

HLL LIFE CARE LIMITED
(A Government of India Enterprise)
Plot No. 71 Sector 07, IMT Manesar
Gurgaon-122050, Haryana, India

LIMITED TENDER ENQUIRY
(Techno-Commercial Bid)

TO SUPPLY, INSTALLATION, TESTING &
COMMISSIONING OF STRIP CUTTER MACHINE,
Qty-02 Nos.

AT
MANESAR FACTORY,
GURGAON, HARYANA, INDIA

ENQUIRY NO: HLL/MFG/PUR/STRIP CUTTER/2013-14

**HLL Lifecare Limited
Plot. No. 71, Sector - 7, IMT,
MANESAR, GURGAON
HARYANA -122050**

LIMITED ENQUIRY NO: HLL/MFG/PUR/STRIP CUTTER/2013-14

CONTENT OF TENDER DOCUMENTS

- 1. Schedule A-Instruction to bidder**
- 2. Schedule B- Technical Specifications**
- 3. Schedule C- Pre-Qualification Requirements**
- 4. Schedule D- Manufacturer / Supplier Details for Pre-Qualification**
- 5. Schedule E- Details of Major installations of similar work completed successfully by the tenderer during the last 3 years**
- 6. Schedule F- Terms& conditions**
- 7. Schedule G- Certificate**
- 8. Annexure-A Price Bid Format (For National Bidder)**
- 9. Annexure-B Price Bid Format (For International Bidder)**
- 10. Annexure-C Performance Security Form (Bank Guarantee)**

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INSTRUCTIONS TO BIDDERS

Date : 20.09.2013
Limited Enquiry No. : HLL/MFG/PUR/STRIP CUTTER/2013-14

1. HLL Lifecare Limited, A Government of India Enterprise intends to procure material as per specification in **Schedule-B** and terms and conditions mentioned in **Schedule-C**.

Sl. No.	Item Name	QTY to be supplied	EMD / Bid Security
1.	PROGRAMMABLE STRIP CUTTER M/C WITH ONE SET OF TOP & BOTTOM BLADE WITH EACH MACHINE	2 Nos.	INR 25,000/- / USD 425

2. The Bid comprises of two parts:

- a. Technical Bid
- b. Price Bid

3. EARNEST MONEY DEPOSIT / BID SECURITY

3.1 The Technical Bid must be accompanied by **EMD of INR 25,000 in the form of a Demand Draft drawn in favor of M/s. HLL LIFECARE LIMITED, payable at New Delhi/NCR.**

3.2 The Bidder shall furnish, as part of its Bid, in a separate single sealed envelope along with Technical bid and shall be marked as 'EMD / Bid Security to Tender Document for _____(item name).

4. Bid Submission :

Both the bids - Technical and Price bid shall be submitted in sealed covers separately. Bids shall be super-scribed with TENDER NO. : HLL/MFG/PUR/STRIP/CUTTER/2013-14, Technical Bid and Price Bid on the respective covers in order to clearly identify between the two bids.

5. The two separately marked bids shall be placed in a single sealed cover with respective mentioning Tender No. thereon, complete in all respect, addressed to

The Unit Chief,
HLL Lifecare Limited
Plot.No. 71, Sector - 7, IMT,
MANESAR, GURGAON, HARYANA -122050
PHONE: 0124-4030949 FAX: 0124-4030949

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The completed bid should reach us on 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 document or non-receipt of the same.

6. a. The last date of receipt of Techno- Commercial Bid: 09.10.2013; 3.00 P.M

b. Date of Opening of Technical Bid: 09.10.2013; 3.30 P.M

7. In the event of the date mentioning above being declared subsequently as holiday for the purchase's office, the above due date for submission and opening of bids will be the next working day at the same venue and time.
8. Bids received after the deadline for the submission shall not be considered.
9. The bidder is expected to examine all specifications, instructions, Forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid. Any clarification required will have to be obtained one week prior to the date of opening of the "Technical Bid".
10. Certificate / Declaration as given in the Schedule G stating that ALL TERMS AND CONDITIONS of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.
11. While filling up the columns of the Price Schedule, the following aspects should be Noted for compliance:
- 11.1 For domestic goods, the bidders should quote their price as per Annexure-A.
- 11.2 For goods offered from abroad, the bidders should quote their price as per Annexure- B on DDP price basis at HLL Manesar Store, insurance need to be made upto delivery of the goods to the consignee purchaser site.

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12. The Price bid of those tenderer who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately. The Price Bids of the tenderer who do not qualify shall be returned unopened.

