

**HLL Lifecare Limited
(A Government of India Enterprise)
Plot. No. 71, Sector – 7, IMT,
MANESAR, GURGAON
HARYANA -122050
Website: www.lifecarehll.com
PHONE: 0124-4030949
FAX: 0124-4030949**

INVITATION FOR BID

FOR

**SUPPLY OF
LABORATORY CHAIR FOR PRODUCTION & BOOK SHELF FOR OFFICE**

AT

**MANESAR FACTORY
GURGAON
HARYANA -122050**

HLL/MFG/PUR/OFFICE-FURNITURE/2012-13

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CONTENT OF TENDER DOCUMENTS

Instruction to Bidders

- 1. Schedule A - Specifications**
- 2. Schedule B - Minimum Eligibility Criteria**
- 3. Schedule C-Questionnaire-general information of the supplier**
- 4. Schedule D - Terms& conditions**
- 5. Schedule E - Indemnity clause**
- 6. Annexure A – Price Bid**

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S.No.	Items Name	Quantity
1	Laboratory Chair for Production	30 Nos.
2	Book Shelf (Office)-Godrej Make	02 Nos.

a) **Last date and time (IST) for receipt of bids** : 15:00 Hrs on 10.01.2013

b) **Date & Time (IST) of opening of Technical bids** : 15:30 Hrs on 10.01.2013

(A) The completed bids must be received at the office of the **Unit Chief, HLL Lifecare Limited, Plot No.71, Sector – 7, IMT, MANESAR, Gurgaon, Haryana-122050, India**, on or before time and date given above. It will be the sole responsibility of the bidder to ensure that their bid is received at the address specified above on or before the specified date & time mentioned. Bids will be opened in the presence of Bidders/authorized representative(s) who choose to attend the bid opening on the specified date and time at the office of HLL at the address given in above.

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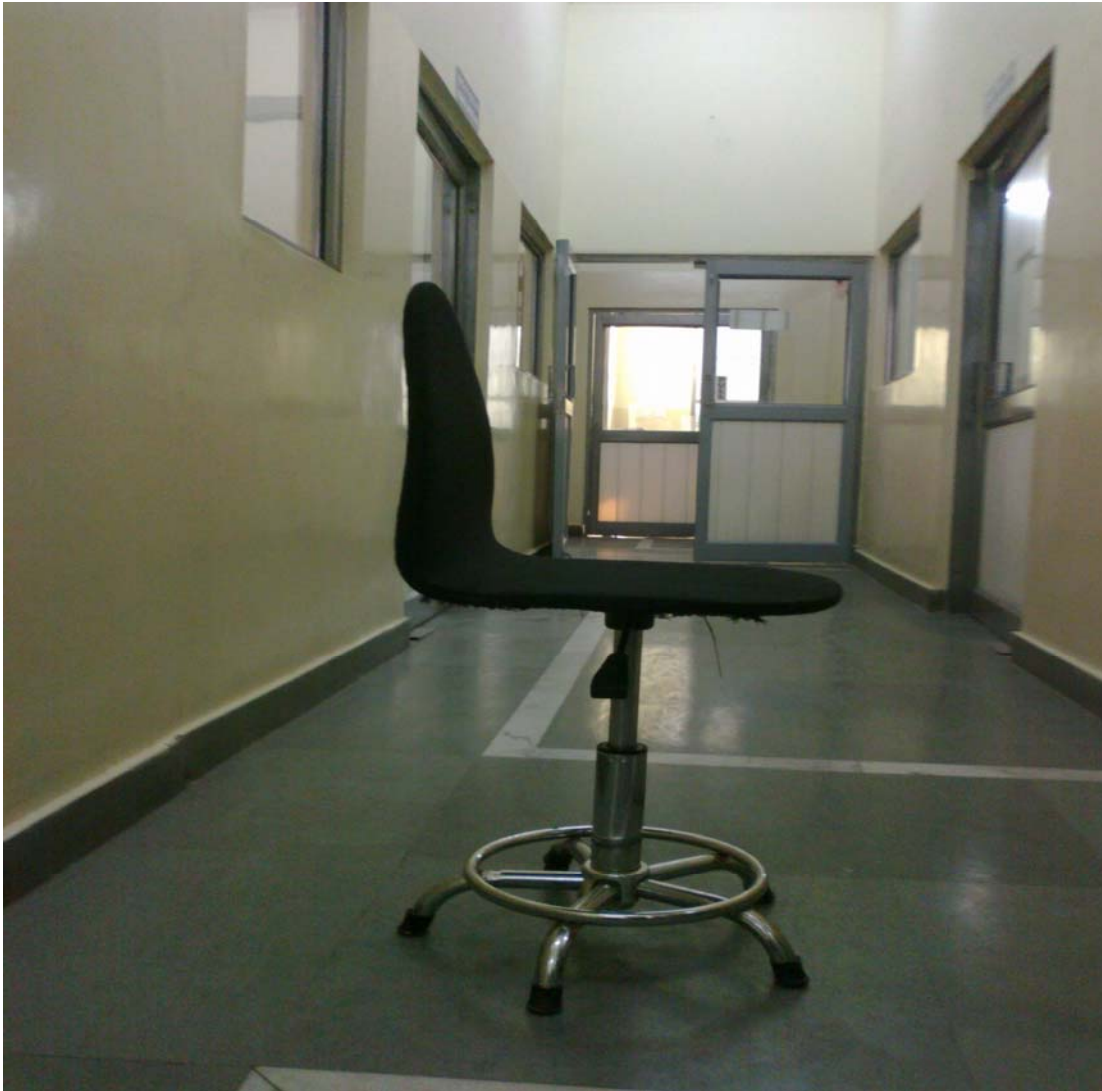
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Specifications for Laboratory Chair (Production), Qty-30nos.

