

Tender Document for Supply of Serum Products

Tender No: HLL/SD/RBD/2017-18/TENDER/05 Dt: 17.06.2017



HLL Lifecare Limited

(A Govt. of India Enterprise)

**HLL Bhavan, Poojappura,
Thiruvananthapuram -695012
Kerala, India**

Tel: +0471 2354949, 2355426, 2350961, 2356352.

Website – www.lifecarehll.com

HLL LIFECARE LIMITED

(A Govt. of India Enterprise)
HLL Bhavan, Poojappura,
Thiruvananthapuram - 695012, Kerala, India
Tel: +91 471 2354949, 2355426.
Website – www.lifecarehll.com

Tender for the Supply of Serum Products

IFB No	:	HLL/SD/RBD/2017-18/TENDER/05 Dt.17.06.2017
DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	:	17.06.2017, 10.00 HRS
LAST DATE FOR SALE OF TENDER DOCUMENT	:	01.07.2017, 11.30 HRS
LAST DATE AND TIME FOR RECEIPT OF BIDS	:	01.07.2017, 14.30 HRS
DATE AND TIME OF OPENING OF TECHNICAL BIDS	:	01.07.2017, 15.00 HRS
PLACE OF OPENING OF BIDS	:	HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India
ADDRESS FOR COMMUNICATION	:	Senior Manager (Sourcing) HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India E-mail : sdrbdsouth@lifecarehll.com

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NOTICE INVITING TENDER

Tender for supply of Serum products.

HLL Lifecare Limited (HLL), a Mini Ratna Schedule B Central Public Sector Enterprise under the Ministry of Health and Family Welfare, Govt. of India, invites an open tender under two bid system from interested manufacturers / authorised distributors for supply of Serum products. These goods are meant for onward supply to Ministry of External Affairs Govt. of India.

I. About HLL

HLL Lifecare Limited (HLL) is a Mini Ratna Schedule B Central Public Sector Enterprise under the Ministry of Health and Family Welfare, Government of India. HLL Lifecare limited (formerly known as Hindustan Latex Ltd), came into being on March 1, 1966 under Ministry of Health and Family Welfare. Over the decades, HLL has grown today into a multi-product, multi-unit organization addressing various public health challenges facing humanity.

The company's Corporate Head Office is situated at Thiruvananthapuram, Kerala. HLL today has seven state-of-the-art manufacturing plants which are - Peroorkada in Thiruvananthapuram for contraceptives, Kanagala (near Belgaum) in Karnataka for contraceptives and pharmaceutical products, Akkulam in Thiruvananthapuram for hospital products, Kakkanad in the Cochin Special Economic Zone, Kerala (2004) for female condoms and male condoms (export), Manesar in Gurgaon, Haryana for rapid in- vitro diagnostic test kits, Indore in Madhya Pradesh and Irapuram in Cochin is the moulding hub for male and female condoms.

HLL's Health care product range includes Contraceptives products, Blood Collection Bags, Surgical Sutures, Auto Disable Syringes, Vaccines, In - Vitro Diagnostic Test Kits, Pharmaceutical products for Women, Natural and herbal products, Hydrocephalus Shunt, Tissue Expanders, Surgical and Examination Gloves, Blood Banking equipment, Neonatal equipment, Blood Transfusion and Intravenous sets, Vending Machines, Iron and Folic Acid Tablets, Sanitary Napkins, Oral Rehydration Salts and Medicated Plasters etc. The company has a wide network of stockiest and retail outlets spread across the length and breadth of the country to market its products. HLL has also launched several initiatives in the services sector – for medical infrastructure development, diagnostic centers and procurement consultancy services.

II. Details of Tender

The major details of present tender are the following:

1. Scope of the tender includes supply of Serum products mentioned in Annexure – 5 to HLL Depot at Chandigarh, UT as per the purchase order issued by HLL.
2. Suppliers must ensure strict compliance to all statutory regulations and quality standards. Packing specifications are detailed in Annexure – 6.
3. Primary manufacturers/authorized agents/Distributors are allowed to participate in the Tender. Manufacturer's authorization form in original may be submitted by participating authorized agents / Distributors.

The details of item, specifications and terms & conditions etc. are given in Tender document. The same can be obtained from our Office on any working day between 11:00 AM to 3:30 PM by paying Rs. 3000/- by Cash / DD (inclusive of ST) drawn in favor of HLL Lifecare LTD, payable at Thiruvananthapuram - 695012. Further, Tender documents can also be downloaded from our website www.lifecarehll.com. However cost of Tender documents i.e. Rs.3000/- by D.D. shall be given with the Technical Bid.