Signature of the Tenderer: _____

Name in Block Letters: _____

Capacity in which tender is signed: _____

Address in full: _____

Phone No.: _____

Fax No.: _____

E-Mail Address: _____

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TECHNICAL SPECIFICATIONS

SCOPE: SUPPLY , INSTALLATION, TESTING & COMMISSIONING OF
PROGRAMMABLE STRIP CUTTER M/C WITH ONE SET OF TOP & BOTTOM BLADE
WITH EACH MACHINE

QUANTITY: 02 Nos.

TECHNICAL SPECIFICATION:

- (a) Programmable Strip cutter with fully automatic and synchronized roller and blade movements and minimum left over of sheets.
- (b) The width of strips and number of cuts can be chosen from program menu.
- (c) Cutting speed: 450-500 cuts/minute
- (d) Cut accuracy= 0.1 mm (± 0.1 mm)
- (e) The length of holding guide 300 mm or more than 300 mm (Uncut sheet size 300 mm).
- (f) Electricity: 230 volts/ 50 HZ
- (g) Specially designed blade for précised cutting.
- (h) Touch buttons on machine for single cut and continuous cuts.
- (i) Special buttons for longer life Special attachment (Viper) to avoid sticking of strips to Blade.
- (j) Simple menu to adjust any parameter or to calibrate.
- (k) Maintain high precision cutting for large scale of production.
- (l) Finger Guard for safety of operator.
- (m) Shall support maintenance or trouble shooting, spare parts & after sale service.
- (n) Weight: Portable (Desirable maximum 30 Kg).

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PREQUALIFICATION REQUIREMENTS

1. The tenderer should have minimum 3 years experience in the relevant field.
2. Annual turn over of the bidder during the last 3 years should be at least INR 30 Lacs
3. The tenderer should have strong technical back up for executing the work as per tender requirements.
4. The duly signed acceptance form conforming that All Terms & Conditions, and technical specifications are understood by the bidder and Certificate that bid is in total conformity with the specifications and terms and conditions mentioned in the bid document and certificate on the period of validity (sheet enclosed) should be given.
5. The intending tenderer should fulfill the following requirement :-
 - a) The bidder should be able to provide after sales service.
 - b) The performance and output of the unit will be evaluated during technical evaluation.

HLL does not bind itself to accept the lowest or any tender, and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

PLACE:

Signature

DATE:

Name & Address of the Bidder with Seal

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MANUFACTURER / SUPPLIER DETAILS FOR PREQUALIFICATION

NAME OF WORK: SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF PROGRAMMABLE STRIP CUTTER M/C WITH ONE SET OF TOP & BOTTOM BLADE WITH EACH MACHINE, Qty-02nos.

- A. Name of Firm / Company :**
- 1. Postal Address :**
- 2. Telephone No. :**
FAX :
E-Mail :
- 3. Year of establishment of firm/company :**
- B. In the case of Firm**
- 1. Whether proprietary of partnership firm:**
- 2. Name of Managing Director :**
- 3. Name of Other Partners :**
- C. In the case of Company**
- 1. Whether Private Limited or Public Limited Company :**
- 2. Name of Managing Director :**
- 3. Name of Other Director :**
- D. Specify no. of major installations of similar work completed successfully. Enclose the details of such installations. The client list shall be enclosed. Note: Details to be furnished in Schedule - E.**

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MANUFACTURER / SUPPLIER DETAILS FOR PREQUALIFICATION

- E. Annual turn over of the bidder during the last 3 years.
- F. Tax registration details (domestic vendors)
A. CST No. / VAT No.
B. TIN No.
- G. Whether the tenderer is in possession of the
Required tools and equipments for the execution : YES/NO
of this work
- H. Technical Specification : in Schedule B (filled and enclosed)
- I. CERTIFICATE as per Schedule G

I/We hereby certify that the details given in the application form and Schedule D to Schedule H, are correct to the best of my/our knowledge. I/We have no objection in contacting any of our clients for reference.

