

## **Supply of Pharmaceutical Products for onward supplies to foreign country**

**Tender No: HLL/SD/RBD/2019-20/TENDER/07 Dt: 12.07.2019**



## **HLL Lifecare Limited**

(A Govt. Of India Enterprise)

**CIN : U25193KL1966GOI002621**

**HLL Bhavan, Poojappura,  
Thiruvananthapuram -695012**

**Kerala, India**

**Tel:+0471 2354949, 2355426, 2350961, 2356352.**

**Website – [www.lifecarehll.com](http://www.lifecarehll.com)**

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Thiruvananthapuram - 695012, Kerala, India  
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IFB No	:	HLL/SD/RBD/2019-20/TENDER/07 Dt.12.07.2019
BID SUBMISSION START DATE AND TIME	:	12.07.2019, 10.00 HRS
CLOSING DATE AND TIME FOR SUBMISSION OF BIDS	:	01.08.2019, 14.30 HRS
DATE AND TIME OF OPENING OF TECHNICAL BIDS	:	01.08.2019, 15.30 HRS
PLACE OF OPENING OF BIDS	:	HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India
ADDRESS FOR COMMUNICATION	:	Senior Manager (SD-RBD) HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India E-mail : <a href="mailto:sdrbdsouth@lifecarehll.com">sdrbdsouth@lifecarehll.com</a>

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## **NOTICE INVITING TENDER**

### **Supply of Pharmaceutical Products for onward supplies to foreign country**

HLL Lifecare Limited (HLL), a Mini Ratna Schedule B Central Public Sector Enterprise under the Ministry of Health and Family Welfare, invites an open tender under two bid system from interested manufacturers / authorised agents for;

1. Supply of Pharmaceutical products as per the items mentioned in Annexure 5.
2. These supplies are for onward supplies to Malawi as per orders/advices from different Departments of Govt. of India.

#### **I. About HLL**

HLL Lifecare Limited (HLL) is a Mini Ratna Schedule B Central Public Sector Enterprise under the Ministry of Health and Family Welfare. HLL Lifecare limited (formerly known as Hindustan Latex Ltd), came into being on March 1, 1966 under the Ministry of Health and Family Welfare, Govt. of India. Over the decades, HLL has grown today into a multi-product, multi-unit organization addressing various public health challenges facing humanity.

The company's Corporate Head Office is situated at Thiruvananthapuram, Kerala. HLL today has seven state-of-the-art manufacturing plants which are - Peroorkada in Thiruvananthapuram for contraceptives, Kangala (near Belgaum) in Karnataka for contraceptives and pharmaceutical products, Akkulam in Thiruvananthapuram for hospital products, Kakkanad in the Cochin Special Economic Zone, Kerala (2004) for female condoms and male condoms (export), Manesar/Haryana for rapid in- vitro diagnostic test kits, Indore in Madhya Pradesh for pharmaceutical products and Irapuram in Cochin is the moulding hub for male and female condoms.

HLL's Health care product range includes Contraceptives products, Blood Collection Bags, Surgical Sutures, Auto Disable Syringes, Vaccines, In - Vitro Diagnostic Test Kits, Pharmaceutical products for Women, Natural and herbal products, Hydrocephalus Shunt, Tissue Expanders, Surgical and Examination Gloves, Blood Banking equipment, Neonatal equipment, Blood Transfusion and Intravenous sets, Vending Machines, Iron and Folic Acid Tablets, Sanitary Napkins, Oral Rehydration Salts and Medicated Plasters etc. The company has a wide network of stockists and retail outlets spread across the length and breadth of the countries to market its products.

HLL has also launched several initiatives in the services sector – for medical infrastructure development, diagnostic centres, retail chain of pharmacy outlets and procurement consultancy services.

#### **II. Details of Tender**

The major details of present tender are the following:

1. Scope of the tender includes Supply of Pharmaceutical products mentioned in Annexure - 5 to HLL Depot at Chandigarh, UT for onward supply to Foreign Country.
2. Suppliers must ensure strict compliance to all statutory regulations and quality standards. Packing specifications as detailed in Annexure – 6.
3. **The bidder should hold a valid WHO-GMP Certificate (WHO-Good Manufacturing Practices) issued by Central / State Drug Control Authorities in respect of the production units and the products quoted. If the offered products are manufactured from more than one unit, all the units shall be WHO-GMP certified.**
4. **The manufacturer should have either WHO Pre-Qualification for Products/USFDA Approval for Manufacturing Facility/EU GMP for Manufacturing Facility/ Country Registration for products or facility in MALAWI**

5. Primary manufacturers/authorized agents are allowed to participate in the Tender. Manufacturer's authorization form in original may be submitted by participating authorized agents.
6. All the Dry Powder and Liquid Injectables are to be manufactured as per USP/BP/EP standards.
7. **The products offered in the tender must be only manufactured in INDIA and relevant manufacturing licenses along with product list to be submitted.**
8. All medicines supplied should have barcoding. The Details of barcoding will be mentioned in the purchase order and MRP should not be printed on any package
9. Central Public Sector Enterprises/SSI Units registered with NSIC (certified copy required) or appropriate agency / authority shall be exempted from payment of Tender document cost, Earnest Money Deposit & security Deposits as per rules (upto their monetary limit). Those bidders should submit attested hard copy of their UDYOG AADHAR MEMORANDUM along with registration certificate.

The details of item, specifications and terms & conditions etc. are given in Tender document. Tender documents can be downloaded from our website [www.lifecarehll.com](http://www.lifecarehll.com). **Cost of Tender documents i.e. Rs.5000/- in the form of Demand Draft drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram drawn from any nationalized bank/scheduled bank shall be given with the Technical Bid.**

### III. Bid Data Sheet

<b>Address for Communication</b>	Senior Manager (SD-RBD) HLL Lifecare Ltd. HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala, India Tel: +91 4712353932, 2354949, 2350959, 2350961, Email – sdrbdsouth@lifecarehll.com Website – <a href="http://www.lifecarehll.com">www.lifecarehll.com</a>
<b>Bid validity</b>	Price Bid Validity - 12 Months from the date of opening of the financial bid HLL reserves the right to extend the bid validity for further periods after mutual discussion and agreement.
<b>Date of publishing of bid</b>	12.07.2019 (10.00 Hrs)
<b>EMD</b>	Rs.5,00,000 (Rupees Five Lakh Only) in the form of bank guarantee or in the form of a Demand Draft drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram drawn from any nationalized bank/scheduled bank.
<b>Tender fee</b>	Rs 5,000/- (Rupees Five Thousand only) in the form Demand Draft drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram drawn from any nationalized bank/scheduled bank.
<b>Dead line for submission of Bids</b>	<b>01.08.2019 (14:30 Hrs.)</b> <i>(at the office of the Senior Manager (SD-RBD), HLL Lifecare Ltd, Corporate and Regd. Office, HLL Bhavan, Poojappura, Thiruvananthapuram - 695012):</i> Any bid received after the bid submission deadline prescribed in the bid, will be rejected

<b>Date, time and place of opening of bids</b>	<b>01.08.2019 (15:30 Hrs.)</b> at HLL Lifecare Ltd. Corporate and Regd. Office, HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala, India
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#### **IV. Minimum Eligibility Criteria**

