

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)  
पेरूरकडा पी.ओ. PEROORKADA. P.O,  
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005  
PHONE NO: 0471 2437270 / 2539329  
EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com) / [materialsnt@gmail.com](mailto:materialsnt@gmail.com)

TENDER NO: HLL/PFT/PUR/PRINTED STAT/2024

16.10.2024



# TENDER FOR SUPPLY OF PRINTED STATIONERY

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## निविदा सूचना TENDER NOTICE

तिरुवनंतपुरम में पेरूरकडा फैक्टरी (पी एफ टी), आक्कुलम फैक्टरी (ए एफ टी), कॉर्पोरेट मुख्य कार्यालय पूजप्पुरा (सी एच ओ), कॉर्पोरेट अनुसंधान एवं विकास प्रभाग आक्कुलम (सीआरडीसी), हाइटस पूजप्पुरा, एचएमए वेल्लयम्बलम और हिंद लैब्स मेडिकल कॉलेज तिरुवनंतपुरम के हमारी यूनिटों में अक्टूबर 2023 से मार्च 2024 की अवधि के लिए मुद्रित स्टेशनरी की आपूर्ति के लिए सीमित बोली के तहत ई-निविदा (स्थान के साथ परिमाण ब्यौरा संलग्न शीट के अनुसार)। सामग्री की खरीद संबंधित इकाइयों से आवश्यकताओं के आधार पर कंपित किया जाएगा।

**Limited Tender (Single Bid system) for the Supply of Printed Stationery** to our units in Thiruvananthapuram - Peroorkada Factory (PFT), Akkulam Factory (AFT), Corporate Head Office Poojappura (CHO), Corporate R&D Division Akkulam (CRDC), HITES Poojappura, HMA Vellayambalam and Hindlabs Medical College Thiruvananthapuram for the period from November 2024 to May 2024 (Quantity wise requirement is as per the attachment sheet). The procurement of materials shall be on staggered basis based on the requirements from the respective units.

बोलीदाता एचएलएल लाइफकेयर लिमिटेड के नाम में तिरुवनंतपुरम में डिमांड ड्राफ्ट द्वारा निविदा शुल्क रु.560/- भुगतान करके निविदा में भाग ले सकता है। उद्योग आधार / उद्यम पंजीकरण के साथ पंजीकृत एम एस एम इ इकाइयाँ अपने मान्य पंजीकरण प्रमाणपत्र प्रदान करेंगी और पंजीकरण प्रमाणपत्रों के सत्यापन के अधीन सूक्ष्म और लघु श्रेणी की इकाइयों को निविदा शुल्क से छूट दी जाएगी।

Bidders can participate in the tender by paying Tender fee amount of Rs 560/- by demand draft drawn in favour of HLL LIFECARE LIMITED payable at Trivandrum. MSME units Registered with UDHYOG AADHAR/UDHYAM REGISTRATION shall provide their valid registration certificates and units under micro and small category will be exempted from Tender fee, subject to verification of the registration certificates.

निविदा लागत रुपये 560/- भुगतान करने पर, एचएलएल क्रय विभाग में निविदा दस्तावेज और विनिर्देश आदि उपलब्ध हैं।

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**Tender document and specification etc. are available in Purchase Department, HLL Lifecare Limited, Trivandrum upon payment of Rs.560/- as Demand draft as Tender cost.**

**बोली प्रस्तुत करने की अंतिम तिथि और समय**

Last date and time for submission of bid

:05/11/2024; 15:00 Hrs

**बोली खोलने का दिनांक और समय**

Date and time of opening bid

: 05/11/2024; 15:30 Hrs

बोलदाताओं के लिए निर्देश Instruction to Bidders

1. कृपया बोली देने के पहले बोलीधारक सहायक दस्तावेज़ देखें।  
Please go through the bidders help document before proceeding for bidding
2. कृपया सुनिश्चित करें कि बोली शुरू करने से पहले सभी आवश्यक शर्तें यथावत हैं।  
Please ensure that all prerequisites are in place before starting for bidding

महा प्रबंधक (वाणिज्यिक) GENERAL MANAGER (COMMERCIAL & BO)

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### **CONTENTS OF BID DOCUMENT**