Place:

Signature

Date:

Name and Address of the bidder with seal

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DETAILS OF MAJOR INSTALLATIONS OF SIMILAR WORK COMPLETED SUCCESSFULLY BY THE TENDERER AS MANUFACTURER/SUPPLIER DURING THE LAST 3 YEARS				
Sl. No.	Name of Client with full address, telephone numbers and nature of work	Details of Installation	Value of works completed (in INR)	Period of Completion with dates (in months)

SIGNATURE OF BIDDER WITH SEAL

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TERMS & 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 tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.
 4. In the event of placing orders: -
In tenderer shall return one copy of order signed and sealed as a token of acceptance.
 - (i) In case of rejection, the machine should be taken back and replaced at yours risk and cost within 10 days of intimation from HLL.
 - (ii) Machine shall be returned back to you through the Transporter indicated by you.
- A. The supplier agrees to supply strictly as per the order terms in respect of quality and specification. HLL reserves the right not to receive the goods beyond the delivery date given in the order.
- B. The following documents should accompany the consignment
- a. Invoice in triplicate bearing Supply Order No. & date
 - b. Delivery Note/Challan
 - c. Packing List
 - d. B/L No. or LR No.
 - e. Test Certificate of performance
- C. Technical Documents:
Supplier shall furnish the following documents to the Purchaser, free of cost, in two numbers of copies.
- a. Instruction/Testing/Operation/Service manual, lubrication charts, load-bearing details etc.
 - b. Elaborated list of spare parts
 - c. Copies of all final drawings - electrical, mechanical & P I Diagram.
 - d. Relevant Test Certificates (DQ, OQ, PQ, EQ), Guarantee Certificate for equipment.
 - e. Catalogue and literature on bought outs.

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TERMS & CONDITIONS

D. Payment Terms:-

(a) For national bidder:

-Payment shall be made within 30 days after receipt, Inspection and acceptance of goods.

(b) For International bidder:

-Ninety (90) % of the net DDP price of the goods shipped shall be paid on acceptance of the goods by the purchaser and through irrevocable, non-transferable Letter of Credit (LC) opened in favour of the supplier in a bank in his country.

-Balance payment of 10 % of net DPP price of goods would be made within 60 Days Through irrevocable, non-transferable Letter of Credit (LC) opened in favour of the Foreign Principal in a bank in his country, subject to recoveries, if any.

E. the jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Delhi.

5. WARRANTY

5.1 The supplier shall warrant that the goods supplied under the contract shall have no defect arising from design, materials or workmanship. Period of warranty shall be 12 months from the date of installation and commissioning or 18 months of supply whichever is less as certified jointly by the supplier and the Purchaser.

5.2 In case of failure or should the design, material or workmanship prove defective within a period of 12 months from the date of handing over, the equipment shall, upon notification of deficiency or defect, be promptly corrected by the Supplier to the satisfaction of Purchaser without delay and at no extra cost. If the Supplier fails to take proper corrective action to replace or repair the deficiency within a reasonable time of Purchaser's notification to this effect, the Purchaser shall be free to take such corrective action at the Supplier's risk and cost.

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TERMS & CONDITIONS

5.3 Even if Inspection and/or tests are fully carried out by Purchaser or their representatives, the Supplier is not absolved to any degree of his responsibility to ensure that the machine supplied comply strictly with the requirements as per specifications given in the Contract, and the Purchaser shall be free to point out any defect till the guarantee period is over.

5.4 HLL will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one that conforms to specifications and all the terms and conditions of the bid documents without material deviation to extrinsic evidence.

6. INSURANCE

The goods supplied under the contract, shall be fully insured by the supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

7. DELIVERY/COMPLETION PERIOD

Time being the essence of the Contract, the delivery and completion period stipulated should be strictly adhered to. The Supplier should supply, install, test and commission the equipment as per the Contract within 1 months from the date of award of contract.

Delivery of the goods shall be made by the supplier in accordance with the terms specified by the purchaser in the notification of award.

8. PACKING

The supplier shall provide such packing of the goods as is required to prevent damage or deterioration during transit to site. The packing shall be sufficient to withstand, without limitation, rough handling during transit and open storage.

9. TRANSPORTATION

Bidders: are required to supply the machinery at our factory premises IMT Manesar Gurgaon. The freight and Insurance charges are to be indicated in the rate schedule.

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TERMS & CONDITIONS

10. INCIDENTAL SERVICES

As specified in the price schedule, the supplier may be required to provide any or all of the following services:

- a) Performance or supervision of on-site assembly, start-up and successful commissioning of the machines
- b) Supply of tools required for assembly and/or maintenance of the machine
- c) Training of the purchaser's personnel
- d) Performance or supervision of maintenance and/or repair of the machines, for the period of warranty specified in the contract.

11. PERFORMANCE SECURITY / GUARANTEE

-It is compulsory for the suppliers that they will have to furnish a performance security of 5 % of the value of purchase order payable in bank guarantee form (BG) as per Annexure-C (Valid 60 days beyond the delivery period mentioned in the purchase order)/ demand draft in favour of HLL Lifecare Limited, payable at New Delhi/NCR within 15 days of issue of the purchase order failing which purchase order shall be cancelled at the risk and cost of the suppliers. BG /Demand Draft shall be valid for one year from the date of installation and commissioning.

