

**Tender for  
Out Sourcing of  
Secondary Packing & Allied Works  
Peroorkada Factory, Thiruvananthapuram**

**TENDER NO.PUR/08/R1/PQ/OUTSOURCING/2013-14  
DATE: 02.09.2013**

**TENDER DOCUMENTS**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Peroorkada Factory, Thiruvananthapuram - 05

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## **TECHNO BID TENDER FORM**

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**TENDER NOTICE**

**Sub: Outsourcing of Secondary Packing and Allied Works**

Sealed and superscribed tenders are invited in prescribed format, under **Two Bid System** (Technical and Price Bids) for undertaking the Secondary Packing and Allied Works in the various Sections of HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram. The works involved are given Schedule A, A1, A2, & A3 of this Bid.

The work requirements and other terms and conditions are given in the Tender documents, which can be had from Purchase Department of Peroorkada Factory on any working day between 10.30 a.m. to 3.30 p.m. on producing DD for Rs 312/- in favour of HLL Lifecare Limited towards the cost of the Tender documents.

The Tender Documents are available at Company's Website [www.lifecarehll.com](http://www.lifecarehll.com) also. Those who download the Technical and Price Bids from the website shall ensure that the Technical Bid contains DD for Rs 312.- drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram towards the cost of Tender Forms. The Technical Bid not accompanied by DD for Rs 312.- will be summarily rejected.

The last date of issue of Tender Documents: 19.09.2013 at 12.00 PM  
The last date for receipt of Bids : 19.09.2013 at 2.00PM  
The date of Opening of Technical Bid : 19.09.2013 at 3.00PM

The Unit Chief of PFT reserves the right to cancel or reject this Tender fully or partially, without assigning any reason and his decisions on this will be final and binding on all Tenderers.

**JOINT GENERAL MANAGER (PURCHASE)**

**HLL LIFECARE LIMITED**  
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**INSTRUCTION TO BIDDERS**

1. This Bid is intended to finalize the contract for secondary packing operations of condoms of different schemes of packing and its allied works, in the premises provided by the Company, under the supervision and control of the contractor as mentioned in this Bid.
2. This is a TWO BID system comprising of :
  - (a) Technical Bid
  - (b) Price Bid
3. The Techno Commercial Bid should accompany a DD for Rs.**2,00,000/-** towards **Earnest Money Deposit**, drawn in favour of M/s. HLL Lifecare Limited, and payable at Trivandrum towards EMD, failing which the Tender will be summarily rejected.
4. **Both the bids shall be submitted in sealed covers separately. Tender Nos. of the Technical Bid and Price Bid shall be super scribed on the respective covers in order to clearly identify between the 2 Bids. The two separately sealed and super scribed bids enclosed in a single cover, sealed, super scribed with the respective Tender No. Complete in all respect, addressed to JOINT GENERAL MANAGER (PURCHASE), HLL LIFECARE LIMITED, PEROORKADA FACTORY, THIRUVANANTHAPURAM - 695005, should reach us 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 documents or non-receipt of the same. Bids received after the deadline for submission shall not be considered.**
5. (a). The last date of receipt of Bid is : 19.09.2013 at 2.00PM  
(b). The date and time of Opening of Technical Bid is : 19.09.2013 at 3.00PM
6. In case the date mentioned above is declared subsequently as holiday for the Company's office, the due date for submission and opening of bids will be the next working day at the same venue and time. Bids received after the last date and time for submission shall not be considered.
7. The Bidder is expected to examine all Work Requirements, 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

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- substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid
8. A Declaration as given in SCHEDULE - F stating that, **ALL TERMS AND CONDITIONS** with respect to this Tender is acceptable, should accompany the tender, failing which the tender will be summarily rejected.
  9. The validity of the Techno Commercial Bid shall be for a period of **2 Years**.
  10. **The Price Bid of those Tenderers who qualify in the Techno Commercial 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.**

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**SCHEDULE-A**

**WORK REQUIREMENTS**

1. Secondary Packing operations of condoms of different schemes of packing using the materials supplied by the Peroorkada Factory, Thiruvananthapuram (PFT) of HLL Lifecare Limited as per norms and other requirement in the Bid, in the premises provided by the Company (Balaramapuram Unit, Uzhamalakkal Unit, Mitra Niketan Unit, P F T Unit or any other premises provided by the company from time to time) and return the packed condoms to HLL Lifecare Limited representative/authorized transporter at the secondary packing premises.
2. **RECEIPT AND RETURN OF MATERIALS BY THE TENDERER** :- The Packing materials for packing work will be supplied by HLL as per the norms. HLL Lifecare Ltd. shall supply the materials at the secondary packing premises and the contractor should unload and do the secondary packing and other works as per the requirement from time to time subject to the SCHEDULE A, A1, A2, A3 and return the packed condoms with proper records within prescribed time to HLL Lifecare at the same premises. The finished goods as per the requirement along with any excess materials such as jars, boxes, wallets etc. should be handed over to HLL Lifecare Limited. Any delay in any of the above works which are attributable to the contractor will attract penalty, @ 0.5% of value of contract per week of delay subject to a maximum of 7.5%. Value of the contract means the contract value attributable to the delayed quantity. Delay beyond this time limit, will result in termination of contract without prior notice, forfeiture of EMD and Security Deposit and legal action for recovery of loss or damage suffered by the Company on account of delay.
3. The strips (strip packed condoms) and secondary packing materials supplied by HLL Lifecare Ltd. are to be unloaded and should be physically verified and received by the Contractor at Receipt point. Once these items are received, it is contractor's responsibility for its accountability. The Contractor should ensure the correct mode of packing, quality of secondary packing, clean environment and adherence to GMP (Good Manufacturing Practices) requirements as given in the SCHEDULE A3 and should follow the suggestions/instructions given by HLL's representative from time to time. The Tenderer should follow the requirements of statutory agencies like Drugs Controller, which includes;
  - (a) Maintaining of clean and hygienic environment