#### **BID FORMS**

SL.NO.	Schedules	Description	Page.No
1.	<b>SCHEDULE - B</b>	<b>SPECIFICATION</b>	7
2.	<b>SCHEDULE - C</b>	<b>TERMS AND CONDITIONS</b>	8-12
3.	<b>SCHEDULE -I</b>	<b>DECLARATION ACCEPTING TERMS AND CONDITIONS</b>	13
4.	<b>SCHEDULE -IA</b>	<b>BID SECURITY DECLARATION</b>	15
5.	<b>SCHEDULE - L</b>	<b>MAKE IN INDIA</b>	16
6.	<b>ANNEXURE-1</b>	<b>PRICE BID</b>	17-19

Bidders are requested to attach following filled, duly signed and sealed documents as attachments:

1. SPECIFICATION – B
2. TERMS AND CONDITIONS - C
3. DECLARATION ACCEPTING TERMS AND CONDITIONS – I
4. BID SECURITY DECLARATION – IA
5. MAKE IN INDIA-L
6. PRICE BID- ANNEXURE-1

**Bidders are requested to submit hard copy of their price bid at  
Purchase Department, HLL Peroorkada, TVM on or before 05.11.2024,  
15.00 Hrs.**

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### **INSTRUCTIONS TO BIDDERS**

1. The Bid is intended to procure **PRINTED Stationary** for our units in Thiruvananthapuram namely Peroorkada Factory (PFT), Akkulam Factory (AFT), Corporate Head Office Poojappura (CHO), Corporate R&D Division Akkulam (CRDC), HITES Poojappura, HMA Vellayambalam and Hindlabs Medical College Trivandrum for the period from November 2024 to May 2024
2. MSME units Registered with UDHYOG AADHAR/UDHYAM shall provide valid registration certificates.
3. **Bid submission / Bid opening dates:**
  - a. The last date & time of Submission of Bids :05/11/2024; 15.00 hrs
  - b. Date & Time of opening of Bid : 05/11/2024; 15:30 hrs

In the event of any change in the date mentioned above, the same will be published in our website.

4. Bids submitted after the closing date and time will not accepted.
5. The Bidder is expected to examine all specifications (Specification sheet is attached as Schedule B along with tender document), instructions, forms, terms and conditions given in the Bidding document. Failure to furnish all the information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid
6. Any clarification required will have to be obtained one week prior to the Last Date of submission of the Bid

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7. A certificate /Declaration as given in **Schedule C** stating that **ALL TERMS AND CONDITIONS** of this tender is acceptable should be submitted failing which the tender is likely to be summarily rejected.
8. The validity of the Price Bid is for a period of six month (2024).
9. The quantity mentioned herein is approximate annual requirement with staggered delivery and in case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.
10. The Bidder shall furnish, as part of his Bid, a Bid Security Declaration as detailed in the Tender in schedule I.
11. Income Tax Returns for previous two Financial Years

**Tax Rate applicable for Corporate R&D Centre.**

**Based on the Government Notification No.45/2017 dtd.14.11.2017 and Certificate of Department of Scientific & Industrial Research (DSIR), our Corporate R&D Centre (CRDC) is eligible for availing Concessional CGST/SGST @ 2.5% each. For availing this concessional CGST/SGST @2.5% each, CRDC will issue Essentiality Certificate along with Purchase Orders placed from there.**

**Hence, the Tax rate for items pertain to CRDC supply will be limited to CGST/SGST@ 2.5% each against the prevailing CGST/SGCT Rates. The above will be considered for finalizing the rate for CRDC Supplies.**

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**SPECIFICATION**

**SCHEDULE - B**

SL. NO.	ITEM CODE	ITEM DESCRIPTION	ITEM SPECIFICATION
1	1310010074, 1310020017	ENVELOPE-PRINTED WITH WINDOW,10.5"X4.5"	ENVELOPE-PRINTED WITH WINDOW ,10.5"X4.5", Bilingual three colour printing
2	1310710106, 1310020018	ENVELOPE WHITE-PLAIN 10 1/2 X 4 1/2.	10.5X4.5 Bilingual Three color printing
3	1310020019	ENVELOPE SIZE :10"X8" PRINTED	ENVELOPE SIZE :10"X8" Bilingual,three colour Printing
4	1310011682	WINDOW COVER WHITE 27X11.5 CMS	WhiteColour , Bilingual Printing with HLL Logo.Printing matter is as per the Sample provided,Bilingually printing
5	1310020021	CLOTHLINED COVER 12" X 10" SIZE	12" X 10" SIZE bilingual Printing in four colour
6	1310710085	CLOTH COVER 30 CM X 25 CM	CLOTH COVER 30 CM X 25 CM
7	1310020021	ENVELOPE 12 " X 10 " PRINTED	12" x 10" size Bilingual printing in three color (A4 size)

We hereby agree to supply the above material as per the specification listed herein.

