

OPEN TENDER ENQUIRY DOCUMENT

**TENDER ENQUIRY FOR THE SUPPLY OF FLUFF PULP, ROLL WIDTH 482MM, CORE DIA 76
FOR THE MANUFACTURE OF
SANITARY NAPKINS**

TENDER ENQUIRY NO: HL:BG:PS:SN:PULP:2021-23 Date: 10.05.2021



**ISSUED BY
HLL LIFECARE LIMITED,
(A GOVERNMENT OF INDIA ENTERPRISES)
KANAGALA - 591225
TAL:HUKKERI, DIST: BELAGAVI,
KARNATAKA - INDIA**

HLL LIFECARE LIMITED, KANAGALA.

HL:BG:PS:SN:PULP:2021-23 Date: 10.05..2021

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SECTION 1
NOTICE INVITING TENDER
HLL LIFECARE LIMITED, KANAGALA- 591225
TAL:HUKKERI, DIST: BELAGAVI, KARNATAKA- INDIA

HL:BG:PS:SN:PULP:2021-22

Date: 05.05.2021

NOTICE INVITING TENDERS

1. Sealed and super-scribed bids in the prescribed form are invited from Manufacturer(s)/Authorized Agent(s) for **empanelment of vendors** for the supply of **FLUFF PULP, ROLL WIDTH 482MM, CORE DIA 76** (for manufacturing of Sanitary Napkins) to our Kanagala Unit on regular basis. For the year 2021-22 & 2022-23
2. Bidders may download the tender enquiry documents from our web site www.lifecarehll.com and submit its tender by utilizing the downloaded document
3. All prospective bidders may attend the Pre Tender meeting. The venue, date and time indicated in the Para 7 below.
4. Bidders shall ensure that their tenders, complete in all respects, as specified in Section 2 Instruction to Bidders, are sent to Deputy General Manager (Purchase), HLL Life Care Limited, Kanagala - 591225, Taluk: Hukkeri, DT: Belagavi, Karnataka, India on or before the closing date and time indicated in the Para 7 bellow, failing which the tenders will be treated as late and rejected.
5. In the event of any of the above mentioned dates being declared as a holiday / closed day for the purchase organization, the tenders will be sold/received/opened on the next working day at the appointed time.
6. The Tender Enquiry Documents are not transferable.
7. The Tendering schedule is as per the following table.

Sl No.	Description	Schedule
i.	Publication of Tender	10.05.2021
ii	Pre Tender Meeting Date & Time	17.05.2021, 1000 hrs IST
iii	Pre Tender Meeting Venue	HLL Lifecare Limited Kanagala, Belagavi District. Karnataka. India PIN: 591225

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Sl No.	Description	Schedule
vi.	Closing date & time for receipt of Tender	04.06.2021, 17:00 hrs IST
vii.	Time and date of opening of Technical bids	05.06.2021, 11:00hrs IST
viii	Venue of Opening of Techno Technical bids	HLL Lifecare Limited Kanagala, Belagavi District. Karnataka. India PIN: 591225

DEPUTY GENERAL MANAGER (PURCHASE)

HLL Lifecare Limited
(A Govt. of India Entp.)
KANAGALA - 591 225.
Belagavi Dist. Karnataka State
Tel: 08333 - 279239 / 44
Fax: 08333 – 279245
purchasekfb@lifecarehll.com

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SECTION 2
General Instructions to Bidders

