

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;2435013
EMAIL: materialspft@lifecarehl.com

Tender No: PUR/08/R1/PQ/CC/2-G/2017-18

AMMONIA GAS

TENDER FORM

Tender No: PUR/08/R1/PQ/CC/2-G/2017-18

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Date : 21st July 2017

निविदा सूचना

TENDER NOTICE

1. वर्ष 2017-18 के लिए हमारी पेरूरकडा फैक्टरी तिरुवनन्तपुरम , कनगला फैक्टरी बेलगाम की **अमोनिया गैस** की आपूर्ति की ओर विनिर्माण /प्राधिकृत एजेंटों से भारत में विनिर्मित उत्पादों के लिए निर्धारित प्रपत्र में दो बोली प्रणाली (तकनीकी / वाणिज्य) के अधीन मुहरबंदित और उपरिलिखित निविदाएँ आमंत्रित किया जाता है।

Sealed and superscribed tenders under Two Bid System (Techno-Commercial) in the prescribed form are invited for products manufactured in India from Manufacturer(s)/Authorised Agent(s) for the supply of **Ammonia Gas** to our Kanagala Factory, Belgaum for the year August 2017 to July 2018.

2. तकनीकी विनिर्देश, अनुमानित मात्राएं और अन्य निबंधन एवं शर्तें निविदा दस्तावेजों में दिये जाते हैं, जो प्रत्येक निविदा के लिए एचएलएल लाइफकेयर के नाम पर तिरुवनन्तपुरम में देय रूप 520 का डीडी देकर 21.07.2017 से पूर्वाह्न 10.30 बजे से अपराह्न 3.30 बजे तक हमारे कार्यालय के किसी भी कार्य दिवस पर प्राप्त किया जा सकता है। यदि दस्तावेज डाक द्वारा अपेक्षित है तो निविदा दस्तावेजों की लागत के अतिरिक्त डाक/ कोरियर चार्ज की ओर रूप 50 का अतिरिक्त चार्ज भुगतान किया जाए। डी डी एचएलएल लाइफकेयर के नाम पर तिरुवनन्तपुरम में देय किसी राष्ट्रीयकृत बैंक का होना चाहिए।

The technical specification, approximate quantities and other terms and conditions are given in the Tender documents, which can be had from our office on any working day from 21/07/2017 between 10.30 A.M to 3.30 P.M by paying Rs.520/- DD (inclusive of GST) for each tender in favour of HLL LIFECARE LTD. payable at Trivandrum. If the documents are required by Post, an additional charge of Rs.50/- may be remitted towards postal/courier charges, in addition to the cost of tender documents. The DD should be

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drawn on a Nationalized Bank favouring HLL Lifecare Limited, payable at Thiruvananthapuram.

3. विवरण हमारे वेबसाइट www.lifecarehll.com & सी पी पी पोर्टल (www.eprocure.gov.in) से भी मिल सकता है। निविदाकार हमारे वेबसाइट & सी पी पी पोर्टल से दस्तावेज़ डाउनलोड किया जा सकता है और ऐसी स्थिति में निविदा शुल्क, तकनीकी बोली के साथ डीडी द्वारा अदा किया जाना चाहिए।

The details can also be had from our Website at www.lifecarehll.com & CPP portal (www.eprocure.gov.in). The tenderers can download the documents from our website & CPP portal and in such case the tender fee should be paid by way of DD along with technical bid.

4. तकनो-वाणिज्य बोली दस्तावेजों को जारी करने की अंतिम तारीख एवं समय १०.०८.२०१७ मध्याह्न १०.०० बजे तक होगा। संपूर्ण निविदाएं एचएलएल लाइफकेयर में निविदा संख्या उपरिलिखित मुहरबंदित लिफाफे में १०.०८.२०१७, १०.३० बजे तक मिलना चाहिए।

The last date & time of issue of Techno-commercial Bid documents will be upto 10.08.2017; 10.00 am. Completed tenders in sealed cover superscribed with Tender Nos. should reach HLL latest by 10.08.2017; 10.30 am.

5. संक्रमण में हुई किसी विलम्ब के लिए एचएलएल लाइफकेयर लिमिटेड उत्तरदायी नहीं होगा।

HLL will not be responsible for any delay in transit.

6. तकनीकी बोली में योग्यताप्राप्त निविदाकारों की मूल्यबोली मात्र खोली जाएगी।

The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened.

