

*Tender Document for*  
**MANUFACTURE & SUPPLY OF PHARMACEUTICAL  
PRODUCTS**

**Under rate contract for 24 months**

**IFB No. HLL/MKTG/SD/2012-13/02 DT. 07-12-2012**

**HLL Lifecare Limited**

(A Govt. of India Enterprise)

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

**Tel: +0471 2354949, 2350959, 2350961, 2356352.**

**Website – [www.lifecarehll.com](http://www.lifecarehll.com)**



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(A Govt. of India Enterprise)  
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Tender for manufacture & supply of pharmaceutical products  
Under rate contract for 24 months

IFB No	:	HLL/MKTG/SD/2012-13/02 dt. 07-12-2012
DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT	:	07.12.2012, 10.00 HRS
LAST DATE FOR SALE OF BIDDING DOCUMENT	:	31.12.2012, 11.30 HRS
LAST DATE AND TIME FOR RECEIPT OF BIDS	:	31.12.2012, 14.30 HRS
TIME AND DATE OF OPENING OF TECHNICAL BIDS	:	31.12.2012, 15.00 HRS
PLACE OF OPENING OF BIDS	:	HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India
ADDRESS FOR COMMUNICATION	:	HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India E-mail: <a href="mailto:vgpillai@lifecarehll.com">vgpillai@lifecarehll.com</a> / <a href="mailto:hllctd@lifecarehll.com">hllctd@lifecarehll.com</a>

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## Notice Inviting Tender

### FOR MANUFACTURE & SUPPLY OF PHARMACEUTICAL PRODUCTS

**HLL LIFECARE LIMITED** (HLL) is a 'Mini Ratna' PSU under the Ministry of Health & Family Welfare, Govt. of India involved in the promotion of Pharmaceutical Products through its Women Healthcare Division. HLL invites Bids from interested parties under the two-bid system for manufacture and supply of Pharmaceutical Products.

The scope of work under the present tender covers the following:

1. Manufacture and supply of various Pharmaceutical Products under **Contract/Loan License Manufacturing agreement**.
2. Supply the product to various HLL's CFAs across India.
3. Ensure strict compliance to all statutory regulations with furnishing of a "Certificate of Analysis" confirming to IP for each batch of all products purchased from the party.
4. The artwork for packing materials shall be got approved from HLL.

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

Last date for Receipt of Technical & Financial bid	31-12-2012 (14:30 Hrs.)
Opening of Technical Bids	31-12-2012 (15:00 Hrs.)

Opening of Financial bid of qualified vendors will be informed later

We request you to submit your sealed technical and financial bids for the Product. Sealed bids are to be submitted by the closing date i.e. before 14.30 Hrs on 31.12.2012. The technical bids will be opened as scheduled in the presence of the bidders, who opt to be present.

In the event of the date being declared is a closed holiday for HLL, the due date for submission of bids and opening of bids will be the following working day at the appointed time.

In case you need any further information, please feel free to contact the undersigned on E-mail: [vgpillai@lifecarehll.com](mailto:vgpillai@lifecarehll.com) / [hllctd@lifecarehll.com](mailto:hllctd@lifecarehll.com) . Tel: +0471 2354949, 2350959, 2350961, 2356352. Website – [www.lifecarehll.com](http://www.lifecarehll.com)

**Deputy Vice President (SD & CTD)**

## BID DATA SHEET

<b>Address for Communication</b>	<b>Deputy Vice President (SD &amp; CTD)</b> <b>HLL Lifecare Ltd.</b> (A Govt. of India Enterprise) HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala, India Tel: +91 471 2354949, 2350959, 2350961, 2356352. Email – <a href="mailto:vgpillai@lifecarehll.com">vgpillai@lifecarehll.com</a> , <a href="mailto:hllctd@lifecarehll.com">hllctd@lifecarehll.com</a> Website – <a href="http://www.lifecarehll.com">www.lifecarehll.com</a>
Bid validity	24 Months from the date of opening the financial bid.
No. Of copies	No. Of copies: 1 original + 1 copy
Dead line for submission of Technical and Financial Bids	31-12-2012 (14:30 Hrs.)
Date, time and place of opening of Technical bid	31-12-2012 (15:00 Hrs.) HLL BHAVAN, POOJAPPURA, THIRUVANANTHAPURAM -12
Date, time and place of opening of Financial bid of qualified vendors	Will be informed later

### BACKGROUND NOTE

#### 1. Company Background

**HLL LIFECARE LIMITED** (HLL) is a Mini Ratna (Category-1 PSE) company under the Ministry of Health and Family Welfare. Our Corporate head office is at Thiruvananthapuram, Kerala. We have two production facilities in Thiruvananthapuram and one at Belgaum, Karnataka, Procurement & consultancy office at Noida, manufacturing facility at CSEZ and marketing offices across the country.

HLL has developed an impressive production infrastructure for a range of Contraceptives and Health Care Products. We are also planning to venture into new and challenging frontiers in the area of Health Care such as Vaccines, R&D, Hospitals and Pharmaceuticals. The total employees strength of HLL is around 2000.

## PRODUCT SPECIFICATION

Sl. No	Approved Formulation	Unit of Measurement (UOM)	Type of Packing	Baby Carton (BC)	Display Carton (DC)	Sample Pack	Sample Pack UOM	Market References	Company
1	Cefpodoxime 50 mg Dry Syrup	30 ml bottle	Pet Bottle	Yes	No	Yes	Same as sales pack	Gudcef	Mankind
2	Cefpodoxime 100 mg DT Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Gudcef	Mankind
3	Cefpodoxime 200 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Gudcef	Mankind
4	Cefpodoxime 100 mg Ofloxacin 100 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Macpod-O	Macleods
5	Cefpodoxime 200 mg Ofloxacin 200 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Macpod-O	Macleods
6	Cefpodoxime 100 mg Clavulanic Acid 62.5 mg DT Tabs	6/10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Zipod-CV	FDC
7	Cefpodoxime 200 mg Clavulanic Acid 125 mg Tabs	6/10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Zipod-CV	FDC
8	Azithromycin 250 mg Film Coated Tabs	6 tabs/strip	Alu-alu Strip	No	Yes	Yes	3s	Azee	Cipla
9	Azithromycin 500 mg Film Coated Tabs	3 tabs/strip	Alu-alu Strip	No	Yes	Yes	3s	Azee	Cipla
10	Azithromycin 500 mg Levofloxacin 500 mg Tabs		Alu-alu Strip				2s		
11	Dextromethorphan HCl 10 mg Levocetirizine 0.8 mg Zn 7.5 mg/5mL Syrup	100 mL bottle	Pet Bottle	Yes	No	Yes	60 mL bottle	Viscodyne-D	Wockhardt
12	Levocetirizine 0.8 mg Ambroxol 15 mg Phenylephrine 5 mg Guaiphenesin 50 mg / 5 mL Syrup	100 ml	Pet Bottle	Yes	No	Yes	60 mL bottle	Viscodyne	Wockhardt
13	Pantaprazole 40mg vial	10 ml	Vial	Yes	Yes	Yes	Same as sales pack	PAN	Alkem
14	Chewable Folic Acid 5 mg (Strawberry) Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Foldivit	Cadila
15	Collagen peptide 10 g Glucosamine sulphate 1500 mg	Sachet/Jar	Sachet/P et Jar	No	Yes	Yes	Sachet	Collajoint Sachet	Elnova
16	Tranexamic Acid 500 mg Mefenamic Acid 250 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	6s	Tranexid-M	HLL Lifecare Limited

