



**HLL Lifecare Limited**  
(A Government of India Enterprise)

**TENDER DOCUMENT No.HLL/HCS/CHO/HLBS/Tender/2015- 36**  
**dated: 25-02-2015**



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

**For the printing and supply of paper carry bag, multi-color  
printed on both sides to Hind labs MRI Scan Centers in  
Kerala.**

## NOTICE

### **NOTICE INVITING TENDER FOR THE PRINTING AND SUPPLY OF PAPER CARRY BAG MULTI-COLOUR PRINTED ON BOTH SIDES TO HINDLABS MRI Scan Centers in Kerala.**

The HLL Lifecare Limited (HLL), Bangalore invites sealed competitive bids from reputed suppliers/agencies/ manufactures / firms for supply of paper carry bag, multi-color printed on both sides to Hindlabs MRI Scan Centers in Kerala. The quantity required as per the contract is approximately **44800** numbers. (Forty four thousand eight hundred approximately)

***Publishing date of bid : 25-Feb-2015***

Tender in the prescribed form duly filled in signed and stamped in sealed cover superscripted on it "TENDER FOR SUPPLY OF PAPER CARRY BAG" should be submitted before the due date and time of submission at the following address.

Associate Vice President,  
Health Care Service Division,  
HLL Lifecare Limited  
Mahilamandiram Road, Poojappura  
Thiruvananthapuram - 695 012  
Kerala, India  
Ph: +91-471 2354949

***Last date of submission:***

***18th March 2015, 14.00 Hours.  
(at the office of the Associate Vice President,  
Health Care Service Division,  
HLL Lifecare Limited,  
Thiruvananthapuram Poojappura - 695 012  
Ph: +91-471 2354949***

***Opening of bid:***

***18<sup>th</sup> March 2015, 16.00 Hours.at  
HLL Lifecare Limited,  
Thiruvananthapuram, Poojappura - 695 012  
Ph: +91-471 2354949***

Applicants may obtain all the tender documents downloaded from HLL Website at [www.lifecarehll.com](http://www.lifecarehll.com). Tender form shall be forwarded along with the Bank Draft of EMD of Rs.20,000/- in favor of HLL Lifecare Ltd, payable at Trivandrum. The EMD of the successful bidder is converted into security deposit and that will be refunded only after the expiry of contract.

HLL reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Incomplete/Conditional tender without earnest

money or received after due date and time shall be summarily rejected. Prospective bidders are advised to regularly scan through HLL web site as corrigendum/amendments etc, if any, will be notified on the HLL web site and separate advertisement will not be made for this regard.

## SECTION – I

### INFORMATION AND INSTRUCTIONS TO THE PARTICIPANTS

#### SCOPE OF WORK

1. Printing and supply of paper carry bag multi-color printed on both sides to Hindlabs MRI Scan Centers in Kerala.

#### TECHNICAL SPECIFICATION

Sample of the required paper carry bag can be obtained from our MRI centers listed as annexure –III on office working hours (between 9 am to 5 pm).

The specifications, Terms and Conditions for supply of paper carry bag are as follows:-

#### **Annexure-1**

ITEM	Paper	Annual Quantity and Place of Delivery	
		Centre	Required Qty(Nos.)
<b>16" X 20" size (width 16 inch and length 20 inch) Paper cover, Laminated, Multicolour printing on both sides with hand tag.</b>	<b>Good Quality 300 GSM Art card</b>	Hindlabs MRI scan centre, Kottayam	9600
		Hindlabs MRI scan centre, Alappuzha	9600
		Hindlabs MRI scan centre, Thissur	8400
		Hindlabs MRI scan centre, Calicut	7200
		Hindlabs MRI scan centre, Trivandrum	10000
		<b>Total</b>	<b>44800</b>

Interested applicants may supply all the items as per Annexure-1

**ESTIMATED QUANTITY OF THE SUPPLY:** 44800 numbers approximately.

**Earnest Money Deposit:** Tender form shall be forwarded along with the Bank Draft of EMD of Rs 20,000/- in favor of HLL Lifecare Ltd. payable at Trivandrum. Bids submitted without EMD will be rejected. The EMD of the successful bidder will be refunded at the end of the contract period. EMD of the unsuccessful bidders will be repaid within 30 days on completion of the tender formalities.