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- (b) Clean clothing and cap to workers engaged. Cap will be provided by HLL.  
(c) Other requirements, if any, which arise from time to time.
4. In case of any non-conformance in the finished goods observed during the QA checking by HLL Lifecare Limited, the contractor shall carry out the re-work at his own cost. Finished products passed by The Quality Assurance Dept should be handed over to the Company by the contractor after finishing the entire batch in all respects as per the specified quality standards. Any cost of delay due to re-work shall be deducted from contractors bills/security deposit.
5. **Record Keeping** : The tenderer should maintain the following records and to be updated daily:
- a) Records related with work
- Stock Register of Materials received from the Company (HLL Lifecare Limited)/Material Receipt Book.
  - Materials Consumption Record
  - Work Log Book
  - In-process Inspection Records
  - Traceability Records
  - Training Record
  - Stamping Records
  - Non-conforming Material Processing Records
  - Box Filling Record for each batch
  - Box Weighing Record for each batch
  - Any other Record to be maintained as required by the Company (HLL Lifecare Limited) from time to time for verification of material supplied, consumed, returned, balance etc.
- b) Records as per Contract Labour (R&A)Act 1970 & Rules 1971.
- The contractor shall maintain registers & records as provided in chapter VIII of Contract Labour (R&A)Act 1970 & Rules 1971
  - Maintain records in the software provided by the Company on daily basis for the Units done by each contract employee.
7. In outsourced units the contractor has to carry out the work by engaging his employees under his supervision and Control.



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**8. LEGAL COMPLIANCE:**

- 8.1** The contractor should take license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce proof to the Company.
- 8.2** In case the contractor is engaging Contract labours from outside the state of Kerala, necessary licences under the Inter-state Migrant Workmen (Regulation of Employment & Conditions of service) Act 1979& Rules should be obtained from labour department.
- 8.3** The Company will arrange the insurance for transit and storage of materials at premises.

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| <b>SCHEDULE A1</b>                                |   |                     |                           |               |               |
|---|---|---------------------|---------------------------|---------------|---------------|
| <b>NORMS FOR SECONDARY PACKING OPERATIONS</b>     |   |                     |                           |               |               |
| <b>Sl. No.</b>                                    | <b>Description of the Scheme</b>  | <b>Mode of Pack</b> | <b>No. of pcs in a DC</b> | <b>Norms</b>  |               |
|   |   |                     |                           | <b>In Pcs</b> | <b>In DCs</b> |
| <b>1. Government Schemes (Filling Operations)</b> |   |                     |                           |               |               |
| 1   | FNLSC - Bulk pack in pouch and DC, no wallet and leaflet                  | 10X50X12            | 500                       | 29000         | 58            |
| 2   | FNLSC - ASHA 3's - Pack in pouch and DC, no wallet and leaflet            | 3X140X12            | 420                       | 11340         | 27            |
| 3   | DELUXE 5's (With pouch & leaflet)   | 5X20X40             | 100                       | 6400          | 64            |
| 4   | USTAD 3's / RAKSHAK 3's / JOSH 3's (SQUARE, without pouch & with leaflet) | 3X30X30             | 90                        | 6570          | 73            |
| 5   | SAWAN 3's (with pouch & leaflet)  | 3X60X30             | 180                       | 6480          | 36            |
| 6   | SAWAN 7's (with pouch & leaflet)  | 7X30X30             | 210                       | 11550         | 55            |
| 7   | MASTI 5's (With pouch & leaflet)  | 5X24X30             | 120                       | 6600          | 55            |
| 8   | MASTI 5's / RAKSHAK 5's (Without pouch & with leaflet)                    | 5X24X30             | 120                       | 9960          | 83            |
| 9   | MASTI 10's (With pouch & leaflet)   | 10X30X16            | 300                       | 13200         | 44            |
| 10  | MASTI 10's (Without pouch & with leaflet)                                 | 10X30X16            | 300                       | 13800         | 46            |
| 11  | RAKSHAK 7's (without Pouch, with leaflet)                                 | 7X18X36             | 126                       | 12600         | 100           |
| 12  | USTAD 7's (without Pouch, with leaflet)                                   | 7X24X25             | 168                       | 12432         | 74            |
| 13  | THRIL 3's (with pouch & without leaflet)                                  | 3X60X20             | 180                       | 5220          | 29            |
| 14  | THRIL 6's (with pouch & without leaflet)                                  | 6X30X18             | 180                       | 9180          | 51            |
| 15  | STYLE 4'S (without pouch & with 2 leaflets)                               | 4X18X45             | 72                        | 6336          | 88            |
| 16  | MILAN 4's (without pouch & with leaflet)                                  | 4X25X50             | 100                       | 8000          | 80            |
| 17  | BLISS 4's (with pouch & leaflet)  | 4X25X50             | 100                       | 6400          | 64            |

