

NOTICE INVITING BIDS FOR EMPANELMENT

HLL/CCD/01,02&03 Dated 26-09-2014

**01: EMPANELMENT FOR PRINTING works arising in Corporate Communications
Department of HLL Lifecare Limited**

Enquiry No.: HLL/CCD/01/2014-15 DATE : 26-09-2014

HLL Lifecare Ltd (HLL) invites bids to empanel Printers for performing PRINTING works arising in Corporate Communications Department of HLL Lifecare Limited. The detailed list of works involved is listed in Annexure A. All interested parties are requested to submit their bids for the empanelment process. The last date for submission of bids shall be 13-10-2014. The bids will be opened on 14-10-2014. Subsequent amendment / changes if any will be published only in our website.

The guidelines for empanelling are given below:

1. The eligibility criterion for empanelment is provided in Annexure B. Printers satisfying the eligibility criterion shall be considered for empanelment.
2. List of documents to be submitted is mentioned in Annexure C.
3. The notice, forms and annexures mentioned in the notice are available in our website www.lifecarehll.com. Any subsequent changes/amendments will be published only in our website & CPP portal.
4. Bid Submission method: Interested parties are requested to fill up the form I enclosed and submit it with all the necessary documents as mentioned in Annexure C, to the following address on or before 13-10-2014.

Deputy General Manager (CCD)
HLL LIFECARE LTD,
CORPORATE COMMUNICATIONS DEPARTMENT
CORPORATE HEAD OFFICE,
POOJAPPURA P.O, THIRUVANANTHAPURAM – 695 012,
KERALA, INDIA.
PH: +91 471 2350968 FAX: +91 471 2350323

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The completed and sealed bid documents should be submitted to Deputy General Manager (CCD), in the above address. The outer cover should bear the Enquiry No, closing date and General description of Work as mentioned in the notice, and the words "DO NOT OPEN BEFORE" 15.30 Hrs (IST) on 14-10-2014.

5. 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 4 above.
6. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
7. HLL 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 Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
8. HLL 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.
9. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.
10. As part of the selection process, to assess the capabilities of the Printers, HLL selection committee members will either visit the creative agency or the agency will be called for a meeting with selection committee at HLL's corporate office.
11. Bid Evaluation: The bid evaluation will be carried out by a selection committee of HLL based on the eligibility criterion as provided in Annexure B. HLL shall reserve the right to reject the bid(s) on technical grounds. Such decision by HLL shall bear no liability consequently and the decision of the committee shall be final.
12. HLL's rights: HLL reserves the right to accept or reject any bid in whole or in part, or to reject the bids without assigning any reasons. HLL may decide not to continue with the empanelment and cancel the notice inviting bids either full or in part at its discretion.
13. **All the empanelled printers will be approached by HLL for its specific printing needs and printers have to submit financial quote against work it is approached for. The work will be awarded to the lowest quoted Printer.**
14. Settlement of Disputes: Any disputes or differences or questions or claims arising under or relating to or touching this agreement shall be referred for arbitration to

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a Sole Arbitrator under the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time be in force. The award passed by the arbitrator shall be final and binding on the parties hereto. The contract shall be deemed to have been concluded at Thiruvananthapuram, Kerala. The venue of arbitration shall be the place from where the contract is issued.

15. Correspondence after placing Order:

Address for communication, receipt and place of opening of bids:

Deputy General Manager,

Corporate Communication Department,

HLL Lifecare Limited (A Government of India Enterprise),

Poojappura P.O, Thiruvananthapuram – 695012,

Kerala State, India

Ph: (+91 471) 2354949,2350968

Tele Fax: (+91 471) 2350323

E-mail: rajdivakaran@lifecarehll.com

Deputy General Manager (CCD)

Form I

HLL LIFECARE LTD – CORPORATE COMMUNICATIONS DEPARTMENT		
Format for submission of bids for empanelling agencies for printing works		
SIno	Particulars	Details
1	Enquiry No	
2	Name and Address of the agency	
3	Contact Person Name with Address Phone Number Fax Number Email ID	
4	Agency Details (Registration Certificate / Certificate of Incorporation/ Corporation License whichever applicable)	
5	Tax Registration and other details to the extent applicable along with documentary evidence: Service Tax Regn No / IT PAN Registration No	

