

**HLL LIFECARE LIMITED  
A GOVT OF INDIA ENTERPRISE  
KANAGALA-591225**

**HL/BG/PM/SPKG/INSIDE/SNP/13-15/2013**

**Date: 10.10.2013**

**TENDER NOTIFICATION**

Sealed Tenders are invited from experienced contractors to carry out the Secondary packing work of Sanitary Napkin in the Company premises at Kanagala-591225 on contract basis by engaging manpower for a period of Two years. The contract period, quantity & scheme for packing is variable and at the discretion of Management.

Sl.	Name of work	Approx Qty to be packed	Tender value Approx Rs. (For 2 Yrs)	E.M.D Rs.	Cost of Tender Form in Rs.
1	Secondary Packing of Sanitary Napkin	6250 Cartons (10.00 M.Pcs)	4.2 Lakhs	10,000/-	NIL

**N.B. The quoted rates should be inclusive of all statutory levies & the cost for pouch sealing, stamping, strapping of boxes & stacking the boxes in required manner.**

1. Blank Tender Forms can be collected in person & also downloaded from our website [www.lifecarehll.com](http://www.lifecarehll.com)
2. E.M.D of Rs.10000/- is to be enclosed in the form of D.D drawn in favour of HLL Life care limited payable at SBI,Nipani
- 3. Last date for submission of Tender: 15.10.2013 14:00 Hrs**
- 4. Date of opening the Tender : 15.10.2013 14:30 Hrs.**

Tender details are also available on our website: [www.lifecarhll.com](http://www.lifecarhll.com).

For HLL Lifecare Ltd.

Authorized Signatory

To:  
Notice Board  
Contractor as per list enclosed

Cc to:  
GM(O – f.k.i)  
GM(F&A)  
Oc.

## **INSTRUCTION TO BIDDERS**

1. This tender is intended to finalize the contract to carryout the secondary packing work and its allied works for scheme/s mentioned in the Annexure-I by engaging the required manpower at the Company premises through Contractors at the agreed rates on contract basis for a period of two years. The work also includes Pouch sealing, Strapping and address writing.
2. In case the bidders other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate of L-1 party and at the same terms and conditions and this will be binding on the L-1 party. However preference will be given to the L-1 party
4. The Tender shall be submitted in sealed cover/ s prescribing Tender number. to The General Manager (Operations), HLL Life Care Ltd., Kanagala-591225 on or before due date and time mentioned in the Tender Notification. HLL Life Care Ltd., shall not be responsible for any delay, if any, in the delivery of the bidding documents or non-receipt of the same.
5. 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. However opening of the technical bid may be extended to a convenient date without intimation to the bidders and can be opened in absence of any bidder, which will be binding on all the bidders.
6. Bids received after the deadline 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 Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
9. The Tenderer should study well, the mode of packing for each scheme/works involved, calculate the labour required to do Secondary packing work of each scheme/other works, the statutory payment to be made, Licence fees, labour payment, labour insurance & other charges, if any, and quote the rate against each scheme given.
10. A Declaration as given in Schedule-F stating that ALL TERMS AND CONDITIONS with respect to the Tender is acceptable should accompany the Tender failing which the tender will be summarily rejected.
11. Any item of information mentioned in the Techno commercial bid is found false at the stage of inspection or at any time after the tender is awarded to a party shall result in termination to contract with the party, disqualification of the party from future tendering and forfeiture of E.M.D.
12. In case more than one Tenderers quote the same rate, then the decision of the Management in this regard shall be binding on all Tenderers.
17. The Company reserves the right to accept fully or partly, reject fully or partly any tender without assigning any reason and the same will be binding on all the tenderers. Further the company also reserves the right to completely cancel the said tender at any stage without assigning any reason and the

decision of the Management will be final and will be binding on all the Tenderers.