III. Bid Data Sheet

Address for Communication	Senior Manager (Sourcing) HLL Lifecare Ltd. HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala, India Tel: +91 4712353932, 2354949, 2350959, 2350961, Email – sdrbdsouth@lifecarehll.com Website – www.lifecarehll.com
Bid validity	12 Months from the date of opening the financial bid. HLL reserves the right to extend the bid validity for further periods after mutual discussion and agreement.
Date of publishing of bid	17.06.2017, (10.00 Hrs)
EMD	Rs 10,00,000/- (Ten Lakhs)
Dead line for submission of Bids	01.07.2017 (14:30 Hrs.) (at the office of the Senior Manager (SD), Corporate and Regd. Office, HLL Bhavan, Poojappura, Thiruvananthapuram): Any bid received after the bid submission deadline prescribed in the bid, will be rejected
Date, time and place of opening of bids	01.07.2017 (15:00 Hrs.) at HLL Lifecare Ltd. HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala, India

IV. Minimum Eligibility Criteria

1. Original Manufacturers having a minimum average annual turnover of Rs. 50 crores (Fifty crores) during the last three years i.e. 2014-2015, 2015-16 and 2016-17 (original / provisional) will only be eligible for participation. Authorized dealers are also eligible to bid provided their minimum average turnover in the last three years i.e., 2014-2015, 2015-16 and 2016-17 (original / provisional) is Rs. 1 crore (One crore) or more and their Principal manufacturers meets the eligibility criteria for principal manufacturer as specified above. In case of bid by authorized dealer, manufacturers authorization form must be attached with the bid submitted.
2. Firms must have WHO-GMP certificate i.e., Good Manufacturing Practices (GMP) Certificate in accordance with the WHO recommendations issued by Central / State Drug Control Authorities.
3. If it is found subsequently that the WHO-GMP certificate has been issued not in accordance with the guidelines issued in this regard by the Drug Controller General of India (which includes joint inspection of the manufacturing unit by central and state drug control authorities), the certificate as well as the tender are liable to be rejected.
4. For the Items which are being imported, the firm should possess valid import license issued by the Drug Controller General of India and marketing license issued by concerned Licensing Authority. For items not covered under Drugs and Cosmetic Act, the firm should submit a manufacturing license from appropriate authority.
5. For Items Covered under Drugs and Cosmetics Rules, the firm should have a valid drug manufacturing license from the State Drug Controller and must submit a copy of the same.
6. For Items Covered under Drugs and Cosmetics Rules, Firm should submit a non-conviction certificate issued by the State Drug Controller, to the effect that the manufacturer has not been convicted under the Drugs and Cosmetics Act, 1940 and rules there under during the

preceding three years and that no case / proceedings is pending against the manufacturer in any Court of Law in India under the Drugs & Cosmetics Act.

7. For the Items quoted in the tender enquiry, firm will have to submit the samples on demand. If firm fails to submit the samples, the tender will be rejected.
8. Where no pack or UoM is specified, tenderers may quote for standard packs or UoM available in the market.
9. The offered supply should comply with the provisions of the relevant standards for the product as applicable as amended up to date.

General Instruction to Bidders (GIB)

Bidders can offer their own Brands/ generic products confirming to the statutory regulations and quality standards. Bidders are requested to quote either molecule wise (Generic), Branded Generic or Branded. Details of products required are attached as Annexure 5.

1. Amendment of Tender documents

- a) At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, modify the Tender Documents by amendment will be published in company's/HLL website only.
- b) Amendment if any will be notified in HLL Lifecare Ltd official website.

2. Language of Bid

All correspondence and documents related to the bid shall be in English.

3. Submission of documents

1. Sealing and Marking of Bids

- a) The Bidder shall prepare and seal in **separate packets** the following
 - **Technical Bid**
 - **Financial Bid**

Bid shall contain the Technical Bid and Price Bid in **separate envelopes**, after duly marking the envelopes as **TECHNICAL BID** and **FINANCIAL BID** for Serum products.

All the above packets shall then be sealed in an outer envelope, duly marking the envelope as BIDS FOR IFB No. HLL/SD/RBD/2017-18/TENDER/05 DT.17.06.2017

- i) The inner and outer envelopes shall be addressed to HLL at the address given in the bid data sheet and

Senior Manager
Sourcing Division
HLL Lifecare Ltd.
HLL Bhavan, Poojappura,
Thiruvananthapuram.
Ph.no: 0471 2353932.
sdrbdsouth@lifecarehll.com

- ii) Bear the Contract name, the Invitation for Bids title and number, and the statement DO NOT OPEN BEFORE. (Mention the date of opening of the bid as given in the tender documents).
- iii) The inner envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared late.
- iv) If the outer envelope is not sealed and marked as required, HLL will assume no responsibility for the bids misplacement or premature opening.

2. Deadline for Submission of Bids

Bids must be received by HLL at the address specified in the tender not later than the time and date stated in the tender. HLL may, at its discretion, extend this deadline for submission

of bids in which case, all rights and obligations of HLL and Bidder thereafter be subject to the deadline as extended

3. **Late Bids**

Any bid received by HLL after the bid submission deadline prescribed by HLL in the tender, will be rejected and returned unopened to the Bidder.

4. **Modification and Withdrawal of Bids**

Bids once submitted should not be modified. However in exceptional cases where modification is inevitable, the following procedure for the same should be adopted.