Sl. No	Approved Formulation	Unit of Measurement (UOM)	Type of Packing	Baby Carton (BC)	Display Carton (DC)	Sample Pack	Sample Pack UOM	Market References	Company
17	L-Arginine Folic Acid Vit B12 Vit B6 Selenium Micronutrients	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Ovacare	Meyer
18	Each 100ml contains: Protein 0.00g, Carbohydrates 6.41g, Fat 0.00g, Vitamins 0.00g, Citric Acid 0.19g, Sodium Citrate 0.13g, Sodium Chloride 0.09g, Potassium Chloride 0.07g, Sodium Acid Phosphate 0.06g, Magnesium Sulphate 0.05g, Calcium Lactate 0.04g, Water q.s., Energy 26 kcal/107 kJ	200 ml tetra pack	Tetra-Pack	Yes	No	Yes	Same as sales pack	Enerzal	FDC
19	Diclofenac diethylamine 1.16 % w/w Menthol 5 % w/w Methyl salicylate 10 % w/w Linseed oil 3 % w/w Gel	30g	PVC Tube	Yes	No	Yes	15g/30g	Volini	Ranbaxy
20	Ofloxacin 100 mg Ornidazole 250 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	DTO-H	DWD
21	Cholecalciferol 60000 IU Sachet	1g Sachet	Paper with Aluminium Foil	No	Yes	Yes	Sachet	D3UP	AHPL
22	Paracetamol 100 mg/mL	15 mL bottle	Pet Bottle	Yes	No	Yes	Same as sales pack	Crocin Drops	Gsk
23	Paracetamol 125mg/5mL	60 mL Syrup	Pet Bottle	Yes	No	Yes	Same as sales pack	Crocin Syrup	Gsk
24	Saccharomyces boulardii 2.5 billion (Lyophilized) Lactic Acid Bacillus 100 million spores Racecadotril 10 mg Powder	1 g Sachet	Paper with Aluminium Foil	No	Yes	Yes	Sachet	DD Norm	Atlanta Biotech
25	Grape seed shampoo		Plastic Bottle				Sachet		
26	Metronidazole : 1% w/w Povidone Iodine : 5% w/w Sucralfate : 7% w/w Ointment	10 g Ointment	PVC Tube	Yes	No	Yes	Same as sales pack		

Sl. No	Approved Formulation	Unit of Measurement (UOM)	Type of Packing	Baby Carton (BC)	Display Carton (DC)	Sample Pack	Sample Pack UOM	Market References	Company
27	IRON-SUCROSE INJECTION Each ml Contains: Ferric Hydroxide Sucrose Eq. to Elemental Iron 20mg 5ml Amp	1 amp	Ampoule	No	Yes	Yes	Same as sales pack		
28	Lactobacillus gasseri 2.5 billion cfu Lactobacillus fermentum 1.25 Billion cfu Lactobacillus plantarum 1.25 billion cfu	10 caps/strip	Alu-alu Strip	Yes	Yes	Yes	2s	Biovag	Atlanta Biotech
29	Folic Acid 600 mcg Vitamin B-12 150 mcg Fish Oil 137 mcg Omega-3 Docosahexanoic Acid 50 mg	10 caps/strip	Alu-alu Strip	No	Yes	Yes	2s		
30	Chorionic Gonadotropin 2000 IU Amp	1 amp	Ampoule	Yes	Yes	Yes	Same as sales pack	Fertigyn	Sun
31	Chorionic Gonadotropin 5000 IU Amp	1 amp	Ampoule	Yes	Yes	Yes	Same as sales pack	Fertigyn	Sun
32	Chorionic Gonadotropin 10000 IU Amp	1 amp	Ampoule	Yes	Yes	Yes	Same as sales pack	Fertigyn	Sun
33	Turmeric Alovera Lemon Peel Wheat germ Oil Neem Chandan Calendula cream	70 g tube	PVC Tube	Yes	No	Yes	15g	No Marks	Ozone
34	Disodium hydrogen citrate 1.4 g/ 5 ml	100 mL	Pet Bottle	Yes	No		Same as sales pack	Alkasol	Stadmed
35	Tolteridone L-Tartarate Extended Release 1 mg/ 2 mg/ 4 mg Capsules	10 caps/strip	Alu-alu Strip	Yes	Yes	Yes	2s	Tolter	Zydus
36	Cetrorelix Acetate 0.25 mg / 3mg	1 Vial	Vial	Yes	Yes	Yes	Same as sales pack	Cetrotide	EMD Serono
37	Ondansetron 2mg /5 mL Syrup	30 ml bottle	Pet Bottle	Yes	Yes	Yes	Same as sales pack	DOMI-UP	Lincoln
38	Ondansetron 4 mg Mouth Dissolving Films	1 Film/Sachet	Sachet	No	Yes	Yes	Sachet	Ondoprez	Sava Medica
39	Levocetizine 2.5 mg Phenylehrine 10 mg Paracetamol 500 mg Caffeine 30 mg Tablets	5X10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Sinarest	Centaur
40	Deflazacort 1 mg/ 6 mg/ 24 mg/ 30 mg Tabs	6/10 tabs/strip	Alu-alu Strip	Yes	Yes	Yes	2s	Defza	Dewcare

