

HLL/SD/2024-25/TENDER/EMP/14
Dt 24.05.2024



REQUEST FOR EMPANELMENT (RFE)
OF
CONSULTANTS/CONSULTING FIRMS FOR BIOSAFETY LAB
EQUIPMENT

HLL Lifecare Limited
(A Govt. Of India Enterprise)
HLL Bhavan, Poojappura,
Thiruvananthapuram -695012
Kerala, India
Website – www.lifecarehll.com
CIN : U25193KL1966GOI002621

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Section A

Empanelment Notice

SL. No	Item	Details
1	Addressee and address at which the bid is to be submitted (advance copy (PDF format) to be sent on Email).	Associate Vice President (Sourcing) HLL Lifecare Limited HLL Bhavan, Poojappura Thiruvananthapuram-695012 Kerala, India Email- sdrbdsouth@lifecarehll.com
2	Date of issue of the Request for Empanelment (RFE) document	24.05.2024
3	Last date and time for submission of Applications/bids	17.06.2024, 15:00 hrs
4	Last date and time for opening of bid	18.06.2024, 15:00 hrs
5	Duration of Empanelment	One year extendable to three years at the discretion of authorities of HLL based on the Consultants/Consulting Firms for Biosafety Lab Equipment performance
6	Application/bid processing fee	N/A

Section B

General Instructions to Applicants

1. HLL Lifecare Limited (HLL) ,Poojappura,Kerala,a Government of India enterprise under Ministry of Health & Family Welfare, invites, Request for Empanelment (RFE) from **Consultants/Consulting Firms for Biosafety Lab Equipment** initially for a period of one year extendable upto three years by the competent authorities of HLL based on satisfactory performance of the empanelled consultant(s)/Consulting firm(s).
2. The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the Consultants/Consulting Firm(s) will be as mentioned in this Request for Empanelment (RFE) and any modification or changes in the terms and conditions mentioned in this RFE will be entirely at the discretion of HLL.
3. No contractual obligations, whatsoever, shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of HLL with the selected Consultants/Consulting Firm(s). HLL reserves the rights to empanel one or more firms/consultants.
4. The content of this RFE enlists the requirements of the HLL. It includes the Empanelment Terms which details out all that may be needed by the firms to understand the terms and the empanelment process and explain the contractual terms that the HLL wishes to specify at this stage.
5. Interested agencies are advised to study this RFE document carefully before submitting their proposals in response to the Empanelment notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
6. The Documents to be submitted:

Documents	All documents in the pre-qualification criteria
Form 1	Application
Form 2	Area of Expertise Declaration
Form 3	Relevant Project Experience
Form 4	Details of responding organization

Section c

Instructions to Applicants (ITA)

1. About Us –HLL Lifecare Limited

HLL Lifecare Limited (HLL) is a Govt. of India Enterprise, under the Ministry of Health & Family Welfare. While focusing and expanding the core areas of its operation i.e. reproductive healthcare, HLL diversified into other healthcare segments like hospital products, hospital infrastructure management, medical equipment procurement consultancy, diagnostic services, retailing of pharmaceuticals etc. The purpose of business at HLL is 'to provide high-quality products and services at affordable prices'.

As part of HLL's Procurement Consultancy Services, HLL has a Sourcing Division (SD) which functions as a centralized procurement entity of various other HLL business divisions.

From time to time, HLL SD procures medical & imaging equipments, surgical instruments and implants, on behalf of many institutions across India for HLL Business Divisions. The SD procurement process follows open tender two bid system published through GEM/ CPP portal for the procurement of items and the bids of technically qualified applicants approved by a technical committee is opened for financial evaluation.

2. Empanelment of Consultants

To facilitate the technical evaluation of such high value items, it is proposed to empanel a pool of experts, as consultants with strong technical expertise in operation and working of Biosafety Lab Equipment.

The above list is indicative only and consultants having expertise in any relevant field other than those mentioned above and related to Medical & Healthcare devices and equipments can also apply for empanelment. The empaneled consultants will then be engaged by SD to independently evaluate the bid documents for compliance and accordingly qualify bid submissions.