1. Seat with back rest
 - Height – 15 inch
 - Length – 15 inch
 - Breadth – 15 inch

2. Base
 - Stainless steel tube with Adjustable Height = 9 inch
 - Base having 5 spokes suitable for weight up to 70 Kg.
 - Lever for adjusting height.

Chair Photo-Side View



Chair Photo-Top View



Specifications for Book Shelf (Office)-Godrej Make, Qty-2nos.

1. Height – approx. ~ 5 feet
2. Width – approx. ~ 4 feet
3. **Make – Godrej**
4. With Glass front (transparent) having at least 4 shelves of book height with lock & key.

Book Shelf Photo (Godrej Make)



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Minimum Eligibility Criteria

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1. Name of Organization :
1. (a) Are you a manufacturer : Yes/No
(b) Are you an authorized agent : Yes/No
2. What is your annual production /process capacity? :

All information provided herein is true and correct

Place
Date

Name and Signature of the Applicant
(With official Seal)

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QUESTIONNAIRE

(General information of the supplier)

1. Name & Address of the manufacturer/
Supplier with
 - (a) Telephone No./Mob.No.
 - (b) Fax No.
 - (c) E-mail Address
 - (d) Name of contact person
 - (e) Whether proprietary/partnership/
Limited company.
2. What is your Annual Turn Over during the :
last 3 years?
3. How many years have you been in the :
business of manufacturing/selling?
4. What would be the minimum period :
Required to deliver the ordered quantity
from the date of confirmed purchase
order?
5. What is your :-
 - CST No.
 - VAT No.
 - TIN No.
 - PAN No.
6. Please indicate:-
Name & Full address of your Banker

All information provided herein is true and correct

Place
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Terms and conditions

- 1) The tender should be complete in all respects; incomplete tender are liable to be rejected without any further correspondence.
- 2) Unsealed tenders received are liable to be rejected and this will be at the sole risk of the tenderers.
- 3) Quotation should be sent by Courier or submitted in personal at our office during working hours in a sealed cover super scribed with enquiry Reference/no. and date of opening. The quotations received after due date will not be considered.
- 4) The bidders should submit both Technical bid and Price bid separately.
- 5).The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened. The Price Bids of Tenderers who do not qualify will be returned unopened.
- 6).The date & time of opening the Price Bid and the address to which the communication is to be sent will be intimated separately.
- 7).Period of validity of tender: The tender will remain open for acceptance for 120 days from the date of opening of the tender and rate quoted shell be confirm and valid for a period of one year from the date of the price bid.
- 8).The delivery time required to supply the material should be clearly indicated in the quotation
- 9)(i) Termination of contracts: In case, after issue of a confirm order, the successful tender fails to supply the item as per the specified quality and the required quantity according to the delivery Schedule as given in Supply order ,and even fails to complete the supply within the extended period if any given in writing by HLL Lifecare Limited ,Manesar, will be within HLL's full right to terminate the contract by giving a notice of 21 days in writing sent by registered Courier to the address given in the tender submitted or to any other address which may be recorded in the office at the request of the tenderer.the period of 21 days will be counted from the date of issue of the notice.
- (ii) HLL Lifecare Limited, Manesar reserves the right to terminate the contract without assigning any reason by giving a notice of 21 days to the successful tenderer by registered post to the address given in the tender submitted, or to any other address which may be recorded in the office at the request of the tenderer. The period of 21 days will be counted from the date of dispatch of the notice. In such case, the security deposit of the successful tenderer will be refunded soon on getting demand from the