Sl. No	Approved Formulation	Unit of Measurement (UOM)	Type of Packing	Baby Carton (BC)	Display Carton (DC)	Sample Pack	Sample Pack UOM	Market References	Company
41	Racemethionine 200 mg Taurine 500 mg Caps.	10 caps/strip	Alu-alu Strip	No	Yes	Yes	2s	Rifit	Novartis
42	Each 5 ml contains Racemethionine 100 mg Taurine 250 mg Syrup	200 mL bottle	Pet Bottle	Yes	No	Yes	60 mL bottle	Rifit	Novartis
43	Amoxicillin 250 mg Clavulanic Acid 125 mg Film Coated Tabs	6 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	AB-CV	FDC
44	Amoxicillin 200 mg Clavulanic Acid 28.5 mg / 5 ml Dry Syrup	30 ml/bottle	Pet Bottle	Yes	No	Yes	Same as sales pack	AB-CV	FDC
45	Levocetirizine 5mg Mouth Dissolving Films	1 Film/Sachet	Aluminium Pouch	No	Yes	Yes	Sachet		
46	Cefixime 50 mg Dispersible Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Mahacef	Mankind
47	Cefixime 50mg/5mL Dry Syrup	30 ml bottle	Pet Bottle	Yes	No	Yes	Same as sales pack	Extacef-P Syp	Blue Cross
48	Benzalkonium Chloride I.P. 0.1% w/w Zinc Oxide I.P. 8.5% w/w Ointment	20 g Tube	PVC Tube	Yes	No	Yes	Same as sales pack	Rashfree	Pfizer
49	Goserelin 3.6 mg Inj		Vial	Yes	Yes	Yes	Same as sales pack	Zoladex	Astra
50	Cabergoline 0.25mg/0.5mg/1mg Tabs	2/4 tabs/strip	Alu-alu Strip	Yes	Yes	Yes	Same as sales pack	Cabgolin	Sun
51	Potassium Nitrate with Fluoride Dental Gel	100 g tube	PVC Tube	Yes	No	Yes	30g	Sensodent KF	Indoco
52	Benfotiamine 75 mg Metformin 500 mg Tabs	10 tabs/strip	Alu-alu Strip	Yes	Yes	Yes	2s	Benforce-M	Shield
53	Chlorhexidine 0.2% w/v Mouthwash	100 mL bottle	Pet Bottle	No	No	Yes	30 mL	CMW	Cadila
54	Aceclofenac 325 mg Paracetamol 500 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Zerodol-P	IPCA
55	Tramadol 37.5 mg Paracetamol 325 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	TACIL	Corona
56	Rabeprazole 20 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Setright	HLL Lifecare Limited
57	Aceclofenac 100 mg Thiocolchicoside 4 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Acenez-T	Wintech
58	Aceclofenac 100 mg Drotaverine 80 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Zerodol-Spas	IPCA
59	Aceclofenac 200 mg Controlled Release Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Arflur	FDC
60	Lornoxicam 8 mg Paracetamol 325 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Coslor-P	Cosmas

Sl. No	Approved Formulation	Unit of Measurement (UOM)	Type of Packing	Baby Carton (BC)	Display Carton (DC)	Sample Pack	Sample Pack UOM	Market References	Company
61	Aceclofenac 100 mg Paracetamol 325 mg Chlorzoxazone 250 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Ak-cz	Eltis
62	Balofloxacin 100 mg tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Baloforce	Mankind
63	Natural Micronised Progesterone 100 mg / 200 mg Soft Gel Capsules	10 caps/strip	Blister	Yes	Yes	Yes	2s	Hilgestrone	HLL Lifecare Limited
64	Ondansetron 4 mg MD Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Emiof	HLL Lifecare Limited
65	Levocetirizine 5 mg Montelukast 10 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Luvle-M	HLL Lifecare Limited
66	Grape Seed Extract Befotiamine Biotin Multivitamins and Multiminerals Soft Gelatin Capsules	10 caps/strip	Blister	Yes	Yes	Yes	5s	Grapez	HLL Lifecare Limited
67	Cranberry Extract 200 mg Proanthocynadins 15 mg Polyphenols 50 mg Antyocynadins 30 mg D-mannose 50 mg	10 caps/strip	Blister	Yes	Yes	Yes	5s	Cranova-D	Elnova
68	L-methylfolate 1 mg Methylcobalamin 1500 mcg Pyridoxal-5-Phosphate 0.5 mg	10 caps/strip	Blister	Yes		Yes	5s	Carefolin	Elnova
69	Ferrous fumarate equivalent to 100mg elemental iron Folic acid 0.5mg	30 tabs/strip	Blister	Yes	Yes	Yes	10s	Ferroplus	HLL Lifecare Limited
70	Norethisterone 5 mg tabs	10 tabs/strip	Blister	No	Yes	Yes	2s	Hilnor	HLL Lifecare Limited
71	Misoprostol 200 mcg tabs	4 tabs/strip	Blister	Yes	Yes	Yes	4s	M-Prost	HLL Lifecare Limited
72	Fluconzole 150 mg Tabs	1 tab/strip	Blister	Yes	Yes	Yes	1s	Hilzol	HLL Lifecare Limited
73	Ofloxacin 200 mg Ornidazole 500 mg Tabs	10 tabs/strip	Alu-alu Strip	No	Yes	Yes	2s	Zenflox OZ	Mankind

## Packing Material Specification

BABY CARTON	250Gsm foreign art card with 4 Colour printing, single side printing, finishing with outer gloss lamination with dye punching and pasting
DISPLAY CARTON	350Gsm ITC saffaire graphic 4 Colour printing, single side printing, finishing with outer gloss lamination with dye punching and pasting
MASTER CARTON (CORRUGATED BOX)	Narrow Flute 7 Ply Corrugated Card Board Box Total Gsm = >1147 inner & outer ply virgin kraft paper of which outer ply to be alkali resistant with bitumen. The box shall be single piece with double stapling using flat wire of MS or GI material as per ISI 10066, 1981. Gsm: - (outer Line bituminised) 160, Inner lining 120x3 flute= 150x3 (@35% extra for 3 ply corrugating). Direction of flute: Vertical, nature of flute: Narrow. Punch Resistance - Not less than 45deg. C OZs per tear inch. Bursting strength: 15 kg/cm <sup>2</sup> (min.) (bursting factor not less than 20, Gum -Nature: Starch Based.).
ALUMINIUM FOIL	Thickness- 0.021mm to 0.022 mm (21 to 22 micron), Gsm - 59 (54 to 56 aluminium + HSL 3 min.)
PVC/PVDC	Food Grade Thermo formable transparent blister foil. Thickness= 0.35 mm max. Gsm= 320 to 330, Sealing= Proper sealing, PVC= Non Toxic - PVC food grade, Yield= 3.125 to 3.03 mt <sup>2</sup> / kg
LEAFLET	MAPLITHO DELUXE PAPER OF 70 GSM MIN. TWO FOLDS PRINTED IN SINGLE COLOUR (BLACK)



### **ELIGIBILITY CRITERIA FOR BIDDERS**

1. Valid pharmaceutical product manufacturing license
2. Revised Schedule M GMP certification for individual products
3. Valid product permission for each of the quoted product
4. Manufacturing capacity duly certified by Drug department along with certification from a qualified chartered accountant
5. Site Master file of factory
6. Onsite quality assurance and lab facilities with detailed equipments available
7. Recent Non conviction certificate.
8. Declaration for the drugs providing guarantee that the drugs supplied are not spurious.