1. Modification will be permitted only if a written notice of the same is received by HLL prior to the deadline prescribed for bid submission.
2. The Bidder's modifications shall be prepared, sealed, marked, and dispatched as follows
 - (a) The Bidders shall provide an original and one copy of any modification(s) to its bid, clearly identified as such, in two inner envelopes duly marked BID MODIFICATIONS ORIGINAL and BID MODIFICATIONS COPY. The inner envelopes shall be sealed in an outer envelope, which shall be duly marked BID.
3. A Bidder wishing to withdraw its bid shall notify HLL in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall:
 - a) Be addressed to HLL at the address named in the bid data sheet and bear the Contract name, and the words BID WITHDRAWAL NOTICE. Bid withdrawal notices received after the bid submission deadline will be ignored and the submitted bid will be deemed to be a validly submitted bid.
4. No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified.
5. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
6. The purchaser may, at its discretion, extend this deadline for submission of bids by amending the Tender Documents or any other reasons, in which case all rights and obligations of the Purchaser and Bidder previously subject to the deadline will thereafter be subject to the deadline as extended, in HLL website.
7. Purchaser will not be held responsible for the postal delay, if any, in the delivery of the tender document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.
8. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject the bid or cancel the tender without assigning any reason thereof.

4. **Mandatory documents to be submitted along with Technical bid**

A. **For manufacturer**

The following documents are to be submitted along with technical bid.

1. Bid form as per Annexure-3
2. Valid manufacturing license (Self-attested Copy)
3. Copy of WHO GMP certificate in accordance with WHO recommendations issued by central / state drug control authorities
4. Tender Fee as mentioned in tender document.
5. Earnest Money Deposit(EMD)in the form of bank Guarantee (Annexure-7)or DD
6. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized.
7. Sales tax registration (Self-attested Copy)

8. GST registration certificate
9. Copy of Non Conviction certificate issued by state drug controller.
10. Permanent Account Number (Self–attested Copy)
11. Certificate of incorporation (Self–attested Copy).
12. List of all quoted products offered to HLL
13. Annexure-4-Under taking letter for replacement of complaint/defective goods
14. Documentary proof for establishing the average annual turnover of the tenderer in the last three years is not less than Rs.50 crores duly certified by a chartered accountant.

B. For Distributor/Importer/Marketer

The following documents are to be submitted.

1. Bid form as per Annexure-3.
2. Copy of Valid drug manufacturing license of the principle manufacture.
3. Copy of WHO GMP certificate in accordance with WHO recommendations issued by central / state drug control authorities.
4. Tender Fee as mentioned in tender document.
5. Earnest Money Deposit(EMD)in the form of bank Guarantee (Annexure-7)or DD
6. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized
7. Sales tax registration (Self–attested Copy)
8. GST registration Certificate.
9. Copy of Non Conviction certificate issued by state drug controller
10. Permanent Account Number (Self–attested Copy).
11. Copy of valid import license issued by the Drug Controller General of India and marketing license issued by concerned Licensing Authority (Applicable for Importers).
12. List of all quoted products offered to HLL
13. Annexure-4-Under taking letter for replacement of complaint/defective goods
14. Distributor/Importer shall submit the declaration attached in Annexure- 1.
15. Authorization letter from manufacturer (Orginal).
16. Documentary proof for establishing the average annual turnover of the tenderer in the last three years is not less than Rs.1crores certified by a chartered accountant and documentary proof for establishing average annual turnover of the manufacturer in the last three years is not less than Rs.50 crores duly certified by a chartered accountant.

5. Financial Bid (Price Bid)

The Price Bid must be prepared in accordance with the instructions specified below:

- a) The Price must be quoted in accordance with Annexure- 2 attached.
- b) The Price total must include all costs associated with the execution of the contract including taxes, levies, duties, freight, insurance etc and on **Door Delivery basis at HLL Depot, Chandigarh UT.**
- c) Net Unit Rate inclusive of all taxes and duties quoted per lowest unit of measurement i.e per Tablet/ Capsule/Vials etc will be considered for comparison of bidders.

6. EMD:

The bidders shall furnish the earnest money of **Rs. 10,00,000.00 (Ten Lakhs Only)**to participate in the tender either by a Demand Draft payable to HLL Lifecare Ltd., Trivandrum or by way of a Bank Guarantee from a nationalised/scheduled bank. Validity should be 12 months from the date of opening of Technical Bid if in the form of Bank Guarantee.

7. Performance Security:

After finalization of the tender, successful bidder should furnish Performance Security in the form of Bank Guarantee from nationalized bank / DD to the purchaser for an amount equal to 5% of the total value of purchase order valid up to 365 days beyond the date of completion of all obligations by the supplier. Performance security must be submitted within 10 days from date of award of confirmed order, failing which the EMD submitted shall be forfeited. Bidders has an option to convert EMD to performance security subject to the performance security amount.

8. Period of Validity of Bid

Bid shall remain valid up to 12 months from the date of opening the financial bid. However, HLL reserves the right to extend the Price validity by another 12 months or for further period based on mutual agreement.

