

एचएलएल लाइफकेयर लिमिटेड **HLL LIFECARE LIMITED**
(भारत सरकार का उद्यम) **(A GOVT. OF INDIA ENTERPRISE)**
पेरूरकडा पी.ओ. **PEROORKADA. P.O,**
तिरुवनन्तपुरम-६९५००५ **THIRUVANANTHAPURAM-695 005**
PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehll.com

PUR/08/R1/PQ/CP/3-SMO/2016-17

ITEM: WALLET (SMO)

Tender No: PUR/08/R1/PQ/CP/3-SMO/2016-17

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PUR/08/R1/PQ/CP/3-SMO/2016-17

Date: 06.01.2017

Dear Sirs,

Sub: Tender Forms

Sealed and superscribed tenders in the prescribed form under two Bid System (Techno-Commercial) are invited from Manufacturer(s)/Authorised Agent(s) for the supply of Wallets to our units located at Belgaum, Karnataka State & Trivandrum, Kerala State, India for Supply from January 2017 to March 2017.

The Tender Forms are to be duly filled up in duplicate, signed and returned, in a sealed cover superscribed with the above Tender No., the due date and date of opening, addressed to the SENIOR MANAGER (PURCHASE), HLL LIFE CARE LIMITED, PEROORKADA P.O., THIRUVANANTHAPURAM-695005.

The last date & time of receipt of Bids : 16/01/2017; 10.00 A.M
Date & Time of opening of technical Bid : 16/01/2017; 11.30 A.M

Incomplete tender is likely to be rejected without any further correspondence.

Yours faithfully,
For HLL LIFE CARE LIMITED.

SENIOR MANAGER (PURCHASE)
Encl: As above

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CONTENTS OF BID DOCUMENT

I. TECHNICAL BID

1. INSTRUCTION TO BIDDERS:
2. Schedule A - Specification
3. Schedule B - Minimum Eligibility Criteria
3. Schedule C - Questionnaire - General information of the
Manufacturer / Supplier
4. Schedule D - Terms & conditions
5. Schedule E - Questionnaire for Minimum Eligibility Criteria
6. Schedule F - Specific Conditions
7. Schedule H - Declaration accepting Terms and Conditions of
the Tender

II. PRICE BID FORMS

- Schedule I - Rate Schedule for Thiruvananthapuram
- Schedule II - Rate Schedule for Belgaum

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INSTRUCTIONS TO BIDDERS

- 1) The Bid is intended to procure material as per specification in Schedule A
- 2) Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be superscribed as "Technical Bid "and "Price Bid" on the respective covers in order to clearly identify between the two Bids. These two bids should be submitted in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to the Senior Manager (PURCHASE) HLL Lifecare Limited , Peroorkada P.O., Trivandrum – 695 005, on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.
- 3) **Bid submission / Bid opening dates**
 - a) The last date & time of receipt of Bids : 16/01/2017; 10.00 AM
 - b) Date & Time of opening of technical Bid : 16/01/2017; 11.30 AM
- 4) In the event of the date mentioned above being declared subsequently as holiday for the purchaser's office, the due date for submission and opening of bids will be the next working day at the same venue and time.
- 5) Bids received after the deadline for submission shall not be considered.
- 6) The Bidder is expected to examine all specifications, Instructions, Forms, Terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
- 7) The Vendors who had participated in the tender PUR/08/R1/PQ/CP/3/2016-17 and those who have been technically qualified need not submit the technical bid and only price bids need to be submitted. The price bid of new vendors under development shall be retained unopened. The price bids will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol. Order on such vendors shall be placed either at their quoted rate or the final L1 rate whichever is lower.
- 8) A certificate/Declaration as given in Schedule H stating that ALL TERMS AND CONDITIONS of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.

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- 9) The quantity mentioned herein are approximate requirement with staggered delivery and 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.

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SCHEDULE- A
Page 1 of 1

SPECIFICATION: WALLET

Name of Item	Specification
Rakshak 4's	250 gsm Super chromo board, gloss UV Varnish, die cut & pasting. Batch stamping area should be free from Varnish, Joint should not be in the front panel, Color : 4. Dimensions of Wallet (LXBXH) in 'mm'(ID): 58X60X18
Rakshak 10's	250 gsm Super chromo board, gloss UV Varnish, die cut & pasting. Batch stamping area should be free from Varnish, Joint should not be in the front panel, Color : 4. Dimensions of Wallet (LXBXH) in 'mm'(ID): 115X60X23
Josh 6's Dotted	250 gsm Super chromo board, gloss UV Varnish, die cut & pasting. Batch stamping area should be free from Varnish, Joint should not be in the front panel, Color : 4. Dimensions of Wallet (LXBXH) in 'mm'(ID): 60X60X26

We hereby agree to supply the above material as per the specification listed herein.

