

एचएलएल लाइफ़केयर लिमिटेड **HLL LIFECARE LIMITED**  
(भारत सरकार का उद्यम) **(A GOVT.OF INDIA ENTERPRISE)**  
पेरूरकडा पी.ओ. **PEROORKADA. P.O,**  
तिरुवनन्तपुरम-६९५००५ **THIRUVANANTHAPURAM-695 005**

**PHONE NO:0471 2435325; FAX NO:0471 2435013;**  
**EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com)**

**Tender No: PUR/08/R1/PQ/CP/2/2013-14**

## **TENDER FORM**

## **TECHNO-COMMERCIAL BID**

**GLOBAL TENDER FOR THE SUPPLY OF SILICONE OIL**

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
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Date : 28<sup>th</sup> February 2013

**GLOBAL TENDER FOR SUPPLY OF SILICONE OIL**

Sealed and superscribed tenders under Two Bid System (Techno-Commercial) in the prescribed form are invited from Manufacturer(s) / Authorized Agent(s) for the supply of Silicone oil to our Peroorkada Factory, Trivandrum, Kanagala Factory, Belgaum, SEZ, Kochi & Gajwel Factory, Medak dist., Andhra Pradesh for a period of 6 months (April 2013 to September 2013).

**Instruction to Bidders**

1. The Tender should be completed in all respects and submitted along with EMD. 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. Conditional tenders / tenders with deviation will not be considered.
4. 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 Dy. General Manager (Purchase) HLL Lifecare Limited , Peroorkada P.O., Trivandrum – 695 005, 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.
5. 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 Trivandrum for a sum of of USD 4,500/- in the case of International Bidders or Rs. 2,00,000 (Two lakhs) in the case of Domestic vendors. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period. The EMD of the unsuccessful bidder will be refunded after finalization of the tender.

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6. The technical bid will be valid for a period of two years and price bid will be valid for a period of 6 months (April 2013 to September 2013).
7. 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. The Price Bids of Tenderers who do not qualify will be returned unopened.
8. The material will be procured only from approved vendors. In the case of new vendors, material will be procured only after the sample is approved. HLL may also conduct facility audit before procurement from new vendors.
9. New vendors are required to furnish their company profile along with Technical Bid.
10. The technical specification, approximate quantities and other terms and conditions are as follows.

**Specification :-**

- |  |   |  |
|--|---|--|
| (i) Grade  | : | Matching USP/BP/EP Grade   |
| (ii) Chemical Name   | : | Poly Dimethyl Siloxane   |
| (iii) Characteristics  | : | Clear, colourless, odourless liquid                              |
| (iv) Acidity   | : | Not more than 0.10ml. of 0.050N<br>Alcoholic Potassium Hydroxide |
| (v) Identification   | : | Matches standard spectra   |
| (vi) Viscosity (at 25°C)   | : | 332.5 to 367.5 CST   |
| (v) Loss on heating<br>(at 150°C for 2hrs)   | : | 0.3% max.  |
| (vi) Specific gravity<br>(at 25°C)   | : | 0.965 to 0.973   |
| (vii) Refractive Index at 25°C   | : | 1.4013 to 1.4053   |
| (viii) Phenylated compounds  | : | 0.2max   |
| (ix) Heavy metals  | : | 5ppm max   |
| (x) Assay IR (%)   | : | 97-103 %   |
| (xi) Toxicity  | : | Non toxic/Nonirritant to human skin                              |
| (xii) Packing mode   | : | In Totes of 950kg or 200kg Drums                                 |
| (xiii) The product being offered should have a minimum shelf life of 6 years.  |   |  |
| (xiv) The supplier has to submit the report of cytotoxicity, skin irritation, skin sensitization, acute systemic toxicity and acute oral toxicity from labs having National or International accreditation at a frequency of once in a year. |   |  |

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(xv) A declaration confirming that the product offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed.

(xvi) The bidder should be able to furnish Certificate of Analysis of the product for each batch / lot containing all the parameters in the above specification.