9. Prices

The products as per Annexure 5 are based on the Molecules/composition required by HLL. Manufacturers/Distributors are to submit price bids as per Annexure-2 for their equivalent branded product/Branded Generic/Generic product in a separate sealed cover.

10. Fixed prices:

The prices quoted by the bidder shall remain firm and fixed during the bid validity period which would be six months (can be extendable) from the date of opening of the price bid and not subject to any variations on any account during this period.

11. Terms of Payment

Payment will be released within 60 days of delivery and acceptance of consignment. The amount shall be paid by HLL in Indian Rupees.

Delivery Terms

Goods must be delivered within 45 days of issue purchase order by HLL. The bidder has to abide by delivery schedule strictly. H.L.L reserves the right to impose the penalty @ 0.50 % per week of delay to a maximum of 20%.

12. Taxes and Duties

The Bidder shall bear and pay all taxes, duties, levies, and charges assessed on the bidder by all municipal, state, or national government authorities, in connection with the Goods and Services supplied under the Contract. Income Tax and Other Taxes as applicable at the time of execution of job or any other government-imposed liabilities would be deducted from each bill submitted by the bidder

13. Inspection:

The supplier should submit the batch test reports for each batch of the supplies made to the HLL. The purchaser reserves the right to sample check the consignment at the time of delivery for which cost shall be borne by the supplier (pre-dispatch inspection). HLL will test the samples drawn from received stocks in NABL Accredited Labs and payment will be subject to the satisfactory test result. If the product is found to be 'not of standard quality', the cost of testing will be recovered from the supplier.

14. Shelf Life:

The supplies of all products should be from fresh stock only. At the time of receipt of medicines, they should have the latest manufacturing date with minimum 2/3rd of the shelf life remaining. Products to be supplied should be of standard quality/quantity as per IP/BP/USP/NFI or equivalent specification and must be as per the formulations/standard approved/specified by the Drug Control Act and Food & Drug Control Administration Regulation or as per the regulation of any such statutory authorities.

15. Indemnity:

The supplier hereby indemnifies HLL Lifecare Ltd and will always keep it indemnified against all

terms, claims, demands, losses, costs, expenses etc. arising out of supply of products or in respect of this contract.

16. Short supply:

If any shortages in sealed boxes are detected then supplier should be held responsible. In such a case, the supplier will have to make good of the loss or refund the payment for such quantity equal to its F.O.R. value if the payment is already made. If the payment is not made, purchaser will have right to deduct the payment for the equivalent F.O.R. value corresponding to quantity found short.

17. Risk purchase

If L1 or any other parties defaults (fails to deliver goods on time) then the purchaser reserves the right to purchase the goods from L2 or higher bidder or from market at the risk and cost of supplier and if the purchase happens at a price higher than the ordered rates, the purchaser shall have the right to claim the difference upon whom order was originally placed and supplier will be under obligation to pay the same. The purchaser has the right to recover the same from the performance security if the supplier does not make the payment.

18. In case of Default

The purchaser is not bound to accept the L1 offer only and circumstances warranting where L1 shows its disinterest, L2 or higher offer may be considered for acceptance.

19. Goods replacement:

If goods are found to be defective during the sample testing by HLL or Quality related market complaint, supplier must replace the quantity free of cost with fresh batch upon demand by HLL.

20. Clarifications on Bids

During the bid evaluation, HLL may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted

21. Contacting HLL

- a) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact HLL on any matter related to the bid, he shall do so in writing.
- b) If a Bidder tries to influence HLL directly or otherwise, interfere in the bid evaluation process and the Contract award decision, his bid will be rejected.

22. HLL's Right to Accept or reject any or all Bids

HLL reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without assigning any reason thereof

25. Bid Opening and Evaluation

Opening of Bids by HLL

- a) Bids received before the dead line of the submission of the bid will be opened on the date and time of opening mentioned in this tender enquiry.
Bidders wishing to be present at the time of such opening may send their duly authorized representative. Only Technical Bids will be opened on that day.

Evaluation of Bids

- a) The purchaser will scrutinize the technical bid for compliance to the specifications and documentation requirement as per the bid document. The bidders will be short-listed on the basis of responsiveness of technical bid, the price bid of the bidders who are disqualified at the technical evaluation will be returned un-opened. The short listed bidders will be informed about the time, date and venue of the price bid opening.
- b) For opening of Financial Bid, only those Bidders qualifying in the Technical bid will be considered.

- c) HLL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. HLL will ensure that each bid is from an eligible Bidder.
- d) Arithmetical errors will be received on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, its bid will be rejected.
- e) HLL may waive any minor nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

26. Settlement of Disputes

Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or anything connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation. Any disputes or differences or questions or claims arising under or relating to a concerning or touching this agreement shall be referred for arbitration in accordance with the provisions of the Arbitration and Conciliation Act 1996.