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| 18   | BLISS 12's (with pouch & leaflet)  | 12X20X20                   | 240                | 12000  | 50     |
|--|--|----------------------------|--------------------|--------|--------|
| 19   | KAMAGNI 4's (with pouch & without leaflet)   | 4X60X20                    | 240                | 10560  | 44     |
| <b>2. Branded Schemes - MOODS / SHARE / OEM (Filling Operations)</b> |  |                            |                    |        |        |
| Sl. No.  | Description of the Scheme  | Mode of Pack               | No. of pcs in a DC | Norms  |        |
|  |  |                            |                    | In Pcs | In DCs |
| 20   | Catch covers - 2's pack  | 2X60X30                    | 120                | 4920   | 41     |
| 21   | SKUs of 3's Pack - packing mode 3 x 40 x 30 ( e.g., Reg 3, MUT3, MSD 3 etc.)   | 3x40x30                    | 120                | 7080   | 59     |
| 22   | Assorted SKUs of 3's pack - packing mode 3 x 40 x 30 (e.g., Colored, scented, melange etc.)                          | 3x40x30                    | 120                | 5160   | 43     |
| 23   | SKUs of (3+1)'s Pack - packing mode 4 x 40 x 30 (e.g., Ultra thin 3+1)   | 4X40X30                    | 160                | 8640   | 54     |
| 24   | SKUs of 10's Pack - packing mode 10 x 30 x 12 (e.g., Ultra thin, dotted etc.)  | 10X30X12                   | 300                | 14400  | 48     |
| 25   | SKUs of 12's Pack - packing mode 12 x (10/20) x (30/15) (e.g., Ultra thin, dotted etc.)                              | 12X10X30<br>or<br>12x20x15 | 120                | 16800  | 140    |
| 26   | Assorted SKUs of 12's pack - packing mode 12 x (10/20) x (30/15) (e.g., Colored, scented, melange etc.)              | -do-                       | 120                | 10320  | 86     |
| 27   | SKUs of 20's pack without Tray or DC & without Gift  | 20 X 180                   | 144                | 18500  |        |
| 28   | SKUs of 20's pack without Tray or DC & with Gift   | 20 X 180                   | 144                | 12080  |        |
| 29   | CREZENDO 3's (3 strips, 1 vibrating ring & 1 leaflet in a wallets for which the flaps are to be glued after filling) | 3x30x16                    | 90                 | 1530   | 17     |
| 30   | ASSEMBLING OF MOODS VARIETY PACK   | 2X8X100                    | 6                  | 4800   | 300    |
| <b>3. Bulk Pack ( MOODS / OEMs) - Filling Operations</b>             |  |                            |                    |        |        |
| 31   | Bulk Pack - 3 pcs / 4 pcs cutting. (e.g., IPPF, UNFPA, Brazil, Gold Circle etc.) - 144 Pcs in a DC                   | 144x50                     | 144                | 24768  | 172    |
| 32   | Bulk Pack (2 PCs cutting) - (e.g., NHS Pack, Clinical pack etc.) - 144 Pcs in a DC                                   | 144 X 50                   | 144                | 18432  | 128    |
| 33   | Bulk Pack - 1 pc cutting. (e.g., Sire & Tango) - 144 Pcs in a DC   | 144x50                     | 144                | 20592  | 143    |

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| <b>4. Batch Stamping Operations on catch cover / wallets / DCs/Trays/Master Cartons</b> |  |                          |  |              |
|---|--|--------------------------|--|--------------|
| <b>Sl. No.</b>  | <b>Description of the Scheme</b>   | <b>Unit of the Norms</b> |  | <b>Norms</b> |
| 34  | Stamping of Catch cover wallet   | No. of wallets           |  | 15600        |
| 35  | Stamping of Box cover wallet   | No. of wallets           |  | 15000        |
| 36  | Stamping of Cartons (for Govt schemes except Masti)  | No. of DCs               |  | 7700         |
| 37  | Stamping of Cartons (for Branded, Exports & Masti type)  | No. of DCs               |  | 5136         |
| 38  | Stamping of Premium Variety Wallets  | No. of wallets           |  | 10700        |
| 39  | Stamping of extra large wallets( e.g., MOODS 20's )  | No. of wallets           |  | 9630         |
| 40  | Stamping of wallets using wallet stamping machines   | No. of wallets           |  | 57780        |
| 41  | Monitoring of Batch Stamping Operation : Accounting of Sec. Packing Mateials, Preparation of stereos, supervision of stamping operations, accounting of stamped materials etc. |                          |  | Manpower     |
| 42  | Master carton - single side stamping   |                          |  | Manpower     |
| 43  | Master carton - double side stamping   |                          |  | Manpower     |
| 44  | Master Carton - Bar code Pasting   |                          |  | Manpower     |
| <b>5. Allied Works in connection with Shrink Wrapping / Over Wrapping Operations</b>    |  |                          |  |              |
| 45  | Shrink wrapping of wallets of Crezendo 3 / 10's / 20's / Variety Pack's DC etc.  | No. of wallets           |  | 1600         |
| 46  | Shrink wrapping of wallets of 3's (small wallets)  | No. of wallets           |  | 1070         |
| 47  | Shrink wrapping of cartons / tray of 20's scheme   | in Pcs                   |  | 137000       |
| 48  | Machine Operation (Overwrapping 3's/12's/L sealer)   | Manpower                 |  | Manpower     |
| 49  | Shrink Wrapping of Cartons/Tray of 10's & Crezendo 3's   | in Pcs                   |  | 115000       |
| 50  | Shrink Wrapping of Open DC of Moods 12's scheme  | in Pcs                   |  | 55464        |

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| 51  | Shrink wrapping of wallets of Moods 6+1   | No.of wallets     |  | 2400  |
|---|---|-------------------|--|---|
| 52  | Shrink wrapping of cartons / tray of 6+1's scheme in auto L Sealer  | in Pcs            |  | 64700   |
| 53  | Filling of over wrapped wallets in cartons for 3's scheme   | in Pcs            |  | 19250   |
| 54  | Filling of over wrapped wallets in cartons for 12's scheme  | in Pcs            |  | 44950   |
| <b>6. Miscellaneous Works in connection with Secondary Packing Operations</b> |   |                   |  |   |
| Sl. No.   | Description of the Scheme   | Unit of the Norms |  | Proposed Norms  |
| 55  | Box Finishing Operations / Strapping & allied Operations of Finished Master Cartons   |                   |  | Manpower  |
| 56  | Checking Operations : Checking of strips / stamped wallets / stamped DCs / Filled Wallets, DCs & MCs for visual <b>defects and count</b>  |                   |  | One persons for every 50 filling personnel per day per centre (round off ) or actual manpower posted whichever is lower |
| 57  | Supply of Sec. Packing Materials for Filling Operation and Collection of Filled Boxes : Supply of secondary packing materials to the work table for filling operation, Formation, Filling & closing of Master Cartons, Transfer of Filled Master Cartons to storage locations within the centre, Maintain box filling & box weighing records etc. |                   |  | One persons for every 50 filling personnel per day per centre (round off ) or actual manpower posted whichever is lower |
| 58  | Supervision of Sec. Packing Operations : Overall supervision of sec. packing operations in the centre, accounting of strip stock, Maintaining of proper production records, operatorwise output details etc., Data entry in relevant softwares, keeping muster rolls etc.   |                   |  | Manpower  |
| 59  | Loading / Unloading of Strips / Sec. Packing Materials, Containers etc.   |                   |  | Manpower  |
| 60  | Sticker pasting on filled Master Carton   | No. of Boxes      |  | 1284  |

