

**HLL LIFECARE LTD
(A Government of India Enterprise)
CENTRAL ENGINEERING DIVISION
P.B.NO.2, PEROORKADA P.O.,
THIRUVANANTHAPURAM - 695 005
KERALA, INDIA**

**INVITATION FOR BIDS (IFB)
(TECHNICAL & PRICE BIDS)**

FOR

**SUPPLY OF CONVEYOR CHAIN FOR BUTTERFLY
TYPE AUTOMATIC DOUBLE LINE CONDOM DIPPING
MACHINE**

IFB No. : HLL/CED/CON-AUG/SUPPLY/CONVEYOR CHAIN/CDM/2013

DATE : 08-07-2013

**HLL LIFECARE LIMITED
(A Government of India Enterprise)
CENTRAL ENGINEERING DIVISION
THIRUVANANTHAPURAM-695 005**

INVITATION FOR BIDS (IFB)

IFB No. : HLL/CED/CON-AUG/SUPPLY/CONVEYOR CHAIN/CDM/2013

Date : 08-07-2013

HLL Lifecare Limited (HLL) invites sealed and super scribed bids from competent and experienced eligible Suppliers/Contractors for the supply of following item in connection with the Condom Capacity Augmentation Project at our factories in Kerala and Karnataka.

Sl. No	Brief Description of Item	Quantity	EMD Amount in Rs
1	Supply of Conveyor chain as per drawing HLL-B2-011-00 at our factories in Kerala and Karnataka.	As per schedule of items	Rs. 50,000/-

CONTENTS OF BIDDING DOCUMENTS

I. INSTRUCTION TO BIDDERS:

1. A complete set of bid documents can be had from the Office of the Associate Vice President (CED), Central Engineering Division, HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram – 695 005, Kerala, India during office hours on any working day on submission of written application.

The Tender Documents can also be downloaded from our Website www.lifecarehll.com and the Central Public Procurement Portal of Government of India www.eprocure.gov.in from the date of issue of tender document. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign and seal the form at each page and at the end, in token of acceptance of all the terms and conditions of the tender.

2. The bid documents will be available up to 15.00 Hrs. on the previous working day of the opening of the bids.

3. The scheduled date for issue, receipt and opening of bids is as follows.

- a) Date of issue of tender document - 08-07-2013 onwards.
- b) Last date and time for receipt of bids - 29-07-2013 up to 15.00 Hrs.
- c) Date and time of opening of bids - 29-07-2013 , 15.30 Hrs.
- d) Address for communication, receipt and place of opening of bids:

Associate Vice President (CED)
Central Engineering Division,
HLL Lifecare Limited (A Government of India Enterprise),
PB No 2, Peroorkada, Thiruvananthapuram – 695005,
Kerala State, India
Ph: (++91 471) 2433374,2437270 –501,502
Tele Fax: (++ 91 471) 2432647
E-mail: srnair@lifecarehll.com, rajeevrv@lifecarehll.com.

4. The completed and sealed bid documents and all schedules should be submitted to Associate Vice President (CED) in the above address along with the EMD. Bids received after due date and time will be rejected. Any bid not accompanied by EMD will not be considered.

5. **Earnest Money**

5.1 Each bid must be accompanied by E.M.D.

5.2 The EMD is required to protect the Owner against risk of Bidder's conduct, which would warrant the security's forfeiture

- a. The EMD shall be in the form of Demand Draft from a nationalized bank drawn in favour of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram.
- b. E.M.D. of the unsuccessful bidders will be released after tabulating tenders, keeping only the earnest money of the first three lowest bidders. The earnest money deposit of the remaining two unsuccessful bidders will be released after the acceptance of the notification of award by the successful bidder.
- c. In the case of successful bidder, the Earnest Money will be returned after signing the agreement and submission of Demand Draft towards Security Deposit, which they will have to offer for the faithful execution of the contract.

5.3 The EMD may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Document; or
- (b) In case of the successful Bidder, if the Bidder fails:

- (i) to sign the agreement.
- (ii) to furnish security deposit.
- (iii) does not accept the correction of his bid price pointed out by HLL

5.4 The EMD should be enclosed in a separate envelope and superscribed as "EMD" and to be attached in the main cover.

- 6 Bids will be opened in the presence of Bidders representative(s) who choose to attend on the specified date and time, at the office of HLL at the address given in Clause '3 (d)' above.
- 7 In the event of the date specified for bid receipt and opening being declared as a closed holiday for Owner's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
- 8 The Owner may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the Owner and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 9 Owner will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.
- 10 The company reserves the right to club or split the supply of items , change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.