Signature of the Contact Person

Annexure A

The Detailed List of Works:

1) Printing of

- a. Magazines
- b. Brochures
- c. Newsletters etc

Annexure B

Sl No	Criterion	Document(s) to be submitted
1	The printing agency should own modern multicolor automated offset press	List of Equipments
2	The existing portfolio of the agency should prove the quality of printing in terms of clarity of materials printed (reproduction of hues, brightness and sharpness)	Portfolio of printing works done
3	At least 3 years professional experience of designing and printing brochures, banners, posters, manuals, magazines, reports and other print documents	Last 3 years portfolio, Work Orders for past 3 years
4	The agency should have the experience of executing at least 2 Projects on printing of journals/magazines/brochures/leaflet for Central/State Government/Public Sector Undertaking/Autonomous Bodies under Central or State Governments.	Experience Certificate
5	Average annual turnover of INR 3 crores and above.	Audited Financial Accounts (P&L and Balance Sheet) – 1 copy
6	Applying agencies must have infrastructure in Kerala	Registration Certificate
7	Reference	Preferably from Govt. Institutes / Agencies

Annexure C

List of Documents to be submitted

1. Equipment List
2. Portfolio / Specimen of Printing Works done
3. Last 3 years portfolio, Work Order copies
4. Experience Certificate
5. Audited Financial Accounts (P&L, Balance Sheet) – 1 copy
6. Registration Certificate / Certificate of Incorporation/ Corporation License whichever applicable
7. Service Tax Regn No / IT PAN Registration No
8. Reference Certificates

02-EMPANELMENT FOR PUBLICITY AND EVENTS RELATED MATERIALS'
PRINTING AND MANAGEMENT

Enquiry No.: HLL/CCD/02/2014-15 DATE : 26-09-2014

HLL Lifecare Ltd (HLL) invites bids to empanel agencies for PUBLICITY AND EVENTS RELATED MATERIALS' PRINTING AND MANAGEMENT arising in Corporate Communications Department of HLL Lifecare Limited. The detailed list of works involved is listed in Annexure A. All interested parties are requested to submit their bids for the empanelment process. The last date for submission of bids shall be 13-10-2014. The bids will be opened on 14-10-2014. Subsequent amendment / changes if any will be published only in our website.

The guidelines for empanelling are given below:

1. The eligibility criterion for empanelment is provided in Annexure B. Agencies satisfying the eligibility criterion shall be considered for empanelment.
2. List of documents to be submitted is mentioned in Annexure C.
3. The notice, forms and annexures mentioned in the notice are available in our website www.lifecarehll.com. Any subsequent changes/amendments will be published only in our website & CPP portal.
4. Bid Submission method: Interested parties are requested to fill up the form I enclosed and submit it with all the necessary documents as mentioned in Annexure C, to the following address on or before 13-10-2014.

Deputy General Manager (CCD)
HLL LIFECARE LTD,
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The completed and sealed bid documents should be submitted to Deputy General Manager (CCD), in the above address. The outer cover should bear the Enquiry No, closing date and General description of Work as mentioned in the notice, and the words "DO NOT OPEN BEFORE" 15.30 Hrs (IST) on 14-10-2014.

5. 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 4 above.
6. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
7. HLL 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 Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
8. HLL 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.
9. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.
10. As part of the selection process, to assess the capabilities of the agency, HLL selection committee members will either visit the creative agency or the agency will be called for a meeting with selection committee at HLL's corporate office.
11. Bid Evaluation: The bid evaluation will be carried out by a selection committee of HLL based on the eligibility criterion as provided in Annexure B. HLL shall reserve the right to reject the bid(s) on technical grounds. Such decision by HLL shall bear no liability consequently and the decision of the committee shall be final.
12. HLL's rights: HLL reserves the right to accept or reject any bid in whole or in part, or to reject the bids without assigning any reasons. HLL may decide not to continue with the empanelment and cancel the notice inviting bids either full or in part at its discretion.
13. **Empanelled design agencies will be approached by HLL for Publicity and Events related materials' printing and management needs and agencies have to submit financial quote for each work it is approached for. The work will be awarded to the lowest quoted agency.**
14. Settlement of Disputes: Any disputes or differences or questions or claims arising under or relating to or touching this agreement shall be referred for arbitration to a Sole Arbitrator under the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time be in force. The award passed by the arbitrator shall be final and binding on the parties hereto. The contract shall be deemed to have been concluded at Thiruvananthapuram,

Kerala. The venue of arbitration shall be the place from where the contract is issued.