5. Quantity : 425 MT

6. Destination :

- (a) International bidders are required to quote the rate for supply CIF Cochin Port, Kerala, India in the Schedule I.  
(b) Domestic bidder to quote the rates FOR HLL Stores, Belgaum, Trivandrum, Cochin & Gajwel in the Schedule II (Part A, B, C & D).

7. Last date for submission of bid : 21/03/2013; 2.00 P.M.

Date for opening of Technical bid : 21/03/2013; 3.30 P.M.

#### TERMS & CONDITIONS

1) (i) The quoted rate shall be valid for a period of 6 months (April 2013 to September 2013) during which period no price escalation and no change in terms and conditions will be allowed on any ground.

(ii) 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.

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(iii) 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.

2. 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.
3. 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.
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.
5. 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. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period.
- b. The remaining period of shelf life of material on arrival at HLL stores should be minimum 5/6<sup>th</sup> 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 the supplier or through our approved Transporter on freight to-pay basis.
  - ii. Alternatively the rejected material shall be destroyed at our end.

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- 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.
- e. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Trivandrum / Kochi / Belgaum / Gajwel as the case may be.

**DY. GENERAL MANAGER (PURCHASE)**

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## **TECHNICAL BID FORM**

**For SILICONE OIL**

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SCHEDULE - A  
Page 1 of 2

**TECHNICAL BID**

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.
2. Are you a manufacturer / authorized agent  
If authorized agent furnish a copy of :  
authorization from manufacturer.
3. How many years have you been in the :  
business of manufacturing/trading  
Silicone Oil ?
4. Is the product being offered is of  
Pharma grade matching BP/USP/EP :  
standards. Indicate the standard.
5. Annual production capacity :
6. Indicate the quantity you can  
supply HLL Lifecare Ltd. per month :
7. What would be the minimum period :  
required to deliver the ordered quantity  
from the date of confirmed purchase  
order?
8. Have you been a supplier to any Condom :  
Manufacturer, if so give details.
9. Annual Turn Over during the :  
last 3 years?



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SCHEDULE - A  
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10. Details of tax registration :- :
- a) CST No. :
- b) TIN No.& VAT No. :
11. Name & Address of your Banker(s) :
- Account no. :
- Swift Code :
12. What is the shelf life of the product being offered by you? :
13. 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 - B  
Page 1 of 2

**TECHNICAL BID**

**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
- 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 - B  
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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 : NAME AND SIGNATURE OF THE VENDOR  
Date : Office Seal)

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

**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**

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## **CONTENTS OF PRICE BID FORMS**

### **For SILICONE OIL**

**1. SCHEDULE I - RATE SCHEDULE FOR INTERNATIONAL BIDDERS**

**2. SCHEDULE II - RATE SCHEDULE FOR DOMESTIC BIDDERS**

**(PART A/B/C/D) - RATE SCHEDULE FOR TRIVANDRUM, BELGAUM,  
SPECIAL ECONOMIC ZONE, KOCHI & GAJWEL  
UNIT, MEDAK DIST., ANDHRA PRADESH**

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SCHEDULE - I  
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PRICE BID  
RATE SCHEDULE FOR INTERNATIONAL BIDDERS

ITEM: SILICONE OIL

Qty : 425 MT

PRICE PARTICULARS	RATE PER MT (IN USD.)	REMARKS
CIF RATE, COCHIN PORT KERALA, INDIA		To be shipped in FCL

(USD.....)

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

}

QUANTITY OFFERED FOR SUPPLY PER MONTH :

Payment Terms : By L/C, 60 days from the date of Bill of Lading

Certified that the rate quoted will hold good for the period April 2013 to September 2013 and no upward revision will be sought.

PLACE:  
DATE:

NAME & SIGNATURE OF THE APPLICANT  
(WITH OFFICE SEAL)

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SCHEDULE - II

Part -A

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PRICE BID

RATE SCHEDULE FOR SUPPLY TO PEROORKADA FACTORY, TRIVANDRUM -  
DOMESTIC BIDDERS

QTY : 320 MT

ITEM: SILICONE OIL

PRICE PARTICULARS	RATE PER MT (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.....)

