

**HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
AKKULAM FACTORY, SREEKARIYAM P.O.
THIRUVANANTHAPURAM-695 017**

**PHONE NO:0471 2442642; FAX NO:0471 2441383;
EMAIL: materialsft@lifecarehll.com**

TENDER NO. HLL/AFT/MTLS/FP-1/2019-20

Dated 26/02/2019

TENDER FORM

Sealed Price bid in the prescribed form are invited for the **Supply of FOILPACK LABEL** to our Akkulam Factory, Trivandrum (AFT) for a period of one year (April 2019 to March 2020).

The specification, approximate quantities, packing mode are given in **Annexure A** and other terms & conditions in **Annexure B**

Last date and time of receipt of tender : 22/03/2019: 02.30 pm
Date and time of opening tender : 22/03/2019: 03.00 pm

GENERAL MANAGER (MATERIALS)

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ANNEXURE A

SPECIFICATION & QUANTITY OF FOILPACK LABEL

SPECIFICATION :

"ITEM : FOILPACK LABEL

1. We require Foil Pack Labels in the following dimensions with 80 GSM Art paper. The approximate quantity altogether varies from 5 to 6 Lakh Nos. The estimated quantity is only approximate which may vary by +/- 25%.

1) 9.5CM	X	19.5CM	} tolerance for all labels 3mm
2) 11CM	X	24 CM	
3) 11 CM	X	13CM	
4) 9.5CM	X	20.5 CM	

2. Colour of Printing: Black in white background and for colour label 4 colours.
3. Message & Quality of Print: All mandatory and other messages must be printed and the print must be clearly readable.
4. Peeling Test: Peeling without mutilation not occurs one hour after attaching the label to Aluminium Foil/ HMHDPE Cover.
5. In roll form serial No.1 to 500 should be printed on the back paper of label and each roll should be individually numbered inside the bobbin.

Specimen of the above labels is enclosed herewith for ready reference. You may please offer your lowest rate (Slab wise), STRICTLY AS PER OUR FORMAT attached, and strictly on F.O.R HLL AFT BASIS for the quantity slab given below slabs.

Up to 1,000 Nos
From 1,001 to 5,000 Nos
From 5,001 to 10,000 Nos
Above 10,000 Nos

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APPROXIMATE QUANTITY REQUIRED PER ANNUM			
UNIT	LOCATION	QUANTITY (NOS)	
AKKULAM	TRIVANDRUM	9.5 CM X 19.5 CM	50000
		11 CM X 24 CM	40000
		11 CM X 13 CM	10000
		9.5 CM X 20.5 CM	20000

We hereby agree to supply the above materials as per the specification given above.

Place:

Date :

Name and signature of applicant
(With Office Seal)

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TERMS & CONDITIONS

1. The Tender should be completed in all respects and submitted along with EMD. 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. Rate :
 - i. The quoted rate shall be valid for a period of one year during which period no price escalation and no change in terms and conditions will be allowed on any ground.
 - ii. 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.**
 - iii. 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.
4. The Tender should be submitted along with **EMD of Rs.7,500/-** in the form of DD drawn in favour of M/s. HLL Lifecare Limited failing their Tender will be summarily rejected.
5. **Payment** : Within 30 days from the date of receipt, and acceptance of material at our stores.
6. The Purchaser may, at its discretion, extend the date & time for the submission of bids by amending the bid documents in which case all rights & obligations of the Purchaser & bidders shall the subject to the extended date and time.

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7. The quantity mentioned herein is approximate annual requirement and in case the company require less / more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
8. 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.
- 9. SSI / MSME units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC / UDYOG AADHAR. But the Party has to provide Security deposit if Tender is awarded to them.**
10. Conditional tenders / tenders with deviation will not be considered.
11. 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. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period. **The EMD of others (non-qualified) will be returned immediately on Tender finalisation.**
 - b. The remaining period of shelf life of material on arrival at HLL 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.
- a) 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 the Transporter indicated by the supplier or through our approved Transporter on freight to-pay basis.

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- 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.
- d. A certificate confirming that the product offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with tender document.
- e. The supplier agrees to supply strictly as per the order terms in respect of quantity, quality and delivery schedule. HLL reserves the right not to receive material beyond the delivery date given in the order.
- f. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the quantity shall be returned back through the Transporter proposed by you or our authorized transporter on freight to pay basis.
- g. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% of value of item per week delay
- h. Subject to a maximum of 7.5% of value of supply will be imposed for material supplied after the stipulated delivery period.
- i. However HLL reserves the right to return the material if the same is not delivered as per the schedule given for the supply. In the event of delay in supply of material HLL reserve the right to procure the material from alternate sources at your risk and cost.
- 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.

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- 1. Supply Order No.& date**
- 2. Description of items as contained in the supply Order.**
- 3. Quantity dispatched**
- 4. Batch/lot No.**
- 5. Manufacturing date.**
- 6. Expiry date.**
- 7. Total Number of
Cylinders/Carbouys/bags/box/bundles.**
- 8. Test certificate**
- 9. HLL's GST NO.**

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

1. The following information shall be stenciled or labeled on the exterior of the packing in bold letters, clearly visible, at least 50mm high with waterproof ink.
 - a. Name of Product (as given in supply Order)
 - b. Batch NO.
 - c. Date of Manufacture (Month/Year)
 - d. Date of expiry (Month/Year).
 - e. Quantity
 - f. Instruction of storage and handling
 - g. Name & Address of Manufacturer
 - h. Company's address in full
 - i. The following documents should accompany the consignment and shall be handed over to Manager (Stores)

- 1. GST Invoice in triplicate**
- 2. Delivery Note/Challan**
- 3. Packing List**
- 4. LR/AWB/----**

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- 5. Material Safety Data Sheet (MSDS)**
- 6. Environment clearance certificate**
- 7. Transport Emergency Card (TREM Card if applicable)**
- 8. Guarantee Certificate**
- 9. Preshipment of certificate**
- 10. OEM Certificate**

m. 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.

n. Payment shall be made by cheque/RTGS within 30 days of receipt, inspection and acceptance of the material.

o. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram /Belgaum /Cochin as the case may be.