1. Original Manufacturers having a minimum average annual turnover of Rs.15 Crores (Rupees Fifteen Crores only) during the last three years i.e. 2016-2017, 2017-18 and 2018-19 (original / provisional) will only be eligible for participation. Authorized agents are also eligible to bid provided their minimum average turnover in the last three years i.e., 2016-2017, 2017-18 and 2018-19 (original / provisional) is Rs. 1 crore (Rupees One crore only) and their Principal manufacturers meets the eligibility criteria for principal manufacturer as specified above. In case of bid by authorized agents, manufacturers authorization form must be attached with the bid submitted.
2. **The bidder should hold a valid WHO-GMP Certificate (WHO-Good Manufacturing Practices) issued by Central / State Drug Control Authorities in respect of the production units and the products quoted. If the offered products are manufactured from more than one unit, all the units shall be WHO-GMP certified.**
3. **The manufacturer should have either WHO Pre-Qualification for Products/USFDA Approval for Manufacturing Facility/EU GMP for Manufacturing Facility/ Country Registration for products or facility in MALAWI.**
4. For Items Covered under Drugs and Cosmetics Rules, Firm should submit a non-conviction certificate issued by the State Drug Controller, to the effect that the manufacturer has not been convicted under the Drugs and Cosmetics Act, 1940 and rules thereunder during the preceding three years and that no case / proceedings is pending against the manufacturer in any Court of Law in India under the Drugs & Cosmetics Act.
5. If it is found subsequently that the WHO-GMP certificate has been issued not in accordance with the guidelines issued in this regard by the Drug Controller General of India (which includes joint inspection of the manufacturing unit by central and state drug control authorities), the certificate as well as the tender are liable to be rejected.
6. For Items Covered under Drugs and Cosmetics Rules, the firm should have a valid drug manufacturing license from the State Drug Controller and must submit a copy of the same.
7. For the Items quoted in the tender enquiry, firm will have to submit the samples on demand. If firm fails to submit the samples, the tender will be rejected.
8. Where no pack or UoM is specified, tenderers may quote for standard packs or UoM available in the market.
9. The offered supply should comply with the provisions of the relevant standards for the product as applicable as amended up to date.

### **General Instruction to Bidders (GIB)**

Bidders can offer their own Brands/ generic products confirming to the statutory regulations and quality standards. Bidders are requested to quote either molecule wise (Generic), Branded Generic or Branded unless otherwise specific brand is mentioned in Annexure 5. Details of products required for the current projects are attached as Annexure 5.

#### **1. Amendment of Tender documents**

At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, modify the Tender Documents and the amendments will be published in HLL website/ CPP Portal only.

## 2 Language of Bid

All correspondence and documents related to the bid shall be in English.

## 3. Submission of documents

### 3.1 Sealing and Marking of Bids

- a) The Bidder shall prepare and seal in **separate packets** the following
- **Technical Bid**
  - **Financial Bid**

Bid shall contain the Technical Bid and Financial Bid in **separate envelopes**, after duly properly marking the envelopes as **TECHNICAL BID** and **FINANCIAL BID**. All the above packets shall then be sealed in an outer envelope, duly marking the envelope as BIDS FOR IFB No. HLL/SD/RBD/2019-20/TENDER/07 DT 12.07.2019

- i) The inner and outer envelopes shall be addressed to HLL at the address given below;

**Senior Manager**  
**Sourcing Division - RBD**  
**HLL Lifecare Ltd.**  
**HLL Bhavan, Poojappura,**  
**Thiruvananthapuram.**  
**Ph.no: 0471 2353932.**  
**sdrbdsouth@lifecarehll.com**

- ii) Bear the Contract name, the Invitation for Bids title and number, and the statement DO NOT OPEN BEFORE. .... (Mention the date of opening of the bid as given in the tender documents).
- iii) The inner envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared late.
- iv) If the outer envelope is not sealed and marked as required, HLL will assume no responsibility for the bids misplacement or premature opening.

### A. Deadline for Submission of Bids

Bids must be received by HLL at the address specified in the tender not later than the time and date stated in the tender. HLL may, at its discretion, extend this deadline for submission of bids in which case, all rights and obligations of HLL and Bidder thereafter be subject to the deadline as extended

### B. Late Bids

Any bid received by HLL after the bid submission deadline prescribed by HLL in the tender, will be rejected and returned unopened to the Bidder.

### C. Modification and Withdrawal of Bids

Bids once submitted should not be modified. However in exceptional cases where modification is inevitable, the following procedure for the same should be adopted.

Modification will be permitted only if a written notice of the same is received by HLL prior to the deadline prescribed for bid submission.

1. A Bidder wishing to withdraw its bid shall notify HLL in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall:
  - a) Be addressed to HLL at the address named in the bid data sheet and bear the Contract name, and the words BID WITHDRAWAL NOTICE. Bid withdrawal notices received after the bid submission deadline will be ignored and the submitted bid will be deemed to be a validly submitted bid.
2. No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified.

3. 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.
4. The purchaser may, at its discretion, extend this deadline for submission of bids by amending the Tender Documents or any other reasons, in which case all rights and obligations of the Purchaser and Bidder previously subject to the deadline will thereafter be subject to the deadline as extended, in HLL website.
5. Purchaser will not be held responsible for the postal delay, if any, in the delivery of the tender document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.
6. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject the bid or cancel the tender without assigning any reason thereof.

#### 4. **Mandatory documents to be submitted along with Technical bid**

##### **A. For manufacturer**

The following documents are to be submitted along with technical bid.

1. Self Declaration as per Annexure 1
2. Bid form as per Annexure-3
3. Valid manufacturing license (Self-attested Copy) along with the list of products manufactured in this facility. The quoted products should be highlighted for ready reference.
4. Copy of WHO GMP certificate with the list of products in accordance with WHO recommendations issued by central / state drug control authorities (Self attested Copy).
5. Copy of either WHO Pre-Qualification for Products/USFDA Approval for Manufacturing Facility/EU GMP for Manufacturing Facility/ Country Registration for Products or facility in MALAWI
6. Tender Fee as mentioned in tender document.
7. Earnest Money Deposit(EMD) as mentioned in the tender document.
8. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized.
9. Under taking letter for replacement of complaint/defective goods as per Annexure-4
10. GST Certificate (self attested copy)
11. Copy of Non Conviction certificate issued by state drug controller.
12. Permanent Account Number (Self-attested Copy)
13. Certificate of incorporation and associated documents like Article of Association and Memorandum of Association/Partnership deed/HUF etc as applicable. (Self-attested Copy).
14. List of all quoted products offered to HLL as per Annexure 9.
15. Documentary proof for establishing the average annual turnover of the tenderer in the last three years is not less than Rs.15 crores duly certified by a chartered accountant.
16. Annexure 10 - Check List
17. Annexure 13 - Category details of organization, in case of MSME / MSE.

##### **B. For Authorized Agents**

The following documents are to be submitted.

1. Self Declaration as per Annexure 1
2. Bid form as per Annexure-3.
3. Under taking letter for replacement of complaint/defective goods as per Annexure-4



4. Copy of Valid drug manufacturing license of the principle manufacture (Self–attested Copy). The list of products manufactured in this facility also to be attached and the quoted products should be highlighted for ready reference.
5. Copy of WHO GMP certificate with the list of products in accordance with WHO recommendations issued by central / state drug control authorities (Self attested copies).
6. Copy of either WHO Pre-Qualification for Products/USFDA Approval for Manufacturing Facility/EU GMP for Manufacturing Facility/ Country Registration for Products or facility in MALAWI
7. Tender Fee as mentioned in tender document.
8. Earnest Money Deposit (EMD) as mentioned in the tender document.
9. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized
10. GST certificate
11. Copy of Non Conviction certificate issued by state drug controller.
12. Permanent Account Number (Self–attested Copy).
13. Certificate of incorporation and associated documents like Article of Association and Memorandum of Association /Partnership deed/HUF etc as applicable.(Self–attested Copy)
14. Authorization letter from manufacturer (Original) must be submitted as per Annexure 8
15. List of all quoted products offered to HLL as per Annexure 9 of the current project.
16. Documentary proof for establishing the average annual turnover of the tenderer in the last three years is not less than Rs.1crores certified by a chartered accountant and documentary proof for establishing average annual turnover of the manufacturer in the last three years is not less than Rs.15 crores duly certified by a chartered accountant.
17. Annexure 10 - Check List
18. Annexure 13 - Category details of organization, in case of MSME / MSE.