**DELIVERY:** The delivery will be made at each Hindlabs MRI Scan Centers on indent basis. The supplier can quote minimum quantity required for each consignment/intent. Cartage/coolliage shall have to be borne by the Tenderer. The material should be supplied as per the time limit given in the order.

**PENALTY CLAUSE:** A penalty @ 4% per week subject to maximum of 10% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by HLL in the work order. Proportionate deduction for less gram mage of paper will be made from the bill.

**PRICES:** The prices to be quoted as per Annexure-2. Quoted prices shall be valid for a period of one year.

**CONTRACT TERMINATION:** HLL Lifecare Limited reserves the right to terminate the contract at any time without any notice and forfeit part or whole of the earnest money of the tender if tenderer fails to make the supply within the prescribed period or the supply is not found in accordance with the specification or not in the quality/quantity as per the orders placed or there is any breach of the terms of the contract on the part of tenderer. The earnest money will be forfeited, if the tenderer, after approval of the tender fails to accept it.

**Eligibility:** The firm should have minimum three years experience for supply of paper carry bags with similar institutions / scanning centres, the samples of the same paper carry bag duly signed and stamped by the tenderer should accompany the tender part and the documentary evidences for the same have to be attached. The scrutiny committee will have the right to reject the tender of the firm who have not submitted the samples as per the specifications.

1. Even though the applicants satisfy the above requirements, they may be disqualified, if they have:
  - a) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
  - b) Previous history of poor performance such as abandoning work, not properly completing the contract or financial failure / weaknesses.

**Quality Inspection:** The quality inspection will be done by the Hindlabs team, by taking random samples from the supply made, for quality of the items as per specification. Any difference in size, weight, color etc will render the entire order for

rejection and the tenderer shall have to lift the material at their own cost on “as is where is basis”. In case of any dispute, decision by HLL will be final and irrevocable.

**Order placement:** The supply order shall be placed on the lowest responsive bidder. The revision of rates will not be allowed during the contract period of one year.

**Payment:** The Payment shall be made after a credit period of 30 days from the date of receipt of materials as per PO at our site. For claiming the payment, the following documents have to be submitted.

- a. Three copies of invoices
- b. Delivery receipt duly signed by the concerned person of HLL and representatives of the supplier.

### **Guidelines**

1. If the bid opening day is declared as holiday for HLL, the bid will be opened the next working day. Bidders can come and attend the bid opening on due date.
2. Interested applicants can participate in the bid.
3. Any bid received after the deadline for submission of bids will be rejected. HLL shall not be liable for the delay in submission of bids after due date specified above due to any reason including postal delay.
4. No Email or fax bids will be accepted.
5. The name and mailing address of the Applicant should be clearly marked on the envelope.
6. All the information asked in this document shall be answered in the ENGLISH language only.
7. Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant’s qualification) may result in disqualification of the Applicant.

### **Extension of contract**

The contract may be extended for one/two years, if the work is found satisfactory on the same rates/terms and conditions.

All the above stated terms and conditions should be acceptable to the bidder. All the bids shall remain valid for one year from the date of opening of bids prescribed by HLL. A bid valid for a shorter period shall be rejected by the HLL being non-respective.

## **GENERAL INFORMATION**

- 1.1 The applicant's name, signature and Firm's stamp should appear on each page of the application.
- 1.2 Overwriting should be avoided. Neatly crossing out, initiating, dating and rewriting shall make correction(s), if any. All pages of tender documents shall be numbered and submitted as a package with signed and stamped letter of transmittal.
- 1.3 A senior officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.
- 1.4 The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the organization calls it for.
- 1.5 Prospective applicants may seek clarification regarding the scope, and/or the requirements within two working days. No request for clarification will be considered after receiving the pre-qualification tenders.