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|    |  |                 |  |      |
|----|--|-----------------|--|------|
| 61 | Sticker pasting on wallets and cartons                 | No. of stickers |  | 2400 |
| 62 | Moods Holder - pasting & assembling                    | No. of Holders  |  | 800  |
| 63 | Replacement of vibrator in Crezendo                    | No. of Rings    |  | 950  |
| 64 | Segregation of strips                                  | Kg              |  | 60   |
| 65 | Rework of filled wallets                               | in Nos          |  | 3200 |
| 66 | Bundling & Stamping                                    | No. of wallets  |  | 9630 |
| 67 | Wallet Mopping - empty wallets                         | No. of wallets  |  | 5000 |
| 68 | Destroyal of Obsolete wallets for disposal             | Kg              |  | 55   |
| 69 | Destroyal of Obsolete DCs for disposal                 | Kg              |  | 110  |
| 70 | Recovery of strips from Filled boxes - bulk pack       | No. of wallets  |  | 3200 |
| 71 | Recovery of strips from filled boxesx - wallet schemes | No. of DCs      |  | 650  |

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**SCHEDULE A2**

**ACTIVITIES INVOLVED IN SECONDARY PACKING AND ALLIED WORKS**

**1. Batch Stamping Operations of Catch cover / wallets / Cartons / Boxes**

- 1.1 Collect the stereotypes of batch coding.
- 1.2 Collect the secondary packing materials to be stamped like catch cover / wallets / Cartons / Boxes etc.
- 1.3 Ensure the correctness of batch details to be stamped on the secondary packing materials with the batch coding of the strips.
- 1.4 Stamp the impressions of the stereotypes received in the relevant register.
- 1.5 Stamp the required quantity of secondary packing materials only. If any quantity is stamped in excess of the requirement, the same has to be reworked at the cost of the tenderer. If the material is not salvageable, then the loss to HLL will be recovered from the tenderer.
- 1.6 After stamping, pack / bundle the stamped materials in the storage containers / crates and stack them with proper labeling in the ear marked areas
- 1.7 Record the stamped quantity in the relevant registers.
- 1.8 At the time of change over from one batch to another, ensure that, the materials of the previous batches are properly removed and work area is cleaned.
- 1.9 For box stamping, after the batch coding, the box No. is to be stamped.
- 1.10 In case of Govt. Schemes, the bar code is to be pasted over the box.
- 1.11 Always keep the work area clean and neat.

**2. Filling Operations**

- 2.1 Collect the strips from the strips storage area and stamped secondary packing materials from the material supply personnel.
- 2.2 Ensure the correctness of batch details on strips and stamped secondary packing materials.
- 2.3 Form the wallets and fill the wallets with good strips of condoms. Good strips means strips without any visual Defect, oil stains etc.
- 2.4 Pack the required number of strips into wallet and close the wallet.
- 2.5 If pouches form part of the mode of packing, first fill the strips into the pouch, fold the pouch and fill the pouch in to the wallet.
- 2.6 If leaflet forms the part of the mode of packing, a leaflet is to be filled in to the wallet with the pouch which contains the required number of strips.
- 2.7 If gifts are to be packed, put the gift into the wallets.
- 2.8 Form the carton in shape for filling packed wallets.
- 2.9 Write down details to be filled in the packing slips.

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- 2.10 Fill the required number of wallets as per the packing mode of the given packing scheme into the carton, put the packing slip in to the carton, close it and paste with cello tape.
- 2.11 Fill the packed cartons into the corrugated boxes.
- 2.12 The personnel have to ensure correct count of the items inside the wallets , DCs, Boxes etc.
- 2.13 At the time of change over from one batch to another, ensure that, the materials of the previous batches are properly removed and work area is cleaned.
- 2.14 Always keep the work area clean and neat.

**3. Allied Works in connection with Shrink Wrapping / Overwrapping Operations :**

- 3.1 **Shrink Wrapping** : Insert the wallet / filled cartons into the PVC cut pieces and feed them on to the conveyor of shrink wrapping machine. Collect the shrink wrapped item and check the weight individually (if required). Visually inspect for the finish of the shrink wrapping. The good items are filled into the cartons / boxes as the case may be. For the items with improper shrink wrapping, the film is to be removed and to be shrink wrapped again.
- 3.2 **Over-wrapping** : Check the finish of the overwrapped wallets and fill the good wallets into DCs / Boxes as the case may be. Check the weight of the wallets, if required. For the items with improper overwrapping, the film is to be removed and to be sent for over wrapping again.
- 3.3 The personnel have to ensure correct count of the items inside the DCs, Boxes etc.

**4. Allied Works in Connection with Secondary Packing Operations.**

- 4.1 **Receipt of the Materials supplied by HLL :**
  1. HLL will supply the strips, secondary packing materials, stereotypes, cello tapes, BOPP tapes, gift items etc. to the secondary packing centre.
  2. The tenderer has to unload the supplied items and stack them batchwise at the designated areas with proper identity.
  3. The tenderer has to physically verify the receipt of the items with the gate passes and to inform HLL, if any deviation is there.
  4. The tenderer has to maintain appropriate records of receipt of materials and stock of the items.
- 4.2 **Monitoring of the Batch Stamping Operation :** The tenderer has to ensure proper accounting of Sec. Packing Materials, Preparation of stereotypes, supervision



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of stamping operations, verification of stereo impressions, accounting and tallying of stamped materials, proper storage of stamped materials with identity etc.

4.3 **Supply of Sec. Packing Materials for Filling Operation and Collection of the Filled Boxes** : The tenderer has to ensure timely supply of secondary packing materials to the work table of the filling operators. The tenderer has to make arrangement for the timely supply of formed master cartons, closing & transfer of Filled Master Cartons to storage locations within the centre and to stack them batch wise with proper identity. The box filling & box weighing records are to be maintained properly.