## 5. Financial Bid

The Price Bid must be prepared in accordance with the instructions specified below:

- a) The Price must be quoted in accordance with Annexure- 2 attached.
- b) The Price total must include all costs associated with the execution of the contract including taxes, levies, duties, GST, freight, insurance etc and on **Door Delivery basis at HLL Depot, Chandigarh UT.**
- c) Net Unit Rate inclusive of all taxes and duties quoted per lowest unit of measurement i.e per Tablet/ Capsule/Vials/bottles etc will be considered for comparison of bidders.

## 6. EMD:

The bidders shall furnish the earnest money of **Rs.5,00,000.00 (Rupees Five Lakh Only)** to participate in the tender either by a Demand Draft payable to HLL Lifecare Ltd., Trivandrum drawn from a nationalised/scheduled bank or by way of a Bank Guarantee from a nationalised/scheduled bank. Validity of bank Guarantee should be 12 months from the date of opening of Technical Bid.

The EMD may be forfeited: -

(a) If a Bidder:

- (i) withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (ii) does not accept the correction of errors pursuant to Arithmetical errors will be

rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of the errors, its bid will be rejected.

(iii) in compliance to the clause 11 (Short Supply), Clause 13 (In case of default), Clause 14 (risk Purchase).

The EMD of Unsuccessful bidders will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser. The bidder is not liable to pay any interest on the EMD amount

The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of contract.

## 7. Performance Security:

EMD of all the technically qualified bidders will be converted to security deposit immediately after price bid finalization. The bidders should furnish Performance Security in the form of Bank Guarantee valid for a period of 365 days from the date of purchase order or Demand Draft drawn from a nationalized bank/scheduled bank to the purchaser for an amount equal to 5% of the total value of each purchase order issued (to the party). The security deposit will be returned after 90 days from the date of supplies of items at the buyer's depot or the final acceptance of items by the authorities at the destination countries whichever is later. If the validity of the performance security is expired and if the final acceptance of items by the authorities at the destination countries is still pending, the Bank Guarantee need to be renewed for a further period as intimated by the purchaser. The Performance security must be submitted within 10 days from date of award of confirmed order, failing which the EMD submitted may be forfeited. The security deposit need to be submitted only for the cumulative amount over and above the EMD amount submitted.

## 8. Prices

The products as per Annexure 5 are based on the Molecules/composition required by HLL. Manufacturers/Authorized agents are to submit price bids as per Annexure-2 for their equivalent branded product/Branded Generic/Generic product unless otherwise a specific brand is demanded, price bid in a separate sealed cover. The price quoted by the bidders shall not, in any case, exceed the controlled price, if any, fixed by the Central/State Government/NPPA and/or the Maximum Retail Price (MRP).

## 9. Fixed prices:

The prices quoted by the bidder shall remain firm and fixed during the bid validity period which would be twelve (12) months (can be extendable on mutual consent) from the date of opening of the price bid and not subject to any variations on any account during this period.

## 10. Terms of Payment

- a. **No Advance payment shall be given.**
- b. **20% of the payable amount will be released within 60 days** of delivery and acceptance of consignment.
- c. **70% of the payable amount will be released within 120 days** of delivery and acceptance of consignment by HLL.
- d. **5% of payable amount will be released after the final** acceptance of consignment at the authorities at the destination countries.
- e. **Remaining 5% will be released after 365 days** from the date of receipt of material and acceptance at designated HLL CFA / Depot anywhere in India. The bidder can submit

Bank Guarantee towards the 5% performance security against which the same shall be released.

f. The amount shall be paid by HLL in Indian Rupees.

#### **11. Delivery Terms**

Goods must be delivered within 45 days of issue purchase order by HLL. The bidder has to abide by delivery schedule strictly. In case of delay attributed to the bidder, H.L.L reserves the right to impose a penalty @ 0.50 % of the value of purchase order, for every week of delay beyond the scheduled date of supply, subject to a maximum of 10% of the value of purchase order. For any delay beyond this may lead to cancellation of the purchase order.

#### **12. Taxes and Duties**

The Bidder shall bear and pay all taxes, duties, levies, GST and charges assessed on the bidder by all municipal, state, or national government authorities, in connection with the Goods and Services supplied under the Contract. Income Tax and Other Taxes as applicable at the time of execution of job or any other government-imposed liabilities would be deducted from each bill submitted by the bidder

#### **13. Inspection:**

The supplier should submit the batch test reports for each batch of the supplies made to the HLL. The purchaser reserves the right to sample check the consignment at the time of delivery for which cost shall be borne by the supplier (pre-dispatch inspection). HLL will test the samples drawn from received stocks in NABL Accredited Labs and payment will be subject to the satisfactory test result. If the product is found to be 'not of standard quality', the cost of testing will be recovered from the supplier

#### **14. Shelf Life:**

The supplies of all products should be from fresh stock only. At the time of receipt of medicines, they should have the latest manufacturing date with minimum 70% of the shelf life remaining. Products to be supplied should be of standard quality/quantity as per USP/BP/EP and must be as per the formulations/standard approved/specified by the Drug Control Act and Food & Drug Control Administration Regulation or as per the regulation of any such statutory authorities. All the Dry Powder and Liquid Injectables are to be manufactured as per USP/BP/EP standards.

#### **15. Indemnity:**

The Bidder shall indemnify, defend and hold harmless Government of India and HLL, its Affiliates, officers, directors, employees, agents, and their respective successors and assigns, from and against any and all loss, damage, claim, injury, cost or expenses (including without limitation reasonable attorney's fees), incurred in connection with third Party claims of any kind that arise out of or are attributable to (i) Manufacturer's/Bidders breach of any of its warranties, representations, covenants or obligations set forth herein or (ii) the negligent act or omission of the Manufacturer /Bidders.(iii) any product liability claim arising from the gross negligence or bad faith of, or intentional misconduct or intentional breach of this Contract by bidder or its affiliate.

#### **16. Short supply:**

If any shortages in sealed boxes are detected then supplier should be held responsible. In such a case, the supplier will have to make good of the loss or refund the payment for such quantity equal to its F.O.R. value if the payment is already made. If the payment is not made, purchaser will have right to deduct the payment for the equivalent F.O.R. value corresponding to quantity found short.

#### **17. Parallel Rate Contracts:**

HLL reserves the right to enter into the rate contract / parallel rate contracts with one or more

parties or to place adhoc contracts simultaneously or at any time during the currency of contract, with one or more suppliers.

The purchaser also reserve the rights (1) to enter into parallel Price Agreement(s)/Contract(s) simultaneously or at any time during the period of the Price Agreement/Rate Contract with one or more bidder(s) as he/they think fit and (2) to place adhoc contract or contracts simultaneously or at any time during the period of this Rate contract with one or more supplier(s) / bidder(s) for such quantity of such item or items as the purchaser (whose decision shall be final) may determine.

#### **18. In Case Of Default**

The purchaser is not bound to accept the L1 offer only and circumstances warranting where L1 shows its disinterest, L2 or higher offer may be considered for acceptance.

#### **19. RISK PURCHASE**

If L1 or any other parties defaults (fails to deliver goods on time) then the purchaser reserves the right to purchase the goods from L2 or higher bidder or from market at the risk and cost of supplier and if the purchase happens at a price higher than the ordered rates, the purchaser shall have the right to claim the difference upon whom order was originally placed and supplier will be under obligation to pay the same. The purchaser has the right to forfeit the EMD in the event of default. In addition the purchaser is entitled to recover the business loss suffered by the purchaser consequent to default for supplying the product.

#### **20. Goods replacement:**

If goods are found to be defective during the sample testing by HLL or Quality related market complaint, supplier must replace the quantity free of cost with fresh batch upon demand by HLL.

#### **21. Clarifications on Bids**

During the bid evaluation, HLL may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted

#### **22. Contacting HLL**

- a) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact HLL on any matter related to the bid, he shall do so in writing.
- b) If a Bidder tries to influence HLL directly or otherwise, interfere in the bid evaluation process and the Contract award decision, his bid will be rejected.

#### **23. HLL's Right to Accept or reject any or all Bids**

HLL reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without assigning any reason thereof

24. The "UoM" mentioned in the Annexure 5 may be "suggested model/size. Bidders can also offer items in their own packing mode/size.