Name & Signature of the Bidder  
(With office seal)

Place:

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## SCHEDULE – C

### **TERMS & CONDITIONS**

1. (a) In the event of failure on the part of the supplier to supply the material as per the delivery schedule or supply material at the agreed rate during the contract period, HLL would procure the material from alternate source at the risk and cost of supplier.  
  
(b) Failure to supply the material after participating in the Tender will result in blacklisting of the supplier for a minimum period of one year.
2. Conditional tenders/tenders with deviation will not be accepted.
3. The quantity mentioned herein is approximate annual requirement and in case the company requires more/less quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
4. The tenderer shall be in a position to supply the items as and when ordered within 10 days of placement of order/LOI. The printed matter should be approved from the units issuing supply order before bulk printing and supply.
5. HLL reserves the right to split up the quantity and place the order on more than one supplier and also reserves the right to accept or reject the offer without assigning any reason.
6. Each consignment of incoming material will be checked against the specification and the functional requirement according to in house procedure before its acceptance/rejection. In case of rejection, the material should be taken back and replaced at supplier's cost within 7 days of intimation, failing which alternate arrangements will be made at supplier's risk and cost.
7. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.



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8. Units Registered with UDHYOG ADHAR/UDHYAM shall provide valid acknowledgement certificate.
9. Units Registered with UDHYOG AADHAR/ UDHYAM belonging to SC/ST Owners shall mention the same separately.
10. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSME's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises.
11. Start-up units interested in availing exemption from payment of tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion on or before due date as per tender notice. But the party has to provide security deposit if Tender is awarded to them. They shall submit a valid copy of Registration certificate from Department of Industrial policy & Promotion.
12. **Indemnity clause shall be signed, sealed by the bidder and submitted.**

In the event of placing orders: -

- a) **In case of rejection, the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL.**
- b) The supplier shall supply strictly as per the order terms in respect of quantity and quality. HLL reserves the right not to receive material beyond the delivery date given in the order.

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### SCHEDULE – C

- c) The supplier shall supply as per the rate quoted and other terms and conditions for a period of one year during which period no price escalation and no change in terms and conditions will be allowed on any ground.
- d) Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL.
- e) The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period
- f) All dispatch documents like delivery note/challan, packing list and invoice should contain the following details**
- i. Purchase Order No.& date**
  - i. Description of items as contained in the Purchase Order along with HSN Code.**
  - ii. Quantity dispatched**
  - iii. Total Number of packages/ serially numbered**
  - iv. HLL's GST No & Suppliers GST No.**

**The LR no. should be intimated immediately after dispatch of the material by email/fax**

**g) The following documents should accompany the consignment**

- a. Invoice in triplicate
- b. Delivery Note/Challan
- c. Packing List
- d. LR/AWB/----

h) Mode of Transport shall be by road, unless otherwise specified.

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### SCHEDULE – C

- i) Payment will be made by RTGS within 30 days of receipt, inspection subject to acceptance of the material.
- j) The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram.

k) **Preference to Make in India**

Preference shall be given to local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a local supplier, should be as per relevant notification / order issued by the nodal ministry as available on the website of Department of Promotion of Industries and Internal Trade (DPIIT). If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

**Verification of Local Content:**

a) The supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self certification that the items offered meets the local content requirement for supplier, as the case may be. They shall also give the details of the locations (s) at which the local value addition is made.

b) In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 and subsequent amendment dated 16.09.2020 and any other amendments which may be made from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

**Rule 144 (xi) of the GFR regarding restrictions on procurement from a bidder of a which mandates the bidder from a country sharing land border with India**

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Regarding restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

#### 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. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

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

Bid pronounced Non Responsive by HLL shall be summarily rejected.

