

TENDER NOTIFICATION

Sealed Tenders under Two Bid System (Technical & Price Bid) in the prescribed tender form are invited from experienced contractors to carry out the Secondary packing work of Condom & OCP in the Party premises 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 at Party's premises of 1. Condoms 2. Oral Contraceptive Pills (OCP)	600 M.Pcs 1200 Lac Cycles	Rs.200 Lac	50000/-	Rs.3000 (Inclusive of Sales Tax)

- Blank Tender Forms will be issued in the office of HLL Lifecare Kanagala during office hours on all working days **from 29/08/2013 to 20/09/2013**. Tender documents can also be downloaded from our website www.lifecarehll.com. Those who are downloading the Tender Forms from website should invariably pay the cost of tender form along with the Technical bid (DD for tender cost should be enclosed separately. The said DD should be drawn in the name of HLL Lifecare Ltd, payable at SBI Nipani).

Tender /s will be rejected in case cost of Tender Form is not paid/enclosed.

- E.M.D of Rs.50000/- is to be enclosed along with Technical Bid, in the form of D.D drawn in favour of HLL Life care limited payable at SBI,Nipani
- Separate D.D for E.M.D and Cost of tender form should be taken.
- Party should be ready to attend negotiation at their own expenses at Kanagala (Belgaum Dist, Karnataka) or Trivandrum (Kerala) or at the place fixed by the Company.

LAST DATE FOR SUBMISSION OF TENDERS: 20th Sep 2013 14:00 Hrs

DATE OF OPENING TECHNICAL BID : 20th Sep 2013 14:30 Hrs .

DATE OF OPENING OF PRICE – BID: WILL BE ITIMATED TO

QUALIFIED BIDDERS ONLY.

General Manager (Operations)

TENDER DOCUMENT

FOR

**OUTSOURCING OF SECONDARY PACKING WORK
OF OCP & CONDOMS
FOR 2013-2015
AT CONTRACTOR PERMISES.**

PART I TECHNICAL BID

**TENDER NO. HLL / BGM/HR/OS/13-15/2013
DATE: 29/08/2013**

**HLL LIFECARE LIMITED.
KANAGALA – 591 225
BELGAUM DIST.
KARNATAKA**

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I. INSTRUCTION TO BIDDERS

1. This tender is intended to finalize the contract to carryout the secondary packing work and its allied works for different schemes of Condom and Oral Contraceptive Pills by engaging the required manpower at the contractor premises through outsourcing at the agreed rates on contract basis for a period of two years.
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
3. This is a two bid system comprising of (a) Technical bid & (b) Price bid
4. The Technical Bid should accompany a D.D for Rs.50000/- towards Earnest Money Deposit drawn in favour of HLL Life Care Ltd., and payable at SBI, Nipani- 591237 failing which the Tender will summarily be rejected.
5. Both the Bids shall be submitted in sealed covers separately. Tender numbers. of the Technical and Price Bids shall be super scribed on the respective covers in order to clearly identify between the two Bids. The two separately sealed and Super scribed Bids enclosed in a single cover and super scribed with the respective Tender No. Complete in all respects, addressed to the General Manager (Operations), HLL Life Care Ltd., Kanagala-591225 should reach us on or before the 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.
6. 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.
7. Bids received after the deadline for submission shall not be considered.
8. 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/s shall be ready to follow the conditions if any required by the Company (regarding the building and its premises) in respect of:
 - a) Building & Environment (b) Sanitation & Hygiene(c) Contamination Control (d) Environmental Control (e) Storage Condition (F) Processing Control & Documentation Requirements, The details if any required should be well understood by the Tenderer from the company before offering the rate.
10. The Tenderer should study well, the mode of packing for each scheme/works involved, calculate the labour required to do packing of one million condoms of each scheme/other works, the statutory payment to be made, transportation charges (To & Fro), loading and unloading charges (To & Fro), insurance (To & Fro & at Godown), Building rent, License fees, labour payment, labour insurance & other charges, if any, and quote the rate against each scheme given.

11. The price bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated Separately in usual course
12. The company shall have the right to inspect the quality and existence of the technical details mentioned in the Techno commercial bid to determine whether the Tenderers/Bidder qualifies in the Techno commercial bid and the Tenderer shall extend all co-operations for this.
13. 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.
14. In the price bid, the Tenderer shall quote the rate for the items mentioned
15. The Tenderer should study well, the activities involved in the secondary Packing work, number of labours required for smooth functioning of the activities, wages not less than minimum wages to be paid for his Employees, transit insurance (both ways –once carrying the materials for packing and another time while returning the packed goods)and insurance for the goods stocked in your premises to be arranged and stamping work to be done at your end, expenses towards obtaining the Drug License by you and the statutory payment to be made, if any, and quote the rates accordingly.
16. In case various 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.
19. Dug License is to be obtained by the contractor only at his own expenses on award of Contract/on intimation by HLL Lifecare Ltd.,
20. Transit Insurance (while lifting the material from HLL Life Care Ltd. ,Kanagala to contractors Premises and while returning the finished goods to HLL Lifecare Ltd,Kanagala from contractors Premises) and the insurance for HLL Lifecare Ltd goods stored at contractors Premises is to be arranged by the contractor only on his account.
21. The tender can be cancelled at any stage without assigning any reasons & reference to the participants.
- 23 The contractor has to arrange to lift the material from HLL Lifecare Ltd,Kanagala to his premises & Vice versa on his account only
24. The tendered and ordered quantity and schemes are liable to change and the same will be binding on the contractor .
25. The schemes for which the contractors rate is lower than the company rates, such schemes only given for packing to contractors
26. The contractor shall have a valid Drug Licence from the Authority in Form No.25 & 28 and to obtain loan licence for Carrying out the said work before commencing the work at his own expenses only.
27. The work is to be carried out at contractor premises only & the premises should be as per the requirement of HLL Lifecare Ltd,Kanagala.
28. The contractor should ensure eligible minimum wages to the employees deployed by him at his premises for the said work.