ASSOCIATE VICE PRESIDENT (CED)

II. TECHNICAL BID FORMS

1. Schedule A - Specifications
2. Schedule B - Prequalification Requirements
3. Schedule C - Application for Prequalification
4. Schedule D - Details of major supply of similar item supplied successfully by the tenderer as during the last 5 years Details of recent orders
5. Schedule E - Details of ongoing purchase orders
6. Schedule F - Acceptance form
7. Schedule G - Terms and conditions
- 8.. Schedule H - Certificate
9. Schedule I - Price Schedule

III. PRICE BID FORMS

SCHEDULE – I PRICE SCHEDULE

SCHEDULE –A

SPECIFICATION OF CONVEYOR CHAIN FOR BUTTERFLY TYPE AUTOMATIC DOUBLE LINE CONDOM DIPPING MACHINE

Requirement

HLL require Conveyor chain for the butterfly type automatic double line condom dipping machine at our factories in Kerala and Karnataka. The Bidder shall quote as per the specifications and drawing given to match our total requirement.

Specifications

**Item: Conveyor chain double stranded as per drawing no.
HLL-CED-B2-011-00(IS 2403:1991(R2001))**

SCHEDULE -B

PREQUALIFICATION REQUIREMENTS

1. The tenderer should have minimum 3 years experience in the relevant field.
2. The tenderer should have completed at least two purchase orders similar in nature in single contracts – in the same name and style as prime supplier/manufacturer) costing not less than Rs.25 lakhs during the last 2 years. For the purpose of this clause.
 - a) 'Similar work' shall mean preferably the supply of items including **Supply of Conveyor Chains.**
 - b) Cost of supply shall mean the cost of purchase order executed. Certificate of satisfactory completion of supply of materials obtained from an officer not below the rank of an executive engineer in the case of Government departments or from an officer of equivalent position in the case of other organization shall be produced. The certificate will clearly indicate the name of item supplied, period during which completed (giving date of commencement and date of completion of cost of supply). The certificate should bear the name, signature and seal of the officer. In the absence of such a certificate the tender may not be considered.
3. Average annual financial turn over of the bidder during the last 3 years, ending 31st March of the previous financial year, should be furnished.
4. The tenderer should submit Earnest Money Deposit in the manner specified along with the tender document.
5. Power of Attorney in case an authorized representative has signed the tender.
6. The duly signed acceptance form conforming that All terms & conditions, technical specifications, drawings & volume of supply are understood by the bidder .Certificate that bid is in total conformity with the specifications and terms and conditions mentioned in the bid document and certificate on period of validity (sheet enclosed)
7. Deviation if any, giving reasons for the deviation.
8. Even though the bidder meet the above qualifying criteria, they are subject to be disqualified if they have:
 - Record of poor performance such as rejection of supply, delay in delivery date stipulated, litigation history, or financial failures etc...

SCHEDULE – C

APPLICATION FOR PREQUALIFICATION

**NAME OF ITEM : SUPPLY OF CONVEYOR CHAIN AS PER
DRAWING NO.HLL-B2-011-00 AT OUR FACTORIES IN KERALA
AND KARNATAKA**

- A. Name of Firm/Company :
1. Postal address :
2. Telephone No :
FAX :
E-Mail :
3. Year of commencement of Contract/
Year of establishment of firm/Company :

B. In the case of Firm

1. Whether proprietary of partnership firm:
2. Name of Managing partner :
3. Name of other partners :

Note: Attested copy of partnership deed to be enclosed

C. In the case of Company

1. Whether Private Limited or Public Limited
Company :
2. Name of Managing Director :
3. Name of other Directors :

Note: Attested copy of Company Registration deed to be enclosed.

- D. No. of major supplies of similar item supplied successfully in India, specify.
Enclose two completion certificates from the client certified that the
similar item supplied successfully. The client list shall be enclosed.

Note: Details to be furnished in **SCHEDULE -D**

- E. Has the Supplier/Firm/Company ever been black listed by the Govt/or the
registering authority.

i) if so, give the period and details.
F. Average annual financial turn over of the bidder during the last 3 years, ending 31st March of the previous financial year..

a. Annualised turn over of the Contractor/Firm/Company in the last 3 years ending 31.03.2013

1. 2010-2011: Rs
2. 2011-2012: Rs
3. 2012-2013: Rs

(Bio data with willingness letters to be enclosed in **SCHEDULE -C**)

G. Acceptance Form in **SCHEDULE – F**

H. CERTIFICATE as per **SCHEDULE - H**

I/We hereby certify that the details given in the application form is correct to the best of my/our knowledge. I /We have no objection in contacting any of our clients for reference.