18. The quantity and the schemes are subject to variation at the discretion of the Company and the same shall be binding on all the bidders/contractors.
20. The tender can be cancelled at any stage without assigning any reasons & reference to the participants
21. The tendered and ordered quantity and schemes are liable to change and the same will be binding on the contractor .
22. The schemes for which the contractors rate is lower than the company rates, such schemes only given for packing to contractors
23. The contractor should ensure eligible minimum wages to the employees deployed by him at Company premises for the said work. In case any complaints are received towards non payment of minimum wages, the contract will be terminated with immediate effect & the same will be binding on the contractor
24. In case the party backs out from the commitment, their EMD will be Forfeited followed by blacklisting
25. On award of contract, the contract can be terminated by HLLLife Care Ltd., Kanagala at any time during the contract period without paying any compensation & the Decision of the HLLLife care Ltd., with regard to termination of contractual provision will be final and the matter cannot be Referred to the court.

## **SPECIFIC TERMS AND CONDITIONS**

1. Furniture like table, chairs etc required for the secondary packing work at the Company Godown will be provided by the Company only.
2. Power / Electricity bill/Rent of the building will be borne by the Company only.
3. **All material required for packing & the product to be packed are to be carried to the work site in Company premises at Kanagala by the party and all the finished goods shall be returned back to HLL, Kanagala factory by the party, both at their own cost.**
4. Norms for secondary packing will be provided. Any excess consumption/wastage will be deducted from the party account.
5. The party shall ensure quality of the products packed by close monitoring of the secondary packing activities. All the instructions connected with the secondary packing operations shall be understood, explained & implemented from time to time.
6. Any serious pre dispatch observations regarding quality of packing will be viewed seriously and may result in termination of the contract. Timely execution of the work is the responsibility of the contractor and any deviation/loss because of non-execution of the work in time will be deducted from the party bill.
7. Mobilizing the required manpower according to the quantum of the work will be the responsibility of the contractor.
8. All statutory deductions like Income tax, etc as applicable will be borne by the contractor only.
9. Security Deposit @ 5% of work order value will be recovered at a stretch from the Contractor or to be paid by the contractor on award of the contract and which will be returned by cheque on successful completion of contract period. Bank Gurantee of Nationalised Bank in lie of security deposit is also acceptable.

**Annexure – I**

**Rate per Carton for Sanitary Napkin schemes**

Sl	Scheme	Configuration	Stamping of Pouches and Batch coding on Master carton	Stamping frequency	Rate per carton
1	Secondary Packing of sanitary Napkin	8 pads in one pouch, 200 Pouches in a Master Carton	Required Qty	As & When Required	

*If any new order for a new scheme which is not covered in the above schemes, but the mode of work/configuration is similar to any one of the above scheme, is required to be packed the contractor shall do the same at the agreed rate without any hesitation or additional cost.*

## **GMP Requirements**

### **Sanitation & Hygiene**

All persons prior to employment shall undergo Medical examination and shall be free from contagious diseases. Periodical medical examination shall be there every 6 months. Before entering in to packing area personal shall wear clean clothes. The contractor shall arrange for the above examination at his cost only. Smoking, eating, chewing and drinking shall be prohibited in the work area.

## **Terms and Conditions.**

1. Section 101(Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948 (All LXIII f 1948)(23<sup>rd</sup> sept.1948) is applicable
2. The contractor will ensure that his employees are engaged in such a way that there will be no claim from the contract employees for continued employment or regular employment with the Principal Employer”.
3. The Tenderer shall pay to its workers, wages not less than the minimum wages as per Minimum Wage Act and also should pay all statutory payments like EPF, ESI etc Tax as applicable and should follow all relevant legal provisions in the matter for carrying out the work on contract basis. Payment will be released on monthly basis by cheque against printed bill.
4. The Tenderer shall take license under the Contract Labour (R & A) Act 1970 and other statutory licenses before commencement of work at own cost and should produce proof whenever required.
5. The above Tender/Subsequent Work order is liable to be suspended or cancelled at any time at the discretion of the General Manager (Operations), HLL Life Care Ltd, Kanagala-591225 with or without assigning any reason and his decision will be final and binding on all concerned parties.
6. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall Supervise the work.
5. Workers engaged by you for aforesaid contract shall be Contractors employee only and not of HLL Life Care Ltd, Kanagala
6. There will not be any Employee Employer relationship between HLL Life Care Ltd and the persons employed by contractor for aforesaid work.
7. HLL Life Care Ltd has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
8. HLL Life Care Ltd will not be liable for any accident happened to Contractors’ workmen while on work during the contract period. The Contractor has to buy personal accident insurance policy in respect of the Employees deployed by him as per the Payment of Workmen compensation Act.
9. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Life Care Ltd.
10. In case of award of contract requisite amount is to be deposited towards Security Deposit (5% of work order value)at a stretch, which will be refunded on Satisfactory Completion of the contract without any interest and by cheque only

