

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O.,
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005
PHONE NO: 0471 2437270 / 2539329
e-mail: materialspt@lifecarehll.com / materialsnt@gmail.com

TENDER NO: HLL/PFT/PUR/OFFICE STAT/2019-20

02.12.2019

निविदा सूचना TENDER NOTICE

तिरुवनन्तपुरम में पेरूरकडा फैक्टरी (पी एफ टी), आक्कुलम फैक्टरी (ए एफ टी), कॉर्पोरेट मुख्य कार्यालय पूजप्पुरा (सी एच ओ), कॉर्पोरेट अनुसंधान एवं विकास प्रभाग आक्कुलम (सीआरडीसी), हाइटस प्रभाग पूजप्पुरा, एचएमए वेल्लयम्बलम और हिंदलैब्स मेडिकल कॉलेज, त्रिवेंद्रम के हमारी यूनिटों में जनवरी 2020 से दिसंबर 2020 की अवधि के लिए कार्यालय स्टेशनरी की आपूर्ति के लिए सीमित बोली के तहत ई-निविदा (स्थान के साथ परिमाण ब्यौरा संलग्न शीट के अनुसार)। सामग्री की खरीद संबंधित इकाइयों से आवश्यकताओं के आधार पर कंभित हो जाएगी। एचएलएल ई-निविदा पोर्टल <https://etender.lifecarehll.com>. लिंक के माध्यम से पहुँच कर सकता है। ई-निविदा पोर्टल के माध्यम से निविदाएं प्रस्तुत करने के लिए एन्क्रिप्शन के साथ क्लास 3 डिजिटल सिग्नेचर अपेक्षित है।

e-tender under Limited Bid for the Supply of Office Stationery to our units in Thiruvananthapuram - Peroorkada Factory (PFT), Akkulam Factory (AFT), Corporate Head Office Poojappura (CHO), Corporate R&D Division Akkulam (CRDC), HITES Poojappura, HMA Vellayambalam and Hindlabs Medical College Trivandrum for the period from January 2020 to December 2020 (Quantity wise split up with location is as per the attachment sheet). The procurement of materials shall be staggered based on the requirements from the respective units. HLL e-tender portal can be accessed through the link: <https://etender.lifecarehll.com>. Class 3 digital signature with encryption is required for submitting tenders through e-tender portal.

बोलीदाता एचएलएल लाइफकेयर लिमिटेड के नाम में तिरुवनन्तपुरम में देय 5000 ई एम डी के रूप में भुगतान करके निविदा में भाग ले सकता है। उद्योग आधार के साथ पंजीकृत एसएसआई/एमएसई इकाइयों को उनका वैध पंजीकरण प्रमाण पत्र प्रदान करना है और पंजीकरण प्रमाणपत्रों के सत्यापन के अधीन, सूक्ष्म और लघु श्रेणी की इकाइयों को ईएमडी राशि से छूट दी जाएगी।

Bidders can participate in the tender by paying EMD amount of Rs 5000 in favour of HLL LIFECARE LIMITED payable at Trivandrum. SSI/MSE units Registered with UDHYOG AADHAR shall provide their valid registration certificates and units under micro and small category will be exempted from EMD amount, subject to verification of the registration certificates.

निविदा दस्तावेज और विनिर्देश आदि एचएलएल ई-निविदा पोर्टल में उपलब्ध हैं।
Tender document etc. are available in HLL E-tender portal.

बोली प्रस्तुत करने की अंतिम तिथि और समय

Last date and time for submission of bid: 23.12.2019; 15:00 Hrs

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तकनीकी बोली खोलने का दिनांक और समय