tenderer. The HLL Lifecare Limited will not be liable for payment of any compensation for any loss that the contractor may be put to or alleged to have been put to on account of such termination.

(iii) In case notice sent by registered post / courier to the address recorded in the office as per clause 9(i)&(ii) is returned undelivered with the remark addressee not found or addressee refused to accept, the notice shall be deemed to have been served and the termination will automatically take effect from the 22nd day of dispatch of the notice.

(iv) HLL Lifecare Limited will have the full right to reject any or all the tenders without assigning any reason whatsoever, the HLL Lifecare Limited, also reserves the right to award the contract with more than one contractor.

10. SEALING AND MARKING OF BIDS: The Bidders shall seal the bids in a separate envelopes duly marking the envelopes, separately as (i) Techno-commercial/Technical Bid (unpriced) (ii) Price Bid (Annexure-A) and these two envelopes enclosed in another sealed outer envelope duly marked.

11. HLL Lifecare Limited shall not be responsible if the bids are delivered elsewhere.

12. RELEASE OF PURCHASE ORDER

The purchaser may consider placement of a purchase order for commercial supplies on those bidder(s), whose offers have been found technically, commercially and financially acceptable.

13. During the period of contract, if so desired by the purchaser, the vendor(s) premises shall be visited by the purchaser for inspection/evaluation.

14. **Payment** –100% after the delivery of the product at site.

15. The jurisdiction of any disputes, suit and proceeding arising out of this tender shall be only in the courts of Delhi.

16. Any disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach there of shall be settled by arbitration in accordance with the rules of arbitration of India Council of Arbitration and the award in pursuance there of shall be binding on the parties”in case the matter is referred for arbitration.

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

18. THERE WILL NOT BE ANY POST TENDER NEGOTIATION EXCEPT WITH THE FIRST LOWEST RESPONSIVE BIDDER

Place
Date

Name and Signature of the Applicant
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INDEMNITY CLAUSE

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

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PRICE BID

(A)- Laboratory Chair, QUANTITY – 30 Nos.

PRICE PARTICULARS	PER UNIT (IN RS.)	REMARKS
BASIC PRICE OF PRODUCT/UNIT		
CST / VAT (in %)		
FREIGHT		
INSURANCE		
TOTAL VALUE		

NB: In case of any discrepancy between price written in figures and words than price written in words will prevail

MINIMUM TIME REQUIRED FOR SUPPLY
OF MACHINE AFTER RECEIPT OF LETTER OF
INDENT/ PURCHASE ORDERS

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PLACE:
DATE:

NAME AND SIGNATURE OF THE TENDRER
(WITH OFFICIAL SEAL)

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PRICE BID

(A)- BOOK SHELF, QUANTITY – 02 NoS.

PRICE PARTICULARS	PER UNIT (IN RS.)	REMARKS
BASIC PRICE OF PRODUCT/UNIT		
CST / VAT (in %)		
FREIGHT		
INSURANCE		
TOTAL VALUE		

NB: In case of any discrepancy between price written in figures and words than price written in words will prevail

MINIMUM TIME REQUIRED FOR SUPPLY
OF MACHINE AFTER RECEIPT OF LETTER OF
INDENT/ PURCHASE ORDERS

}

PLACE:
DATE:

NAME AND SIGNATURE OF THE TENDRER
(WITH OFFICIAL SEAL)