement.

## Annexure- B

### Basic information to be provided with the bid

#### 1.1 Identity

(a) Name	
(b) Registered address	
(c) Phone number(s)	
(d) Fax	
(e) Email	
(f) Website (if any)	

#### 1.2 Contact Person

(a) Name	
(b) Designation	
(c) Location	
(d) Mailing address	
(e) Phone number(s)	
(f) Fax	
(g) Email	

#### 1.3 Profile

(a) Registration/ Incorporation detail	
(b) Turnover in the last three financial years (2019-20, 2020-21 & 2021-22) (in INR)	FY 2019-20:
	FY 2020-21:
	FY 2021-22:

**1.4 Government/ Corporate Office Supplies**

(a) Government Organizations/ Agencies to which quoted item supplied in India in the last 3 Years(2020 , 2021, 2022 or any latest)	1) 2) 3) 4)etc
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Certified that the information provided above is true and correct to the best of my knowledge and belief.

**Signature of Bidder**

**Annexure- C**  
**e-NIT ACCEPTANCE FORM**

*(To be affirmed on stamp paper of appropriate value before Notary/ Magistrate)*

**AFFIDAVIT**

This is to certify that we, M/s. \_\_\_\_\_, in submission of this bid, confirm that all the terms and conditions of the Bidding Documents (Bid Reference No. \_\_\_\_\_ dated ...../...../20....., Schedule-\_\_\_\_\_) and all Addenda, Corrigenda and clarifications issued to the Bidding Documents are read and accepted without any modification or conditions.

For [Name of bidder]  
[Name of authorized signatory]  
[Designation]  
[Affix rubber stamp of bidder]

Place:  
Date:

*[Note: Technical evaluation of the bid will only be taken up after scrutiny of **e-NIT ACCEPTANCEFORM** duly notarized]*

**Annexure- D**

**Declaration**

*(To be affirmed on stamp paper of appropriate value before Notary/ Magistrate)*

**AFFIDAVIT**

We, M/s .....participated in the Bid reference no.....dated  
..... for “Supply of \_\_\_\_\_ (Schedule- \_\_\_\_\_)” hereby declare that our  
Company is not currently black-listed by any Government Department / Government Agency  
in India.

Authorized Signatory of Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Designation with stamp \_\_\_\_\_

Date \_\_\_\_\_

# **CONTRACT FORMS**





**Form 1: Consignee Receipt Certificate (CRC)**  
**(To be issued by consignee's authorized representative)**

**[The consignee may issue an additional challan receipt if delivered by courier or transporter]**

Date of Supply by the Company Person or Courier:	
Name and Address of the Consignee:	
Name of the item supplied (with Make & Model & Model No.):	
Purchase Order /Contract No.:	
Name of the Supplier:	
No. Of Units supplied:	
No. Of Box supplied :	
Place of destination (The dept. where the equipment will be actually installed):	
Invoice No. & Date:	
Details of Batch /Serial Numbers, if any of item supplied:	
..... (Signature & Office Seal of authorized representative of Consignees with date) [Name and designation of the signatory to be written capital letter]	
..... (Signature & Office Seal of Head of the Institute/ Hospital with date) [Name and designation of the signatory to be written capital letter]	

**Form 2: PERFORMANCE STATEMENT FORM**  
 (For the period of last three Years: 2020, 2021 & 2022)

Bid no: \_\_\_\_\_ Date of Bid Opening: \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Order placed by (Full address of purchaser)	Order no & date	Description & quantity of ordered items	Total Value of Order	Date of completion of Delivery		Remarks indicating reasons of late delivery, if any	Was the supplies of goods satisfactory
				As per Contract	Actual		

Signature and seal of the Tenderer

\_\_\_\_\_

Countersigned by and seal of Certified Chartered Accountant  
 (Membership no., UDIN No.)

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**Form 3: TURNOVER CERTIFICATE**

**(to be submitted in the letterhead of the certifying authority)**

**I certify that Average Annual Turnover of (insert the name of the company) in India in medical equipment division during the last 3 Financial Years (2019-20, 2020-21 & 2021-22) is Rs. .... as per the Audited Accounts of the Organization.**

Signature and seal of Chartered Accountant  
(Membership no., UDIN No.)

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## Form 4: Performance Security

*[Insert: No Performance Security shall be requested or the bank, as requested by the successful Tenderer, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month and year) of Bid Submission]*  
NIT No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:***[insert legal name and address of NHM]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)<sup>1</sup> in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]**[insert year]*,<sup>2</sup> and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

*[Signatures of authorized representatives of the bank and the Supplier]*

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<sup>1</sup> The Bank shall insert the amount(s) specified in the SCG and denominated, as specified in the SCG, either in the currency(ies) of the Contract or a freely convertible currency acceptable to NHM.

<sup>2</sup> Dates established in accordance with Clause 12 of the General Conditions of Contract ("GCG"). NHM should note that in the event of an extension of the time to perform the Contract, NHM would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, NHM might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to NHM's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