15. Correspondence after placing Order:

Address for communication, receipt and place of opening of bids:

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E-mail: rajdivakaran@lifecarehll.com

Deputy General Manager (CCD)

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Form I

HLL LIFECARE LTD – CORPORATE COMMUNICATIONS DEPARTMENT		
Format for submission of bids for empanelling agencies for Publicity and Events related materials' printing and management		
SIno	Particulars	Details
1	Enquiry No	
2	Name and Address of the agency	
3	Contact Person Name with Address Phone Number Fax Number Email ID	
4	Agency Details (Registration Certificate / Certificate of Incorporation/ Corporation License whichever applicable)	
5	Tax Registration and other details to the extent applicable along with documentary evidence: Service Tax Regn No / IT PAN Registration No	

Signature of the Contact Person

Annexure A

The Detailed List of Works:

- 1) Publicity and Events related materials' printing and management
 - a. Printing and fixing of Hoardings/Boards/Banners/Notices/ photographs
 - b. Stage and event management
 - c. Decorations

Annexure B

Sl. No	Criterion	Document(s) to be submitted
1	Experience: The agency must have managed a. events b. publicity of events out of which minimum 3 events in last three years should be for Central/State Government/Public Sector Undertaking/Autonomous Bodies under Central or State Governments.	Experience Certificate
2	Quality Output: Portfolio of the agency should prove the quality of its deliverables which includes quality of banners, boards, hoardings, arches, backdrops, decorations and lighting, in terms of appearance.	Portfolio
3	Reference: Reference from two clients of the agency which prove the agency's quality and speed in executing assignments	Completion Certificate, Copy of Work Order
4	Location: Applying agencies must have base in Thiruvananthapuram	Registration Certificate
5	Turnover at least Rs. 50 Lakhs	

Annexure C

List of Documents to be submitted

1. Experience Certificate
2. Portfolio
3. Completion Certificate / Copy of Work Order
4. Registration Certificate / Certificate of Incorporation/ Corporation License whichever applicable
5. Service Tax Regn. No / IT PAN Registration No
6. Reference Certificates
7. Audited Financial Accounts (P&L, Balance Sheet) – 1 copy

03: EMPANELMENT FOR CREATIVE DESIGNING WORKS AND MULTIMEDIA PRODUCTIONS

Enquiry No.: HLL/CCD/03/2014-15

DATE : 26-09-2014

HLL Lifecare Ltd (HLL) invites bids to empanel designers/ design firms/ accredited creative agencies for performing Creative Designing Works and Multimedia Productions arising in Corporate Communications Department of HLL Lifecare Ltd. The detailed list of works involved is listed in Annexure A. All interested parties are requested to submit their bids for the empanelment process. The last date for submission of bids shall be 13-10-2014. The bids will be opened on 14-10-2014. Subsequent amendment / changes if any will be published only in our website.

The guidelines for empanelling are given below:

1. The eligibility criterion for empanelment is provided in Annexure B. Agencies satisfying the eligibility criterion shall be considered for empanelment.
2. List of documents to be submitted is mentioned in Annexure C.
3. The notice, forms and annexures mentioned in the notice are available in our website www.lifecarehll.com. Any subsequent changes/amendments will be published only in our website & CPP portal.
4. Bid Submission method: Interested parties are requested to fill up the form I enclosed and submit it with all the necessary documents as mentioned in Annexure C, to the following address on or before 13-10-2014.

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CORPORATE HEAD OFFICE,
POOJAPPURA P.O, THIRUVANANTHAPURAM – 695 012,
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PH: +91 471 2350968
FAX: +91 471 2350323

The completed and sealed bid documents should be submitted to Deputy General Manager (CCD), in the above address. The outer cover should bear the

Enquiry No., closing date and General description of Work as mentioned in the notice, and the words “DO NOT OPEN BEFORE” 15.30 Hrs (IST) on 14-10-14.