4.4 **Checking Operations** : The tenderer has to ensure proper checking of strips, stamped wallets, stamped DCs, Filled Wallets, Filled DCs, Filled MCs, Filled Packing slip, finish of shrink wrapping / overwrapped products etc. The personnel have to maintain appropriate checking records in the relevant format.

(i) **Visual inspection of strips**: Strips with visible defect like absence of Silicone oil, overlapping of two layers of foil, improper cutting of strips, body press of condoms by press rollers, improper sealing, improper /un clear batch stamp etc. and strips with oily surface should not be packed.

(ii) **Checking of details**: Wallets, Cartons and corrugated boxes should be checked to ensure proper batch stamping details on them. The personnel have to check the correct count inside the wallets, DCs, Boxes etc.

4.5 **Box Finishing Operations**

1. Nylon strapping of the finished Boxes.
2. Weighing of the boxes and record the box weight over the box and also on the box weighing record.
3. Mark the variant name on the boxes.
4. Paste the consignee sticker or any other relevant information

4.6 **Transfer of Finished Boxes to HLL**: The tenderer has to transfer the packed condoms to HLL Lifecare Limited representative/authorized transporter at the secondary packing premises after the QA clearance. The tenderer has to make arrangements for the loading of the QA Passed Finished Goods for transfer to various HLL's Depots. HLL will provide arrangements for the transportation of the finished goods.

4.7 **Transfer of Wastes, Crates and Other miscellaneous Materials back to HLL** : After completion of secondary packing of a batch, the output and waste, if any, should be tallied with received quantity. The wastes, excess materials, storage

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containers / crates etc. are to be handed over to HLL within the time stipulated by HLL Lifecare Limited and the tenderer has to make arrangements for the proper loading of these items to the lorries.

**4.8 Supervision of secondary Packing Operations**

4.8.1 The tenderer has to ensure proper supervision of all the operations carried out at the centre. For the same, the tenderer has to post one person as supervisor in every centre.

4.8.2 The supervisor has to ensure that, the strips are issued for filling – batch-wise, machine wise & shift-wise.

4.8.3 The supervisor has to ensure that, sufficient manpower is available for filling operations, stamping operations, loading & unloading of materials, checking operations etc.

4.8.4 The supervisor shall strictly maintain the batch identity and traceability of each and every item in all stages of operations.

4.8.5 The supervisor has to ensure that, all the relevant records as mentioned in the tender are being properly maintained

4.8.6 The supervisor has to strictly ensure discipline and compliance of all applicable regulatory /statutory requirements at the premises.

4.9 **House Keeping of the Facility** : . The arrangement for cleaning and House Keeping will be made by HLL and the tenderer has to ensure that the facility is kept clean and neat always.

**4.10 Loading and Unloading of the materials / Finished Goods:**

It is the responsibility of the tenderer to make arrangements for loading and unloading of different materials at the centers. The work has to be carried out by the workers of the tenderer. The Head Load Workers Act has no application to HLL and as such the said workers have no manner of right for the loading and unloading work.

**5. General Points :**

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5.1 Reworking of the boxes of a batch, should be done as per the procedure, if any defectives are observed in the packed products during QA inspection by HLL's representative, at the cost of the tenderer.

5.2 In case of doubt with regard to any item in SCHEDULE A, A1, A2 & A3 the decision of the UNIT CHIEF, Peroorkada Factory shall be final.

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**SCHEDULE – A3**

**GMP REQUIREMENTS**

a) **SANITATION & HYGIENE**

All persons prior to employment shall undergo Medical examination and shall be free from contagious diseases. Periodical medical examination shall be there at least once in a year and proof of the same to be produced to the Company. People who come in contact with the product shall wear protective devices like cap. Before entering to manufacturing area personnel shall wear clean clothes. Smoking, eating, chewing and drinking shall be prohibited in the work area.

b) **STORAGE CONDITIONS**

Packaging materials, strips, finished goods etc. should be stored in a clean dry insect free area and protected from direct sunlight, heat and mechanical damage, hygiene condition should be ensured. Crowding causes mix-ups and hence designated area should be assigned for various activities.

c) **PROCESS CONTROL & DOCUMENTATION**

It should be ensured that all operations are conducted properly by controls such as training, supervision and inspection. Documented procedure should be there for all the operations and proper control shall be there to ensure that the product consistently meet the required specifications.

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**SCHEDULE- B**

**MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN THE**  
**TECHNO COMMERCIAL BID**

**Secondary Packing of foiled(strips) condoms and its allied works**

1. The tenderer should be able to undertake the secondary packing works as given in SCHEDULE A, A1, A2 and A3.
2. The tenderer should provide security by Bank Guarantee from Nationalized/Scheduled Bank for an amount of **Rs. 5,00,000/- (Rupees five lakhs )** before commencement of the work, if the work is awarded.
3. The Techno Commercial Bid should accompany a DD drawn in favour of M/s. HLL Lifecare Limited, and payable at Thiruvananthapuram for **Rs. 2,00,000/-** towards **Earnest Money Deposit**, failing which the Tender will be summarily rejected.
4. A Declaration (as given in SCHEDULE- F) from the tenderer that the offer being submitted is as per the requirements given in this Bid is to be attached along with the Techno Commercial Bid.
5. **The tenderer should have minimum TWO years experience in carrying out contracts in manual packing works in State/Central Government Depts. or PSUs.**
6. The Tenderer should comply with all requirements of GMP and Drugs Control Rules & Regulations.
7. However Minimum Eligibility Criteria (2) and / or (3) above may be waived by HLL Lifecare Limited in the case of Registered Societies, charitable societies and Self Help Groups and charitable societies functioning under the auspices of Government Local Bodies

