

**HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
PLOT 1& 2, RUBBER PARK. IRAPURAM,
VALAYANCHIRANGARA P.O, ERNAKULAM-683 556
PHONE NO: 0484 2597200;
EMAIL: ifchll@lifecarehll.com
Tender No: IPUR/08/R1/Tender/2016-17**

AMMONIUM HYDROXIDE

TECHNO-COMMERCIAL BID

Tender No: IPUR/08/R1/Tender/2016-17

Date : 15th February 2015

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
PLOT 1& 2, RUBBER PARK. IRAPURAM,
VALAYANCHIRANGARA P.O, ERNAKULAM-683 556
PHONE NO: 0484 2597200;
EMAIL: ifchll@lifecarehll.com
Tender No: IPUR/08/R1/Tender/2016-17

TENDER NOTICE

1. Sealed and superscribed tenders under Two Bid System (Techno-Commercial) in the prescribed form are invited for products manufactured in India from Manufacturer(s)/Authorised Agent(s) for the supply of **Ammonium Hydroxide** to Irapuram factory , Ernakulam for the year 2016-17.
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 15/02/2016 between 10.30 A.M to 3.30 P.M by paying Rs.520/- DD (inclusive of KVAT) for each tender in favour of HLL payable at Ernakulam. If the documents are required by Post, an additional charge of Rs.50/- may be remitted towards postal/courier charges, in addition to the cost of tender documents. The DD should be drawn on a Nationalized Bank favoring HLL Lifecare Limited, payable at Ernakulam.
3. The details can also be had from our Website at www.lifecarehll.com .The tenderers can download the documents from our website and in such case the tender fee 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 29/02/2016; 10.00 A.M. Completed tenders in sealed cover superscribed with Tender Nos. should reach HLL latest by 29/02/2016; 03.30 PM. HLL will not be responsible for any delay in transit.
5. The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened.
7. 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.

UNIT CHIEF (HLL-IFC)

HLL LIFECARE LIMITED
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Date: 15th February, 2016

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 Unit Chief, HLL LIFECARE LIMITED, PLOT 1 & 2, RUBBER PARK, IRAPURAM, VALAYANCHIRANGARA P.O, ERNAKULAM- 683 556

The last date & time of receipt of Bids : 29/02/2016: 03.30 PM

Date & Time of opening of Technical Bid : 29/02/2016; 04:00 PM

Yours faithfully,
For HLL LIFECARE LIMITED

UNIT CHIEF (HLL-IFC)

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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 - Specific Conditions
7. Schedule G - Questionnaire for Vendor Development
8. Schedule H - Declaration accepting Terms and Conditions of the Tender

III. PRICE BID FORMS

- Schedule I - Rate Schedule for HLL Irapuram Factory Cochin

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TECHNICAL BID

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. The Technical Bid should be accompanied by Earnest Money Deposit (EMD) in the form of DD drawn in favour of M/s. HLL Lifecare Limited payable at Ernakulam for a **sum of Rs. 50,000/-** failing which the Tender is likely to be rejected. The EMD submitted will be converted to Security Deposit and will be released at the end of contract period.
4. SSI units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC. **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 superscribed as "Technical Bid " and "Price Bid" on the respective covers in order to clearly identify between the two Bids. These two bids should be submitted in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to the Unit Chief, HLL LIFECARE LIMITED, PLOT 1 & 2, RUBBER PARK, IRAPURAM, VALAYANCHIRANGARA P.O, ERNAKULAM- 683 556 , 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: 29/02/2016; 03.30 PM
- b. Date & Time of opening of Technical Bid: 29/02/2016; 04.00 PM

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INSTRUCTIONS TO BIDDERS

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.
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. Any clarification required will have to be obtained at least one-week prior, to the date of opening of the Technical 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 H stating that **ALL TERMS AND CONDITIONS** of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.
12. The validity of Technical Bid will be for a period of one year and Price Bid shall be for a period of one year.

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INSTRUCTIONS TO BIDDERS

13. The quantity mentioned herein is approximate annual requirement with staggered delivery and in case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.

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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ANNEXURE A

SPECIFICATION & QUANTITY OF AMMONIUM HYDROXIDE

SPECIFICATION : 1. Ammonia (NH ₃)- Minimum 20% by weight	PACKING MODE : 50 kg reusable Plastic Carboys. 40 – 80 carboys of approximately 2000 - 4000 Liters in one load. -40 to 80 Nos of 50 Kg Plastic Carboys should be maintained by the supplier at their own cost for supply. -Delivery required within 48 hours of order / intimation from factory	
APPROXIMATE QUANTITY REQUIRED PER ANNUM		
UNIT	LOCATION	QUANTITY (KG)
IRAPURAM	KOCHI	1,56,000
	TOTAL	1,56,000

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

Place:

Date :

Name and signature of applicant
(With Office Seal)

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Schedule – B
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TECHNICAL BID
Minimum Eligibility Criteria for qualifying in the Technical Bid

Material: AMMONIUM HYDROXIDE

1. The vendor should ideally have in-house testing facility to check the product for HLL Parameters and should be able to issue test certificate for each batch/lot. either from themselves or from the manufacturer.
2. The minimum annual turnover of the bidder (Manufacturer/Approved Agents) should be Rs.30 lakhs. Vendors are required to submit copies of P & L and balance sheet 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.**
4. The supply performance of existing approved vendors will also be considered.

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 and quality of the material is approved for our consumption.
- b. (i) Vendors other than (a) above fulfilling the minimum eligibility criteria shall be considered as vendor under development. They shall have to complete the vendor development protocol (approval of sample, plant trial etc) for enlistment as an approved vendor.

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**Schedule – B
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TECHNICAL BID

Minimum Eligibility Criteria for qualifying in the Technical Bid

- ii) The price bid of the vendors under development (b (i)) shall be retained unopened. The price bids will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol. Order on such vendors shall be placed either at their quoted rate or the final L1 rate whichever is lower.
- c. Vendors who do not meet the minimum eligibility criteria shall be considered as DISQUALIFIED in the tender. Their Price Bid shall be returned unopened to them.

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SCHEDULE -C
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QUESTIONNAIRE
(General information of the manufacturer / supplier)

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

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SCHEDULE – C
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TECHNICAL BID

QUESTIONNAIRE

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

All the information provided herein is true & correct.

PLACE:
DATE :

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE – D
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TERMS & CONDITIONS

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. The EMD of successful bidders will be converted to 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.

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

(c) Failure to supply the material for any of the above reasons will also entail forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of two years.
5. Conditional tenders / tenders with deviation will not be considered.
6. 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.

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SCHEDULE – D
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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.

In the event of placing orders: -

- a. Sample should be submitted and got approved before effecting bulk supply.
- b. The remaining period of shelf life of material on arrival at our stores should be minimum 5/6th of the total shelf life.
- c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
- d. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL. The procedure in this regard would be as follows:-
 - (i) Material shall be returned through 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.

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SCHEDULE – D
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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 indicated in Schedule C (clause 7) 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.**

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SCHEDULE – D
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- vi. Total Number of packages/ serially numbered**
- vii. Test certificate**
- viii. HLL's CST / TIN No.**

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

- l. The following information shall be stenciled or labelled on the exterior of the packing in bold letters, clearly visible, at least 50mm high with waterproof ink.
 - 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 labelling.

- 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**

- n. Mode of Transport shall be by road, unless otherwise specified. The materials shall be sent through the Transporter who has been granted a Certificate of Registration for transportation of goods as per Carriage by Road Act 2007.

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

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

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SCHEDULE – D
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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
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TECHNICAL BID

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

Material: AMMONIUM HYDROXIDE

1. Can you supply material as per our specification given in Schedule 'A'	YES/NO
2. Are you a Manufacturer/ Authorized Agent	YES/NO
3. In the case of an Authorized Agent, i. Have you enclosed a letter of confirmation from the manufacturer appointing you as the authorized agent valid for 2016-17 ii. Also have you enclosed a letter from the manufacturer/Principal that the product being offered is as per the specification given in Schedule A?	YES/NO YES/NO
4. What is the minimum shelf life of Ammonium Hydroxide being offered by you?	
5. i. Will you be issuing Test Certificate of each batch/lot ii. Do you have in- house testing facility to check HLL parameters.	YES/NO YES/NO
6. What is your annual production capacity?	
7. What is your annual turnover? (Please enclosed copy of Annual Report.)	

All the information provided herein is true & correct

PLACE:
DATE:

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**SCHEDULE - F
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TECHNICAL BID

SPECIFIC CONDITIONS FOR SUPPLY OF AMMONIUM HYDROXIDE

Mode of Packing

- a) 50 kg Plastic Carboy reusable

Supply will be made in reusable good quality Plastic carboys of 50 Kg Capacity. The supplier will maintain 40 to 80 suitable empty carboys at their premises at their own cost to supply and rotate with Carboys owned by HLL. Supply has to be made against order in staggered quantities within 48 hours of the intimation from the plant.

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

**PLACE:
DATE:**

**NAME & SIGNATURE OF THE APPLICANT
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SCHEDULE – G
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QUESTIONNAIRE FOR VENDOR DEVELOPMENT
(TO BE FILLED BY NEW VENDORS)

NAME OF PRODUCT:

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

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SCHEDULE - G
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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 :
Date :

NAME AND SIGNATURE OF THE VENDOR
Office Seal)

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

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

**HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
PLOT 1& 2, RUBBER PARK. IRAPURAM,
VALAYANCHIRANGARA P.O, ERNAKULAM-683 556
PHONE NO: 0484 2597200;
EMAIL: ifchll@lifecarehll.com
Tender No: IPUR/08/R1/Tender/2016-17**

**SCHEDULE - H
Page 1 of 1**

TECHNICAL BID

Item: Ammonium Hydroxide

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

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
PLOT 1& 2, RUBBER PARK. IRAPURAM,
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CONTENTS OF PRICE BID FORMS

For

AMMONIUM HYDROXIDE

SCHEDULE I - RATE SCHEDULE FOR COCHIN

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
PLOT 1& 2, RUBBER PARK. IRAPURAM,
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SCHEDULE -I

PRICE BID

RATE SCHEDULE FOR THE SUPPLY OF AMMONIUM HYDROXIDE TO
IRAPURAM FACTORY, KOCHI.

PRICE PARTICULARS	PER UNIT (KG) (IN RS.)	REMARKS
BASIC PRICE		
EXCISE DUTY (%)		
CESS ON EXCISE DUTY		
VAT (%)		
CESS ON VAT (%)		
CST (%)		
FREIGHT		
INSURANCE		
OTHERS, IF ANY (PLEASE SPECIFY)		
TOTAL DELIVERED RATE AT HLL STORES		
(Rupees.....)		

MINIMUM TIME REQUIRED TO START THE }
SUPPLY AFTER RECEIPT OF LETTER OF }
INDENT/SUPPLY ORDERS } }

VALIDITY : From April 2016 to March 2017

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

PLACE: _____ NAME AND SIGNATURE OF THE TENDERER
DATE: _____ (WITH OFFICE SEAL)