- 11 In case of any damages caused to our property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
- 12 Contractor will have independent ESI and PF code number /PAN number and Service Tax registration allotted by the concerned authorities
- 13 Contractor will comply with all the statutory norms including hours of work and Holidays / Rest, Annual leave with wages etc
14. The contractor should follow the suggestion/instruction given by HLLLife Care Ltd Representative time to time for the same.
15. Sub contract is not allowed.
16. The tender should be complete in all respects. Incomplete /unsealed tenders are liable to be rejected and this will be at the sole risk of the tenderer
18. Tenderers should study well the works involved and statutory and other liabilities before submitting the offer to undertake the work. In case the bidders other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate of L-1 party and at the same terms and conditions and this will be binding on the L-1 party. However preference will be given to the L-1 party.
19. In case more than one tenderer quote the same rate in the price bid, the decision of HLL Life Care Ltd will be final and binding on all the bidders.
20. HLLLife Care Ltd has the right to give work under this tender to one party or more than One party, in full quantity or partially at the discretion of the company.
21. This Tender or subsequent work order is liable to be suspended or cancelled at any time at the discretion of the Management with or without assigning any reason and the same will be binding on all the bidders/Contractor. Also Technical and price Bid can be rejected or cancelled at any time by the Management with or without assigning any reason and the same shall be binding on all the bidders/Contractors.
22. The Management (HLL Life Care Ltd) also reserves the right to allot the work to the L-2 or L-3 parties at the L-2 or L-3 rates respectively if required in addition to the work to L-1 party at the L-1 rate for the quantity to be decided by the Management and the same will be binding on all the bidders or contractors.
23. The contractor should ensure that none of his employees deployed for the said work at his premises will work not more than 6 days in a week,
24. Contractor has to ensure that all safety equipments like safety goggles, safety shoes, hand gloves are to be provided wherever required to his workers deployed for the said work should comply with the Safety and Quality policy of the Company.
25. On award of contract, the contract can be **terminated** by HLLLife Care Ltd **at any time** During the contract period without any reason and without paying any Compensation & the decision of the HLL Life Care Ltd with regard to termination of Contractual provision will be final and the matter cannot be referred to the Court.



26. Contractor should ensure monthly remittance of PF contribution (Employee & Employer) with the concerned PF authorities in respect of the employees deployed by him for the said work.
27. Tenders without EMD will be rejected.
28. All statutory deductions will be applicable on contractor account only.
29. In case of back out from the commitment, the EMD will be forfeited followed by blacklisting.

**CONTRACTORS FOR SECONDARY PACKING 2013-15(INSIDE COMPANY PREMISES)**

Shri.A.V.Shah,  
Kanagala

M/s. Noble Sales Corporation  
H.No.14,5<sup>th</sup> Cross,Veerabhadra nagar  
Belgaum-16

AJ.Nalawade  
Old P.B.Road,Near Bus Stand  
Sankeshwar – 591 313

Trinetra Essential Services  
28,Atreya,Shantanagar  
Navanagar  
Hubli-580 025

Shri.R.B.Mali  
Nipani

M/s.Parag Solar  
Shri.V.N.Tikare  
Hanabar Galli  
Nipani-591237