7. मूल्य बोली खोलने की तारीख एवं समय अलग रूप से सूचित किया जाएगा। तकनीकी बोली मूल्यांकन में अयोग्यताप्राप्त निविदाकारों की मूल्यबोली बिना खोले वापस की जाएगी।

The date and time of opening of Price bid will be intimated separately. The Price Bids of Tenderers who do not qualify in the Technical bid evaluation will be returned unopened.

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8. नये विक्रेताओं एवं विक्रेता विकास कार्यक्रम के अधीन आनेवालों की मूल्य बोली विक्रेता विकास प्रोटोकॉल में यथा निर्धारित नमूना की प्रस्तुतीकरण एवं संयंत्र परीक्षण की समाप्ति के बाद मात्र खोली जायेगी।

The Price Bid of new vendors and those under vendor development programme will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol.

SENIOR MANAGER (PURCHASE)

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CONTENTS OF BID DOCUMENT

I. INSTRUCTION TO BIDDERS:

1. Schedule A - Specification & Quantity
2. Schedule B - Minimum Eligibility Criteria
3. Schedule C - Questionnaire - General information of the Manufacturer / Supplier
4. Schedule D - Terms & conditions
5. Schedule E - Questionnaire for minimum eligibility criteria
6. Schedule F - Specific Conditions
7. Schedule G - Questionnaire for Vendor Development
8. Schedule H - Declaration accepting Terms and Conditions of the Tender

PRICE BID FORMS

- Schedule I - Rate Schedule for Belgaum

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INSTRUCTIONS TO BIDDERS

1. The Bid is intended to procure material as per specification in Schedule A.
2. The bid consist of two parts :
 - a. Technical Bid
 - b. Price Bid
3. 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 Rs. 2,00,000/- failing which the Tender is likely to be summarily rejected. The EMD submitted will be converted to Security Deposit and will be released at the end of contract period.
4. SSI/MSE units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their Udyog Adhar registration certificate on or before due date as per tender notice. But the Party has to provide Security deposit if Tender is awarded to them. Security Deposit will be 5% of the order value subject to maximum amount of Rs.2 lakhs.
5. Bidders who have already participated in the annual tender No. PUR/08/R1/PQ/CP/02/2017-18 need not submit Tender fee & Technical Bid. Bidders who have been qualified and EMD against Tender No PUR/08/R1/PQ/CP/02/2017-18 is available with HLL need not provide EMD.
6. **Bid submission / Bid opening dates**
 - a. The last date & time of receipt of Bids : 10.08.2017; 10.30 am
 - b. Date & Time of opening of Technical Bid : 10.08.2017; 1.00 pm
7. 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 Senior Manager (Purchase) HLL Lifecare Limited , Peroorkada P.O., Trivandrum – 695 005, on or before the due date and time mentioned in the

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INSTRUCTIONS TO BIDDERS

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.

8. In the event of the date mentioned above being declared subsequently as holiday for the purchaser's office, the due date for submission and opening of bids will be the next working day at the same venue and time.
9. Bids received after the deadline for submission shall not be considered.
10. The Bidder is expected to examine all specifications, Instructions, Forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid. Any clarification required will have to be obtained at least one-week prior, to the date of opening of the Technical Bid.
11. Any clarification required will have to be obtained one week prior to the Date of opening of the Technical Bid.
12. A certificate/Declaration as given in Schedule H stating that **ALL TERMS AND CONDITIONS** of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.

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INSTRUCTIONS TO BIDDERS

13. The validity of the Technical Bid & Price Bid shall be valid for a period of one year (August 2017 to July 2018).
14. The quantity mentioned herein is approximate annual requirement with staggered delivery and in case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.
15. (a) The Price Bid of new vendors and those under vendor development programme will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol.
(b) The Price Bids of Tenderers who do not qualify will be returned unopened.
15. 20% of annual procurement value will be sourced from Micro and Small Enterprises (MSE),out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs. In the event of failure of SC or ST entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises

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Schedule -A
Page 1 of 1

SPECIFICATION & QUANTITY: AMMONIA GAS

NH3 GAS(ANHYDROUS,COMM. GRADE,AS PER IS 662(1981). PURITY AS NH% BY WEIGHT 99.5 (MIN), MOISTURE AS HO% BY WEIGHT 0.50(MAX), OIL CONTENT (PPM) - 5.0 max