5. 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 4 above.
6. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
7. HLL 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 Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
8. HLL 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.
9. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.
10. As part of the selection process, to assess the capabilities of the agency, HLL selection committee members will either visit the creative agency or the agency will be called for a meeting with selection committee at HLL's corporate office.
11. Bid Evaluation: The bid evaluation will be carried out by a selection committee of HLL based on the eligibility criterion as provided in Annexure B. HLL shall reserve the right to reject the bid(s) on technical grounds. Such decision by HLL shall bear no liability consequently and the decision of the committee shall be final.
12. HLL's rights: HLL reserves the right to accept or reject any bid in whole or in part, or to reject the bids without assigning any reasons. HLL may decide not to continue with the empanelment and cancel the notice inviting bids either full or in part at its discretion.
13. Empanelled designer/ design firm/ accredited creative agency will be approached by HLL for its design and multimedia production needs and agencies have to submit financial quote for each work it is approached for. The work will be awarded to the lowest quoted agency.
14. Settlement of Disputes: Settlement of Disputes: Any disputes or differences or questions or claims arising under or relating to or touching this agreement shall be referred for arbitration to a Sole Arbitrator under the provisions of the

Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time be in force. The award passed by the arbitrator shall be final and binding on the parties hereto. The contract shall be deemed to have been concluded at Thiruvananthapuram, Kerala. The venue of arbitration shall be the place from where the contract is issued.

15. Correspondence after placing Order:

Address for communication, receipt and place of opening of bids:

Deputy General Manager,

Corporate Communication Department,

HLL Lifecare Limited (A Government of India Enterprise),

Poojappura P.O, Thiruvananthapuram – 695012,

Kerala State, India

Ph: (+91 471) 2354949,2350968

Tele Fax: (+91 471) 2350323

E-mail: rajdivakaran@lifecarehll.com

Deputy General Manager (CCD)

Form I

HLL LIFECARE LTD – CORPORATE COMMUNICATIONS DEPARTMENT		
Format for submission of bids for empanelling designers/ design firms/ accredited creative agencies for creative designing works and multimedia productions		
S/no	Particulars	Details
1	Enquiry No	
2	Name and Address of the agency	
3	Contact Person Name with Address Phone Number Fax Number Email ID	
4	Agency Details (Registration Certificate / Certificate of Incorporation/ Corporation License whichever applicable)	
5	Tax Registration and other details to the extent applicable along with documentary evidence: Service Tax Regn No / IT PAN Registration No	

Signature of the Contact Person

Annexure A

The Detailed List of Works:

1) Creative Designing of

- a. Magazines
- b. Brochures
- c. Newsletters etc
- d. Leaflets

2) Multimedia Works

- a. Video Coverage
- b. Development of multimedia materials like films , post production activities etc

Annexure B

SI No	Criterion	Document(s) to be submitted
1	Design skill set: The designer/ design firm/ accredited creative agency shall submit a design portfolio and the works submitted will be evaluated on their creative skills on typography, illustrations, colours and layouts.	Design Portfolio
2	Team & Infrastructure: The designer/ design firm / accredited creative agency should be fully equipped with design platform and creative team where designer(s) should have degree in Fine Arts or 5 years work experience.	Equipment Portfolio, Profile of Designers including qualification / work experience certificate
3	Experience: The designer/ design firm/ accredited creative agency should have the experience of executing at least 2 Projects for Central/State Government/Public Sector Undertaking/Autonomous Bodies under Central or State Governments.	Portfolio of the projects done/Experience certificate
4	Location: Applying designer/ design firm/ accredited creative agency should be based either in Thiruvananthapuram or Cochin	Documents proving location
5	Reference	From known clients/agencies

*Selecting a designer / design firm / creative agency to empanel them for creative assignments will be purely based on the creative quality of work where financial parameters are not significant in the selection process. Such approach may attract individual designers and small scale design boutiques in Kerala to the empanelment process who/which are making their creative services available on freelance basis in a noticeable cost effective manner.

Annexure C

List of Documents to be submitted

1. Design Portfolio / Specimen
2. Equipment List
3. Profile of Designer including qualification / Work Experience Certificate
4. Portfolio of Projects done / Experience Certificate
5. Documents Proving Location
6. Registration Certificate / Certificate of Incorporation/ Corporation License whichever applicable
7. Service Tax Regn No / IT PAN Registration No
8. Reference Certificates