The arbitration proceedings shall be held at Thiruvananthapuram. The award passed by the arbitrator shall be final and binding on the parties hereto. The conduct of such arbitration shall be in English. Subject to arbitration, the Courts at Thiruvananthapuram alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract

27. Major Responsibilities of Supplier

- a. The suppliers have to supply the goods as per the delivery schedules and quantity mentioned in the Purchase Order. Supplies made shall be in strict conformance with the stipulations of tender specification and the respective purchase orders.
- b. The successful bidder shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings that are necessary for the performance of the Purchase Order.
- c. The Supplier shall comply with all laws in force in India. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the bidder. The Bidders shall indemnify and hold harmless HLL from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the bidder or its personnel except that caused by HLL.
- d. Any product related legal issues shall be handled and connected expenses therewith shall be borne by the bidder/ manufacturer only.
- e. Any product related cases shall be handled and connected expenses therewith shall be borne by the contract manufacturer only

28. Notification of Award

After completion of evaluation of tender, HLL will notify the successful Bidder. The notification of award will constitute the formation of the Contract.

29. Termination

HLL reserve right to terminate/ cancel the Purchase Order at any time for any reason by giving the Bidders a thirty days (30) notice of termination

Annexure-1

DECLARATION

I/We Son of _____ residing
at _____ (Complete Home Address) do
solemnly affirm and declare:

- 1 That, I am sole proprietor of M/S _____
(Complete Address of the Firm).
2. That, in case of any drug / Medicine or any other item supplied by me/us becomes toxic /
deteriorated /not fit for use within it's shelf life ,the same will be replaced by me immediately at
free of cost .
3. My firm is authorized dealer for the pharmaceutical companies, for which I have enclosed in the
price list.(attach Photocopies of dealership certificate)
4. My firm has the drug license No _____ dated _____ Valid
till _____. Photocopy of the same is enclosed.
5. My firm has valid VAT, TIN /GSTN registration bearing No _____. Photocopy
of the same is enclosed for confirmation.
6. My firm is regular income tax payer and allotted with PAN card bearing No
_____.Photocopy of the same enclosed for confirmation.
7. My firm is willing to supply the medicines /consumables as per the HLL approved price list.
8. That while abiding all the rules and regulations of your organization that may be framed from
time to time ,I/We will provide prompt and effective services.
9. That, if any medicine/consumables supplied by us is not consumed within three months before
the expiry it will be replaced free of cost with another batch having more residual life/equivalent
moving items.
10. That, if any medicine/consumables supplied by us is not consumed and are non –moving, it will
be taken back against credit note.

I/We _____ declare that all the
statements and certificates submitted by me/us are true and correct to the best of my/Our
knowledge and belief .If the above given information is found false at a later date ,I/We will be
liable for legal action and can be blacklisted .

Place:

Date: (Signature of the owner of the firm with seal)

Price Schedule for Supply of Serum products to HLL Depot, Chandigarh, UT.
Validity of Quotation / Tender: 12 months from the Date of Opening of Price Bid

SCHEDULE -I (Under GST regime)

SI No	SI.No (In tender doc)	Composition	Brand Name (if any)	Manufacturer	Packing Mode	Total Qty Offered	UOM	Basic Rate(Rs)(A)	GST(Rs)(B)	GST %	Net Unit Rate Inclusive of all Taxes and Duties/ Per Tab/ Cap / Vial (Rs) (A+B)

SCHEDULE -II (Under non GST regime)

SI No	SI.No (In tender doc)	Composition	Brand Name (if any)	Manufacturer	Packing Mode	Total Qty Offered	UOM	Basic Rate(Rs)(Inclusive of Excise duty(A)	TAX(Rs)VAT/CST(B)	VAT/CST %	Other charges (Rs) (if any, specify) (C)	Net Unit Rate Inclusive of all Taxes and Duties/ Per Tab/ Cap / Vial (Rs)(A+B+C)

Date:
Place:

Signature of the Bidder with Seal:

- Bidders are requested to note that it is mandatory to quote both schedule I & Schedule II, failing which offers will be summarily rejected. However financial evaluation will be based on the applicable tax regime prevailing at the time of evaluation.
- Please indicate the price both in figures as well as in words.
- Net Price must be quoted in per lowest unit of measurement i.e. per Tablet/ Capsule/Vials

Delivery Address:HLL LIFECARE LTD., CFA, KRISHNA COMPLEX, FIRST AND SECOND FLOOR,VILLAGE DHANAS, CHANDIGARH, NEAR GURUDWARA SAHIB, PIN-160014

BID FORM

Ref:
Date:

To,

Senior manager (Sourcing)
HLL Lifecare Ltd.
HLL Bhavan, Poojappura,
Thiruvananthapuram - 695012,
Kerala, India

Dear Sir,

Sub: Supply of Serum products.

Tender No.:.....

Having examined the Bidding Documents, including Addenda Nos. [insert numbers], the receipt of which is hereby acknowledged, we, the undersigned, offer our services in full conformity with the Bidding Documents for the total amount against the Product as indicated in the price Schedule.