Date and time of opening bid: 23.12.2019; 15:30 Hrs

ईएमडी प्रस्तुत करने के लिए अंतिम तिथि और समय

Last date and time for submission of EMD: 19.12.2019; 16:00 Hrs

बोलदाताओं के लिए निर्देश Instruction to Bidders

बोलीधारकों के लिए निर्देश Instruction to Bidders

1. कृपया बोली देने के पहले बोलीधारक सहायक दस्तावेज़ देखें।
Please go through the bidders help document before proceeding for bidding
2. विस्तृत कदम - कदम ट्यूटोरियल वीडियो / मैनुअल, अक्सर पूछे जाने वाले प्रश्न पोर्टल में उपलब्ध हैं।
Detailed step-step tutorial video/manual, frequently asked Questions are available in the portal
3. कृपया सुनिश्चित करें कि बोली शुरू करने से पहले सभी आवश्यक शर्तें यथावत हैं।
Please ensure that all prerequisites are in place before starting for bidding

वरिष्ठ प्रबंधक (क्रय) GENERAL MANAGER (PURCHASE)

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CONTENTS OF BIDDING DOCUMENTS

BID DOCUMENTS

1.	SCHEDULE - A	INSTRUCTION TO BIDDERS
2.	SCHEDULE - B	TERMS & CONDITIONS
3.	SCHEDULE - C	DECLARATION
4.	SCHEDULE - D	TENDER ACCEPTANCE FORM
5.	SCHEDULE - E	PRICE BID

Bidders are requested to attach following filled, duly signed and sealed documents as attachments:

1. Indemnity Clause of Schedule - B
2. Declaration available in schedule - C
3. Tender acceptance form in schedule - D

Bidders are requested to submit their price bid through the portal

RFx No: 3000004383 for Office Stationery

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SCHEDULE – A

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INSTRUCTIONS TO BIDDERS

The Bid is intended to procure Office Stationery to our units in Thiruvananthapuram.

Once the Bid is published in the HLL e-tender portal all prospective bidders can view the details of bid and download the relevant details from the Technical Folder.

The Earnest Money Deposit (EMD) in the form of DD drawn in the favour of M/s. HLL Lifecare Limited payable at Trivandrum for a sum of Rs. 5000/- should be send as to receive at HLL on or before 19.12.2019, 16:00 hrs-failing which the bidder's bid will not be opened.

The bidders can view the status of the EMD amount submitted by logging using their username and password, once HLL Lifecare Ltd acknowledges the receipt of the EMD amount.

SSI/MSE units Registered with UDHYOG AADHAR shall provide a valid registration certificate and units under micro and small category will be exempted from EMD amount subject to verification of the acknowledgement certificates.

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SCHEDULE – A

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INSTRUCTIONS TO BIDDERS

Bid submission / Bid opening dates

- a. The last date & time of receipt of Bids : 23/12/2019; 15.00 hrs
b. Date & Time of opening of Bid : 23/12/2019; 15:30 hrs

In the event of any change in the date mentioned above, email communication will be send to all registered bidders for the particular RFx. Please ensure the correctness of e-mail id given to HLL.

1. Bidders will not be able to participate in the tender after the closing time mentioned for the bid.
2. The Bidder is expected to examine all specifications (Specification sheet is attached along with tender document in the attachment area), Unit wise split up sheet (Split up sheet is attached along with tender document in the Attachment area), instructions, forms, terms and conditions given in the Bidding document. Failure to furnish all the 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
3. Any clarification required will have to be obtained one week prior to the last date of submission of the Bid
4. A certificate /Declaration as given in Schedule C stating that ALL TERMS AND CONDITIONS of this tender is acceptable should be uploaded in the attachment area failing which the tender is likely to be summarily rejected.

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SCHEDULE – A

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INSTRUCTIONS TO BIDDERS

The validity of the Price Bid is for a period of one year (2020) from the date of letter confirming final rates to the parties.

5. 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.

Tax Rate applicable for Corporate R&D Centre.

Based on the Government Notification No.45/2017 dtd.14.11.2017 and Certificate of Department of Scientific & Industrial Research (DSIR), our Corporate R&D Centre (CRDC) is eligible for availing Concessional CGST/SGST @ 2.5% each.

For availing this concessional CGST/SGST @2.5% each, CRDC will issue Essentiality Certificate along with Purchase Orders placed from there.

Hence, the Tax rate for items pertain to CRDC supply will be limited to CGST/SGST@ 2.5% each against the prevailing CGST/SGCT Rates.