Name of Item	Approximate Quantity (August 2017 to July 2018)	
Ammonia	Kanagala , Belgaum(Kg)	Total (Kg)
	80000	80000

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Schedule - B
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Minimum Eligibility Criteria for qualifying in the Bid

Material: Ammonia Gas

1. The Vendor should have valid explosive license /statutory license for storage and refilling of Ammonia gas as on the date of this Tender Notification. Copies of the above duly attested by a Gazetted Officer to be attached.
2. a) The Vendor should be in a position to supply Ammonia gas in their Cylinder /HLL Cylinder.

b) If the supplier wants to use HLL's cylinder, they are required to furnish security in the form of cash deposit / BG for an amount of Rs.3 lakhs. In the event of failure to return HLL's cylinders on time, the actual cost of cylinder would be recovered from Security Deposit / bills of the vendor.
3. The vendor should be able to supply upto 80 cylinders of 50 kg each within 48 hrs of notice or as stipulated in the order.
4. The vendor shall have to issue a Pressure test certificate for each consignment.
5. The minimum annual turnover of the bidder should be at least Rs. 1.25 Crores. Vendors are required to submit documents in support of their claim.

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SCHEDULE -C
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QUESTIONNAIRE

(General information of the manufacturer / supplier)

1. Name & Address of the Supplier with :
(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 / MSE unit
2. How many years have you been in the :
business of manufacturing/selling?
3. What is your annual production / filling capacity :
4. Indicate the quantity you can supply HLL :
per month
5. What would be the minimum time :
required to deliver the ordered quantity
from the date of confirmed purchase
order?
6. Have you been a supplier to any Condom :
Manufacturer, if so give details of the
name, address, quantity and values of
orders received and executed during the
last three year? (Attach separate sheet)

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SCHEDULE - C
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QUESTIONNAIRE

(General information of the manufacturer / supplier)

7. Kindly furnish the name and address of :
the Transporter through whom the rejected
material is to be returned on freight to pay
basis
8. What is your Annual Turn Over during the :
last 3 years?
(Attach copy of supporting documents)
9. Details of tax registration :-
a) GST.NO :
10. Name & Address of your Banker(s) :
11. A/C no, IFSC code of the banker :
12. Attach list of Major clients :
13. Any other details :

PLACE:
DATE :

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - D
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TERMS & CONDITIONS

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Improper 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. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period.
5. (a) The quoted rate shall be valid for a period of one year during which period no price escalation and no change in terms and conditions will be allowed on any ground.

(a) 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.**

(c) 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.
6. **Price Revision Clause:** Normally request for price revision will not be entertained. But in extra ordinary circumstances where price hike/reduction is more than 10% after finalization of the bid, revision in basic price alone would be considered on production of supporting documents. The bidder is required to intimate in advance about the price revision and only on getting confirmation from HLL, material to be dispatched at the revised price.

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SCHEDULE - D
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The bidders are required to indicate their principal source of supply of Ammonia / Ammonia gas and attach copy in C-Folder of the latest invoice / quote (not older than 7 days of tender opening date) of principal supplier showing the basic price on the basis of which the quote is submitted. The variation in the basic price of Rashtriya Chemicals and Fertilizers Ltd (RCF) would be the basis for any price revision.

7. The copy of invoice from the principal source to be enclosed along with each consignment.
8. The quantity mentioned herein is approximate requirement and in case the company requires less / more quantity, the supplier should be prepared to supply at the agreed rate, terms and conditions.
9. 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.
10. 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. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
- b. A certificate confirming that the product offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with bid.
- c. The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. HLL reserves the right not to receive material beyond the delivery date given in the order.
- d. The supplier agrees to supply as per the rate quoted, other terms and conditions during the period August 2017 to July 2018.