We undertake that in case our bid is accepted, we shall:

Commence work and shall make all reasonable endeavour to achieve contract acceptance.

We agree to abide by this bid, which, in accordance with consists of this letter, the Price Schedule, letter of authorization, documents establishing conformity, and Attachments through [specify: the number of attachments] to this Bid Form, up to 12 months from the date of opening of financial bids and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

We declare that the above quoted price for product is firm and shall not be subject to any variation for the entire period of the assignment.

We further declare that the above quoted prices include all taxes as on the date of bid submission, duties and levies payable by us under aforesaid assignment.

We declare that price/ rate offered is for Supply of Serum products to HLL Depot Chandigarh, UT and all other related activities.

The costs of withdrawals of these deviations / exclusions are enclosed with the Price Schedule. In case a formal final Contract is not prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all terms and conditions of the Bid Document.

Dated this [insert: number] day of [insert: month], [insert: year].

Signature.....

Name.....

Designation and Common Seal...

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

Annexure-4

UNDER TAKING LETTER FOR REPLACEMENT OF COMPLAINT/DEFECTIVE GOODS

To,

Senior Manager (Sourcing)
HLL Lifecare Ltd.
(A Govt. of India Enterprise)
HLL Bhavan, Poojappura,
Thiruvananthapuram - 695012,
Kerala, India

Dear Sir,

We hereby confirm and assure you, that the products supplied by us will meet all the quality standards and even if any quality complaint arises, we (name-----) take the responsibility to take back the complaint batches and replace and deliver fresh batch to HLL stores/ware house.

Signature_____

Name_____

Designation and Common Seal

Station_____

Date_____

Annexure-5

Product List

Schedule – 1

Sr No.	Product Name	Formulation / strength specifications	Type	UoM	FINAL QTY
SERUM					
1	BOTULISM -ANTIBOTULINIC SERUM (HORSE)	N/A	SERUM	1 DOSE	4800
2	CATALEPSY -TETANUS IMMUNOGLOBULIN BLOOD SERUM	Human Tetanus Hyper Immunoglobulin 250 IU	SERUM	1 DOSE	43200
3	DIPHThERIA -ANTIDIPHThERIC HORSE SERUM CONCENTRATED CLEARED	Diphtheria Antitoxin 10,000 IU	SERUM	1 DOSE	1200
4	SERUM FROM SPIDER BITES KARAKURT	N/A	SERUM	1 DOSE	480
5	SERUM FROM THE BITES OF SERPENTS	Snake Venom Antitoxin Lyophilised (Biosnake) 10 ml vial	SERUM	VIAL	1800
6(a)	RABIES IMMUNOGLOBULIN PFS (HUMAN)	300 IU /PFS	SERUM	VIAL	20000
6(b)	RABIES IMMUNOGLOBULIN VIAL (HORSE)	1500 IU/Vial	SERUM	VIAL	20000
7	ANTITETANIC HORSE SERUM	Tetanus Antitoxin 1500 IU 1 ml Ampoule (UOM will be pack of 20's)	SERUM	PACK OF 20	4800
8	ANTI-SCORPION SERUM NORTH AFRICA TYPE DOSES.	SINGLE DOSE	SERUM	1 DOSE	600
9	ANTI-SNAKE BITE SERUM NORTH AFRICA TYPE .	SINGLE DOSE	SERUM	1DOSE	1800
10	ANTI-TOXIN TETANUS SERUM (ATS) INJ 1500 IU/IML	1500 IU/IML	SERUM	1 PCS	12000
11	DESFLURANE 240ML BOTTLES	SINGLE DOSE	SERUM	1 DOSE	4200
12	FIUMAN ANTI D IMMUNOGLOBULIN 1,250 IU	SINGLE DOSE	SERUM	1DOSE	1800
13	MONOCLONAL ANTI D IMMUNOGLOBULIN PROPHYLACTIC 2 ML VIAL	SINGLE DOSE	SERUM	VIAL	4200
14	HUMAN ANTITETANIC SERUM 250 I.U./ DOSE AMPS.	SINGLE DOSE	SERUM	AMP	3000
15	HUMAN GAS GANGRENE ANTITOXIN MIXED THERAPEUTIC 20.000 1 U IAMPS.	SINGLE DOSE	SERUM	AMP	1800
16	RABIES – IMMUNOGLOBULIN (HORSE)	Rabies Antiserum 1,000 IU Equine Immunoglobulin 5 ml vial	SERUM	DOSE	10000
16(b)	RABIES – IMMUNOGLOBULIN (HUMAN)	300 IU/2 ml PFS	SERUM	DOSE	10000
17	SERUM ANTI RABIES COURSES. (300 IU/PFS)	SINGLE DOSE	SERUM	VIAL	5400
18	TETANUS ANTITOXIN PROPHYLACTIC 1,500 IU/AMPS.	SINGLE DOSE	SERUM	AMP	6000
19	TETANUS ANTITOXIN THERAPEUTIC 25,000 IU/AMPS.	SINGLE DOSE	SERUM	AMP	6000
20	TRIVALENT BOTULIUM ANTITOXIN	SINGLE DOSE	SERUM	VIAL	6000
21	TUBERCULIN P.P.D.2 IU/0.1 ML.	SINGLE DOSE	SERUM	VIAL	4200
22	RABBIT ANTI HUMAN THYMOCITE IMMUNOGLOBULIN	SINGLE DOSE	SERUM	VIAL	600
23	TETANUS ANTI TOXIN 1500 IU	1500 IU	SERUM	1 PCS	3000