12. Annual purchase quantity will be shared to the suppliers @ ratio, as below:

- ❖ 60% to L1 party, and balance 40% shall be allotted among the vendors who are matching the L1 rate

13. The Price Bid of new vendors and those under vendor development programme will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol.

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INDEMNITY 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 with in 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 of 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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**Annexure C
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**Item: FOILPACK LABEL
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.

NAME AND ADDRESS OF APPLICANT

SEAL & SIGNATURE OF THE APPLICANT

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QUESTIONNAIRE FOR VENDOR DEVELOPMENT

(TO BE FILLED BY NEW VENDORS)

NAME OF PRODUCT:

1. Name & Address of the Manufacturer :
 - (a) Telephone No.
 - (b) Fax No.
 - (c) E-mail Address
 - (d) Name of contact person
 - (e) (i) Whether proprietary/partnership/
Limited company.
 - (ii) Furnish Name/'s, address,
phone nos. of Proprietor/
Managing partner/ M.D / Director's
(Attach separate sheet)
 - (f) Specify whether SSI / MSME unit
 - (g) If Yes, pl specify if your unit is owned by :
SC/ST entrepreneur
 - (h) MSME Udyog Aadhar No. :**
- 2) Details of tax registration :- :
 - a) GSTIN.
 - b) PAN.
- 3) Name & Address of your Banker(s)
Account no. :
Swift Code
- 4) Annual Turn over
- 5) Do you have a Quality Control department. If yes, give the
details of the facilities. : Yes/No
- 6) a) Do you have inspection for incoming materials : Yes/No
b) Do you have in process inspection facilities : Yes/No
c) Do you have final inspection of the product : Yes/No

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- 7) Do you have any accreditation :Yes/No
(a)ISO 9000/ ISO 13485
(b)Any National/International Laboratory/Authority
Certification
If 'Yes', give details along with a copy of certificate issued
by them.
- 8) Do you have an environmental policy / ISO 14001 certification? : Yes / No
If yes, please give the details.
- 9) Furnish the details of testing equipments.
- 10) Have you been assessed previously by HLL : Yes/No
- 11) List of customers
a) Government Dept. / PSU's
b) Private Sector
- 12) Have you furnished the sample along with this format : Yes/No

Place : **NAME AND SIGNATURE OF THE VENDOR**
Date : (Office Seal)

This is to be filled up by **HLL LIFECARE LIMITED, THIRUVANANTHAPURAM**

Recommendation/Remarks of the committee

Committee Members:

1. Head of Quality Control/Head of Technical Services and Material Testing
2. Head of User Department
- 3. Head of Purchase Department**

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PRICE BID

CONTENTS OF PRICE BID FORM

1	SCHEDULE - I	RATE SCHEDULE TO SUPPLY OF FOILPACK LABEL TO AFT
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PRICE BID

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RATE SCHEDULE FOR THE SUPPLY OF **FOILPACK LABEL** TO
AKKULAM FACTORY, TRIVANDRUM.

Label size: 9.5 cm x 19.5 cm

Label Type		Rate / Label (in Rs)			
		Upto 1,000 Nos	1,001-5,000 Nos	5,001 -10,000 Nos	Above 10,000 Nos
Single colour	Basic (Includes freight and other charges)				
	IGST/ CGST+SGST				
	Total HLL				
Double colour	Basic (Includes freight and other charges)				
	IGST/ CGST+SGST				
	Total HLL				
Triple colour	Basic (Includes freight and other charges)				
	IGST/ CGST+SGST				
	Total HLL				
Four colour	Basic (Includes freight and other charges)				
	IGST/ CGST+SGST				
	Total HLL				
GST ID					
HSN CODE					

Place:

Date:

Name, Seal & Signature

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Label size: 11 cm x 24 cm

Label Type		Rate / Label (in Rs)			
		Upto 1,000 Nos	1,001-5,000 Nos	5,001 -10,000 Nos	Above 10,000 Nos
Single colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Double colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Triple colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Four colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
GST ID					
HSN CODE					

Place:

Date:

Name, Seal & Signature

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Label size: 11 cm x 13 cm

Label Type		Rate / Label (in Rs)			
		Upto 1,000 Nos	1,001-5,000 Nos	5,001 -10,000 Nos	Above 10,000 Nos
Single colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Double colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Triple colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Four colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
GST ID					
HSN CODE					

Place:

Date:

Name, Seal & Signature

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Label size: 9.5 cm x 20.5 cm

Label Type		Rate / Label (in Rs)			
		Upto 1,000 Nos	1,001-5,000 Nos	5,001 -10,000 Nos	Above 10,000 Nos
Single colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Double colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Triple colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
Four colour	Basic (Includes freight and other charges)				
	IGST/CGST+SGST				
	Total HLL				
GST ID					
HSN CODE					

Place:

Date:

Name, Seal & Signature

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**SCHEDULE - I
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MINIMUM TIME REQUIRED TO START THE
SUPPLY AFTER RECEIPT OF LETTER OF
INDENT/SUPPLY ORDERS

}

VALIDITY

: From April 2019 to March 2020

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

PLACE:

NAME AND SIGNATURE OF THE TENDERER