### **OTHER DOCUMENTS REQUIRED WITH TECHNICAL BID**

1. Certificate of constituting the firm
2. Last two years P & L account and balance sheet duly certified by a Chartered Accountant.
3. Last two years production details of the drugs to be supplied duly certified by a chartered accountant
4. Last two years purchase orders received from various agencies for the supply of these drugs
5. Sales Tax Clearance certificate.
6. For newly approved DCGI molecules point no: 3 & 4 is not valid.

## **1. SCOPE OF WORK**

### **1. General Scope**

1. Manufacture and supply the product under **Contract/Loan License Manufacturing agreement.**
2. Supply the product to various HLL stores across India
3. Ensure strict compliance to all statutory regulations with furnishing of a "Certificate of Analysis" confirming to IP/BP/USP for each batch of all products purchased from the party.
4. The artwork for packing materials shall be provided by HLL.

## **GENERAL INSTRUCTIONS TO BIDDERS**

### **1. Ethical Standard**

- 1.1 Bidders are expected to observe the highest standard of ethics during the procurement and execution of this Contract. In pursuit of this policy, HLL will reject a proposal for award if it determines that the Bidder being considered for award has engaged in corrupt or fraudulent practices in competing for the Contract

For the purposes of this provision, the terms set forth below are defined as follows:

- (i) Corrupt practice: means the offering, giving, receiving, or soliciting of any thing of value to influence the action in the procurement process or in Contract execution; and
- (ii) Fraudulent practice: means a misrepresentation of facts in order to influence procurement process including collusive practices designed to establish bid prices at artificial, non-competitive levels to deprive HLL of the benefits of competition;

### **2. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.

### **3. Clarification of Bidding Documents**

- a) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing, or by fax at the purchasers mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of Bidding Documents, which it receives not later than 5 days prior to the deadline for submission of Bids prescribed by the Purchaser.
- b) During the bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

### **4. Amendment of bidding documents**

- a) At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, modify the Bidding Documents by amendment in company website only.

- b) The amendment will be notified in writing or fax or telegram or e-mail to all prospective Bidders, which have received the Bidding Documents and will be binding on them.

### **Preparation of Bids**

#### **5. Language of Bid**

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

#### **6. Documents Accompanying the Bid**

The Response to mandatory requirements shall consist of:

- a. A forwarding letter indicating the submission of separate sealed Technical and Financial bids. An authorized person holding the Power of Attorney should sign the letter.
  - b. Power of Attorney in original or duly notarized.
  - c. Signed copy of Tender Document (all pages to be signed & stamped)
  - d. List of Deviations / exclusions
  - e. Organization structure of the Bidder & escalation mechanism.
  - f. Proof of execution of orders of similar products (copies of executed orders may be enclosed)
7. For all the parts of the Bid, the Bidder shall prepare one original and copy of the bid as per Bid Data Sheet (BDS), clearly marking as "Original Bid" and "Copy" as appropriate. In the event of any discrepancy between them the original shall govern. The original and the copy of the bid, each consisting of the complete set of documents shall be signed by the Bidder or a person holding Power of Attorney to bind the Bidder to the Contract. All pages of the bid shall be numbered except for un-amended printed literature, which shall be initialed by the person signing the bid.
8. The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections. Price should be quoted in number & words, in case there is a mismatch between the two price quoted in words shall be considered.

#### **9. Financial Bid**

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

- a) The Price must be quoted in accordance with format attached.
  - b) The Price must include all costs associated with the execution of the contract including taxes, levies, duties, freight, insurance etc and on **F.O.R. HLL Stores, anywhere in India.**
10. **Period of Validity of Bid**

Bid shall remain valid up to 24 months from the date of opening the financial bid.

## **Submission of Bids**

### **11. Sealing and Marking of Bids**

a) The Bidder shall prepare and seal in **separate packets** the following in duplicate for:

- **Technical Bid**
- **Financial Bid**

Packet will contain the Technical Bid and Financial Bid in **separate envelopes**, duly marking the envelopes as **TECHNICAL BID** and **FINANCIAL BID** for Pharmaceutical Products.

All the above packets shall then be sealed in an **outer envelope**, duly marking the envelope as **BIDS FOR IFB No. HLL/MKTG/SD/2012-13/02 DT. 07-12-2012**

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

### **12. Deadline for Submission of Bids**

Bids must be received by HLL at the address specified in the bid not later than the time and date stated in the bid. HLL may, at its discretion, extend this deadline for submission of bids in which case all rights and obligations of HLL and Bidder thereafter be subject to the deadline as extended.

### **13. Late Bids**

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

### **14. Modification and Withdrawal of Bids**

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

14.1 Modification will be permitted only if a written notice of the same is received by HLL prior to the deadline prescribed for bid submission.

14.2 The Bidder's modifications shall be prepared, sealed, marked, and dispatched as follows

- (a) The Bidders shall provide an original and one copy of any modification(s) to its bid, clearly identified as such, in two inner envelopes duly marked BID MODIFICATIONS ORIGINAL and BID MODIFICATIONS COPY. The inner envelopes shall be sealed in an outer envelope, which shall be duly marked BID.

14.3 A Bidder wishing to withdraw its bid shall notify HLL in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall:

- a) Be addressed to HLL at the address named in the bid data sheet and bear the Contract name, and the words BID WITHDRAWAL NOTICE. Bid withdrawal notices received after the bid submission deadline will be ignored and the submitted bid will be deemed to be a validly submitted bid.

14.4 No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified.

15. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

16. The purchaser may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the Purchaser and Bidder previously subject to the deadline will thereafter be subject to the deadline as extended, in our website.

Purchaser will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.

The company reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject the bid or cancel the tender without assigning any reason thereof.

### **Bid Opening and Evaluation**

#### **17. Opening of Bids by HLL**

17.1 Bids received before the dead line of the submission of the bid will be opened on the date and time of opening mentioned in the Bid Data Sheet (BDS).

Bidders wishing to be present at the time of such opening may send their duly authorized representative. Only Technical Bids will be opened on that day.

17.2 The purchaser will scrutinize the technical bid for compliance to the specifications and documentation requirement as per the bid document. Purchaser will depute its competent officers to the premises of the bidder qualified on the basis of technical scrutiny, for on-site evaluation of the claims made in the technical bid, if deemed appropriate on purchaser's sole discretion. The bidders will be short-listed on the basis of responsiveness of technical bid as well as report of on-site technical evaluation. The price bid of the bidders who are disqualified at the technical scrutiny and on-site evaluation will be returned un-opened. The short listed bidders will be informed about the time, date and venue of the financial bid opening.