-In the case of Bank Guarantee furnished from banks outside India (i.e. foreign Banks), it should be authenticated and countersigned by any nationalized bank in India by way of back-to-back counter guarantee.

- In the event of any failure /default of the supplier with or without any quantifiable loss to the consignee/purchaser, the amount of the performance security is liable to be forfeited. The Administration Department may do the needful to cover any failure/default of the supplier with or without any quantifiable loss to the Government.

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- In the event of any amendment issued to the contract, the supplier shall, within twenty-one (21) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- The Purchaser / Consignee will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.

12. INDEMNITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate within the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

Bid pronounced Non Responsive by HLL shall be summarily rejected. The decision of HLL will be final and no correspondence of this shall be entertained.

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

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

**HLL Lifecare Limited
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CERTIFICATE

I/we hereby certify that the information given with this bidding document is correct. If, at any stage, it is found to be incorrect, I/we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

SIGNATURE(S) OF BIDDER WITH SEAL

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)



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Annexure-A

PRICE SCHEDULE

Note:

1	3	4	5	6	7	8
Item Description	Accounting Unit	All inclusive lump sum price for each unit except sales Tax/VAT	Price in Words	Sales tax/VAT payable if the contract is awarded	Total Landing Cost	Remarks
PROGRAMMABLE STRIP CUTTER M/C WITH ONE SET OF TOP & BOTTOM BLADE WITH EACH MACHINE	2 Nos.					

- a. In case of discrepancy between the amount in words and figures the amount in words will prevail.
- b. Purchaser shall issue form C for concessional rate of central sales tax wherever applicable.

Signature of Bidder
Name of Bidder
Business Address

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Annexure-B

1	2	3	4	5										
				Price per unit (Currency)										
Item Sl. No.	Brief Description of Goods (with make & model)	Country of Origin	Quantity (Nos.)	Gross FOB price at sea/ air port of Lading (inclusive of Agency Commission) (a)	Amount and percentage of Agency Commission ** (b)	Net FOB (excluding Agency Commission) c=(a-b)	Insurance & Freight (d)	Net CIP by Air/ Sea at the port of entry e=(c+d)	Custom Duty amount as % of Net CIP (amount with CDEC as applicable) (f)**	Custom Clearance & Handling Charges (g)**	Loading/ Unloading, inland transportation, insurance & incidental cost up to purchaser/ consignee site (h)**	Incidental Services, if any (i)**	Unit price on DDP basis at consignee's site	
													In foreign currency	In Indian Rupees
1	Programmable Strip Cutter M/C with One Set of Top & Bottom Blade with each machine		02nos.											

** to be quoted in Indian Currency
Total price at Consignee's site

** In Indian Rupees : Rs _____ (In figures and words)

Note: -

1. The Tenderer will be fully responsible for the safe arrival of the goods at the consignee site in good condition as per terms of contract.
2. The bidders break up of prices under various columns is for comparison of prices up to delivery of goods at consignee's site for tender evaluation.
3. The quoted price should be supported with original proforma invoice from the foreign manufacturers. The proforma invoice should indicate the percentage of agency commission included in the FOB prices.
4. All the components of the DDP price will be paid by the tenderer. The purchaser will make the payment of DDP price after receipt of goods at consignee's site in good condition as per payment terms in the contract.
5. The prices quoted in foreign currency shall be converted in Rupees at the selling rate of exchange applicable on the date of tender opening .

Place: _____

Date: _____

Name _____

Business address _____

Signature of Tenderer _____

Seal of Tenderer _____

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Annexure-C

PERFORMANCE SECURITY FORM (BANK GUARANTEE)

To
Unit Chief,
HLL Lifecare Limited
Plot.No. 71, Sector - 7, IMT,
MANESAR, GURGAON
HARYANA -122051
PHONE: 0124-4030949
FAX: 0124-4030949

WHEREEAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract nodated.....2013 to Supply (description of goods and services) (hereinafter called "the contract")

AND WHE.REAS it has been stipulated by you in the said contract that the supplier shall furnish a bank guarantee form a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHE.REAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we here by affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or it show grounds or reasons for your demand or the sum specified therein.

We here by waive the necessity of our demanding the said debt from the supplier before presenting us with the demand

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any J of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we here by waive notice of any such change, addition or modification.

This guarantee shall be valid for up to / /2014 from the completion of contractual obligations by the supplier.

Signature and seal of the guarantor

Place:
Date: