

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
Kanagala,
Belgaum Dist-591225
Karnataka
PHONE NO: Ph: +91-8333- 279244, 279207
EMAIL: purchasekfb@lifecarehll.com

Tender No: HL:BG:PS:SN: GLUE:2021-22 Date: 10.05.2021

TENDER NOTICE

1. Sealed and superscribed tenders under Two Bid System (Techno-Commercial) in the prescribed form are invited from Indian Manufacturer for the supply of **GLUE FOR SANITARY NAPKIN** to our Kanagala Factory, Belgaum for the year 2021-22.
2. The technical specification, approximate quantities and other terms and conditions are given in the Tender documents, which can be had from our office on any working day from **10.05.2021** between 10.30 A.M to 3.30 P.M by paying Rs.560/- DD (inclusive of GST) for each tender in favour of **HLL Lifecare Ltd** payable at Nipani. If the documents are required by Post, an additional charge of Rs.100/- may be remitted towards postal/courier charges, in addition to the cost of tender documents. The DD should be drawn on a Nationalized Bank favouring **HLL Lifecare Limited**, payable at **Nipani**.
3. The details can also be had from our Website at **www.lifecarehll.com** & CPP portal (www.eprocure.gov.in). The tenderers can download the documents from our website & CPP portal and in such case the tender fee of Rs 560/- should be paid by way of DD along with technical bid.
4. The last date & time of issue of Techno-commercial Bid documents will be upto **04.06.2021**; 11.00 A.M. Completed tenders in sealed cover superscribed with Tender Nos. should reach HLL latest by **04.06.2021: 5.00 P.M.**
5. Technical bids will be opened on **05.06.2021**, 11:00 Hrs
6. HLL will not be responsible for any delay in submission of Tender.
7. The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of Price bid will be intimated separately. The Price Bids of Tenderers who do not qualify in the Technical bid evaluation will be returned unopened.
8. 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.

DEPUTY GENERAL MANAGER (PURCHASE)

HLL LIFECARE LIMITED
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TENDER FORM
TECHNO-COMMERCIAL BID

SUPPLY OF GLUE FOR SANITARY NAPKIN

Tender No: HL:BG:PS:SN: GLUE:2021-22

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M/s.

Dear Sirs,

Sub: Tender Forms for Technical Bid & Price Bid

We are enclosing herewith the Technical Bid & Price Bid Tender Forms.

The Tender Forms are to be duly filled up, signed and returned, in a sealed cover superscribed with the above Tender No., the due date and date of opening, addressed to the Deputy General Manager (Purchase), HLL LIFECARE LIMITED, Kanagala, Belgaum -591 225.

The last date & time of receipt of Bids : **04.06.2021**: 5.00 P.M

Date & Time of opening of Technical Bid : **05.06.2021**: 11.00 A.M

Yours faithfully,
For HLL LIFECARE LIMITED

DEPUTY GENERAL MANAGER (PURCHASE)

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CONTENTS OF BID DOCUMENT

I. INSTRUCTION TO BIDDERS:

II. TECHNICAL BID FORMS

1. Schedule A - Specification
2. Schedule B - Minimum Eligibility Criteria
3. Schedule C - Questionnaire - General information of the Manufacturer / Supplier
4. Schedule D - Terms & conditions
5. Schedule E - Questionnaire for minimum eligibility criteria
6. Schedule F - Declaration accepting Terms and Conditions of the Tender & Bid Security

III. PRICE BID FORMS

- Schedule G - Rate Schedule

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INSTRUCTIONS TO BIDDERS

1. The Bid is intended to procure material as per specification in Schedule A.
2. The bid consist of two parts:
 - a. Technical Bid
 - b. Price Bid
3. EMD is waived off for all bidders as per Office memorandum No. No. F.9/4/2020-PPD dtd 12.11.2020 of Department of Expenditure. However bidders should submit bid security declaration as per enclosed format.
4. SSI/MSE units interested in availing exemption from payment of tender Fee should submit a valid copy of their registration certificate issued by the concerned DIC/NSIC or Udyoga adhar registration. But the Party has to provide Security deposit if Tender is awarded to them.
5. Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be super scribed as “**Technical Bid**” and “**Price Bid**” on the respective covers in order to clearly identify between the two Bids. These two bids should be submitted in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to the **Deputy General Manager (Purchase) HLL Lifecare Limited , Kanagala, Belgaum – 591 225**, on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.
- 6. Bid submission / Bid opening dates**
 - a. The last date & time of receipt of Bids : **04.06.2021**: 5.00 P.M
 - b. Date & Time of opening of Technical Bid: **05.06.2021**: 11.00 A.M
7. In the event of the date mentioned above being declared subsequently as holiday for the purchaser’s office, the due date for submission and opening of bids will be the next working day at the same venue and time.
8. Bids received after the deadline for submission shall not be considered.

