

HLL LIFECARE LIMITED
Corporate R & D Centre,
Akkulam, Sreekariyam P.O., Thiruvananthapuram – 695 017
Phone No. +91 471 2774700, Fax No. +91 471 2774707
e mail : crdc@lifecarehll.com

Sealed tenders are invited on behalf of Head (R&D), Corporate R & D Centre, HLL Lifecare Limited, Akkulam, Sreekariyam P.O., Thiruvananthapuram 695 017 from the reputed manufacturers/authorized distributors/dealers (who have the current authorization from the principal company) for entering into Annual Rate Contract for the supply of items grouped as under. The period for the rate contract from 01st January 2014 to 31st December 2014.

SN	
1.	Chemicals/Solvents (IR/AR/LR/GR/HPLC Grade)/ Polymers / Herbs / Medicinal Plant (Fresh / Dried parts)
2.	Plastic-wares (complete range)/General Lab wares /Pipette-Micropipette/Filter Papers
3.	Glass-wares (complete range) / Accessories
4.	Kits (Biological &Diagnostics) / Rare Chemicals / Anti bodies
5.	Chromatography Accessories (HPLC / GPC /GC Columns / Columns Fittings/ TLC plates) Lab Consumables (Complete range) / Pumps / Analytical gas, Software etc.

The last date of receipt of Techno-commercial Bid is: 10/12/2013 at 05:30 pm (Local Time)

Technical Bid opening details : -

- i) Venue : Conference Hall, Corporate R &D Centre, Akkulam, Thiruvananthapuram.
- ii) Date & Time : 12th December 2013, 10:00 am

HEAD (R&D)

Application Form for Entering Into Rate Contract for the period 01st Jan. 2014 to 31st Dec. 2014.

1. Name & Full Address of the Firm: M/s _____

2. Item/materials for which Rate Contract desired/applied for _____

3. Whether Price list for 01st Jan. 201 to 31st Dec. 2014 is printed or duly certified Computer generated CD in prescribed format (Annexure-A): _____

4. List of items for which the rate contract is applied category
(Mention page no. _____ to _____ as per catalogue) _____

5. In case of imported items, mention the name of manufacturer in the price list for which rate contract is applied. _____

6. Whether all the authorization from the manufacturers is enclosed _____

7. Is there any open authorization in India if yes please mention. _____

8. In case of imported items whether price list in foreign currency is attached. _____

9. Discount offered on the printed price : _____

10. VAT/Taxes/Duties etc.
(a) VAT/CST percentage _____
(b) Excise Duty percentage (Including all Cess) _____

11. Delivery period from Ex-Stock _____

12. If item is not in Ex-Stock please mention delivery period _____

13. Whether you accept that if the ordered material is not supplied in the above mentioned period then HLL Lifecare Limited reserves the right to cancel the order/not accept the ordered material

14. State whether your firm have been currently banned/ black listed by any Ministry/Dept. of Central Govt. or any State Govt. If so give details

15. Bank details for e-payment:

- (a) Bank A/c No. :
- (b) Bank Name :
- (c) Branch Name :
- (d) IFSC Code :
- (e) Other details :

16. Rate of Discount Offer as in Special Cases for Bulk Purchase the total value of order exceed

a) Rs.5,00,000.00 upto Rs.99,999.00

b) Above Rs.1,00,000.00

17. If the firm is under the Rate Contract with other Govt. Dept./ Research Institution. Give details along with Certified copies of rate contract

18. Annual Turnover of the firm/company during financial year 2013-2014 (enclosed documents is support of claim)

19. VAT registration No.

20. Income Tax PAN No. (in the name of firm/company & not individual)

21. Whether latest manufacturers price list is enclosed

22. Any other information vital for entering into rate contract.

Signature of Tenderer with seal

UNDERTAKING

We M/s _____ i.e. Authorized Distributor of _____ (Please Mention Name of Manufacturer/ Foreign Principal) are fully satisfied with all the terms and conditions as mentioned vide Rate Contract Tender vide tender No. _____ towards entering with Rate Contract for Supply of _____ with Corporate R &D Centre, HLL Lifecare Limited, Akkulam, Sreekariyam P.O., Thiruvananthapuram 695017 for the period 01st January 2014 to 31st December 2014..

We will offer Discount @ _____% on each unit of products which is Maximum as applicable to the Government Research Organizations. Further, we will offer Discount @ _____ % as special case for bulk purchases, whenever the total value of order exceed Rs.1,00,000.00 (Rupees One Lakhs).

We are submitting Demand Draft/Bank Guarantee/Fixed Deposit Receipt of Rs.5000.00 (Rupees Five Thousand) vide No. _____ dated _____ towards Bid Security which may be converted into Performance Security, if Rate Contract is awarded to us. The performance security amount will be return after the contract period.

Price list submitted by us with the Tender Document is the only one in circulation which will remain valid upto Entire Rate contract Period. No addition/alteration in respect of Price List will be made by us.

We Authorized M/s _____
Address _____

Telephone No. _____ Fax No. _____
Email id _____ to obtain and execute order on our behalf for CRDC HLL Lifecare Limited, Akkulam (Authorization Letter is enclosed).