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

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

PLACE:  
DATE:

NAME AND SIGNATURE OF THE BIDDER  
(WITH OFFICE SEAL)

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**SCHEDULE - I**  
**Page 1 of 3**

### **DECLARATION**

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

SEAL OF THE BIDDER

SIGNATURE  
NAME AND ADDRESS OF BIDDER

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(भारत सरकार का उद्यम)(A GOVT.OF INDIAENTERPRISE)  
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तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005  
PHONE NO : 0471 2437270; FAX NO:0471 2435013;  
e-mail: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com),

TENDER NO: HLL/PFT/PUR/PRINTED STAT/2024

16.10.2024

**SCHEDULE -I**

**Page 2 of 3**

**PRINTED STATIONERY - TENDER ACCEPTANCE FORM**

Full Name and address of the Tenderer :

Telephone No. with STD Code :

Mobile Number :

E-mail Address :

Fax No.(if any) :

GST NO :

PAN NO :

To  
GENERAL MANAGER (PURCHASE)  
HLL LIFECARE LIMITED,  
Peroorkada P.O.,  
Trivandrum – 695 005.

Dear Sirs,

We, hereby offer to supply **PRINTED Stationery** as detailed in price bid. We shall be bound by a communication of acceptance dispatched within the prescribed time.

We have understood the conditions mentioned in the invitation to tender and conditions of contract furnished by you and have thoroughly examined the specification quoted in the Tender form hereto and are fully aware of the nature of the material required and our offer is to supply strictly in accordance with the requirement and the terms and conditions mentioned above and in this tender. Place: Date: Signature With Office seal

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT. OF INDIA ENTERPRISE)  
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**SCHEDULE -IA**  
**Page 3 of 3**

**BID SECURITY DECLARATION**

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

From

To  
The General Manager (COMMERCIAL&BO)  
HLL Lifecare Limited  
(A Government of India Enterprise),  
PEROORKADA FACTORY, Thiruvananthapuram – 695 005,

Dear Sir,

I / We, hereby declare that if we withdraw or modify the bids during the period of Validity, we agree to be suspended for the time specified in the Tender Documents.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT. OF INDIA ENTERPRISE)  
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SCHEDULE - L

TECHNICAL BID

DECLARATION FOR MAKE IN INDIA

Dear Sir/ Madam,

With reference to the above tender for the supply of ....., we confirm the product offered is with a percentage of local content more than 20% / 50%.

Name & signature of Tenderer



एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
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**PRICE BID FORMS**

**For**

**SUPPLY OF PRINTED STATIONERY ITEM**

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED  
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## SCHEDULE 1

### PRICE BID

### CONTENTS

Bidders are requested to enter the rates in the respective column provided for Rate/Unit and taxes in percentage and submit hard copy of their Price Bid. Please note that details of price and tax have to be entered in the form provided and no other format is to be used for the same.

Rate quoted shall be the Basic rate (Inclusive of all charges) and Taxes separately (should be mentioned in Percentage) in the price bid.

The attached price bid may duly be filled as indicated with you offered rates and submitted

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT. OF INDIA ENTERPRISE)

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**PRICE BID**

**ANNEXURE-1**

PRICE BID FOR PRINTED STATIONERY 2023-24								
SL. NO.	ITEM CODE	ITEM DESCRIPTION	UOM	TOTAL QTY	BASIC PRICE PER UNIT (RS)	GST (%) (RS)	LANDED COST PER UNIT	TOTAL AMOUNT (RS)
1	1310010074, 1310020017	ENVELOPE-PRINTED WITH WINDOW, 10.5"X4.5" COVER WITH BILINGUAL THREE COLOUR PRINTING	NO	13850				
2	1310710106, 1310020018	ENVELOPE WHITE-PLAIN 10 1/2 X 4 1/2.-BILINGUAL THREE COLOUR PRINTING-NON WINDOW COVER	NO	12550				
3	1310020021	ENVELOPE 12 " X 10 " PRINTED-BILINGUAL PRINTING IN THREE COLOUR(A4SIZE)	NO	10050				
4	1310011682	WINDOW COVER WHITE 27X11.5 CMS	NO	800				
5	1310020021	CLOTHLINED COVER 12" X 10" SIZE-16"x10"SIZE BILINGUAL PRINTING IN FOUR COLOR	NO	1030				
6	1310710085	CLOTH COVER 30 CM X 25 CM	NO	900				
7	1310020019	ENVELOPE SIZE :10"X8" PRINTED-BILINGUAL PRINTING	NO	5075				

Certified that the rate quoted will hold good for one year during which period no upward revision will be asked for.

Place:  
Date:

**Name & Signature of the applicant**  
(With office seal)