#### **18 . Preliminary Examination of Bids**

18.1 HLL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

HLL will ensure that each bid is from an eligible Bidder.

18.2 Arithmetical errors will be received on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, its bid will be rejected.

18.3 HLL may waive any minor nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

## **19 Clarifications on Bids**

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

## **20 Contacting HLL**

20.1 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact HLL on any matter related to the bid, he shall do so in writing.

20.2 If a Bidder tries to influence HLL directly or otherwise, interfere in the bid evaluation process and the Contract award decision, his bid will be rejected.

## **21 HLL's Right to Accept or reject any or all Bids**

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

## **22 Notification of Award**

22.1 Prior to the expiration of the period of bid validity, HLL will notify the successful Bidder in writing that its bid has been accepted.

The notification of award will constitute the formation of the Contract.

## **23 Signing of Contract**

23.1 At the same time as HLL notifies the successful Bidder that its bid has been accepted, HLL will send the Bidder the Contract Form provided in the Bidding Documents, incorporating all agreements between the parties.

23.2 Not more than ten (10) days following receipt of the Contract Form, the successful Bidder shall prepare the contract agreement on a Non Judicial stamp paper of Rs 100/-, sign, date and return it to HLL.

In case, the successful bidder does not do so, HLL in its discretion may cancel the bid of the successful bidder and may accept the bid of the next higher bidder and the successful bidder also be liable to pay damages to HLL.

## **CONDITIONS OF THE CONTRACT**

### **1. Settlement of Disputes**

1.1 Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or any thing connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation.

#### **1.2 Conciliation/Arbitration**

Any disputes or differences or questions or claims arising under or relating to a concerning or touching this agreement shall be referred for arbitration in accordance with the provisions of the Arbitration and Conciliation Act 1996.

The arbitration proceedings shall be held at Thiruvananthapuram. The award passed by the arbitrator shall be final and binding on the parties hereto.

The conduct of such arbitration shall be in English

#### **1.3 No suspension of work**

The obligations of HLL and the bidder shall not be altered by reasons of conciliation/arbitration being conducted during the progress of works. Neither party shall be entitled to suspend the work on account of conciliation/arbitration nor shall payments to the bidder continue to be made in terms of the contract.

#### **1.4 Award to be binding on all parties**

The award of the Sole Arbitrator, unless challenged in court of law, shall be binding on all parties.

#### **1.5 Jurisdiction of Courts**

The Courts at Thiruvananthapuram alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract.

### **2. Time for Commencement and Acceptance**

The Bidder shall commence work within two Weeks from date of issue of Letter of Acceptance.

### **3. Bidders Responsibilities**

3.1 The Bidder shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually Agreed and Finalized Plan within a period of two (2) weeks from the date of issue of Letter of Acceptance.

3.2 The bidder shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings that are necessary for the performance of the Contract.

3.3 The bidder shall comply with all laws in force in India. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the bidder. The Bidders shall indemnify and hold harmless HLL from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the bidder or its personnel. Except that caused by HLL.



- 3.4 The bidder shall provide and employ only such personnel who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work at hand.
- In particular, the key personnel namely the Project Leader, Quality Assurance personnel any Specialist/Analysts required as appropriate, need to have sufficient experience in terms of relevance and number of years required for the contract.
- 3.5 If for any reason beyond the control of the bidder, there arises a need to replace any personnel, the Bidders shall provide a replacement person of equivalent or better qualification and experience, subject to the written approval of HLL.
- 3.6 The bidder/bidders representatives in HLL shall bind to obey the rules and regulations of HLL.
- 3.7 The bidders have to abide by delivery schedule strictly. HLL reserves the right to impose a penalty @ the rate of 0.5% for each week's delay to a maximum of 5%. In the case of delay in compliance with the order delivery beyond 10 days of the stipulated time period, purchaser will have the right to cancel the order.
- 3.8 Any product related cases shall be borne by the manufacturer.

## **Payment**

### **4. Terms of Payment**

Within 45 days of delivery and acceptance of consignment. The Contract Price shall be paid in Indian Rupees.

### **5. Delivery Schedule**

First order shall be supplied within within 60 days of receipt of order and subsequent orders shall be supplied within 30 days of receipt of orders.

### **6. Taxes and Duties**

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

### **7. Intellectual Property**

All rights including the Intellectual Property Rights subsisting in any material including any tools, utilities or methodologies belonging to the Bidders and used to perform the obligations under this Agreement shall remain vested in the Bidders (the Bidders Properties) and any additional or new inventions made in the course of performance of services shall belong to HLL.

### **8. Confidential Information**

HLL and the Bidder (the Receiving Party) shall each keep confidential and shall not, without the written consent of the other party to this Contract (the Disclosing Party), divulge to any third party any documents, data, or other



information of a confidential nature (Confidential Information), that has been marked Confidential (Confidential Information)

## **9. Force Majeure**

Force Majeure shall mean any event beyond the reasonable control of HLL or of the Bidders, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following

- (a) War, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;
- (b) Rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;
- (c) Strike, sabotage, lockout, embargo, import restriction, industrial dispute, epidemics, quarantine, and plague;
- (d) Earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster immediately effecting project implementation;

If either party is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.

## **Change in Contract Elements**

### **10. Termination**

HLL may at any time terminate the Contract for any reason by giving the Bidders a thirty days (30) notice of termination

### **11. Termination for bidders Default**

- (a) If the Bidder assigns or transfers the Contract or any right or interest therein in violation of the provision of Clause 13(Assignment); or
- (b) If the bidder, in the judgment of HLL, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract, including but not limited to willful misrepresentation of facts concerning ownership of Intellectual Property Rights in, or Proper authorization and/or licenses from the owner to offer, the hardware, software, or materials provided under this Contract.

### **12. Assignment**

The bidder shall not, without the express prior written consent of HLL, assign to any third party the Contract or any part thereof, or any right, benefit, obligation, or interest therein or there under.

### **13. Replacement**

In case of market complaints due to the quality issues in the products the bidder shall take the sole responsibility to replace the goods in full to HLL. An undertaking (Format-8) be submitted by the bidder to HLL.

**FORMAT-1**

**DEVIATIONS /EXCLUSIONS SCHEDULE :**

Bidders Proposal Ref No. and Date:

Bidder's Name and Address:

To,

**Deputy Vice President (SD & CTD)**

**HLL Lifecare Ltd.**

(A Govt. of India Enterprise)

HLL Bhavan, Poojappura,

Thiruvananthapuram - 695012,

Kerala, India

Dear Sir,

We declare that the following are the only deviations and variations and exceptions/exclusions to the services as outlined in your Bidding Documents. Except these deviations, subject to the approval and acceptance by HLL, the entire work shall be performed as per your requirements.