#### **25. Bar Coding**

All medicines supplied should have barcoding. The Details of barcoding will be mentioned in the purchase order.

#### **26. Bid Opening and Evaluation** **Opening of Bids by HLL**

- a) Bids received before the dead line of the submission of the bid will be opened on the date and time of opening mentioned in this tender enquiry.  
Bidders wishing to be present at the time of such opening may send their duly authorized representative. Only Technical Bids will be opened on that day.

### **Evaluation of Bids**

- a) The purchaser will scrutinize the technical bid for compliance to the specifications and documentation requirement as per the bid document. The bidders will be short-listed on the basis of responsiveness of technical bid, the price bid of the bidders who are disqualified at the technical evaluation will be returned un-opened. The short listed bidders will be informed about the time, date and venue of the price bid opening.
- b) For opening of Financial Bid, only those Bidders qualifying in the Technical bid will be considered.
- c) HLL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. HLL will ensure that each bid is from an eligible Bidder.
- d) Arithmetical errors will be received on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, its bid will be rejected.
- e) HLL may waive any minor nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

### **27. Settlement of Disputes**

Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or anything connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation. Any disputes or differences or questions or claims arising under or relating to a concerning or touching this agreement shall be referred for arbitration in accordance with the provisions of the Arbitration and Conciliation Act 1996.

The arbitration proceedings shall be held at Thiruvananthapuram. The award passed by the arbitrator shall be final and binding on the parties hereto. The conduct of such arbitration shall be in English. Subject to arbitration, the Courts at Thiruvananthapuram alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract.

### **28. Major Responsibilities of Supplier**

- a. The suppliers have to supply the goods as per the delivery schedules and quantity mentioned in the Purchase Order. Supplies made shall be in strict conformance with the stipulations of tender specification and the respective purchase orders.
- b. The successful bidder shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings that are necessary for the performance of the Purchase Order.
- c. The Supplier shall comply with all laws in force in India. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the bidder. The Bidders shall indemnify and hold harmless HLL from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the bidder or its personnel except that caused by HLL.
- d. Any product related legal issues shall be handled and connected expenses therewith shall be borne by the bidder/ manufacturer only.

e. Any product related cases shall be handled and connected expenses therewith shall be borne by the contract manufacturer only

**29.** The final quantities mentioned in Annexure 5 may vary as per the final requirement and the order may be placed in single or multiple lots during the bid validity period.

**30. Notification of Award**

After completion of evaluation of tender, HLL will notify the successful Bidder. The notification of award (Purchase Order) will constitute the formation of the Contract.

**31. Termination**

HLL reserve right to terminate/ cancel the Purchase Order at any time for any reason without any liability on HLL.

**32. Agreement:**

- a. All bidders who are selected will have to execute an agreement on non- judicial stamp paper of Rs.200/- (stamp duty to be paid by tenderer) with HLL. The form of Agreement is enclosed in tender document. The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever. All notices or communications relating to arising out of this agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at the premises, places of business or abode.
- b. If the successful tenderer fails to execute the agreement and payment of security deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender has been sent or owing to any other reasons, the tenderer is unable to undertake the contract, the contract will be cancelled and the Earnest Money Deposit of the tenderer shall stand forfeited. Such tenderer(s) will also be liable for all damages sustained by the Tender Inviting Authority / Ordering Authority by reasons of breach of tender conditions. Such damages shall be assessed by the Tender Inviting Authority, HLL Lifecare Limited whose decision shall be final.

## **SECTION III**

# **GENERAL CONDITIONS OF CONTRACT**

## **TABLE OF CLAUSES**

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## **GENERAL CONDITIONS OF CONTRACT**

### **1. DEFINITIONS**

1.1 In this contract the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser and the Supplier as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the products, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and other incidental services, covered under the contract;
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Purchaser" means the Organisation purchasing the Goods, as named in SCC;
- (h) "The Supplier" means the individual or firm supplying the Goods under this Contract;
- (i) "Day" means calendar day.
- (j) "Delivery period" means the period applicable upto completion of supply of goods by the supplier at the required site mentioned in purchase order and accepted by the Purchaser.

### **2. APPLICATION**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

### **3. STANDARDS**

3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' countries of origin and such standards shall be the latest issued by the concerned institution.

### **4. USE OF CONTRACT DOCUMENTS AND INFORMATION**

- 4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 4.1 except for purposes of performing the Contract.
- 4.3 Any document, other than the Contract itself, enumerated in GCC clause 4.1 shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the supplier's performance under the Contract if so required by the Purchaser.

## **5. PATENT RIGHTS**

- 5.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.
- 5.2 Any product related cases shall be handled and connected expenses therewith shall be borne by the Supplier only.

## **6. INSURANCE**

For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from “Warehouse to Warehouse” (Final destinations) on “All Risks” basis including War Risks and Strike

## **7. CHANGE ORDERS**

- 7.1 The Purchaser may at any time by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:
  - (a) the method of shipping or packing
  - (b) the place of delivery; or
  - (c) the services to be provided by the Supplier.
- 7.2 If any such changes cause an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier’s receipt of the Purchaser’s change order.

## **8. ASSIGNMENT**

- 8.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser’s prior written consent.

## **9. TERMINATION BY DEFAULT**

- 9.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part;
  - (a) if the Supplier fails to deliver any or all of the goods within the time period(s) specified in the Contract, or within any extension thereof granted by the Purchaser, or
  - (b) if the Supplier fails to perform any other obligation(s) under the contract.
- 9.2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

## **10. TERMINATION FOR INSOLVENCY**

- 10.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

## 11. APPLICABLE LAW

11.1 The Contract shall be interpreted in accordance with the laws of the Union of India.

## 12. NOTICES

12.1 Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by cable, telex or facsimile and confirmed in writing to the other Party's address specified in Special Conditions of Contract.

12.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**Annexure-1**

**SELF - DECLARATION**

**Tender: Supply of Pharmaceutical Products for onward supplies to foreign country**

**Tender No. HLL/SD/RBD/2019-20/TENDER/07**

To,  
**Senior Manager (SD-RBD)**  
**HLL Lifecare Limited,**  
**HLL Bhavan, Poojappura,**  
**Thiruvananthapuram -695012 Kerala, India**  
**Tel: +0471 2354949, 2350959, 2350961, 2356352.**  
**Website – www.lifecarehll.com**

Dear Sir,

We certify that we have not been de-registered or debarred or blacklisted or banned / suspended for business for any product or constituent of the product we have quoted, by State Government or Government of India / Drugs Controller, till the due date of submission of BID as specified in the subject BID. If we, at a later date, are found guilty of suppressing facts in this regard, such act on our part shall be considered a fraudulent practice in accordance with the Instructions to Bidders and the Purchaser shall be entitled to reject our BID and forfeit the BID Security for the product quoted, submitted by us against this Tender.

We have also noted that after submission of BID and before award contract, if we are deregistered or debarred or blacklisted by State Government or Government of India / Drug Controller, our BID will be considered as Non-responsive.

Date:  
Place:

Signature:  
Name:  
Designation:  
Seal:

**PRICE SCHEDULE**

Price Schedule for Supply of Pharmaceutical Products for onward supplies to foreign country

**Validity of Quotation / Tender: 12 months from the Date of Opening of Price Bid**

Sl.No	SI No (In Tender doc)	Composition	Brand Name (if any)	Manufacturer	Packing Mode	Total Qty Offered	UOM	Basic Rate(Rs)(A)	GST(Rs)(B)	GST %	Net Unit Rate Inclusive of all Taxes and Duties/ Per Tab/ Cap / Vial /bottle etc (Rs) (A+B)

**Date:**  
**Place:**

**Signature of the Bidder with Seal:**

- Bidders are also requested to provide a soft copy (excel format) of the price schedule in a CD along with Price envelop. Please note that if there is any discrepancy noted between hard copy and soft copy, rate given in the hard copy will be considered for evaluation.
- Net Price must be quoted in per lowest unit of measurement i.e. per Tablet/ Capsule/Vials/bottle etc
- The final quantity mentioned in the Annexure 5 is in the lowest unit of measurement, i.e. tablet/capsule/vial/ampoule/bottle etc.