Further, we will supply the items within 21 days of the date of issue of supply order beyond which will pay penalty @ 0.5% per week subject to maximum 7.5% of the total value of consignment as per the terms and conditions of Rate Contract to the Head, Corporate R &D Centre, HLL Lifecare Limited, Akkulam, Sreekariyam P.O., Thiruvananthapuram 695 017, Phone No. +91 471 2774700, Fax No. +91 471 2774707, e mail id : crdc@lifecarehll.com.

Signature of Tenderer with seal

Terms & Conditions of Rate Contract

1. No equipments are covered under this contract.
2. **Mention the name of Category and Brand name / Principal Company name on the envelope failing which the offer will be summarily rejected without opening the same. For separate category of items, separate tenders should be submitted. Single tender for multiple categories will be rejected summarily.**
3. **The companies which cannot provide validity of rates for One year need not apply.**
4. The firms should be registered with Sales Tax Authorities.
5. Prices charged for the stores supplied under Rate Contract should under no event be higher than the lowest prices at which the party sells the items of identical description to any other Govt. organization during the period of contract failing which the "FALL CLAUSE" of HLL Lifecare Limited rules will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to HLL Lifecare limited case it is found that the prices charged by the firm are more the same will be recovered from the subsequent/unpaid bill of the supplier.(Annexure A)
6. HLL Lifecare Limited reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
7. Corporate R&D also reserves the right to test the chemicals and solvents / other consumables for their quality if it so desires.
8. In case of any delay in the supply of material, HLL has right to procure the materials from an alternate vendor thereby the risk and excess cost to be borne by the original lowest tenderer.
9. The items, so supplied will have to be high quality and grade and in the inspection / test if these are found to be of inferior quality, the same are to be replaced by supplier at their risk & cost within the stipulated period, failing which the Rate Contract of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of the Contract.
10. **Tenderers are required to submit soft copy (CD) and copy of the CD list as per format provided separately.**
11. Discount, taxes and other levies if any are to be specified clearly in the bid.
12. Warranty-The tenderer shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use the supplier will provide free replacement or refund the amount paid for that item.
13. The delivery/Supply will be made on F.O.R basis to Corporate R & D Centre, HLL Lifecare Ltd, Akkulam, Sreekaryam P.O, Trivandrum-695017.Freight, insurance charges, if any will not be borne by HLL Lifecare Limited. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days from the date of intimation at the risk & cost of the vendor.

14. That the delivery of goods will be taken at the risk and cost of the supplier from railway / transport.
15. The final acceptance/decision on the rate contract will be taken after screening the offers by a duly constituted committee reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
16. That the supply of material will have to be completed within 21 days from date of issue of purchase order. The liquidated charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 7.5% of the total value of goods/contract value.
17. That the payment of the bill will be made within 30 days on receipt & acceptance of the goods / items.
18. The final agreed rate of each item for one year from the date of final date agreed.
19. The order can be will be placed based on the requirement / staggered delivery
20. The articles / goods should be packed in such a manner to withstand to avoid damages during transit.
21. Supply is made from the latest batch of production with the maximum shelf life (5/6th of the shelf life period) period & original packing.
22. The original delivery challan, invoices and packing list must be prepared in the name of the Corporate R &D Centre, HLL Lifecare Ltd, Akkulam, Sreekaryam P.O, Trivandrum-695 017.
23. In case a Rate contract is accepted, the firm may be asked to sign an agreement with us while entering into rate contract (HLL format).
24. While submitting the tender document, the Tenderer should specifically sign with seal on each page of the tender document including terms and condition.
25. The Tenderer should return the duplicate copy of the enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
26. HLL Lifecare Limited, Corporate R & D centre has not registered with Sales Tax Authority, hence we don't have Tax Payer's Identification Number (TIN) / CST No. So the sales taxes will be applicable as per the VAT rules / CST rules.
27. The rate contract can be terminated at any time by giving one month notice.
28. All disputes will be subject to Thiruvananthapuram jurisdiction.
29. The tenders are also liable to be rejected if the above conditions are not complied with.

Signature of Tenderer with seal

INSTRUCTION TO BIDDERS/TENDERERS

1. The Rate Contract will be valid for the period of 12 months from date of award of Rate Contract. The period may be extended upto 6 months, if required.
2. Incomplete proposals and tenders received after due date shall not be entertained.
3. In case of discrepancy between unit price & total price, the unit price shall prevail.
4. Where contract (R/C) for supply of goods, etc. imported (Subject to custom duty and foreign exchange fluctuations) and/or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
5. 03 copies of Price list valid for The Rate Contract Period should be submitted.
6. Authorization certificate in respect of Indian / Foreign Principals duly self-attested and showing validity for the year 01st January 2014 to 31st December 2014 should be submitted.
7. Terms & Conditions given in the HLL Lifecare Limited format duly signed/sealed should be submitted.
8. **Proposals for rate contract may be submitted in the prescribed format and all columns may be filled up.**
9. The price list which is in CD may be downloaded and copy may be supplied to this office duly signed and sealed by the authorized signatory.
10. The competent authority reserve the right to accept to reject any or all tenders without assignment any reason.