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INSTRUCTIONS TO BIDDERS

9. The Bidder is expected to examine all specifications, Instructions, Forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
10. Any clarification required will have to be obtained one week prior to the Date of opening of the Technical Bid.
11. A certificate/Declaration as given in **Schedule 'G'** stating that **ALL TERMS AND CONDITIONS** of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.
12. The validity of Technical and Price Bid shall be for a period up to **31.03.2022**.
13. The quantity mentioned herein is approximate annual requirement with staggered delivery and HLL has the right to increase or decrease the qty by 15% of the tendered qty. In case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions. Actual quantity procured will be on need basis.
- 14.(a) The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately.
 - (b) 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.
 - (c) **The Price Bids of Tenderers who do not qualify will be returned unopened.**

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Schedule -A
TECHNICAL BID

GLUE FOR SANITARY NAPKIN
For Kanagala Factory, Belgaum

SPECIFICATION

Sl. No	Material	Specification	Qty Kgs
1	GLUE- POLY, TRANSPARENT, CONSTRUCTION	Used for construction, Grade- Polymer based	105000
2	GLUE- POLY, TRANSPARENT, RELEASE PAPER	Used for release paper fGrade- Polymer based	49000

We hereby agree to supply the material as per the Schedule 'A'.

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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Schedule – B

TECHNICAL BID

Minimum Eligibility Criteria for qualifying in the Technical Bid

Material: GLUE FOR SANITARY NAPKIN

1. MINIMUM ELIGIBILITY CRITERIA

- 1) Annual production Capacity should be **400 Ton** for the Material as Schedule A (Self Declaration to be enclosed)
- 2) The minimum annual turnover of the bidder (Manufacturer/Approved Agents) should be **Rs.200 lakhs** for the last three financial years. Vendors are required to submit documents relating to the last three years in support of their claim.
- 3) The vendor should be a manufacturer/authorized agent. In the case of an authorized agent, the following documents to be enclosed.
 - a. Letter from the manufacturer authorizing them to participate in the tender should be furnished.
 - b. Letter from the manufacturer stating that the product being offered is as per the specification given in Schedule A of the tender.

NOTE: -

- a. *Vendors whose name appear in our list of approved vendors shall stand qualified in the Technical Bid, if they meet the above minimum eligibility criteria.*
- b. *Vendors who are new to HLL will be considered as vendors under development and their Price Bids will be opened only after completion of vendor development protocol before the opening of Price Bid , if they meet the minimum eligibility criteria.*
- c. *Vendors who do not meet the minimum eligibility criteria will be disqualified and their Price bids will not be opened.*

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SCHEDULE – C

TECHNICAL BID
QUESTIONNAIRE

(General information of the manufacturer / supplier)

Doc.No: KM 08R01

QUESTIONNAIRE FOR VENDOR DEVELOPMENT

NAME OF PRODUCT:

Name & Address of the Manufacturer :

Telephone No. :

Fax No. :

E-mail Address. :

Name of contact person

(i) Whether proprietary/partnership/
Limited company.

(ii) Furnish Name/'s, address,
phone nos. of Proprietor/
Managing partner/ M.D / Director's
(Attach separate sheet)

Specify whether SSI / MSME unit

If Yes, pl specify if your unit is owned by :
SC/ST entrepreneur

2) Details of tax registration :- :
GST No.

3) Name & Address of your Banker(s)

(i) Account no :

(ii) Swift Code :

4) Annual Turn over :

5) Do you have a Quality Control department. : Yes/No
If yes, give the details of the facilities.

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
(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: (With Office Seal)

Recommendation will be done by HLL LIFECARE LIMITED, KANAGALA
FACTORY, BELGAUM

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
- 4.Head of Finance Department

Note: The above questionnaire shall be enclosed with Technical Bid duly
signed and stamped.

Verified by:

Name: Designation: Signature: Date:

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Schedule – D

TERMS & CONDITIONS

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. 3% of Invoice amount will be retained as Security Deposit and will be refunded at the end of contract period.
4. (a) 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.

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

(c) Failure to supply the material for any of the above reasons will also entail forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of two years.
5. Conditional tenders / tenders with deviation will not be considered.
6. The quantity mentioned herein is approximate annual requirement and in case the company requires less/more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
7. 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.
8. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

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9. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
10. Vendor should provide Copy of **GST Registration**
- 11. L1 rate has to be decided considering GST Input Tax Credit if any. For materials where yield is the parameter, L1 will be considered based on cost per Napkin**

In the event of placing orders: -

- a. Sample should be submitted and got approved before effecting bulk supply.
- b. The remaining period of shelf life of material on arrival at our stores should be minimum 5/6th of the total shelf life.
- c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
- d. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL. The material found defective during online usage shall also be replaced at yours 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 in Schedule C or through our approved Transporter on freight to-pay basis.
 - (ii) Alternatively the rejected material shall be destroyed at our end.
 - (iii) The cost incurred for disposal of the rejected material shall be recovered from supplier.
 - (iv) The supplier is required to replace the rejected material failing which HLL reserves the right to procure the material from alternate source(s) at supplier's risk and cost.
 - (v) Making arrangements to lift the rejected items is entirely responsibility of the supplier. If the material is not lifted within specified period, the same would be handled as scrap & disposed off. No claim would be entertained further on this matter.