We also give below the cost of withdrawal of each deviations/exclusion

Clause No	Statement of Deviations/Exclusions and Variations (RS)	Cost of Withdrawal

Date:

Place:

Signature:

Name:

Designation:

Common Seal:

**SELF-DECLARATION**

To,

**Deputy Vice President (SD & CTD)**

**HLL Lifecare Ltd.**

(A Govt. of India Enterprise)

HLL Bhavan, Poojappura,

Thiruvananthapuram - 695012,

Kerala, India

Dear Sir,

This is to certify that our company has not been Black Listed either by State Government or Government of India in connection with Manufacture and Supply of any of the Pharmaceutical Product(s).

Date:

Place:

Signature:

Name:

Designation:

Common Seal:

## **FINANCIAL BID**

**IFB No:** HLL/MKTG/SD/2012-13/02 dt. 07-12-2012

**FORMAT- 3**

**Price Schedule for Manufacture & Supply of Pharmaceutical Products**

**SCHEDULE – B**

**Validity of Quotation / Tender: 24 months from the Date of Opening of Financial Bid**

Sl. No	Approved Formulation	Brand Name	Minimum batch size	Unit of Measurement (UOM)	Rate in Rs.						
					Basic Rate	Excise Duty	Sales Tax / VAT	Other		Total	
								(Freight, Insurance, P& F, etc.)	In Figures	In Words	
1	Cefpodoxime 50 mg Dry Syrup			30 ml bottle							
2	Cefpodoxime 100 mg DT Tabs			10 tabs/strip							
3	Cefpodoxime 200 mg Tabs			10 tabs/strip							
4	Cefpodoxime 100 mg Ofloxacin 100 mg Tabs			10 tabs/strip							
5	Cefpodoxime 200 mg Ofloxacin 200 mg Tabs			10 tabs/strip							
6	Cefpodoxime 100 mg Clavulanic Acid 62.5 mg DT Tabs			6/10 tabs/strip							
7	Cefpodoxime 200 mg Clavulanic Acid 125 mg Tabs			6/10 tabs/strip							
8	Azithromycin 250 mg Film Coated Tabs			6 tabs/strip							
9	Azithromycin 500 mg Film Coated Tabs			3 tabs/strip							
10	Azithromycin 500 mg Levofloxacin 500 mg Tabs										
11	Dextromethorphan HCl 10 mg Levocetirizine 0.8 mg Zn 7.5 mg/5mL Syrup			100 mL bottle							
12	Levocetirizine 0.8 mg Ambroxol 15 mg Phenylephrine 5 mg Guaiphenesin 50 mg / 5 mL Syrup			100 ml							
13	Pantaprazole 40mg vial			10 ml							

Sl. No	Approved Formulation	Brand Name	Minimum batch size	Unit of Measurement (UOM)	Rate in Rs.						
					Basic Rate	Excise Duty	Sales Tax / VAT	Other	Total		
								(Freight, Insurance, P & F, etc.)	In Figures	In Words	
14	Chewable Folic Acid 5 mg (Strawberry) Tabs			10 tabs/strip							
15	Collagen peptide 10 g Glucosamine sulphate 1500 mg			Sachet/Jar							
16	Tranexamic Acid 500 mg Mefenamic Acid 250 mg Tabs			10 tabs/strip							
17	L-Arginine Folic Acid Vit B12 Vit B6 Selenium Micronutrients			10 tabs/strip							
18	Each 100ml contains:Protein 0.00g,Carbohydrates 6.41g,Fat 0.00g, Vitamins0.00g, Citric Acid0.19g, Sodium Citrate0.13g, SodiumChloride 0.09g,Potassium Chloride0.07g, Sodium AcidPhosphate 0.06g,Magnesium Sulphate0.05g, Calcium Lactate0.04g, Water q.s.,Energy 26 kcal/107 kJ			200 ml tetra pack							
19	Diclofenac diethylamine 1.16 % w/w Menthol 5 % w/w Methyl salicylate 10 % w/w Linseed oil 3 % w/w Gel			30g							
20	Ofloxacin 100 mg Ornidazole 250 mg Tabs			10 tabs/strip							
21	Cholecalciferol 60000 IU Sachet			1g Sachet							
22	Paracetamol 100 mg/mL			15 mL bottle							
23	Paracetamol 125mg/5mL			60 mL Syrup							

Sl. No	Approved Formulation	Brand Name	Minimum batch size	Unit of Measurement (UOM)	Rate in Rs.						
					Basic Rate	Excise Duty	Sales Tax / VAT	Other	Total		
								(Freight, Insurance, P & F, etc.)	In Figures	In Words	
24	Saccharomyces boulardii 2.5 billion (Lyophilized) Lactic Acid Bacillus 100 million spores Racemadotril 10 mg Powder			1 g Sachet							
25	Grape seed shampoo										
26	Metronidazole : 1% w/w Povidone Iodine : 5% w/w Sucralfate : 7% w/w Ointment			10 g Ointment							
27	IRON-SUCROSE INJECTION Each ml Contains: Ferric Hydroxide Sucrose Eq. to Elemental Iron 20mg 5ml Amp			1 amp							
28	Lactobacillus gasseri 2.5 billion cfu Lactobacillus fermentum 1.25 Billion cfu Lactobacillus plantarum 1.25 billion cfu			10 caps/strip							
29	Folic Acid 600 mcg Vitamin B-12 150 mcg Fish Oil 137 mcg Omega-3 Docosahexanoic Acid 50 mg			10 caps/strip							
30	Chorionic Gonadotropin 2000 IU Amp			1 amp							
31	Chorionic Gonadotropin 5000 IU Amp			1 amp							
32	Chorionic Gonadotropin 10000 IU Amp			1 amp							
33	Turmeric Alovera Lemon Peel Wheat germ Oil Neem Chandan Calendula cream			70 g tube							