#### **TENDER SUBMISSION AND AWARD**

- 1.6 The tender will be evaluated based on documents submitted meeting all the minimum eligibility criteria and the prices quoted. Work will be awarded to the vendor who satisfies all the minimum eligibility requirements and also quoted the lowest price for each item.
- 1.7 **The HLL reserves the right to:**
  - 1.7.1 Amend the scope and value of contract.
  - 1.7.2 Reject any or all the bids without assigning any reason.
  - 1.7.3 For any of the above actions, the organization shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
  - 1.7.4 Effort on the part of the bidder or his agent to exercise influence or to pressurize the organization for his bid shall result in rejection of such bid.
  - 1.7.5 Canvassing of any kind is strictly prohibited.

## **OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION**

- 1.8** Registration/ License: The Applicant should furnish CST/VAT Registration number with the bid.
- 1.9** If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HLL. The Company reserves the right to verify the particulars furnished by the applicant independently.
- 1.10** HLL may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by HLL within the time specified in the communication.
- 1.11** The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.
- 1.12** Even though the agency meets all the criteria, the HLL reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever
- 1.13 The HLL reserve the right to:**
- 1.13.1** Reject or accept any application without assigning any reason or incurring any liability
- 1.13.2** Cancel the pre-qualification process and reject all applications
- 1.13.3** Split the works into different packages if required
- 1.13.4** Amend the scope and value of any contract under this project, in such event the bids will only be called from those pre-qualified applicants who meet the requirements of the contract as amended.
- 1.14** No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.

**For and On Behalf Of HLL Life Care Limited  
Associate Vice President (HCS)**

## ADDITIONAL INFORMATION OF VENDORS

### **(General information of the manufacturer / supplier)**

1. Name & Address of the Supplier :
- a) Telephone No. :
- b) Fax No. :
- c) Mobile No. :
- d) E-mail Address :
- e) Website :
- f) Name of contact person :
- g) Whether proprietary/partnership/  
Limited company :
- h) Specify whether SSI / MSME unit :
2. How many years have you been in the  
Business of manufacturing /selling? :
3. Have you been a supplier to any  
Public sector/ Government or any major pvt hospitals/  
Leading Retailers(during the last 3 years)  
If so give details of five firm's Name, address,  
And quantity
6. Details of tax registration :
  - a) CST No. :
  - b) TIN No. and VAT No. :
  - c) PAN No. :



8. Bank Information

- a) Bank Name :
- b) City :
- c) Branch Name :
- d) Branch Code :
- e) Account No. :
- f) Account Type :
- g) IFSC Code (Issued by RBI to Bank) :

All the information provided herein is true & correct.

Date:

NAME & SIGNATURE OF THE APPLICANT

(WITH OFFICE SEAL)

PLACE:

**ANNEXURE 2 - PRICE BID**

SI No	Description of Item/Work	UNIT	QUANTITY	Basic price	Taxes/Duties etc	Other incidental cost	Total Price for each unit(Rs)	Amount(Rs)

Total Price in Figures:\_\_\_\_\_

Total Price in words\_\_\_\_\_

Date :

Place :

Signature of the Applicant

(With Seal)

### **Annexure- III**

Sample of the required paper carry bag can be obtained from our following MRI centers on office working hours (between 9 am to 5 pm).

#### **Alappuzha-**

Hindlabs MRI Scan Centre  
Govt.T.D.Medical College Hospital  
T.D.M.C-P.O, Vandanam,Alappuzha-688005, Kerala  
Ph: 0477-2282318/19, Mob-9400027943  
Fax:0477-2282319

#### **Kottayam-**

HINDLABS MRI CENTRE,  
Dietary Block, Near Indian Coffee House,  
GOVT. MEDICAL COLLEGE,KOTTAYAM – 686008,KERALA, INDIA.  
Tel. +91 481 2595 395/995  
Mob. +91 9400027955

#### **Thrissur-**

HINDLABS MRI Scan Centre  
Medical College Post, Mulankunnathukavu, Thrissur,Kerala,India-680596  
Phone:-0487-2203923/24  
Fax:-0487-2203923  
Mob:-9400027934