**Delivery Address: HLL Lifecare Ltd, Plot No. 46, Village Sarangpur, Chandigarh (UT) – 160014**

**BID FORM**

**Annexure-3**

Ref:

Date:

To,

**Senior Manager (SD-RBD)**

**HLL Lifecare Ltd.**

HLL Bhavan, Poojappura,  
Thiruvananthapuram - 695012,  
Kerala, India

Dear Sir,

**Sub: Supply of Pharmaceutical Products for onward supplies to foreign country**

**Tender No.: HLL/SD/RBD/2019-20/TENDER/07 Dt.12.07.2019**

Having examined the Bidding Documents, including Addenda Nos. [insert numbers], the receipt of which is hereby acknowledged, we, the undersigned, offer our services in full conformity with the Bidding Documents for the total amount against the Product as indicated in the price Schedule.

We undertake that in case our bid is accepted, we shall:

Commence work and shall make all reasonable endeavour to achieve contract acceptance.

We agree to abide by this bid, which, in accordance with consists of this letter, the Price Schedule, letter of authorization, documents establishing conformity, and Attachments through [specify: the number of attachments] to this Bid Form, up to 12 months from the date of opening of financial bids and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

We declare that the above quoted price for product is firm and shall not be subject to any variation for the entire period of the assignment. We further declare that the above quoted prices include all taxes as on the date of bid submission, duties and levies payable by us under aforesaid assignment.

We declare that price/ rate offered is for Supply of Pharmaceutical, vaccine and Serum Products to HLL Depot Chandigarh, UT and all other related activities.

The costs of withdrawals of these deviations / exclusions are enclosed with the Price Schedule. In case a formal final Contract is not prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

We, the Bidder shall indemnify, defend and hold harmless Government of India, HLL, its Affiliates, officers, directors, employees, agents, and their respective successors and assigns, from and against any and all loss, damage, claim, injury, cost or expenses (including without limitation reasonable attorney's fees), incurred in connection with third Party claims of any kind that arise out of or are attributable to (i) Manufacturer's/Bidders breach of any of its warranties, representations, covenants or obligations set forth herein or (ii) the negligent act or omission of the Manufacturer/Bidders. (iii) any product liability claim arising from the gross negligence or bad faith of, or intentional misconduct or intentional breach of this Contract by bidder or any affiliate.

We agree to all terms and conditions of the Bid Document.

Dated this [insert: number] day of [insert: month], [insert: year].

Signature.....

Name.....

Full Address with contact person Name, Phone number and Email

Designation and Common Seal...

**Annexure-4**

**UNDER TAKING LETTER FOR REPLACEMENT OF COMPLAINT/DEFECTIVE GOODS**

**Tender: Supply of Pharmaceutical Products for onward supplies to foreign country**

**Tender No. HLL/SD/RBD/2019-20/TENDER/07**

To,

**Senior Manager (SD-RBD)**

**HLL Lifecare Ltd.**

(A Govt. of India Enterprise)

HLL Bhavan, Poojappura,

Thiruvananthapuram - 695012,

Kerala, India

Dear Sir,

We hereby confirm and assure you, that the products supplied by us will meet all the quality standards and even if any quality complaint arises, we (name-----) take the responsibility to take back the complaint batches and replace and deliver fresh batch to HLL stores/ware house free of cost within 45 days.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation and Common Seal

Station\_\_\_\_\_

Date\_\_\_\_\_

**Annexure-5**

**Product List**

**Schedule – 1**

Sl.No	ITEM DESCRIPTION	UOM	Quantity in Units
<b>A:</b>	<b>TABLETS AND CAPSULES</b>		
1	Anastrozole 1mg tablets	1 pc	100000
2	Methotrexate 10mg tablets	1 pc	100000
3	Procarbazine Hydrochlorides 50mg capsules	1 pc	100000
4	Amitriptyline 25mg tablets	1 pc	1000000
5	Diclofenac sodium 50mg tablets	1 pc	1000000
6	Enalapril 10mg tablets	1 pc	1000000
7	Losartan 25mg tablet	1 pc	1000000
8	Metformin 500mg	1 pc	1000000
9	Metformin 850mg	1 pc	1000000
10	Zinc Sulphate 20mg tablet	1 pc	2000000
11	Atorvastatin 20mg tablet	1 pc	2000000
12	Diltiazem 30mg tablet	1 pc	2000000
13	Sildenafil citrate 50mg tablet	1 pc	50000
14	Prazosin 1mg tablet	1 pc	500000
<b>B:</b>	<b>Injectables</b>		
15	5-Fluorouracil 500mg / 10ml	1 pc	100000
16	Bevacizumab 25mg/ml, 4ml	1 pc	1000
17	Carboplatin 10mg/ml, 45ml (450mg) injection	1 pc	5000
18	Carmustine 100mg, PFR with diluent	1 pc	1000
19	Dacarbazine 200mg in 20ml vial	1 pc	20000
20	Dactinomycin for injection 0.5mg (Actinomycin D)	1 pc	10000
21	Doxorubicin Hydrochloride 20mg, PFR	1 pc	20000
22	Doxorubicin Hydrochloride 50mg, PFR	1 pc	10000
23	Epirubicin Hydrochloride for injection 50mg	1 pc	5000
24	Etoposide 100mg/5ml, 5ml	1 pc	50000
25	Gemcitabine 1g PFR	1 pc	5000
26	Ifosfamide 1mg with Mesna 600mg	1 pc	10000
27	Leucovorin Calcium 50mg PFR	1 pc	50000
28	Oxaliplatin , 100mg/50ml	1 pc	5000
29	Paclitaxel concentrate 6mg/ml, 5ml(30mg) injection	1 pc	10000
30	Rituximab 500mg vial	1 pc	500
31	Vinblastine sulphate 10mg/ml, 10ml	1 pc	5000
32	Vincristine 1mg/ml, 10ml	1 pc	10000
33	Zoledronic acid 4mg PFR, with diluent	1 pc	10000
34	Aminophylline 25mg/ml, 10ml	1 pc	25000



35	Diclofenac sodium 75mg/ml , 3ml	1 pc	500000
36	Furosemide (Frusemide) 10mg/ml , 4ml	1 pc	200000
37	Hydralazine hydrochloride 20mg/ml, 1ml	1 pc	10000
38	Magnesium sulphate 50% , 2ml ampoule	1 pc	150000
39	Metronidazole 5mg/ml, 100ml	1 pc	100000
40	Phytomenadione 2mg/ml, 1ml (Vitamin K)	1 pc	30000
41	Promethazine hydrochloride 25mg/ml, 2ml	1 pc	200000
42	Propofol 10mg/ml , 10ml injection	1 pc	5000
43	Suxamethonium chloride 50mg/ml, 2ml	1 pc	100000
<b>C</b>	<b>Galenicals</b>		
44	Vitamin, multiple syrup (without cyanocobalamin)	1 pc	50000
45	Salbutamol solution for nebulising 5mg/ml, 15 ml	1 pc	20000
46	Nystatin pessaries 100,000IU	1 pc	50000
47	Atropine sulphate eye drops 0.5% , 5ml	1 pc	50000