Signature:

Place:

Date:

Name and address of the bidder with seal:

SCHEDULE - D

DETAILS OF MAJOR SUPPLY OF SIMILAR ITEM SUPPLIED SUCCESSFULLY BY THE TENDERER AS PRIME SUPPLIER/AUTHORISED DEALER DURING THE LAST 5 YEARS				
Sl. No.	Name of Client with full address, telephone numbers and nature of item supplied	Details of item supplied	Value of items supplied (in lakhs)	Period of Completion with dates (in months)

SIGNATURE OF BIDDER WITH SEAL

SCHEDULE - E

DETAILS OF ONGOING PURCHASE ORDERS OF SIMILAR NATURE			
Sl. No.	Name of Client with full address, telephone numbers and nature of item	Description of item	Value of purchase order (in lakhs)

SIGNATURE OF BIDDER WITH SEAL

SCHEDULE – F
ACCEPTANCE FORM

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

From

To

Associate Vice President (CED)
Central Engineering Division,
HLL Lifecare Limited (A Government of India Enterprise),
PB no 2, Peroorkada, Thiruvananthapuram – 695005,
Kerala State, India
Ph: (++91 471) 2433374,2437270 –501,502
Tele Fax: (++ 91 471) 2432647
E-mail: srnair@lifecarehll.com, rajeevrv@lifecarehll.com.

Dear Sir,

I / We, hereby offer to supply as detailed in schedule hereto or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open for 90 days from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document hereto and are fully aware of the nature of the scope of supply of item required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

The following pages have been added to and form part of this bid.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

SCHEDULE – G

TERMS & CONDITIONS

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

In the event of placing orders: -

- a. In tenderer shall return one copy of order signed and sealed as a token of acceptance.
- b. (i) In case of rejection, the equipment should be taken back and replaced at yours risk and cost within 7 days of intimation from HLL.

(ii) Equipment shall be returned back to you through the Transporter indicated by you.
- c. The SUPPLIER/AUTHORISED DEALER agrees to supply strictly as per the order terms in respect of quality and specification. HLL reserves the right not to receive the goods beyond the delivery date given in the order.

4. PRICE

The price quoted should be inclusive of Basic Price, all applicable taxes and duties including VAT, Entry tax, Octroi & other levies, P&F charges, loading and unloading charges, insurance, etc. The Supplier should pay entry taxes, as applicable and should be included in the offer.

The Price Schedule (Schedule I) shall be suitably filled as applicable. The quoted rate shall be valid for a period of 31st March 2014. No price escalation and no change in terms and conditions will be allowed on any ground till the order is completely executed.

5. TAXES/DUTIES/LEVIES

The supplier shall be entirely responsible for all taxes including entry tax, duties, license fees, etc. incurred until successful completion of contract. All central, state, municipal taxes, duties and levies payable shall be shown by the bidder separately in the Bid. The Purchaser will issue necessary 'C' Form, if required.

6. COMPLETION TIME

- a. The item should be delivered within 4WEEKS from the date of issuing the Letter of Intent or Supply Order.
- b. The quantity mentioned herein are approximate requirement with staggered delivery.
- c. In case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.
- d. The following documents should accompany the consignment
 - i) Invoice in triplicate bearing Supply Order No. & date
 - ii) Delivery Note/Challan
 - iii) Packing List
 - iv) LR No.

7. GUARANTEE PERIOD

The Guarantee against any possible manufacturing defects shall be given for a period of 18 months from the date of supply and inspection of the item at HLL site or 12 months from the date of supply, whichever is earlier.

8. LIQUIDATED DAMAGES FOR DELAY

The parties have to abide by delivery schedule given in the supply order strictly. Penalty for delay @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply order will be imposed, if equipment is accepted by the Company after the stipulated delivery period.

9. PAYMENT TERMS :-

100% of total Supply Price will be paid within 30 Days from the date of receipt, inspection and acceptance of items at HLL factory in Kerala and Karnataka.

The jurisdiction of any disputed, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram.

SCHEDULE - H

CERTIFICATE

I / we hereby certify that the information given with this bidding document is correct. If, at any stage, it is found to be incorrect, I / we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

SIGNATURE (S) OF BIDDER WITH SEAL

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

SCHEDULE- I

PRICE BID –

PRICE SCHEDULE FOR SUPPLY OF CONVEYOR

CHAIN FOR BUTTERFLY TYPE AUTOMATIC DOUBLE LINE CONDOM DIPPING MACHINE AT OUR FACTORIES IN KERALA AND KARNATAKA

NAME OF TENDERER:

Sl.No.	Item	Unit	FOR SUPPLY IN KERALA			FOR SUPPLY IN KARNATAKA		
			Quantity	Rate in Rs.	Amount in Rs.	Quantity	Rate in Rs.	Amount in Rs.
1.	Supply of double stranded conveyor chain as per drawing no.HLL-CED-B2-011-00 for Butterfly type Automatic Double Line Condom Dipping Machine at our factories in Kerala and Karnataka	Mtr.	296.00			296.00		
	Basic price							
	Excise duty (% to be furnished)							
	Cess on excise duty							
	CST/VAT (% to be furnished)							
	Freight							
	Insurance							
	Others, if any (please specify)							
	Total Amount in Rs.							

(In words)

I agree to supply the material as per schedule at the rates quoted by me as above and terms and conditions of the tender.

SIGNATURE OF THE SUPPLIER