Sl. No	Approved Formulation	Brand Name	Minimum batch size	Unit of Measurement (UOM)	Rate in Rs.						
					Basic Rate	Excise Duty	Sales Tax / VAT	Other	Total		
								(Freight, Insurance, P& F, etc.)	In Figures	In Words	
34	Disodium hydrogen citrate 1.4 g/ 5 ml			100 mL							
35	Tolteridone L-Tartarate Extended Release 1 mg/ 2 mg/ 4 mg Capsules			10 caps/strip							
36	Cetrorelix Acetate 0.25 mg / 3mg			1 Vial							
37	Ondansetron 2mg /5 mL Syrup			30 ml bottle							
38	Ondansetron 4 mg Mouth Dissolving Films			1 Film/Sachet							
39	Levocetirzine 2.5 mg Phenylehrine 10 mg Paracetamol 500 mg Caffeine 30 mg Tablets			5X10 tabs/strip							
40	Deflazacort 1 mg/ 6 mg/ 24 mg/ 30 mg Tabs			6/10 tabs/strip							
41	Racemethionine 200 mg Taurine 500 mg Caps.			10 caps/strip							
42	Each 5 ml contains Racemethionine 100 mg Taurine 250 mg Syrup			200 mL bottle							
43	Amoxicillin 250 mg Clavulanic Acid 125 mg Film Coated Tabs			6 tabs/strip							
44	Amoxicillin 200 mg Clavulanic Acid 28.5 mg / 5 ml Dry Syrup			30 ml/bottle							
45	Levocetirizine 5mg Mouth Dissolving Films			1 Film/Sachet							
46	Cefixime 50 mg Dispersible Tabs			10 tabs/strip							
47	Cefixime 50mg/5mL Dry Syrup			30 ml bottle							
48	Benzalkonium Chloride I.P. 0.1% w/w Zinc Oxide I.P. 8.5% w/w Ointment			20 g Tube							
49	Goserelin 3.6 mg Inj										
50	Cabergoline 0.25mg/0.5mg/1mg Tabs			2/4 tabs/strip							
51	Potassium Nitrate with Fluoride Dental Gel			100 g tube							



Sl. No	Approved Formulation	Brand Name	Minimum batch size	Unit of Measurement (UOM)	Rate in Rs.						
					Basic Rate	Excise Duty	Sales Tax / VAT	Other	Total		
								(Freight, Insurance, P & F, etc.)	In Figures	In Words	
52	Benfotiamine 75 mg Metformin 500 mg Tabs			10 tabs/strip							
53	Chlorhexidine 0.2% w/v Mouthwash			100 mL bottle							
54	Aceclofenac 325 mg Paracetamol 500 mg Tabs			10 tabs/strip							
55	Tramadol 37.5 mg Paracetamol 325 mg Tabs			10 tabs/strip							
56	Rabeprazole 20 mg Tabs			10 tabs/strip							
57	Aceclofenac 100 mg Thiocolchicoside 4 mg Tabs			10 tabs/strip							
58	Aceclofenac 100 mg Drotaverine 80 mg Tabs			10 tabs/strip							
59	Aceclofenac 200 mg Controlled Release Tabs			10 tabs/strip							
60	Lornoxicam 8 mg Paracetamol 325 mg Tabs			10 tabs/strip							
61	Aceclofenac 100 mg Paracetamol 325 mg Chlorzoxazone 250 mg Tabs			10 tabs/strip							
62	Balofloxacin 100 mg tabs			10 tabs/strip							
63	Natural Micronised Progesterone 100 mg / 200 mg Soft Gel Capsules			10 caps/strip							
64	Ondansetron 4 mg MD Tabs			10 tabs/strip							
65	Levocetirizine 5 mg Montelukast 10 mg Tabs			10 tabs/strip							
66	Grape Seed Extract Befotiamine Biotin Multivitamins and Multiminerals Soft Gelatin Capsules			10 caps/strip							
67	Cranberry Extract 200 mg Proanthocyanadins 15 mg Polyphenols 50 mg Antyocyanadins 30 mg D-mannose 50 mg			10 caps/strip							

Sl. No	Approved Formulation	Brand Name	Minimum batch size	Unit of Measurement (UOM)	Rate in Rs.						
					Basic Rate	Excise Duty	Sales Tax / VAT	Other	Total		
								(Freight, Insurance, P & F, etc.)	In Figures	In Words	
68	L-methylfolate 1 mg Methylcobalamin 1500 mcg Pyridoxal-5-Phosphate 0.5 mg			10 caps/strip							
69	Ferrous fumarate equivalent to 100mg elemental iron Folic acid 0.5mg			30 tabs/strip							
70	Norethisterone 5 mg tabs			10 tabs/strip							
71	Misoprostol 200 mcg tabs			4 tabs/strip							
71	Fluconazole 150 mg Tabs			1 tab/strip							
72	Ofloxacin 200 mg Ornidazole 500 mg Tabs			10 tabs/strip							

**Date:**  
**Place:**

**Signature of the Bidder:**

**Name with seal:**

- Please indicate the price both in figures as well as in words.
- The prices quoted shall be inclusive of all taxes, duties and levies and also freight & insurance etc. and F.O.R HLL Stores, anywhere in India. Form C will be issued.
- Excise duty may be calculated on Basic rate only. The difference between the Excise duty on Basic rate and Excise duty on MRP (with abatement) if any will be borne by HLL.
- Preference shall be given to the minimum batch size quoted by any party in case of quoted rates are same.

Bidders Signature:

Name :

Designation :

Address:

**Note: 1. The rate quoted should be for per unit of measurement (UOM) only as mentioned in the SCHEDULE – B.**

**2. The capacity that can be spared for HLL LIFECARE LIMITED (HLL) shall be clearly mentioned. In case of lesser capacity, HLL reserves the right to procure the balance from other sources/parties.**

## **FORMAT-4**

### **FINANCIAL BID FORWARDING LETTER**

Ref:

Date:

To,

**Deputy Vice President (SD & CTD)**

**HLL Lifecare Ltd.**

(A Govt. of India Enterprise)

HLL Bhavan, Poojappura,

Thiruvananthapuram - 695012,

Kerala, India

Dear Sir,

#### **Sub: Manufacture & Supply of Pharmaceutical Products**

Having examined the Bidding Documents, including Addenda Nos. [insert numbers], the receipt of which is hereby acknowledged, we, the undersigned, offer our services to **Manufacture the product under Contract Manufacturing** under the above-named Contract in full conformity with the Bidding Documents for the total amount against the Product as indicated in the price Schedule.

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

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

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

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

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

We declare that price/ rate offered is for **Manufacture & Supply of Pharmaceutical Products under Contract Manufacturing agreement** and all other related activities.

We have given details of deviations and exclusions (clause wise) taken with reference to bidding documents provisions, along with justification for the services not covered in our offer.

The costs of withdrawals of these deviations / exclusions are enclosed with the Price Schedule. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

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

Signature.....

Name.....

Designation and Common Seal...

In the capacity of [insert: title or position]

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

## **FORMAT-5**

### **FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT is made

the [ insert: **number** ] day of [ insert: **month** ], [ insert: **year** ].