## **ANNEXURE – 6 A**

### **INSTRUCTION FOR PACKAGING OF DRUGS & MEDICAL CONSUMABLES**

1. Every Consignment of Blood and related products should be certified to be  
(a) AIDS Free (b) Hepatitis B Free.
2. Strips of Aluminium foils refer to gauge
3. Aluminium foils as back material for blisters refer to gauge 025.
4. The rigid PVC used in blister packing should be of not less than 250 micron
5. All plastic / glass bottles should be new / virgin neutral glass as per relevant Pharmacopeia Requirement and Non-Pyrogenic
6. Ointments should be packed in liquidized Aluminium Tubes.
7. LVP Fluid bottles should be FFS / BFS Plastic Bottle as per revised Schedule – M and Eye / Ear Drops should be of FFS plastic bottles.
8. Small Tablets packed in blisters should be packed to facilitate easy removal of the tablet without breaking / crushing.
9. Specification of outer cartons are as per Annexure
10. All tablets should have a score line.
11. All liquid orals should be provided with a measuring device.
12. All plastic containers should be made of virgin grade plastics as per relevant pharmacopeia requirement.
13. All plastic jars above 450 gms / ml should carry an inner plastic lid.
14. Injection in vials should have a snap of seals.
15. Bioavailability report should be submitted in the case of the following drug  
(1) Tab Digoxin
16. The strips shall be aluminium strip / blisters with aluminium foil back.
17. All injectable (Ampoules) should have a cutter in each unit box.
18. All hygroscopic drugs and sugar coated tablets should be stripped in Aluminium foil / Blister pack.
19. Bandage, Gauze, Plaster Bandage, Roller Bandage & Cotton should be packed in first packed in plastic bags.
20. Each packing shall be marked with nomenclature of the Item and shall be labeled in accordance with the requirement of relevant standards as applicable.
21. All primary packing containers should be strictly conforming to the specification included in the relevant pharmacopoeia / Standards.
22. Packing should be able to prevent damage or deterioration during transit
23. Bidder should ensure sufficient packing adequate for export purpose for the products quoted.

## **ANNEXURE – 6 B**

### **I. SCHEDULE FOR PACKAGING OF DRUGS AND MEDICAL CONSUMABLES**

#### **GENERAL SPECIFICATIONS**

1. No corrugate package should weigh more than 15 Kgs (i.e., product + inner carton + corrugated box).
2. All Corrugated boxes should be of `A' grade paper i.e., Virgin.
3. All items should be packed only in first hand boxes only.

#### **FLUTE:**

4. The corrugated boxes should be of narrow flute.

#### **JOINT:**

5. Every box should be preferably single joint and not more than two joints.

#### **STITCHING:**

6. Every box should be stitched using pairs of metal pins with an interval of two inches between each pair. The boxes should be stitched and not joined using calico at the corners.

#### **FLAP:**

7. The flaps should uniformly meet but should not overlap each other. The flap when turned by 45 - 60 should not crack.

#### **TAPE:**

8. Every box should be sealed with gum tape running along the top and lower opening.

#### **HOOPING STRAP:**

9. Every box should be strapped with two parallel nylon carry straps (they should intersect).

#### **LABEL:**

10. The product label on the cartoon should be large enough and should carry the correct technical name, strength of the product, batch No., date of manufacturing, date of expiry, quantity packed, Manufacturer's details (Mfg. Lic. No., Address and other relevant information), Gross Wt., and Net Wt. of the box.

#### **OTHERS:**

12. No box (shipper carton) should contain mixed products.

### **II. SPECIFICATION FOR CORRUGATED BOXES HOLDING TABLETS / CAPSULES / PESSARIES**

- (1) The box should not weigh more than 7-8 kgs. The grammage of outer box should be 150 gsm and inside partition / lining should be 120 gsm.
- (2) The box should be of 5 ply with Bursting strength of 9 Kg/ Cm<sup>2</sup>

### **III. SPECIFICATION FOR LARGE VOLUME BOTTLE i.e., ABOVE 100 ml. AND BELOW 1 LIT.**

- (1) All these bottles should be packed only in single row with partition between each and also with top and bottom pad of 3 ply.
- (2) Grammage: Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (3) Ply: 7 Ply.
- (4) Bursting Strength: Not less than 12 Kg/Cm<sup>2</sup>

### **IV. SPECIFICATION FOR IV FLUIDS**

- (1) Each corrugated box may carry a maximum of
  - a. 12 bottles of 1000 ml or
  - b. 24 bottles of 500 ml or
  - c. 100 bottles of 100 ml individual sealed polythene cover and centre partition pad, top and bottom pads of 3 ply.

- (2) Grammage: Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (3) Ply: 5 or 7
- (4) Bursting Strength: Not less than 12 Kg/Cm<sup>2</sup>

#### **V. SPECIFICATIONS FOR LIQUID ORALS – 50 ml to 120 ml bottles.**

- (1) Maximum 120 bottles of 50ml or 60ml may be packed in a single corrugated in 2 rows with top, bottom and centre pad of 3 ply. Maximum 100 bottles of 100 ml - 120 ml may be packed in a similar manner in a single corrugated box.
- (2) If the bottles are not packed in individual carton, 3 ply partition should be provided between each bottle. The measuring device should be packed individually.
- (3) Grammage : Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (4) Ply : 7 ply
- (5) Bursting Strength : Not less than 12 Kg/Cm<sup>2</sup>
- (6) In case the box is heavier than 7 Kg but less than 10 kg, the grammage may be 150 gsm (outer 150 gsm and others 120 gsm) 5 ply and bursting strength should not be less than 9 Kg/Cm<sup>2</sup>.

#### **VI. SPECIFICATIONS FOR OINTMENT / CREAM / GELS PACKED IN TUBES:**

- (1) No corrugate box should weigh more than 7-8 Kgs.
- (2) Every Ointment tube should be individually packed in cartoon and then packed in 20's in a grey board box, which may be packed in a corrugated box.
- (3) Grammage : Outer box should be 150 gsm inside partition / lining should be 120 gsm

#### **VII. SPECIFICATIONS FOR INJECTABLE (IN VIALS AND AMPOULES)**

- (1) Vials may be packed in corrugated boxes weighing upto 15 Kgs. Ampoules should be packed in C.B weighing not more than 8 kgs.
- (2) C.B. for vials should be of 150 Gsm (outer box should be 150 gsm and inside partition / lining should be 120 gsm) and 7 ply, while C.B. for ampoules should be of 150 Gsm (outer box should be 150 gsm and inside partition / lining should be 120 gsm) and 5 ply.
- (3) Bursting strength for CB boxes for
  - a. Vials : Note less than 13 Kg/Cm<sup>2</sup>
  - b. Amp : Note less than 9 Kg/Cm<sup>2</sup>
- (4) In the case of 10 ml Ampoules 100 or 50 ampoules may be packed in a grey board box. Multiples of grey board boxes packed in CB. In case of ampoules larger than 10 ml only 25 ampoules may be packed in a grey board box with partition.
- (5) If the vial is packed in individual cartoon, there is no necessity for grey board box packing. The individual carton may be packed as such in the CB with centre pad.
- (6) In case of ampoules every grey board box should carry 5 amps. Cutters placed in a polythene bag.0
- (7) Vials of eye and ear drops should be packed in an individual cartoon with a dispensing device. If the vial is of FFS technology, they should be packed in 50's in a grey board box.

#### **VIII. SPECIFICATION FOR THERMOCOOL BOXES HOLDING TABLETS / CAPSULES / INJECTABLE (IN VIALS AND AMPOULES)**

- (1) The thermo cool box should be of standard thickness capable of withstanding all types of shock during transportation and to preserve the **cold temperature** throughout the period of transit.
- (2) The thermo cool box should be packed with sufficient number of **cold packs** to maintain the desired temperature for the entire contents throughout the period of transit. Only first hand thermo cool boxes should be used

**ANNEXURE – 6 C**

**SPECIMEN LABEL FOR OUTER CARTON**

**Product Name: (like Paracetamol IP - 500mg)**

**Batch No. :**

**Mfg. Date:**

**Exp. Date:**

**Total Quantity:**

**Net Weight of the Carton:**

**Manufactured By:**

**Annexure-7**

**EMD BANK GURANTEE FORMAT**

Whereas \_\_\_\_\_ (hereinafter called "the Bidder") has submitted its bid dated \_\_\_\_\_ (date of submission of bid) for the supply of \_\_\_\_\_ ( name and/or description of the goods) (hereinafter called "the Bid") .