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- e. A certificate confirming that the product offered is environment friendly i.e., non-hazardous to the environment is to be enclosed with the Techno-Commercial Bid.
- f. The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. HLL reserves the right not to receive material beyond the delivery date given in the order.
- g. The supplier has to supply as per the rate quoted /agreed and other terms & conditions 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.
- h. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the excess quantity shall be returned back through the Transporter suggested by supplier or our authorized transporter on freight to pay basis.
- i. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period
- j. HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency for compliance.
- k. All dispatch documents like delivery note/challan, packing list and invoice should contain the following details

- i. Supply Order No.& date**
- ii. Description of items as contained in the supply Order.**
- iii. Quantity dispatched**
- iv. Manufacturing date.**
- v. Expiry date.**
- vi. Total Number of packages/ serially numbered**
- vii. Certificate of Analysis as per PO specification**
- vii. HLL's GST No.**

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

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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. Date of Manufacture (Monthly/Yearly)
 - c. Date of expiry.
 - d. Quantity
 - e. Instruction off storage and handling
 - f. Name & Address of Manufacturer
 - g. Company's address in full
 - h. All packages should be separately numbered and it should appear on top of the packages with proper labeling.

- m. The following documents should accompany the consignment
 - a. Invoice in triplicate**
 - b. Delivery Note/Challan**
 - c. Packing List**
 - d. LR/AWB/----**
 - e. Material Safety Data Sheet(MSDS)**
 - f. Environment clearance certificate**
 - g. Certificate of Analysis**

- n. Mode of Transport shall be by road, unless otherwise specified.

- o. **Payment shall be made by cheque/RTGS with in 30 days of receipt, inspection and acceptance of the material.**

- p. The GST Invoice should be uploaded in the current month itself. Any deviation in quantity or rate should be corrected by the supplier.

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

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INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate 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 on this shall be entertained.

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

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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Schedule- E

TECHNICAL BID

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

Material: GLUE FOR SANITARY NAPKIN

1. Can you supply material as per our specification given in Schedule 'A'	YES/NO
2. Total Sale Turnover is more than Rs 200 Lakh	YES/NO
3. Are you Indian Manufacturer have Manufacturing facility for the manufacturing the GLUE FOR SANITARY NAPKIN as per Schedule A	YES/NO
4. Annual production Capacity is 400 Ton for the Material as per Schedule A	YES/NO

All the information provided herein is true & correct

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
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Schedule - F
TECHNICAL BID

Item: GLUE FOR SANITARY NAPKIN

DECLARATION

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

SEAL OF THE APPLICANT

SIGNATURE
NAME AND ADDRESS OF APPLICANT

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BID SECURITY DECLARATION

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

From

To
The Deputy General Manager (Purchase)
HLL Lifecare Limited
(A Government of India Enterprise),
Kanagal Belagavi 591225,

Dear Sir,
Sub: Bid Security Declaration
Ref: Tender No.....dated.....

I / We, hereby declare that if we withdraw or modify the bids during the period of Validity, we agree to be suspended for 3 years.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

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Schedule G

CONTENTS OF PRICE BID FORMS

For GLUE FOR SANITARY NAPKIN(LDPE)

RATE SCHEDULE FOR HLL LIFECARE LTD,KANAGALA

HLL LIFECARE LIMITED
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PRICE BID – RATE SCHEDULE FOR SUPPLY **GLUE FOR SANITARY NAPKIN FOR KANAGALA PLANT.**

A. FORMAT FOR PRICE BID

Sl. No.	Item	Qty. in Kg	Basic rate/Kg	HSN No	GST Rs/Kg	Total Landed price Rs./Kg
1.	GLUE- POLY, TRANSPARENT, CONSTRUCTION	105000				
2	GLUE- POLY, TRANSPARENT, RELEASE PAPER	49000				
	Total Tender price (FOR Kanagala) in Figures					
	Total Tender price (FOR Kanagala) in Words					

*Certified that the rates quoted will hold good for orders placed up to **31.03.2022** during which period no upward revision will be asked for.*

Payment Terms: 30 days after receipt, inspection and acceptance of material.

MINIMUM TIME REQUIRED TO START THE SUPPLY AFTER RECEIPT OF PURCHASE ORDER : _____ Days

Quoted basic rate is inclusive of Freight, Insurance etc

PLACE:
DATE:

NAME AND SIGNATURE OF THE TENDERER
(OFFICE SEAL)