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**SCHEDULE – C**

Questionnaire – General information of the Tenderer

|  |  |
|--|--|
| 1. Name and Address of the Tenderer  |  |
| (a) Telephone :- Land Phone  |  |
| Mobile Phone   |  |
| Fax No.  |  |
| E-mail .   |  |
| (b) Name of contact person with<br>Mobile No. if any (in case of<br>Organization)  |  |
| (c) Whether individual/Proprietary/<br>Partnership Firm/Limited Co./<br>Society  |  |
| 2. If society/Partnership<br>firm/Company etc;   |  |
| (a) Whether Regd   |  |
| (b) The Act under which Regd.  |  |
| (c) Registration No. & Date  |  |
| (d) Details of governing body (Please<br>attach attested copies as proof<br>for the above)   |  |
| (e) Details of financial stability   |  |
| (i) Name and address of your<br>Bank   |  |
| (ii) Bank Account No.  |  |
| (iii) Account Type   |  |
| (iv) What is your financial stability (Rs.)<br>(Please enclose copy of audited<br>Annual Report for the last<br>Two Years in case of<br>Societies/Firms/Company) |  |
| 3. In case of individuals:<br>Details of movable property &<br>Bank balance or other assets  |  |
| (a) Details of movable property<br>Balance/Credit/Insurance/Policy/Security  |  |

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|  |        |
|--|--------|
| Bond. Give details of amount/maturity date, debtor, Name of the company in case of share   |        |
| (b) Details of Immovable property owned by the tenderer;   |        |
| (i) Description of property (please attach a copy of the possession certificate, location certificate & encumbrance certificate (for last 13 years)  |        |
| (ii) Survey No/TC No./Residents Assn. No. in case of building  |        |
| (iii) Location   |        |
| (iv) Village, Panchayat, Taluk   |        |
| (v) Area of land in cents/Sq.ft  |        |
| (vi) Approximate value   |        |
| (vii) Details of heir assignees and Legal representatives  |        |
| 4. Are you registered with EPF & ESI   | Yes/No |
| If Yes the Code No. (a) EPF  |        |
| (b) ESI  |        |
| If no, Can you take them within one month (once the contract is awarded)   | Yes/No |
| 5. (a) No. & date License if any obtained under the provisions of Contract Labour (R&A) Act 1970, Please attach an attested photocopy of the License |        |
| (b) If there is no License, do you agree to take License within two weeks of awarding the work, if the work is awarded to you                        |        |

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|   |  |
|---|--|
| <p>6. Do you have 2 years experience in supervising or carrying out works mentioned in Tender Notice or similar work on contract basis ( If 'YES' give details of Nature of contract work and experience and No. of workers</p> | <p style="text-align: right;">YES/NO</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> |
| <p>7. Are you ready to undertake and carry out the work in the Tender No. ....<br/> By engaging adequate manpower without fail as per the terms and conditions given in the Tender Notification.</p>                            | <p style="text-align: right;">YES/NO</p>   |
| <p>8. On awarding the contract, can you</p>   |  |
| <p>(i) Ensure that the worker engaged by you are free from contagious diseases</p>  |  |
| <p>(ii) Arrange Medical check up once in a year for them</p>  |  |
| <p>(iii) Ensure proper wearing of the caps while packing/handling the product.</p>  |  |
| <p>(iv) Ensure clean clothing to the workers engaged by you</p>   |  |
| <p>(v) Prohibit smoking, chewing, eating and drinking in the work area.</p>   |  |
| <p>9. Do you agree to follow the provisions of all relevant laws in respect of labour, payment of wages, GMP etc.</p>   |  |
| <p>10. Have you read, understood and agree to abide by the terms and conditions of the <b>Agreement</b> to be signed by the tenderer and the company, once the work is awarded.</p>   |  |

**DECLARATION**

I/We confirm having read and understood the work requirements, instructions, forms, terms and conditions draft agreement and all relevant information regarding the tender Notification No. **TENDER NO.** .....**Date:** .....and agree to abide by all without any deviation from what are stated above and contained therein in the Tender Notification and draft agreement.



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Place:  
Date:

SIGNATURE  
Name & Address

Seal (in case of Society/Organization/Firm)

**SCHEDULE- D**

**TERMS AND CONDITIONS**

1. The Tender should be completed in all respects. 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. The Company shall have the right to inspect the existence and quality of the details claimed in the Techno Commercial Bid, to determine the eligibility of the Bidder prior to the award of work and the tenderer shall extend all co-operation for this. If any information provided in the Techno Commercial Bid is found false or not correct at the stage of inspection or visit, the tenderer may be disqualified. If any information provided in the Techno Commercial Bid is found false at any point of time during the contract period, the same shall result in termination of contract with the tenderer, disqualification of the tenderer from future tendering, forfeiture of EMD paid and Security Deposit and payment of compensation towards loss or damage caused to the company on account of making false claims.
4. The Tenderer who does not meet the Minimum Eligibility Criteria shall be considered as DISQUALIFIED in the tender. Their Price Bid shall be returned unopened to them
5. Workers engaged for the work as per this Tender by the contractor will be employees of the contractor at all times and for all purposes and there will not be any Employer Employee relationship between HLL Lifecare Limited and the persons employed by Contractor for aforesaid work.
6. The minimum qualification of persons engaged for this work by the contractor shall be not less than SSLC and of good behavior. The tenderer shall arrange medical check up for them, prohibit smoking, chewing etc. at work place and shall comply with all relevant legal/GMP provisions.

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7. The work awarded shall not be subcontracted to any other person/organization. In case the company finds, at any point of time during the period of contract, that the work undertaken by the contractor has been subcontracted, the same will be treated as violation of the agreement, liable for legal action, termination of contract, forfeiture of EMD, Security Deposit and disqualification from future tenders to HLL Lifecare Limited.

8. Secondary packing and allied work as per this tender will be given on contract basis to meet temporary need as and when required and only if there is work after providing employment to the permanent/excess employees in Peroorkada Factory of HLL Lifecare Limited.

9. As and when work is available subject to clause (8) above, the contractor will be given specified direction regarding quantity of work to be done, the time within which the work under the said order is to be completed and any other instructions that may be necessary for the performance of the contract.