BETWEEN

- (1) [Insert: **Name of Purchaser**], a [insert: **description of type of legal entity**, for example, an agency of the Ministry of .... of the Government of [insert: **country of Purchaser**], or corporation incorporated under the laws of [insert: **country of Purchaser**] and having its principal place of business at [ insert: **address of Purchaser** ] (hereinafter called "the Purchaser"), and
- (2) [Insert: **name of Supplier**], a corporation incorporated under the laws of [insert: **country of Supplier**] and having its principal place of business at [insert: **address of Supplier**] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [insert: **brief description of Goods and services** ] (this has to be defined briefly )and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [ insert: **contract price in words and figures** ] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Conditions of Contract
  - (c) The Schedule of requirements
  - (d) Technical Requirements (including Technical Specifications)
  - (e) The Supplier's bid and original Price Schedules
  - (f) The Purchaser's Notification of Award
  - (g) [Add here: **any other documents**]
3. This Contract Agreement shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract. The Supplier shall be bound to compensate, indemnify and hold harmless Purchaser, its officials, agents, and employees and **Government of India** at its own expense from and against all suits, proceedings, claims, demands, losses and liabilities of any nature or kind, including all litigations costs and expenses, attorney's fees, settlement payments and damages, arising from or relating to a quality failure in the supplied drugs, goods, equipments and/or services provided under this Contract or non-compliance with the Schedule of Requirements as per this Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
6. The Supplier acknowledges that the Purchaser acts as procurement agent on behalf of Government of India and hereby explicitly agrees that all rights and remedies, such as titles of ownership, warranties, entitlements, benefits relating to, based on and arising from or associated with the supplied drugs, goods, equipments and/or services under this Contract may be freely assigned, transferred, agreed upon and disposed between UNOPS and Government of India without requiring any further tacit or express acceptance, endorsement or acknowledgment by the Supplier.

Brief particulars of the goods and services which shall be supplied/ provided by the Supplier are as under:

S.No.	Brief Description of Goods	Quantity to be supplied	Unit Price	Total Price	Delivery Terms

TOTAL VALUE:

Delivery Schedule:

For and on behalf of the Purchaser

Signed: \_\_\_\_\_  
in the capacity of [ insert: **title or other appropriate designation** ]

in the presence of \_\_\_\_\_

For and on behalf of the Supplier

Signed: \_\_\_\_\_  
in the capacity of [ insert: **title or other appropriate designation** ]

in the presence of \_\_\_\_\_

CONTRACT AGREEMENT

dated the [ insert: **number** ] day of [ insert: **month** ], [ insert: **year** ]

BETWEEN

[ insert: **name of Purchaser** ], "the Purchaser"

and

[ insert: **name of Supplier** ], "the Supplier"



**FORMAT-6**

**PERFORMA FOR PERFORMANCE STATEMENT**  
(For a period of last five years)

Bid no: \_\_\_\_\_ Date of Opening: \_\_\_\_\_ Time: \_\_\_\_\_ hrs

Name of the Firm \_\_\_\_\_

Order placed by (Full address of purchaser)	Order no & date	Description & quantity of ordered items	Value of Order	Date of completion of Delivery		Remarks indicating reasons of late delivery, if any	Was the supplies of goods satisfactory
				As per Contract	Actual		

Signature and seal of the Bidder

\_\_\_\_\_

Countersigned by and seal of Chartered Accountant -----

Note: 1. In case of supplies to private / Public sector units, an affidavit confirming that the performance statement is correct along with

- i. Copy of Purchase Orders
- ii. Copy of Invoices
- iii. Proof of Payment received from Purchasers
- iv. Documentary evidence (Client's certificate) in support of satisfactory completion of orders.

**FORMAT-7**

**Qualification form**

**CAPACITY AND QUALITY CERTIFICATION FORM**

IFB NO.	DATE
1. Name of the firm:	
Address _____	
Telephone _____	Telex _____
Telefax _____	Cable _____
2. Name of principals or owner(s):	
Address _____	
Telephone _____	Telex _____
Telefax _____	Cable _____
3. _____ (Name of Manufacturer) is properly registered to supply pharmaceuticals or vaccines or medical devices in India, is in good legal and statutory standing with the responsible health authorities and is licensed as a primary manufacturer of the range of pharmaceuticals or vaccines or medical devices to be offered. (The list of items to be offered is attached).	
4. The production capacities for _____ (name of Manufacturer) follow:	
The installed capacity for this firm is as follows:	
<u>Annual Capacity Non-Sterile</u>	<u>Annual Capacity Sterile</u>
Dry: Tablets Capsules Sachets	Vials Bottles
_____	
Wet: (Liquids and Colloids)	<u>Internal</u> Syrups Suppositories Aerosols  <u>External</u> Liquids Creams Ointments
	Ampoules I.V. Fluids  Drops/Ointments

5. \_\_\_\_\_ (Name of Manufacturer) retains full records of production batches and quality control test results, has demonstrated compliance with the M GMP quality standards during the past one year, and will exhibit these on request.
6. \_\_\_\_\_(Name of Manufacturer) has manufactured and marketed the specific goods covered by this bidding document (Pharmaceuticals mentioned in the Product Code(s) offered), for at least two (2) years as per details of batch No. & date of manufacture given below and similar goods for atleast five (5) years.
7. We hereby certify that the above information is true and accurate to the best of our knowledge.

Signature of the Authority of company \_\_\_\_\_ Date:

Full name (Printed) \_\_\_\_\_

Position \_\_\_\_\_

## **FORMAT-8**

### **UNDER TAKING LETTER FOR REPLACEMENT OF MARKET COMPLAINT GOODS**

To,

**Deputy Vice President (SD & CTD)**

**HLL Lifecare Ltd.**

(A Govt. of India Enterprise)

HLL Bhavan, Poojappura,

Thiruvananthapuram - 695012,

Kerala, India

Dear Sir,

We hereby assure you, that the products supplied by us will meet all the quality standards and even if any market complaint arises, we (name-----) take the responsibility to call back the complaint batches and replace and deliver the replaced stocks to HLL ware house at Chennai.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation and Common Seal

Station\_\_\_\_\_

Date\_\_\_\_\_

**FORMAT-9**

**PRODUCT LIABILITY CLAUSE FOR GOODS SUPPLIED**

To,

**Deputy Vice President (SD & CTD)**

**HLL Lifecare Ltd.**

(A Govt. of India Enterprise)

HLL Bhavan, Poojappura,

Thiruvananthapuram – 695012

Kerala, India

Dear Sir,

We hereby guarantee you that the goods supplied by us will be according to The Drugs & Cosmetic Act, 1941 and in case of any quality issues of the drugs supplied; we (name-----) take the sole responsibility of all the customer complaints and will be liable for any legal issues arising out of that.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation and Common Seal

Station\_\_\_\_\_

Date\_\_\_\_\_