3. Scope of Work

1. Review the HLL tender documents, including technical specifications, drawings, and terms and conditions.
2. Evaluate bids received against the technical criteria specified in the tender documents.
3. Assess the technical capabilities of the applicants, including their experience, expertise, and proposed methodologies.
4. Provide a detailed report on the evaluation, highlighting strengths, weaknesses, and any concerns or recommendations.

4. Operationalization of Consultancy

1. The consultants would be engaged from time-to-time on “**as and when required basis**” as per the scope of work determined by HLL SD. The detailed terms & conditions for the same shall be worked out separately after technical evaluation. Consultancy fees would be paid on the basis of the projects /manhours/days etc on active engagement through Empanelment.
2. The empanelled consultants/firms shall be considered as independent contractors with only temporary need-based engagement.
3. The copyright and IPR of any material produced under provision of the consultancy would rest solely with HLL.
4. Consultancy fees would be paid in consideration of their project-based services in phases as per finalization of their project work on active engagement through Empanelment.
5. While the above-mentioned activities are to give an idea about the nature and type of projects, there can be any additional activities of similar nature, which the empanelled firms/companies/consultants would be required to undertake, based on the requirements from time to time.
6. **The quality of the services is extremely critical and as part of their proposal the consultants/ consulting firms/proposer should demonstrate core competencies/ strengths on the above key aspects including adherence to quality and timely execution.**

5.Pre- Qualification Criteria

The Consultants/Consulting Firms for Biosafety Lab Equipment are expected to meet the following prequalification criteria. Consultants/Consulting Firms for Biosafety Lab Equipment failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. HLL shall evaluate the pre-qualification proposal with reference to the information and supporting documents furnished,

6. Technical Evaluation (100 Marks)

The Technical Evaluation would happen on the basis of Consultants/Consulting Firms for Biosafety Lab Equipment relevant experience and key personnel as described under. Technical submissions should contain signed and scanned soft copy documents in proof of experience and **duly filled and signed copy of documents specified.**

1	Past Experience in work of similar nature	Marks
1.1	Number of years' of experience of the Consultants/Consulting Firms for Biosafety Lab Equipment <input type="checkbox"/> More than 3 years <input type="checkbox"/> 2-3 years <input type="checkbox"/> 1-2 years <input type="checkbox"/> Less than 1 year	25 Marks
1.2	Experience of similar nature of services specified in scope of work within last 05 (Five) years	25 Marks
2	Personnel Details	
2.1	<input type="checkbox"/> Quality of personnel (qualifications, experience, skills, competencies and execution of Work/ Project in time bound manner). <input type="checkbox"/> Consultants working/worked on projects with central and state government agencies or PSU	50 Marks

Applicants will be considered qualified, if they score a total of 75% in technical evaluation.

Section D

General Conditions Of Contract

HLL shall keep a data bank of the eligible/qualified consultants/firms. The consultant or its associates/companies who are engaged by HLL for the aforesaid scope of work are not allowed to use the name of HLL, its logo, service marks or any document for any purpose without the prior written approval of HLL.

- i. HLL reserves the right to (a) reject any/all proposals without assigning any reasons thereof, (b) relax or waive off any of the conditions stipulated in this RFP document as deemed necessary in the best interest of HLL and the objectives of the project without assigning any reasons thereof and (c) include any other item(s) in the Scope of work at any time after consultation.
- iii. **Intellectual Property Rights:** All intellectual property rights developed as a consequence of any allotment of work to the subsequent empanelled consultant shall be the sole property of HLL and shall be governed by the provisions of the agreement/work order issued thereto.
- iv. **Blacklisting/debarring:** HLL reserves the right to cancel the empanelment letter issued and debar the firm, if it is found that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 07 days prior written notice.
- v. **Allocation of work post empanelment:** The allocation of work post empanelment among all the empanelled agencies will be made based on requirement as and when the requirements arise.
- vii. **Amendment to RFE:** At any time prior to the last date for receipt of applications, HLL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, HLL may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. **The applicant is required to visit the Tender Section of HLL on its website (<https://www.lifecarehll.com/tender>) for any changes or amendments in the RFE before submitting their Applications.**
- viii. **Ethics:** HLL expects all operators, shortlisted Consultants/Consulting Firms for Biosafety Lab Equipment to show highest ethical standards during the course of the assignment. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favour/gifts) is brought to the notice, the shortlisted Consultants/Consulting Firms for Biosafety Lab Equipment shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. HLL is absolved of any liability/claim arising out of any of the situations mentioned herein.