10. The company reserve the right to visit or inspect the premises, facilities, quality and existence of the details maintained as per this Tender by the contractor, at any point of time during the period of contract, to satisfy that the necessary GMP and hygienic and other conditions as per the tender are being followed by the Contractor and the contractor shall extend all co-operation for this.

**11. Payment of wages**

The contractor shall enter the work done by each of his employee in the computer system and software provided by HLL on a daily basis. The system will generate the unit of work done by each employee on the last date of every month, based on which the contractor will pay wages and remit EPF & ESI contributions in respect of their employees.

a) The contractor shall pay wages to his employees employed for the work undertaken @ the minimum wages prescribed by the Central Govt of India for unskilled category of workers.

b) For those engaged for supervision, he/she shall pay minimum wages applicable to the skilled category of workers prescribed by Central Govt. of India

c) Payment should be made by the contractor within 7<sup>th</sup> day of the succeeding month, by crediting the amount payable to the bank account of each employee of the contractor and necessary register / record shall be maintained. The contractor shall ensure that each of his employees has bank account.

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**12. Payment of E P F and E S I**

The contractor should ensure payment of ESI and EPF contribution within the prescribed dates as per the relevant Acts & Rules in this regard and payment eligible in these respects will be paid by the company only on production of proof of payment of the amount concerned, to the authority concerned. Contractor shall be responsible for penal action and penalty payable on account of delayed payment of contributions and HLL will not pay any amount in this regard.

E P F contribution will be limited to Rs. 6500/- / month.

**13. Payment of festival allowance-**

HLL has no liability in the matter of Bonus to the workers of the contractors. However, since the tender is for a period of 2 years, HLL may allow festival allowance to the workers of the contractors on submission of details by the contractors. The amount so paid shall be distributed among the workers itself. The basis for the calculation of allowance, if it is allowed will be on the basis of the payment of bonus act.

14. **PRICE BID** The Tenderers shall quote the lowest competitive rate to carry out ONE UNIT of work. The details of UNIT of all Schemes and activities involved are given as SCHEDULES A1, A2, A3.

15. Before quoting the rate in the Price Bid, the tenderer should study well the nature of works given in SCHEDULE A1, A2 & A3 and calculate the work involved in a UNIT of work as per SCHEDULE A1. Thereafter the tenderer shall quote separately the Minimum wages prescribed by Central government for unskilled category of workers, (Including Employee contribution of EPF & ESI) Contractor's EPF and ESI contributions, Income Tax and Service Tax as applicable, Service charges and other statutory obligations. Similarly he should calculate the rate applicable to Supervisors. HLL Lifecare shall have no obligation with regard to statutory or other welfare measures of the workers employed by the contractor for the said work. The contractor shall bear all statutory levies in respect of the employees engaged by him during the tenure of contract. He should comply with all statutory obligations in respect of labour, GMP etc.

16. The tenderer should quote his rate in the format given as Annex. A and B.—He need quote his service charge alone as other rates are statutory which cannot be changed. If the tenderer changes any of the statutory rates given, the tender will be summarily rejected. **Finalisation of tender will be based on the lowest service charge quoted in Annexure A.**

14. The price quoted by the tenderers will be valid for **two years** and extendable on mutual agreement.

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15. On finalization, the Tenderer shall execute an Agreement as in the draft agreement available in HR Department of Peroorkada Factory, Thiruvananthapuram, on a stamp paper worth Rs.100/-. The agreement shall contain the terms and conditions mutually agreed upon. The agreement will be valid for a period of two years and extendable on the same terms and conditions on mutual agreement. The draft agreement available in the HR Department shall be studied well by the Tenderer before the tender is submitted.

16. The rates quoted shall be valid till the completion of the contract and no enhancement in rate shall be claimed or payable during the period of the contract except for minimum wages. Minimum wages and DA as and when revised by Central Government shall be revised and paid to the contractor by the company, on a request for the same by the contractor.

**17.RECOVERY OF LOSS/DAMAGE TO COMPANY:** - On awarding the contract, but before signing the Agreement, the tenderer shall furnish Security Deposit by Bank Guaranty for a value of **Rs. five lakhs** which will be returned without interest on completion of contract period. This Security Deposit shall be forfeited in case the tenderer withdraws from the contract once it is awarded or fails in completing the work in time as required by the Company or in case any loss or damage is caused to the Company by the contractor or by his/her/its workers or on breach of any of the conditions of the contract. Loss or damage caused to the Company at the instance of the contract awarded to the contractor including the the loss or damage caused by the employees of the Contractor/shall be recovered from the Security Deposit in proportionate to the loss or damage sustained by the Company and the decision on the amount of compensation for the loss or damage shall be at the discretion of the Company. The Company shall also have the right to recover such loss or damage from the movable or immovable properties of the contractor and his heirs and legal representatives if the loss or damage caused is in excess of Security Deposit.

**18.DISTRIBUTION OF WORK IN CASE OF AWARDING WORK TO MORE THAN ONE TENDERER:-**

In case more than one tenderer quote the same rate in the Price Bid, then preference will be given to:

(i) Self Help Groups and charitable societies functioning under the auspicious of Government Local Bodies, Societies registered under Travancore Cochin Literary Scientific and Charitable Societies Act., Societies registered under Kerala Co-operative Societies Act 1961 Individuals/firms/Company.

In case of individuals/firms/company other than societies as said above, preference will be given to those who have experience of undertaking work of secondary packing of

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condoms by engaging 100 workers or more at a time. The company reserves the right to distribute the work at its discretion to different societies or tenderers who agree to do the work at the lowest rate accepted. However, the company is not bound to accept the lowest rate.

19. The Company has the right to give the work under this tender to one or more parties, in full quantity or partially, at the discretion of the Company

20. **GENERAL**

This Tender is liable to be suspended or cancelled at any time at the discretion of the Unit Chief of the Peroorkada Factory, Thiruvananthapuram with or without assigning any reason. Also any Techno Commercial Bid and Price Bid can be rejected or cancelled by him/her without assigning any reason.