The above will be considered for finalizing the rate for CRDC Supplies.

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SCHEDULE – B

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TERMS & CONDITIONS

1. The 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 Trivandrum for a sum of Rs. 5,000/- failing which the Tender is likely to be summarily rejected.
2. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period.
3. (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 supplier.

(b) Failure to supply the material for any of the above reasons will entail forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of one year.
4. Conditional tenders/tenders with deviation will not be considered.
5. The quantity mentioned herein is approximate annual requirement and in case the company requires more/less quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
6. The tenderer should be in a position to supply the items as and when ordered within 10 days of placement of order/LOI.
7. HLL reserves the right to split up the quantity and place the order on more than one supplier and 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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SCHEDULE – B

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9. Units Registered with UDHYOG AADHAR shall provide valid acknowledgement certificate.
10. Units Registered with UDHYOG AADHAR belonging to SC/ST Owners shall mention the same separately.
11. Indemnity clause should be signed and sealed.

In the event of placing orders: -

- a) In case of rejection, the material should be taken back, replaced at supplier's risk, and cost within 7 days of intimation from HLL.
- b) 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.
- c) The supplier agrees to supply as per the rate quoted and other terms and 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.
- d) Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL.
- e) 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.
- f) All dispatch documents like delivery note/challan, packing list and invoice should contain the following details
 - i. Purchase Order No.& date

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- i. Description of items as contained in the Purchase Order along with HSN Code
Quantity dispatched
- ii. Total Number of packages/ serially numbered
- iii. HLL's GST No & Supplier's GST No.

The LR no. should be intimated immediately after dispatch of the material by email/fax

- g) The following documents should accompany the consignment
 - a. Invoice in triplicate
 - b. Delivery Note/Challan
 - c. Packing List
 - d. LR/AWB/----
- h) Mode of Transport shall be by road, unless otherwise specified.
- i) Payment shall be made by cheque/RTGS within 30 days of receipt, inspection subject to acceptance of the material.
- j) The jurisdiction of any disputed, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram as the case may be.

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TERMS & CONDITIONS

INDEMNITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate within 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 the company takes prior approval before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

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

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - C

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DECLARATION

We confirm having read and understood all the 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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SCHEDULE - D

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CONTENTS OF PRICE BID FORMS

For

OFFICE STATIONERY

SCHEDULE F - TENDER ACCEPTANCE FORM

Bidders are requested to submit their price bid through the portal

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SCHEDULE - D

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PRICE BID – OFFICE STATIONERY - TENDER ACCEPTANCE FORM

Full Name and address of the Tenderer :

Telephone No. with STD Code :

Mobile Number :

E-mail Address :

Fax No.(if any) :

To

SENIOR MANAGER (PURCHASE)
HLL LIFECARE LIMITED,
Peroorkada P.O.,
Trivandrum – 695 005.

Dear Sirs,

We, hereby offer to supply Office Stationery as detailed in price bid. We shall be bound by a communication of acceptance dispatched within the prescribed time.

We have understood the conditions mentioned in the invitation to tender and conditions of contract furnished by you and have thoroughly examined the specification quoted in the Tender form hereto and are fully aware of the nature of the material required and our offer is to supply strictly in accordance with the requirement and the terms and conditions mentioned above and in this tender.

Place:

Date:

Signature
With Office seal

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SCHEDULE - E

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PRICE BID

CONTENTS

Bidders are requested to download the Price Bid form available against the Rfx No. 3000004383. in the Portal. Bidders have to enter the rates in the respective column provided for Rate/Unit and taxes in percentage and HS Codes and save the updated Price Bid form. The same has to be uploaded against the Rfx . 3000004383. Please note that details of price and tax has to be entered in the form provided and no other format is to be used for the same.

RFX number for Office Stationery : 3000004383

All supporting documents need to be attached in the area against Rfx No. 3000004383. Rate quoted shall be the Basic rate (total of all other than taxes) and Taxes (should be mention in Percentage) in the attachment sheet of Rfx No. 3000004383.