- ix. **Confidentiality:** The Consultants/Consulting Firms for Biosafety Lab Equipment must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted Consultants/Consulting Firms for Biosafety Lab Equipment must not, without the prior written consent of HLL, disclose any confidential information of HLL or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, HLL may impose such conditions as it thinks fit, and the Consultants/Consulting Firms for Biosafety Lab Equipment must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period. The selected Consultants/Consulting Firms for Biosafety Lab Equipment will be required to sign a mutually agreed Non-Disclosure Agreement (NDA) with HLL. During evaluation, HLL may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies/Individuals are required to respond within the time frame prescribed by HLL.
- x. The proposals submitted by the firms/agencies shall remain valid for a period of **six months after the closing date (deadline)** for submission of proposals prescribed in this document.
- xi. HLL may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:-
- a) Submitted the proposal after the response deadline.
 - b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - c) Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought.
 - d) Submitted more than one proposal.
 - e) Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
- xii. The application/bid is liable to be rejected if:
- a) Not in prescribed forms and not containing all required details.
 - b) Not properly sealed and signed as per requirements.
 - c) Received after the expiry of due date and time.
 - d) Missing of any supporting document(s) with the Proposal.

8. Proposal Submission

Documents to be submitted:

All the necessary documents mentioned in the pre-qualification criteria along with

- i. Form –1
- ii. Form –2
- iii. Form –3
- iv. Form—4

Section E

Forms And Declarations

Form 1: Application

Date:

To

Associate Vice President Sourcing
HLL Lifecare Limited
HLL Bhavan, Poojappura
Thiruvananthapuram-695012
Kerala, India
Email-sdrbdsouth@lifecarehll.com

Tender Ref No:HLL/SD/2024-25/TENDER/EMP/14

Subject: Empanelment of Consultants/Consulting Firms for Biosafety Lab Equipment.

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empaneling us with HLL for the Professional Services for management consulting.

The proposal is made by me/us on behalf of.....
(Company/Firm/Association of individuals/individual) in the capacity of duly authorized to submit the proposal.

If our application is accepted, we undertake to perform the services as mentioned above, in accordance with the requirements, terms and conditions of the tender.

I/We understand that HLL reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empaneled firms.

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 tender document, including amendment/ corrigendum if any

AUTHORISED SIGNATORY (Name and Designation) Name of Firm/consultant:

Address:

E-mail ID: Contact details

Form -2 - Area of Expertise Declaration

Applicants are requested to specify the area of expertise below. The area of specialization and expertise mentioned below is indicative only and applicant may specify experience in other fields, if any. A documentary evidence supporting the experience may be attached. (Experience certificate/Self attested statement)

Area of Specialization (Eg;Ortho/Neuro/Uro/Radiology/Ophthal/ Multidisciplinary)	Area of Expertise* (Eg :Implants,Surgicals,OT Equipments/Diagnostic & Lab Equipments ,Imaging)	Period of Experience/Remarks
Any Other areas (Please specify)		

* Please provide in detail experience corresponding to equipments and specialization. The applicant may submit a self-attested statement separately (if required) including the details

PLACE

DATE

APPLICANT NAME & SIGNATURE
(WITH OFFICE SEAL)

Form 3: Relevant Project Experience

S. No.	Name Of the Project/Engagement/consultancy work	Client name	Duration (Period)	Value

PLACE

DATE

APPLICANT NAME & SIGNATURE
(WITH OFFICE SEAL)

Form 4: Details of responding organization

1.Name of Company	
Registered office address	
Name of Contact Person	
Mobile No	
E-mail Address	
Whether Distributor/Authorized Agent/ Proprietor/Partnership/LPP/ Private Limited/Public Limited/Government	
Specify whether SSI / MSE unit :	
2. How many years have you been in the business of manufacturing/selling?	
3. Details of Tax Registration	
a) GST NO	
b) PAN NO	
4. Name & Address of your Banker (s)	
Account no.	
Swift Code	
IFSC Code	
All the information provided herein is true & correct.	

PLACE:

DATE

APPLICANT NAME & SIGNATURE
(WITH OFFICE SEAL)