Payment Terms : 30 days after receipt , inspection and acceptance of material.

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

}

QUANTITY OFFERED FOR SUPPLY PER MONTH:

Certified that the rate quoted will hold good for the period April 2013 to September 2013 and no upward revision will be sought.

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**SCHEDULE - II**  
**Part -B**  
**Page 2 of 4**

**PRICE BID**  
**RATE SCHEDULE FOR SUPPLY TO KANAGALA FACTORY, BELGAUM -**  
**DOMESTIC BIDDERS**

**QTY : 40MT**

**ITEM: SILICONE OIL**

<b>PRICE PARTICULARS</b>	<b>RATE PER MT (IN RS.)</b>	<b>REMARKS</b>
<b>BASIC PRICE</b>		
<b>EXCISE DUTY (%)</b>		
<b>CESS ON EXCISE DUTY</b>		
<b>VAT(%)</b>		
<b>CESS ON VAT (%)</b>		
<b>CST(%)</b>		
<b>FREIGHT</b>		
<b>INSURANCE</b>		
<b>OTHERS, IF ANY (PLEASE SPECIFY)</b>		
<b>TOTAL DELIVERED RATE AT HLL STORES</b>		

**(Rupees.....)**

**Payment Terms : 30 days after receipt , inspection and acceptance of material.**

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

}

**QUANTITY OFFERED FOR SUPPLY PER MONTH :**

**Certified that the rate quoted will hold good for the period April 2013 to September 2013 and no upward revision will be sought.**

**PLACE:  
DATE:**

**NAME & SIGNATURE OF THE APPLICANT  
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**SCHEDULE – II**  
**Part –C**  
**Page 3 of 4**

**PRICE BID – RATE SCHEDULE FOR SUPPLY TO SEZ FACTORY, KOCHI- –  
DOMESTIC BIDDERS**

**QTY : 40 MT**

**ITEM: SILICONE OIL**

<b>PRICE PARTICULARS</b>	<b>RATE PER MT (IN RS.)</b>	<b>REMARKS</b>
<b>BASIC PRICE</b>		
<b>FREIGHT</b>		
<b>INSURANCE</b>		
<b>OTHERS, IF ANY (PLEASE SPECIFY)</b>		
<b>TOTAL DELIVERED RATE AT HLL STORES</b>		

**(Rupees.....)**

**\*\*N.B :- CSEZ UNIT IS EXEMPTED FROM EXCISE DUTY/ SALES TAX/  
OTHER DUTIES**

**Payment Terms : 30 days after receipt , inspection and acceptance of material.**

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

}

**QUANTITY OFFERED FOR SUPPLY PER MONTH :**

**Certified that the rate quoted will hold good for the period April 2013 to September 2013 and no upward revision will be sought.**

**PLACE:  
DATE:**

**NAME & SIGNATURE OF THE APPLICANT  
(WITH OFFICE SEAL)**



एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT. OF INDIA ENTERPRISE)  
पेरूरकडा पी.ओ. PEROORKADA. P.O.,  
तिरुवनन्तपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

PHONE NO:0471 2435325; FAX NO:0471 2435013;  
EMAIL: [materialsift@lifecarehll.com](mailto:materialsift@lifecarehll.com)

Tender No: PUR/08/R1/PQ/CP/2/2013-14

SCHEDULE - II  
Part -D  
Page 4 of 4

PRICE BID  
RATE SCHEDULE FOR SUPPLY TO GAJWEL UNIT, MEDAK  
DIST., ANDHRA PRADESH - DOMESTIC BIDDERS

QTY : 25 MT

ITEM: SILICONE OIL

PRICE PARTICULARS	RATE PER MT (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.....)

Payment Terms : 30 days after receipt , inspection and acceptance of material.

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

}

QUANTITY OFFERED FOR SUPPLY PER MONTH:

Certified that the rate quoted will hold good for the period from April 2013 to September 2013 and no upward revision will be sought.

PLACE:  
DATE:

NAME & SIGNATURE OF THE APPLICANT  
(WITH OFFICE SEAL)