KNOW ALL PEOPLE by these presents that We, \_\_\_\_\_ (name of bank) of \_\_\_\_\_ (Name of Countries), having our registered office at \_\_\_\_\_ (address of bank) (hereinafter called "theBank") are bound unto \_\_\_\_\_ (name of purchaser) (hereinafter called "the Purchaser") in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**THE CONDITIONS of this obligation are:**

1. If the Bidder
  - (a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;  
OR
  - (b) does not accept the correction of errors in accordance with Instruction to Bidders  
OR
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders;

we undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including ..... days/months after the date of bid opening i.e, ..... days/months after .....(date), and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the Bank)

**Annexure-8**

**MANUFACTURER'S AUTHORIZATION FORM**

No. \_\_\_\_\_ Dated \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Bid Ref. No. \_\_\_\_\_

We \_\_\_\_\_ who are established and reputable manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ Registered office at \_\_\_\_\_ possessing Manufacturing Licence No. \_\_\_\_\_, dated \_\_\_\_\_, valid upto \_\_\_\_\_ (copy enclosed) do hereby authorize M/s \_\_\_\_\_ (Name and Address of Representative) to submit a bid, and subsequently negotiate and sign the contract with you against the above mentioned tender.

No company or Firm or individual other than M/s \_\_\_\_\_ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.

We hereby extend our full guarantee and warranty as per the tender conditions for the goods offered for supply against this invitation for bid by the above firm.

Your faithfully,  
(Name )  
for and on behalf of M/s \_\_\_\_\_  
(Name of Manufacturers)

**Note :** This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

**For and behalf of the firm  
(Firm Name & Address)**

**Annexure 9**

**LIST OF QUOTED PRODUCT**

SI No	Sr. no as per Tender	Name of Items	UOM	Shelf Life of Item offered (in Months)	Packing mode	Manufactured by	Self Mfg./loan Licence /3 <sup>rd</sup> Party	WHO-GMP certified (Yes/No)	WHO Pre-Q /US FDA /EU GMP / Country Registrati for product or facility in Zambia (Yes / No)	USP Standards – Yes/No (in case of Dry powders & injectable)	Manufactured in India (yes / no)
1											
2											
3											
4											
5											
6											
7											



**Annexure 10**

**CHECKLIST**

SI No	PARTICULAR OF DOCUMENT	ATTACHED / NOT ATTACHED	PAGE NO	Remarks
1	Forwarding letter indicating the submission of Technical documents along with check list of document			
2	EMD/ Tender Fee in the form of BG/DD			
3	Tender document duly signed and stamped in all pages along with corrigendum (if Any)			
4	Duly attested copies of factory license/ manufacturing license/ Industrial license along with product list, sales tax registration.			
5	Copy of valid WHO GMP Certificate along with product. From the product list, the quoted products should be clearly highlighted			
6	Copy of either WHO Pre-Qualification certificate for quoted products issued by WHO Geneva / USFDA Approval for Manufacturing Facility / EU GMP for Manufacturing Facility / Country Registration for Products or facility in Malawi to be attached.			
7	Authenticated copy of the Memorandum of Association/Articles of Association / Partnership deed etc and certificates of incorporation/ registration of the organization with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the M. Director / Partner / Proprietor			
8	In case of authorized distributors quoting the tender, along with their certificate of registration details, place of registration, principal place of business; they would also be furnishing duly attested copy of manufacturing license of the principal manufacturer's and other relevant documents			
9	Copy of Balance sheet and audited annual accounts (financial statements) duly certified by a chartered accountant.			
10	Documentary proof for establishing the average annual turnover of the tenderer in the last three financial years is not be less than Rs.1 crores certified by a chartered accountant. Also in case of authorized distributors documentary proof for establishing the average annual turnover of their principal manufacturer in the last three financial years is not be less than Rs.15 crores certified by a chartered accountant is to be submitted.			
11	Copy of Recent Non conviction certificate			
12	Power of Attorney in stamp paper (RS.200/-) duly notarized authorizing the signatory to sign the bids and transact business.			
13	Authorization letter from manufacturer (Self-attested Copy).			
14	Annexue 1 - Self Declaration			
15	Annexure 2 - Price Schedule			
16	Annexure 3 - Bid Form			

17	Annexure 4- Under taking letter for replacement of complaint/defective goods			
18	Annexure 5- Product List			
19	Annexure 6A,6B,6C - Instruction of Packaging			
20	Annexure 7 - EMD Bank Guarantee Format			
21	Annexure 8 - Manufacture Authorization Form			
22	Annexure 9 - List of Quoted Product			
23	Annexure 10 - Check List			
24	Annexure 11 - Performance Bank Guarantee Format			
25	Annexure 13 - Category details of organization			
26	Copy of PAN Card & GSTN details			
27	Copy of Udyog Aadhaar, in case of MSME bidders			

Signature.....

Name.....

Full Address with contact person Name, Phone number and Email

Designation and Common Seal...

**Annexure 11**

**PERFORMANCE BANK GURANTEE FORMAT**

Whereas \_\_\_\_\_ (hereinafter called "the Bidder") has submitted its bid dated \_\_\_\_\_ (date of submission of bid) for the supply of \_\_\_\_\_ ( name and/or description of the goods) (hereinafter called "the Bid") .

KNOW ALL PEOPLE by these presents that We, \_\_\_\_\_ (name of bank) of \_\_\_\_\_ (Name of Countries ), having our registered office at \_\_\_\_\_ (address of bank) (hereinafter called "the Bank") are bound unto \_\_\_\_\_ (name of purchaser) (hereinafter called "the Purchaser") in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

This guarantee shall be valid until the ..... day of ....., 20.....

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

Our..... branch at ..... 5 (Name & Address of the ..... branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....branch a written claim or demand and received by us at our .....branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

\_\_\_\_\_  
[Signature (s)]

Signature of the Authorised Officer of the Bank) Name  
and Designation of the Officer

Seal, name & Address of the Bank and the Branch

**Annexure 12**

**RATE CONTRACT AGREEMENT**

This Agreement is made on xxxxxxxxxxxxxxxxxxxx

**BY AND**

**BETWEEN**

(1) **HLL Lifecare Limited** (CIN : xxxxxxxxxxxxxxxxxxxx), a Government of India Enterprise, under Ministry of Health and Family Welfare, Government of India and having its registered office at HLL Bhavan, Poojappura, Thiruvananthapuram-695012, Kerala, India (hereinafter referred to as the “**Purchaser**”, which expression shall unless otherwise, include all its successors and permitted assigns), and is represented by xxxxxxxxxxxxxxxxxxxx, on the **FIRST PART**

**AND**

(2) **xxxxxxxxxxxxxxxxxx**, a private limited company incorporated under the laws of India (CIN xxxxxxxxxx) and having its registered office at xxxxxxxxxxxxxxxxxxxxxxxxxxxx (hereinafter referred to as the “**Supplier**”, which expression shall unless otherwise include all its successors and permitted assigns) and is represented by xxxxxxxxxxxxxxxxxxxx on the **SECOND PART**

WHEREAS the Supplier has expressed their interest in supply of products as per the xxxxxxxxxxxxxxxx to HLL Depot at Chandigarh, UT Which Tender shall form part of this agreement as if corporate herein;

AND WHEREAS M/s HLL Lifecare Limited, the Purchaser has been pleased to accept the offer to the conditions stipulated in the purchase order in respect of the products mentioned therein”.

