

**GLOBAL TENDER FOR SELECTION OF**  
**OVERSEAS OPERATIONS ASSOCIATE (OOA) FOR INTERNATIONAL BUSINESS**  
**DIVISION**

**HLL/CHO/IBD/GT/2019-20/1**

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**

**CIN: U25193KL1966GOI002621**

Corporate and Regd. Office

HLL Bhavan, Poojapura

Thiruvananthapuram – 695 012

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**JUNE 2019**

## **GLOBAL TENDER FOR SELECTION OF OVERSEAS OPERATIONS ASSOCIATE (OOA) FOR INTERNATIONAL BUSINESS DIVISION**

### **Introduction**

HLL Lifecare Limited (HLL) is a 53 years old Government of India Enterprise under the Ministry of Health and Family Welfare with its registered office at Trivandrum in the State of Kerala. HLL is a leading, global manufacturer of Contraceptives and Hospital Products.

HLL's purpose of business is "to be a globally respected organization focusing on inclusiveness by providing affordable and quality healthcare solutions through continuous innovations".

The range of products manufactured and marketed by HLL includes male and female condoms, contraceptives, hormonal pills, hospital products like blood bags and surgical sutures, sanitary napkins, pharma products, deodorants, condom and sanitary napkin vending machines, diagnostic test kits etc.

HLL has established its International business division catering the overseas markets in the year 1991 and as on 2019, HLL has presence in 85 countries around the globe. HLL is a major supplier to global procurement institutions like UNFPA, PSI, Mission Pharma and various Ministries across the globe.

### **HLL's Business with Ministry of Health Brazil**

HLL has been a long term and preferred supplier of Male Latex Condoms to Ministry of Health (MoH), Brazil since 2012. Till date HLL has supplied 1695 million pieces of Condoms to MOH, Brazil HLL has been successful in supplying condoms to MOH, Brazil strictly adhering to quality and delivery timelines.

HLL would be signing a contract with MOH Brazil for supply of Male condoms to them during 2019 – 20. The order has to be executed in six shipments during 2019-20 as per the terms and conditions in the bid. HLL wishes to engage an associate to carry out the operations with respect to the contract and supply order from Ministry of Health, Brazil.

### **I. Scope of Work**

Overseas Operations Associate (OOA), will manage the end-to-end operations / activities in Brazil on behalf of HLL.

The following would be the responsibilities of the Overseas Operations Associate:

1. Performance Security Deposit by OOA to HLL: The OOA shall make a performance security deposit of Rs. 10.00 Crore to HLL within 15 days from the date of signing of Work order by HLL and OOA. The performance security deposit will be repaid to OOA upon successful completion of contract by HLL.
2. Manage all pre & post shipment activities in Brazil for smooth clearance, inspection and testing, acceptance and making available the cargo to Ministry warehouse.
  - a. Obtain import license and approval from Ministry of Health / Ministry of Finance, Brazil
  - b. Liaison with local customs broker, Terminal handling and customs clearance (including payments to be made).
  - c. Transportation of cargo to the ANVISA approved private warehouse.
  - d. Third party quality testing of the consignment by an agency approved by Ministry of Health, Brazil (inspection, clearance and obtain final approval from INMETRO, Brazil).
  - e. Transportation to MoH Brazil notified warehouse and ensure proper delivery as per HLL contract terms.

- f. Payment towards Declaration for Authorization of Registration
- g. Management of local product registration for male condoms with MoH Brazil for import of cargo
- h. Hiring of ANVISA approved private warehouse.

## II. Minimum Eligibility criteria

The parties shall be shortlisted based on qualifying the minimum eligibility criteria as below:

- Should have prior experience of working with Government Healthcare projects. Copy of orders received/experience certificates to be submitted as proof.
- Have worked in Healthcare business domain. Supporting documentary evidence to be submitted.
- Should have achieved a minimum turnover of Rs. Rs.100 Cr. during the last three years. The audited Profit and Loss account and Balance sheet of the past three years (2015-16, 2016-17 and 2017-18) to be submitted.
- Experience in handling IT enabled logistics and distribution. Documentary evidence to be submitted.
- Experience in warehouse management. Supporting documentary evidence to be submitted.

### III. Financial Bid

The interested parties should provide their quote in the following format:

Sl.no.	Particulars/Scope of work	Rate per piece (USD or INR)
1	Financing charges against performance security deposit of Rs. 10.00 Crore.	
2	Terminal Handling and clearance charges	
3	Private warehouse charges	
4	Transportation to private warehouse	
5	Sampling and testing charges	
6	Transportation to Ministry warehouse	
7	Loading and Unloading at warehouse	
8	Registration charges	
9	Service charges	
10	Total rate per piece	

The OOA will not be entitled to any additional amount over and above the 'Total rate per piece' as mentioned in the above table of the financial bid.

### IV. Payment Terms

HLL will make the payment to the OOA within 60 days from the date of receipt of payments from MOH Brazil. The payments to OOA will cover services charges and payment of other expenses for clearance of shipment at the destination port including third party inspection charges and delivery at MOH warehouse as mentioned in the scope of work / financial bid.

### V. Submission of Global Tender and Terms & Conditions

- The interested parties must submit the Tender document with all the required proof with respect to the minimum eligibility criteria on or before 9<sup>th</sup> July 2019 at 5.30 PM.

- Any Tender received after the stipulated time period shall be considered late and will be rejected by HLL.
- The TENDER and financial bids should be submitted in two different sealed envelopes prescribing TENDER and financial bids respectively and both the envelopes shall be enclosed in a covering envelope prescribing **GLOBAL TENDER FOR SELECTION OF OVERSEAS OPERATIONS ASSOCIATE (OOA)**
- The parties shall be evaluated based on the eligibility criteria and financial bids. Only those parties qualifying the eligibility criteria shall be considered for evaluation of their financial bids and further discussion with HLL.
- The work will be awarded to the bidder who has quoted the lowest total rate per piece as per the rated quoted in the Financial Bid.
- The Tender is valid for a period of 90 days from the date of publishing.
- Further details on the scope of work, time period for execution and completion shall be shared with the successful bidder
- HLL does not make any commitment or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statement or omission herein, or the accuracy, completeness or reliability of information contained herein, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this request, even if any loss or damage is caused by any act or omission on its part.
- Organizations are requested to keep the information and details strictly confidential. We are looking for your support and co-operation in getting fully responsive Tenders.
- HLL shall not be responsible for any expense incurred by Parties in connection with the preparation and delivery of their TENDER and other expenses.
- HLL reserves the right to reject any or all the TENDER received without assigning any reason thereof.

- After evaluation / examination of the Tender, HLL may at its sole discretion decide further course of action.
- HLL reserves the right to deal with the Tender in any manner without assigning any reasons for the same.
- The decision of HLL in this regard shall be final.
- Any changes in the TENDER shall be updated in HLL's website ; [www.lifecarehll.com](http://www.lifecarehll.com) only. The parties are advised to regularly visit the website for any amendments or addendums to the TENDER conditions.
- It is proposed to conduct a pre-bid meeting on the bid on 26<sup>th</sup> June 2019 at 11 am in the following address

Time: 11.00 am

Venue: **HLL Lifecare Limited**  
**HLL Bhavan, Poojapura**  
**Thiruvananthapuram – 695 012**

- Interested parties may submit their bid in writing to the following address along with relevant documents.

**Associate Vice President (International Business)**  
**HLL Lifecare Limited**  
**HLL Bhavan, Poojapura**  
**Thiruvananthapuram – 695 012**  
Email: [exports@lifecarehll.com](mailto:exports@lifecarehll.com)