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**SCHEDULE -E**

**TECHNO COMMERCIAL BID**

**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA**  
**SECONDARY PACKING WORK & ITS ALLIED WORKS**

|   |  |        |
|---|--|--------|
| 1 | Can you undertake the Secondary Packing work as given in the SCHEDULE A,A1, A2 & A3  | Yes/No |
| 2 | Do you agree to provide Security Deposit for an amount of <b>Rs.5,00,000</b> by Bank guarantee from a National /Scheduled Bank before under taking the work, if awarded. | Yes/No |
| 3 | Do you have minimum Two years experience in carrying out contracts in manual packing works in State/Central Govt. Depts or PSUs  | Yes/No |
| 4 | If the above '3' is yes, have you enclosed the true copies of experience certificate along with this Techno Commercial Bid   | Yes/No |
| 5 | Have you attached the Declaration (as in SCHEDULE -F) along with this Bid  | Yes/No |
| 6 | Will you ensure the GMP in the work station  | Yes/No |
| 7 | Will you meet all the legal/statutory requirements with respect to this work   | Yes/No |
| 8 | Have you enclosed DD for <b>Rs.2,00,000/-</b> towards EMD in Techno Commercial Bid   | Yes/No |

All the information provided herein are true and correct.

NAME & SIGNATURE OF THE BIDDER

Place  
Date

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**SCHEDULE – F**

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**TENDER NO. ....**  
**Date: .....**

**DECLARATION**

**I/We** confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of the above tender (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/We agree to abide by all without any deviation.

SIGNATURE :

NAME & ADDRESS OF APPLICANT

(Seal of the Applicant)

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**PRICE BID TENDER FORM**



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**SCHEDULE- G.**

**PRICE BID – RATE SCHEDULE FOR SECONDARY PACKING & ALLIED WORKS**

1. Name & Address of the Tenderer :.....  
.....  
.....  
.....
2. The Tenderer shall quote his/her/its lowest competitive rate for carrying out the secondary Packing of condoms and other operations in premises provided by the Company in this Price Bid. The tenderer should essentially understand the Tender conditions and the mode of packing and other works and other work requirement in the Techno Commercial Bid.
3. The Details of UNIT is given as SCHEDULE A1. Even though the Number of pieces in a UNIT of each scheme is different, the Tenderer should quote only one rate in the Price Bid and this rate will be applicable for all the Scheme/work UNITS in the SCHEDULE A1.
4. The tenderer shall quote the rate in the Annex. A,B and C by writing his service charge.
5. The Tenderer should study well the following before submitting the tender;
  - (i) **The nature of job of each scheme, labour and other charges involved in carrying out the work,**
  - (ii) **The liabilities of contractor on undertaking the work.**
  - (iii) **The provisions given in the draft of the agreement.**
  - (iv) **In case any clarification is required, the tenderer may contact the Purchase Department of PFT.**
6. The work should be done in time, complying with relevant laws and GMP standards as given by the Company and other statutory authorities in this regard, under the supervision and control of the contractor.
7. For any new scheme with mode of work/configuration similar or near similar to any one of the above schemes, same rate will be considered and contractor should be ready to carry out the work.

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**Annexure A**

**II. RATE QUOTED**

**Price Bid for Secondary Packing Operations (Unskilled work)**

| SL NO | JOB DESCRIPTION  | UNIT                        | RATE APPLICABLE FOR ONE UNIT * (AMOUNT IN RS.) |       |
|-------|--|-----------------------------|--|-------|
| 1     | Secondary Packing Operations as mentioned in Schedule A, A1, A2 & A3 | As per SCHEDULE-A,A1,A2,A3) | Basic  | 150   |
|       |  |                             | DA   | 96    |
|       |  |                             |  | 246   |
|       |  |                             | PF of employer @ 13.61% of (Basic + DA)        | 33.48 |
|       |  |                             | ESI of employer @ 4.75% of (Basic + DA)        | 11.68 |
|       |  |                             | Service Charges (to be filled by the bidder)   | ..... |
|       | <b>Total</b>   | .....                       |  |       |

**Note:** Service tax as applicable will be paid extra.

\*Minimum wages applicable as per Central Govt .notification for unskilled workers.

Date

Name & Signature of the tenderer

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Peroorkada Factory, Thiruvananthapuram – 05

**TENDER NO.PUR/08/R1/PQ/OUTSOURCING/2013-14**  
**DATE: 02.09.2013**

**Annexure B**

**Price Bid for Secondary Packing Operations –Supervisory work (Skilled work)**

| SL NO | JOB DESCRIPTION | UNIT | RATE APPLICABLE FOR ONE UNIT *<br>(AMOUNT IN RS.) |       |
|-------|-----------------|------|---|-------|
| 1     | Supervision     |      | Basic   | 200   |
|       |                 |      | DA  | 128   |
|       |                 |      |   | 328   |
|       |                 |      | PF of employer @<br>13.61% of (Basic + DA)        | 44.64 |
|       |                 |      | ESI of employer @<br>4.75% of (Basic + DA)        | 15.58 |
|       |                 |      | Service Charges (to be<br>filled by the bidder)   | ..... |
|       |                 |      | <b>Total</b>                                      |       |

**Note:** Service tax as applicable will be paid extra.

\*Minimum wages applicable as per Central Govt .notification for unskilled workers.

Date

Name & Signature of the tenderer

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Peroorkada Factory, Thiruvananthapuram – 05

**TENDER NO.PUR/08/R1/PQ/OUTSOURCING/2013-14**  
**DATE: 02.09.2013**

**DECLARATION**

I/We am/are fully aware of the statutory obligations to be complied with respect to this offer and on awarding the work to me/us, I/We will be responsible for all the statutory/legal aspects like labour, GMP etc. I/We have also fully understood the nature of work and costs involved. The rates quoted by me/us in this bid is all inclusive

SIGNATURE OF THE TENDERER  
NAME & ADDRESS  
OF THE TENDERER

(SEAL)

Place:.....  
Date:.....