ANNEXURE – 6 A

INSTRUCTION FOR PACKAGING OF DRUGS & MEDICAL CONSUMABLES

1. Every Consignment of Blood and related products should be certified to be
(a) AIDS Free (b) Hepatitis B Free.
2. Strips of Aluminium foils refer to gauge 04.
3. Aluminium foils as back material for blisters refer to gauge 025.
4. The rigid PVC used in blister packing should be of not less than 250 micron
5. All plastic / glass bottles should be new / virgin neutral glass as per relevant Pharmacopeia Requirement and Non-Pyrogenic
6. Ointments should be packed in liquidized Aluminium Tubes.
7. LVP Fluid bottles should be FFS / BFS Plastic Bottle as per revised Schedule – M and Eye / Ear Drops should be of FFS plastic bottles.
8. Small Tablets packed in blisters should be packed to facilitate easy removal of the tablet without breaking / crushing.
9. Specification of outer cartons are as per Annexure
10. All tablets should have a score line.
11. All liquid orals should be provided with a measuring device.
12. All plastic containers should be made of virgin grade plastics as per relevant pharmacopeia requirement.
13. All plastic jars above 450 gms / ml should carry an inner plastic lid.
14. Injection in vials should have a snap of seals.
15. Bioavailability report should be submitted in the case of the following drugs
(1) Tab Digoxin (2) Tab Lithium Carbonate
16. The strips shall be aluminium strip / blisters with aluminium foil back.
17. All injectable (Ampoules) should have a cutter in each unit box.
18. All hygroscopic drugs and sugar coated tablets should be stripped in Aluminium foil / Blister pack.
19. Bandage, Gauze, Plaster Bandage, Roller Bandage & Cotton should be packed in first packed in plastic bags.
20. Each packing shall be marked with nomenclature of the Item and shall be labeled in accordance with the requirement of relevant standards as applicable.
21. All primary packing containers should be strictly conforming to the specification included in the relevant pharmacopoeia / Standards.
22. Packing should be able to prevent damage or deterioration during transit

ANNEXURE – 6 B

I. SCHEDULE FOR PACKAGING OF DRUGS AND MEDICAL CONSUMABLES

GENERAL SPECIFICATIONS

1. No corrugate package should weigh more than 15 Kgs (i.e., product + inner carton + corrugated box).
2. All Corrugated boxes should be of `A' grade paper i.e., Virgin.
3. All items should be packed only in first hand boxes only.

FLUTE:

4. The corrugated boxes should be of narrow flute.

JOINT:

5. Every box should be preferably single joint and not more than two joints.

STITCHING:

6. Every box should be stitched using pairs of metal pins with an interval of two inches between each pair. The boxes should be stitched and not joined using calico at the corners.

FLAP:

7. The flaps should uniformly meet but should not overlap each other. The flap when turned by 45 - 60 should not crack.

TAPE:

8. Every box should be sealed with gum tape running along the top and lower opening.

HOOPING STRAP:

9. Every box should be strapped with two parallel nylon carry straps (they should intersect).

LABEL:

10. The product label on the cartoon should be large enough and should carry the correct technical name, strength of the product, batch No., date of manufacturing, date of expiry, quantity packed, Manufacturer's details (Mfg. Lic. No., Address and other relevant information), Gross Wt., and Net Wt. of the box.

OTHERS:

12. No box (shipper carton) should contain mixed products.

II. SPECIFICATION FOR CORRUGATED BOXES HOLDING TABLETS / CAPSULES / PESSARIES

- (1) The box should not weigh more than 7-8 kgs. The grammage of outer box should be 150 gsm and inside partition / lining should be 120 gsm.
- (2) The box should be of 5 ply with Bursting strength of 9 Kg/ Cm²

III. SPECIFICATION FOR LARGE VOLUME BOTTLE i.e., ABOVE 100 ml. AND BELOW 1 LIT.

- (1) All these bottles should be packed only in single row with partition between each and also with top and bottom pad of 3 ply.
- (2) Grammage: Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (3) Ply: 7 Ply.
- (4) Bursting Strength: Not less than 12 Kg/Cm²

IV. SPECIFICATION FOR IV FLUIDS

- (1) Each corrugated box may carry a maximum of
 - a. 12 bottles of 1000 ml or
 - b. 24 bottles of 500 ml or

- c. 100 bottles of 100 ml individual sealed polythene cover and centre partition pad, top and bottom pads of 3 ply.
- (2) Grammage: Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (3) Ply: 5 or 7
- (4) Bursting Strength: Not less than 12 Kg/Cm²