NOW THESE PRESENTS WITNESS AS FOLLOWS:

1. Whereas the Purchaser, will issue a purchase order to the Supplier as per the product list provided by the Supplier (**Attached as Annexure xxx**) and the requirement from the HLL. The Supplier’s C & FA. / authorised distributor authorised by the Supplier has to supply the products as per the delivery terms addressed in the purchase order.
2. The Supplier hereby declares that the products sold to the Purchaser as per the rate contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications, description, quality and particulars mentioned in the purchase order. Supplier shall ensure that the entire quantity mentioned in the purchase order is delivered within the agreed delivery date. Quantity supplied in excess by the Supplier will not be accepted by the Purchaser. Supplier hereby guarantees that the said products would continue to confirm to the description and quality aforesaid until the date of expiry as mentioned in the product/packing, however, provided the products are stored as per the storage norms printed on the product packs and that

notwithstanding the fact the Purchaser may have inspected and/or approved the said products, if during the life of the said products be discovered not to confirm to the description and quality aforesaid or have deteriorated even after all storage norms prints on the packs are followed (and the decision of the HLL Lifecare Ltd. in the behalf will be final and conclusive) the Purchaser will be entitled to reject the said products or such portion thereof as may be discovered not to confirm to the said description and quality. On such rejection the products will be at the Supplier's risk and all the provisions herein contained relating to rejection of products etc. shall apply. The Supplier shall replace the products etc., if so called upon to do so, or such portion thereof as is rejected by the purchaser. Otherwise the Supplier shall pay to the Purchaser such cost as may arise by reason of non-replacement of the rejected product. Nothing herein contained shall prejudice any other right of the Purchaser in that behalf under this Supplier otherwise.

3. In case the Supplier fails to complete the supply of stocks or a portion thereof within the prescribed delivery schedule, the Purchaser has the right to purchase the stocks or a portion thereof at the risk and cost of the Supplier without serving any notice to the Supplier. In the event of cancellation of the contract by Purchaser at the risk and cost of the Supplier, the Supplier shall be liable for Actual loss which the Purchaser has sustained or may sustain on account of risk purchase.
4. The Purchaser reserves the right to suspend the business with the Supplier if the Supplier defaults in adhering to the prescribed delivery schedule, quality of stores etc. as per the agreement.
5. Supplier shall advice/inform in writing the Purchaser regarding the banned drugs if any in the purchase order. Supplier shall also inform the Purchaser regarding the list of banned drugs within 15 days of notification and shall take back the products available with the purchaser if any.
6. Requests for enhancement of rates once accepted will not be considered before the mutually agreed period. The Purchaser will release purchase order to the Supplier as per agreed rates.
7. Taxes will be paid by the Purchaser as per the Government rules and regulations.
8. *Supplier of materials/services as per this Purchase order / Work order should ensure that the material /service supplied and taxes payable thereon for a particular month or period should be shown or furnished in appropriate returns for the month or period and payment effected for such taxes in succeeding month or before the due dates as prescribed by relevant laws so that the Purchaser is eligible to take input credit for such taxes paid failing which the Supplier will be responsible for any penal or interest charges on it*
9. The quantities to be supplied will be shown in the copy of the purchase order. The Supplier during the period of contract has to supply the quantities as per the purchase order issued by the

Purchaser. The Supplier however agrees to supply the quantity required by the Purchaser up to the validity of contract period.

10. All the communication to be made to the address “XXXXXXXXXXXXXXXXXX.”
11. Whereas the Supplier has to supply the products to the Purchasers having at least 70% of shelf life remaining at the time of receipt in supply.
12. If the Supplier defaults in the due supply of all or any of the products correctly and promptly the Purchaser are at liberty to procure the same from elsewhere without cancelling the contract as a whole. If Purchaser incur, in thus procuring such products a higher cost than the agreed rate such excess cost may be deducted by the Purchaser from the Supplier’s bill or adjusted from him by other means. The Supplier agrees that he shall not be entitled to claim the excess, if any, of the committed rate over such cost to Purchaser.
13. Goods must be delivered within 45 days of issue purchase order by HLL. The bidder has to abide by delivery schedule strictly. In case of delay attributed to the bidder, H.L.L reserves the right to impose a penalty @ 0.50 % of the value of purchase order, for every week of delay beyond the scheduled date of supply, subject to a maximum of 10% of the value of purchase order. For any delay beyond this may lead to cancellation of the purchase order. The Purchaser will be entitled to return any of the products (non-moving or expiry) purchased from the Supplier, provided that the Purchaser adheres to follows all storage norms printed on the packaging of the products. In such cases, the supplier shall replace the products or issue credit note, whose value be adjusted against subsequent purchase bills or pending bills. Purchaser has to return the products to the Supplier before three months from the date of expiry.
14. The Supplier being the manufacturer and Supplier of the products intended by the Purchaser, if the Purchaser requests the Supplier to attend the product queries and complaints, if any, to where the Supplier has supplied the products, the Supplier will attend the queries and complaints for the particular products. The Supplier is not entitled for claim of expenses/reimbursements for attending the product queries and complaints from the Purchaser.
15. The Bidder must submit a Certificate of Analysis for every batch of drug along with other documents. The bidder has to submit both the in-house Certificate of Analysis and Certificate of Analysis from any of the recognized Govt. approved NABL accredited lab along with each consignment. The supplier should submit the batch test reports for each batch of the supplies made to the HLL. The purchaser reserves the right to sample check the consignment at the time of delivery for which cost shall be borne by the supplier (pre-dispatch inspection). HLL will test the samples drawn from received stocks in NABL Accredited Labs and payment will be subject to the

satisfactory test result. If the product is found to be 'not of standard quality', the cost of testing will be recovered from the supplier.

16. An amount 5% of shall be deducted from the Invoices submitted by the successful bidder as performance security to be utilized in case of default or defective materials, supplies, work or service not rectified by the bidder. The performance security less any sums charged by the purchaser, shall be paid over to the bidder after 365 days from the date of receipt of material and acceptance at designated HLL CFA / Depot anywhere in India. The bidder can submit Bank Guarantee towards the 5% performance security against which the same shall be released

17. Whereas the Purchaser will make payment as follows;

- g. 20% of the payable amount will be released within 60 days of delivery and acceptance of consignment.
- h. 70% of the payable amount will be released within 120 days of delivery and acceptance of consignment by HLL.
- i. 5% of payable amount will be released after the final acceptance of consignment at the authorities at the destination countries.
- j. Remaining 5% will be released after 365 days from the date of receipt of material and acceptance at designated HLL CFA / Depot anywhere in India. The bidder can submit Bank Guarantee towards the 5% performance security against which the same shall be released.

Payment will be done directly to the designated Bank Account of the Supplier through RTGS/NEFT against the invoice submitted by the Supplier.

18. This rate contract between the Purchaser and the Supplier is valid up to xxxxxxxx

19. The Purchaser may terminate the contract by providing 30 days prior written notice to the Supplier. Notwithstanding anything containing in this Agreement, any termination will not affect the purchase order placed by Purchaser on the Supplier

20. NOTWITHSTANDING the provisions contained in clause 7 & 8, the Purchaser shall have the right to cancel the contract for any default on the part of the Supplier in due performance thereof.

21. It shall be lawful for the Purchaser from and out of any money for the time being payable under this contract or otherwise to set off any loss or expense, cost or damages sustained or incurred by the Purchaser by reason of the cancellation of the contract

22. Over and above to this, all the relevant points indicated in the tender document no. xx shall be binding throughout the validity period of the contract.

23. In case of any disputes between both the parties under this rate contract the Jurisdiction of the competent court of Law in Thiruvananthapuram would apply

In witness whereof the Purchaser and xxxxxxxxxx for and on behalf of M/s **HLL Lifecare Ltd.** has hereunto set their hands.

Signed, Sealed and Delivered by .....

In the presence of witness:

1.

2.

Signed, Sealed and Delivered by .....

Mr **XXXXXXXXXXXXXXXXXXXX** for and on behalf of **XXXXXXXXXXXXXXXXXXXX** in the presence of witness:



**Annexure 13**

**Category details of organization**

SL No.	Description	Yes/No
1.	Whether the organization belongs to the MSME category	
2.	If yes whether the organization belongs to MSE category	
3.	Whether the MSE organization belongs to SC/ST entrepreneur.	
4.	Whether the MSE organization belongs to woman entrepreneur.	

**\*Kindly furnish the copies of documents supporting your above claim along with this Annexure duly filled.**

**Date:**

**Signature of the Bidder:**

**Place:**

**Name with seal:**

**Designation:**

**Address:**