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - B
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TECHNICAL BID

Minimum Eligibility Criteria for qualifying in the Technical Bid

Material: Wallet

- 1) The vendor should have multicolor printing facility to print a minimum of 5 colours.
- 2) The vendor should be able to supply a minimum of 6,00,000 nos. Wallets per day for HLL.
- 3) The Vendor should be having printing, laminating, scoring, cutting, plate making and automatic pasting facility.
- 4) The minimum annual turnover of the bidder (Manufacturer/Approved Agents) should be Rs.75lakhs. Vendors are required to submit copies of P & L and balance sheet relating to the last three years in support of their claim.
- 5) The vendor should be a manufacturer/authorized agent. In the case of an authorized agent, the following documents to be enclosed.
- 6)
 - a. Letter from the manufacturer authorizing them to participate in the tender should be furnished.
 - b. Letter from the manufacturer stating that the product being offered is as per the specification given in Schedule A of the tender.

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SCHEDULE -C
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QUESTIONNAIRE

(General information of the manufacturer / supplier)

1. Name & Address of the Supplier with :
(a) Telephone No.
(b) Fax No.
(c) E-mail Address
(d) Name of contact person
(e) Whether proprietary/partnership/
Limited company.
(f) Specify whether SSI / MSME unit
2. How many years have you been in the :
business of manufacturing/selling?
3. What is your annual production capacity :
4. Indicate the quantity you can supply HLL :
per month
5. What would be the minimum period :
required to deliver the ordered quantity
from the date of confirmed purchase
order?
6. Have you been a supplier to any Condom :
Manufacturer, if so give details of the
name, address, quantity and values of
orders received and executed during the
last three year? (Attach separate sheet)
7. Kindly furnish the name and address of :
the Transporter through whom the rejected
material is to be returned on freight to pay
basis (Ref. clause d of Schedule D)

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SCHEDULE - C
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TECHNICAL BID

QUESTIONNAIRE

8. What is your Annual Turn Over during the :
last 3 years?
(Copy of P&L and Balance sheet to be attached.)
9. Details of tax registration :-
a) CST No. :
b) TIN No. and VAT No. :
10. Name & Address of your Banker(s) :
11. A/C no. & Swift Code :
12. Any other details :

All the information provided herein is true & correct.

PLACE:
DATE :

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - D
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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. (a) The quoted rate shall be valid for a period up to March 2017 during which period no price escalation and no change in terms and conditions will be allowed on any ground.

(a) In the event of failure on the part of the supplier to supply the material as per the delivery schedule or supply material at the agreed rate during the contract period, HLL would procure the material from alternate source at the risk and cost of the supplier.
In such cases, the additional cost incurred will be recovered from the supplier.

(c) Failure to supply the material for any of the above reasons will also entail forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of two years.
5. Conditional tenders / tenders with deviation will not be considered.
6. HLL reserves the right to split up the quantity and place the order on more than a supplier and also reserves the right to accept or reject the offer without assigning any reason.
7. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

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SCHEDULE - D
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In the event of placing orders: -

- a. Sample should be submitted and got approved before effecting bulk supply.
- b. The remaining period of shelf life of material on arrival at our stores should be minimum 5/6th of the total shelf life.
- c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
- d. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL. The procedure in this regard would be as follows:-
 - (i) Material shall be returned through your Transporter or through our approved Transporter on freight to-pay basis.
 - (ii) Alternatively the rejected material shall be destroyed at our end.
 - (iii) The cost incurred for disposal of the rejected material shall be recovered from supplier.
 - (iv) The supplier is required to replace the rejected material failing which HLL reserves the right to procure the material from alternate source(s) at supplier's risk and cost.
- e. A certificate confirming that the product offered is environment friendly i.e., non-hazardous to the environment is to be enclosed with the Bid.
- f. The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. HLL reserves the right not to receive material beyond the delivery date given in the order.

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- g. The supplier has to supply as per the rate quoted /agreed and other terms & conditions for a period January 2017-March 2017 during which period no price escalation and no change in terms and conditions will be allowed on any ground.
- h. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the excess quantity shall be returned back through your Transporter or our authorized transporter on freight to pay basis.
- i. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period
- j. HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency for compliance.
- k. All dispatch documents like delivery note/challan, packing list and invoice should contain the following details
- i. **Supply Order No.& date**
 - ii. **Description of items as contained in the supply Order.**
 - iii. **Quantity dispatched**
 - iv. **Manufacturing date.**
 - v. **Expiry date.**
 - vi. **Total Number of packages/ serially numbered**
 - vii. **Test certificate**
 - viii. **HLL's CST / TIN No.**

The L.R No. should be intimated immediately after dispatch of the material by e-mail/fax