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तिरुवनन्तपुरम -६९५००५ **THIRUVANANTHAPURAM-695 005**

PHONE NO:0471 2435325;2435013

EMAIL: materialspft@lifecarehll.com

Tender No: PUR/08/R1/PQ/CC/2-G/2017-18

SCHEDULE - D

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- e. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the excess quantity shall be returned through the Transporter indicated in Schedule C, clause 7 or our authorized transporter on freight to pay basis.
- f. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period.
- g. HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency for compliance.
- h. All dispatch documents like delivery note/challan, packing list and invoice should contain the following details
1. **Supply Order No.& date**
 2. **Description of items as contained in the supply Order.**
 3. **Quantity dispatched**
 4. **Batch/lot No.**
 5. **Manufacturing date.**
 6. **Expiry date.**
 7. **Total Number of Cylinders.**
 8. **Test certificate**
 9. **HLL's CST / TIN No.**

The L.R No. / Vehicle no should be intimated immediately after dispatch of the material by e-mail/fax

- i. Stickers are to be pasted on each Cylinder.

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- j. The following documents should accompany the consignment
1. **Invoice in triplicate**
 2. **Delivery Note/Challan**
 3. **LR/Vehicle No.**
 4. **Material Safety Data Sheet (MSDS)**
 5. **Environment clearance certificate**
 6. **The copy of invoice from the principal source to be enclosed along with each consignment**
- k. **Payment shall be made by RTGS with in 30 days of receipt, inspection and acceptance of the material.**
- l. Mode of Transport shall be by road, unless otherwise specified. The materials shall be sent through the Transporter who has been granted a Certificate of Registration for transportation of goods as per Carriage by Road Act 2007
- m. The jurisdiction in the event of any dispute arising out of this tender shall be only in the court of Belgaum.

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INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

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SCHEDULE- E
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QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

Material: AMMONIA GAS

1.Can you supply material as per our specification given in Schedule 'A'?	YES/NO
2.a. Do you posses a valid Explosive/storage/refilling License?	YES/NO
b. Have you enclosed a copy of the 2(a) duly attested by a Gazetted Officer?	YES/NO
3. a) Will you be able to supply in your cylinder?	YES/NO
b) If NO, will you be able to furnish security in the form of cash deposit / BG for an amount of Rs.3 lakhs ?	YES/NO
4. Indicate the minimum time required to supply upto 80 cylinders of 50 kg each.	
5. Will you be issuing Test Certificate of each consignment?	YES/NO
6. What was your annual turnover during the previous three years?	

All the information provided herein are true & correct

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

NOTE: Forms must be completed in all respect and supported by relevant Documents

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Schedule -F
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SPECIFIC CONDITIONS FOR SUPPLY OF AMMONIA GAS

1. The cylinders should contain test ring along with the valve.
2. The cylinders should be checked carefully, especially the valve, before filling the gas.
3. All statutory requirements for filling, sealing and testing of cylinders periodically shall be carried out by you.
4. Despatch advise/packing list indicating gross-tare and net weight of each cylinder should accompany each consignment.
5. Type of Packing : 50kg cylinders upto 80cylinders in one lot.
6. A certificate confirming that the product offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with the bid.
6. Test Certificate.

We hereby agree to supply the material as per the conditions mentioned above.

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE G
Page 1 of 2

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 :- :
 - b) GST.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

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SCHEDULE G

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- c) Do you have final inspection of the product :
Yes/No
- 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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SCHEDULE - H

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Item: AMMONIA GAS

DECLARATION

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE APPLICANT

SIGNATURE
NAME AND ADDRESS OF APPLICANT

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Tender No: PUR/08/R1/PQ/CC/2-G/2017-18

CONTENTS OF PRICE BID FORMS

FOR

AMMONIA GAS

SCHEDULE I - RATE SCHEDULE FOR BELGAUM.

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SCHEDULE - I
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**PRICE BID - RATE SCHEDULE FOR SUPPLY TO
KANAGALA FACTORY, BELGAUM, KARNATAKA**

NAME OF TENDERER:

ITEM: AMMONIA GAS

QTY: 80000 KGS.

PRICE PARTICULARS	PER UNIT (KG) (IN RS.)		REMARKS
	HLL Cylinder	Party Cylinder	
A. <u>PRICE FOR AMMONIA GAS</u>			
<u>BASIC PRICE</u> (INCLUDING UNIT PRICE+FREIGHT+PACKING AND FORWARDING CHARGES+INSU. ETC.			
GST			
TOTAL DELIVERED RATE AT HLL STORES			
(Rupees.....)			

Certified that the rate quoted will hold good for the period August 2017 to July 2018 during which period no price revision other than that indicated in clause 5 of Schedule D will be sought.

PLACE:
DATE:

NAME AND SIGNATURE OF THE TENDERER
(WITH OFFICE SEAL)

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