1. **The bidders are not required to submit the EMD**
2. **This tender is to make empanelment of suppliers & hence no price bid need to be sent.** Technical Bids should super-scribed as “Technical Bid “ and should be submitted in a single sealed cover with the Tender No. mentioned thereon, complete in all respect, addressed to the Deputy General Manager (Purchase) HLL Lifecare Limited, AT Post: Kanagala - 591225, Taluk: Hukkeri. District: Belagavi, Karnataka, India, on or before the due date and time mentioned in the NOTICE INVITING TENDERS. HLL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.
3. The Price Bid of those Bidders who qualify in the Technical Bid only will be obtained later on need basis by sending limited enquiry to them.
4. The bidders will have to quote their rates “FOR Kanagala for Domestic vendors and in USD CIF any Indian port for foreign vendors”.
5. The bids must be sent through courier/ speed post. HLL is not responsible for the delay in receipt of the courier. Alternately the tender could also be dropped in the tender box maintained at “HLL Lifecare Limited, Kanagala, Taluk: Hukkeri, Dist. Belagavi, Karnataka, India”.
6. At any time prior to the deadline for submission of tenders, HLL, for any reason deemed fit by it, modify the Tender Enquiry documents by issuing suitable amendment(s) to it. Such an amendment will be published on our website. It is bidders responsibility to keep themselves updated on any such amendments.
7. In order to provide reasonable time to the prospective bidders to take necessary action in preparing their tenders as per the amendment, HLL may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.
8. The Tender should be complete in all respects. Incomplete tenders are liable to be rejected.
9. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Bidders.
10. HLL reserves the right to split up the quantity and place the order on more than a supplier and also reserves the right to accept or reject the offer without assigning any reason.
11. HLL also have the right to procure it from an alternate source at supplier's cost if he fails to meet the supply.
12. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Hukkeri Taluk, Belagavi Dist. / Trivandrum as the case may be.

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13. Responsiveness of the Bid shall be at the sole discretion of HLL.
14. The supplier shall have no right to change the quantity stipulated in the supply order.
15. Bid pronounced Non Responsive by HLL shall be summarily rejected.
16. The decision of HLL will be final and no correspondence of this shall be entertained

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SECTION 3 General Terms and Conditions of the Contract

In the event of award of the contract the supplier has fulfill the following obligations.

1. Supplies have to execute agreements for supply of item as per tender terms & conditions/ specifications.
2. Payment terms: After the acceptance of the material for domestic vendors & against Letter of Credit with 120 days credit from Bill of Lading for foreign vendors.
3. 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. The material found defective during online usage shall also be replaced at supplier's risk and cost within 15 days of intimation from HLL.
4. Alternatively the rejected material shall be destroyed at our end after damaging/ defacing the same, if the same is nor picked by the supplier as specified in clause no. 3 above.
5. The cost of damaging / defacing / destroyed shall be recovered from supplier's pending bills. In the event of no pending bills with HLL you shall make payment directly to us.
6. The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. The material should be supplied along with Certificate of Analysis covering all parameters in the specification & should have minimum 5/6th of remaining shelf life at the time of delivery. HLL reserves the right not to receive material beyond the delivery date given in the order
7. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 1% value of the materials per week of delay subject to a maximum of 10% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period.
8. INDEMINITY 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 loses 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 with in 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 the supplier takes prior approval before dispatching any excess quantity, otherwise the excess supplied quantity shall be returned back on freight to pay basis at the risk of the supplier.

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**SECTION 4
LIST OF REQUIREMENTS**

Sl. No.	Item specification	Annual requirement	UOM	Delivery Schedule
1.	FLUFF PULP,ROLL WIDTH 482MM, CORE DIA 76	2500	ADMT	To be supplied in 24 equal deliveries in staggered schedule

**SECTION 5
TECHNICAL SPECIFICATIONS**

Sl. No.	Item specification
1.	<p>FLUFF PULP,ROLL WIDTH 482MM, CORE DIA 76 White, Grade: Soft wood untreated long fiber pulp,Width482 +/- 1mm, Diameter 1300 +/- 50 mm Physical properties Basic weight (gsm) : 690 – 720 Moisture targets (%) : 6.5 – 8 Contaminants (ppm) :5 Brightness (ISO) % : 86 to 87% Density (g/cc) : 0.54 to 0.58 Fiber length (mm) : 2.7 Coarseness (mg/100m) : 24 Core inner Diameter- 76 mm</p>

SECTION 6
FORMAT FOR TECHNICAL BID and QUALIFICATION CRITERIA

1. The bidders could be either manufacturer or an authorized agent.

Contents of the Technical Bid

The technical bid should contain the following documents in the order specified, each page numbered in the format “page__of__”