V. SPECIFICATIONS FOR LIQUID ORALS – 50 ml to 120 ml bottles.

- (1) Maximum 120 bottles of 50ml or 60ml may be packed in a single corrugated in 2 rows with top, bottom and centre pad of 3 ply. Maximum 100 bottles of 100 ml - 120 ml may be packed in a similar manner in a single corrugated box.
- (2) If the bottles are not packed in individual carton, 3 ply partition should be provided between each bottle. The measuring device should be packed individually.
- (3) Grammage : Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (4) Ply : 7 ply
- (5) Bursting Strength : Not less than 12 Kg/Cm²
- (6) In case the box is heavier than 7 Kg but less than 10 kg, the grammage may be 150 gsm (outer 150 gsm and others 120 gsm) 5 ply and bursting strength should not be less than 9 Kg/Cm².

VI. SPECIFICATIONS FOR OINTMENT / CREAM / GELS PACKED IN TUBES:

- (1) No corrugate box should weigh more than 7-8 Kgs.
- (2) Every Ointment tube should be individually packed in cartoon and then packed in 20's in a grey board box, which may be packed in a corrugated box.
- (3) Grammage : Outer box should be 150 gsm inside partition / lining should be 120 gsm

VII. SPECIFICATIONS FOR INJECTABLE (IN VIALS AND AMPOULES)

- (1) Vials may be packed in corrugated boxes weighing upto 15 Kgs. Ampoules should be packed in C.B weighing not more than 8 kgs.
- (2) C.B. for vials should be of 150 Gsm (outer box should be 150 gsm and inside partition / lining should be 120 gsm) and 7 ply, while C.B. for ampoules should be of 150 Gsm (outer box should be 150 gsm and inside partition / lining should be 120 gsm) and 5 ply.
- (3) Bursting strength for CB boxes for
 - a. Vials : Note less than 13 Kg/Cm²
 - b. Amp : Note less than 9 Kg/Cm²
- (4) In the case of 10 ml Ampoules 100 or 50 ampoules may be packed in a grey board box. Multiples of grey board boxes packed in CB. In case of ampoules larger than 10 ml only 25 ampoules may be packed in a grey board box with partition.
- (5) If the vial is packed in individual cartoon, there is no necessity for grey board box packing. The individual carton may be packed as such in the CB with centre pad.
- (6) In case of ampoules every grey board box should carry 5 amps. Cutters placed in a polythene bag.0
- (7) Vials of eye and ear drops should be packed in an individual cartoon with a dispensing device. If the vial is of FFS technology, they should be packed in 50's in a grey board box.

VIII. SPECIFICATION FOR THERMOCOOL BOXES HOLDING TABLETS / CAPSULES / INJECTABLE (IN VIALS AND AMPOULES)

- (1) The thermo cool box should be of standard thickness capable of withstanding all types of shock during transportation and to preserve the **cold temperature** throughout the period of transit.
- (2) The thermo cool box should be packed with sufficient number of **cold packs** to maintain the desired temperature for the entire contents throughout the period of transit. Only first hand thermo cool boxes should be used

ANNEXURE – 6 C

SPECIMEN LABEL FOR OUTER CARTON

Product Name: (like Paracetamol IP - 500mg)

Batch No. :

Mfg. Date:

Exp. Date:

Total Quantity:

Net Weight of the Carton:

Manufactured By:

Annexure-7

EMD BANK GURANTEE FORMAT

Whereas _____ (hereinafter called "the Bidder") has submitted its bid dated _____ (date of submission of bid) for the supply of _____ (name and/or description of the goods) (hereinafter called "the Bid") .

KNOW ALL PEOPLE by these presents that We, _____ (name of bank) of _____ (Name of Country), having our registered office at _____ (address of bank) (hereinafter called "theBank") are bound unto _____ (name of purchaser) (hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____, 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder
 - (a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;
OR
 - (b) does not accept the correction of errors in accordance with Instruction to Bidders
OR
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders;

we undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including days/months after the date of bid opening i.e, days/months after(date), and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

Annexure-8

MANUFACTURER'S AUTHORIZATION FORM

No. _____ Dated _____

To

Dear Sir,

Bid Ref. No. _____

We _____ who are established and reputable manufacturers of _____ having factories at _____ Registered office at _____ possessing Manufacturing Licence No. _____, dated _____, valid upto _____ (copy enclosed) do hereby authorize M/s _____ (Name and Address of Representative) to submit a bid, and subsequently negotiate and sign the contract with you against the above mentioned tender.

No company or Firm or individual other than M/s _____ are authorized to bid, negotiate and conclude the contract in regard to this business against this specifictender.

We hereby extend our full guarantee and warranty as per the tender conditions for the goods offered for supply against this invitation for bid by the above firm.

Your faithfully,
(Name)
for and on behalf of M/s _____
(Name of Manufacturers)

Note : This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

**For and behalf of the firm
(Firm Name & Address)**