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- l. The following information shall be stenciled or labelled on the exterior of the packing in bold letters, clearly visible, at least 50mm high with waterproof ink.
- Name of Product (as given in supply Order)
 - Date of Manufacture (Monthly/Yearly)
 - Date of expiry.
 - Quantity
 - Instruction off storage and handling
 - Name & Address of Manufacturer
 - Company's address in full
 - All packages should be separately numbered and it should appear on top of the packages with proper labelling.
- m. The following documents should accompany the consignment
- Invoice in triplicate**
 - Delivery Note/Challan**
 - Packing List**
 - LR/AWB/----**
 - Material Safety Data Sheet(MSDS)**
 - Environment clearance certificate**
- n. Mode of Transport shall be by road, unless otherwise specified. The materials shall be sent through the Transporter who has been granted a Certificate of Registration for transportation of goods as per Carriage by Road Act 2007.
- o. **Payment shall be made by cheque/RTGS with in 30 days of receipt, inspection and acceptance of the material.**
- p. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram / Belgaum as the case may be.

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INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate within the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence on this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - E
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TECHNICAL BID

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

Material: WALLET

1.	Can you supply material as per specification given in Schedule A?	YES/NO
2.	Do you have multi colour printing facility to print minimum of 5 colours	YES/NO
3.	What is the minimum quantity that you can spare for HLL per day?	
4.	Do you have printing, laminating, scoring, cutting, plate making and automatic pasting facility?	YES/NO
5.	What is your Annual Turn over?	

All the information provided herein are true & correct

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
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NOTE: Forms must be completed in all respect and supported by relevant documents

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SCHEDULE F
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SPECIFIC CONDITIONS FOR SUPPLY OF WALLET

I. Mode of Packing

Rakshak /Josh Wallet -

- a. 100 nos as one bundle (loosely bundle)
- b. 50 bundles stacked on edges (Height of the wallet to be kept horizontal in strong corrugated box - for wallets)
- c. One box contains 5000 nos
- d. Polythene sheet covering inside the corrugated box for waterproofing.
- e. Each corrugated box should be properly sealed and strapped.

3. A certificate confirming that the product offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with the Bid.

We hereby agree to supply the material as per the conditions mentioned above.

PLACE:
DATE:

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SCHEDULE - H
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Item: WALLET

DECLARATION

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE APPLICANT

SIGNATURE
NAME AND ADDRESS OF APPLICANT

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CONTENTS OF PRICE BID FORMS

For

WALLET

- 1. SCHEDULE I - RATE SCHEDULE FOR THIRUVANANTHAPURAM**
- 2. SCHEDULE II - RATE SCHEDULE FOR BELGAUM**

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SCHEDULE - I
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PRICE BID – RATE SCHEDULE FOR SUPPLY TO PEROORKADA FACTORY,
THIRUVANANTHAPURAM, KERALA

NAME OF TENDERER:

ITEM: WALLET

Specification (Please see Schedule - A for detailed Spec.)	Qty in Nos.	Rate/1000 Numbers							
		Basic Price (Rs)	E.D (Rs)	Cess on ED (Rs)	Tax (Rs)	Freight (Rs)	Insurance (Rs)	Others (Rs)	Total Delivered Price (Rs)
Rakshak 4's	13382500								
Rakshak 10's	2525000								
Josh 6's Dotted	1683500								

Minimum time required to start the supply after receipt of letter of indent/supply orders :

Validity : **(January 2017 to March 2017)**

Certified that the rate quoted will hold good for the above period during which period no upward revision will be sought.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

एचएलएल लाइफकेयर लिमिटेड **HLL LIFECARE LIMITED**
(भारत सरकार का उद्यम) **(A GOVT. OF INDIA ENTERPRISE)**
पेरूरकडा पी.ओ. **PEROORKADA. P.O,**
तिरुवनन्तपुरम-६९५००५ **THIRUVANANTHAPURAM-695 005**
PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehll.com

PUR/08/R1/PQ/CP/3-SMO/2016-17

SCHEDULE - II
Page 1 of 1

PRICE BID – RATE SCHEDULE FOR SUPPLY TO KANAGALA FACTORY, BELGAUM,
KARNATAKA.

NAME OF TENDERER:

ITEM: WALLET

Specification (Please see Schedule - A for detailed Spec.)	Qty in Nos.	Rate/1000 Numbers							Total Delivered Price (Rs)
		Basic Price (Rs)	E.D (Rs)	Cess on ED (Rs)	Tax (Rs)	Freight (Rs)	Insurance (Rs)	Others (Rs)	
Rakshak 4's	7070000								
Rakshak 10's	1414000								

Minimum time required to start the supply after receipt of letter of indent/supply orders :

Validity : **(January 2017 to March 2017)**

Certified that the rate quoted will hold good for the above period during which period no upward revision will be asked for.

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

एचएलएल लाइफकेयर लिमिटेड **HLL LIFECARE LIMITED**
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