1. Tender Form (In the format given in Section 8)
2. Manufacturer’s Authorisation Form (In the format given in Section 9, if the bidder is an agent)
3. Following details along with supportive documents:
 - a. Name & Address of the Supplier with:
 - i. Telephone No.
 - ii. Fax No.
 - iii. E-mail Address
 - iv. Name of Authorised contact person
 - v. Whether proprietary/partnership/ Limited company.
 - b. Are you a manufacturer / authorized agent? If authorized agent furnish a copy of authorization from manufacturer.
 - c. How many years have you been in the business of manufacturing / trading the Items for which you offered your bid?
 - d. Is the product being offered is of Pharma grade matching BP/USP/EP standards, indicate the standard.
 - e. Annual production capacity:
 - f. Indicate the quantity you can supply to HLL Lifecare Ltd. In terms of units per month:
 - g. What would be the minimum period required to deliver the ordered quantity from the date of confirmed purchase order?

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- h. Have you been a supplier to any Sanitary Napkin Manufacturer? If so give details.
- i. Annual Turn Over during the last 3 years:
- j. Details of tax registration :
 - i. GST No.
- k. Name & Address of your Banker(s)
 - i. Account no.:
 - ii. Swift Code:
- l. What is the shelf life of the product being offered by you?
- m. Any other details:

4. Confirmation of Specifications & Criteria as the table below:

ITEM: FLUFF PULP, ITEM CODE – I101131000

Sl. no.	Criteria questions for finding technically suitable offer	Reply of the bidder	Remarks Documents to be submitted
1.	Fluff pulp,Roll Width 482mm, core dia 76 mm		Self- declaration
2.	Colour- white		Self-declaration
3.	Grade: soft wood untreated long fibre pulp		Self-declaration
4.	Diameter: 1300 +/- 50 mm		Self-declaration
5.	Basic weight: 690 – 720 gsm		Self-declaration
6.	Moisture targets%: 6.5 -8		Self-declaration
7.	Contaminants (ppm): 5		Self-declaration
8.	Brightness: (ISO) %: 86 – 87		Self-declaration
9.	Density (g/cc) : 0.54 – 0.58		Self-declaration
10.	Fibre length : 2.7 mm		Self-declaration
11.	Coarseness (mg/100m) : 24		Self-declaration
12.	Core diameter: 76 mm		Self-declaration
13.	In case of manufacturer: no of years of inception of plant has to be declared.		Supporting documents may be provided
14.	Export Lice No / GST No. to be provided		Supporting documents may be provided
15.	In case of trader party should submit the authorization copy with the manufacturer for the sale of their product in the market.		agreement copy with the manufacturer
16.	The party should have supplied to at least three major Indian manufacturer of sanitary napkins		PO copies has to be attached
17.	The should have executed at least three orders of 100 tons each to Indian sanitary napkin manufacturer		PO copies has to be attached
18.	The party should have minimum turnover of Rs. 2 crore for 2016-17/ 2017-18.		Copy of financial results certified by chartered accountant may be attached.

All the information provided herein is true & correct.

PLACE:
DATE :

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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**SECTION 7
TENDER FORM**

Date_____

To:

HLL Life Care Limited, Kanagal - 591225, Taluk: Hukeri, DT: Belagavi, Karnataka, India

Ref. Your TE document No. _____ dated _____

We, the undersigned have examined the above-mentioned TE document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver_____ (Description of goods and services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith in a separate envelope and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form, for due performance of the contract.

We agree to keep our tender valid for the period mentioned in the tender notification. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of

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SECTION 8
MANUFACTURERS AUTHORISATION FORM

To

HLL Life Care Limited, Kanagal - 591225, Taluk: Hukeri, DT: Belagavi, Karnataka, India

Dear Sirs,

Ref. Your TE document No _____, dated _____

We, _____ who are proven and reputable manufacturers of _____ (name and description of the goods offered in the tender) having factories at _____, hereby authorise Messrs _____ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. _____ (name and address of the above agent) is authorised to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, CMC as applicable as per General Conditions of Contract, read with modification, if any, for the goods and services offered for supply by the above firm against this TE document.

Yours faithfully,

[Signature with date, name and designation]

for and on behalf of Messers _____

[Name & address of the manufacturers]

Note: 1. This letter of authorisation should be on the letterhead of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

2. Original letter may be sent.

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