29. In case the party backs out from the commitment, their EMD will be forfeited followed by blacklisting
30. On award of contract, Security Deposit @5% of total work order value is to be deposited by the contractor/will be recovered from his bills which will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank in lieu of S.D is acceptable.
31. The contractor should have premises (Own/hired/leased/rented) preferably at Kanagala/Sankeshwar/Nipani or near to HLL Life Care Ltd.
32. On award of contract, the contract can be terminated by HLL Lifecare Ltd., Kanagala at any time during the contract period without paying any compensation & the Decision of the HLL Lifecare Ltd., with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
33. Party should have Constructed & well secured RCC building (Own/Rented) with minimum 3000 Sq.ft plinth area to accommodate 40-50 people at a time for secondary packing activities and also to accommodate raw materials and finished goods. The building should have bath room and toilet facility with sufficient water and Electricity supply/ will be provided by the party before commencement of work.
34. The building should be near to HLL and within 15-20 Kms radius of HLL
35. The premise should have easy access to main road & sufficient space for parking of vehicles for loading and unloading activities.
36. Party should have Immovable property worth Rs.5.0 Lac in own name. Proof to be enclosed(Certificate needs to be obtained from approved valuers/Chartered Accountants for value of immovable property depending upon the type of property).
37. The company reserves the right to issue tender form to any body and also to reject the tender without assigning any reasons and the matter cannot be referred to any court.

Work requirement with respect to Secondary packing (Out Sourcing) of various schemes of Condom & OCP at Contractor premises

1. Secondary packing of Condoms & OCP for different schemes of packing using the material supplied by HLL Life care Ltd Kanagala-591225 as per norms and other requirements in the Bid, in the premises of the contractor approved by the Company and return the packed Condoms to HLL Lifecare Ltd at Kanagala-591225, Tq: Hukkeri. Dist:Belgaum (Karnataka).
2. Receipt & Return of Material by the Tenderer. –The packing material for packing work will be supplied by HLL Life Care Ltd as per norms. The packing materials are to be collected from HLL Life Care Ltd., as per the Scheme requirement from time to time and return the packed Condom with proper records to HLL Life care Ltd. The finished goods along with any excess materials such as pouches, wallets, cartons and corrugated boxes and PVC /Cello tapes etc should be returned to HLL Lifecare Ltd for reconciliation.
3. The Strips/Blisters and all secondary packing material should be physically verified and received by the Contractor at receipt point. Once these items are received it is contractor's responsibility for its accountability.
4. The contractor should ensure the mode of packing, quality and GMP requirements (Good Manufacturing Practices) as per Schedule A-4 and should follow the suggestion/instructions given by HLL Lifecare Ltd representative from time to time for the same.
5. In case of any no-conformance in the finished goods returned by the contractor, the contractor shall carryout the rework at his own cost.
6. The finished goods along with excess materials left should be handed over to HLL Life Care Ltd., after completion of the work on completion of scheme.
7. Record Maintenance: - the contractor will be liable to keep the record of all the materials received from HLL Life care Ltd, materials handed over to HLL Life Care Ltd., after completion of work, qty packed Batch numbers, no of employees deployed by him for the said work etc details and keep them updated daily.
8. Legal Compliance: -(a) The contractor should take license under the Contract Labour(R&A) Act.1970 and other statutory licenses wherever applicable and should produce proof wherever required. (b) The Tenderer should take insurance for his workers against any eventuality of accident etc. HLL Life Care Ltd will not be liable for any accident sustained to contractor's workmen while on or out of the work during the contract period. The contractor has to cover personal accident insurance policy in respect of the employees engaged by him under workmen Compensation Act.(c)The Contractor should obtain the Drug License on award of Contract before commencement of work.

Schedule –A 1Schemes with configuration for packing – Condom Out sourcing 13-15

Sl.	Scheme	Configuration	Leaf let	Frequency of stamping	Remarks	Target in No of Cartons for 8 hrs.	No.of Cartons Per M.Pcs	Stamping Target	Strapping Target	Target Address writing
1	Deluxe	5x20x40	yes	4 times	2 on wallet 2 on carton	80	10000	20000	360	450
2	Free Supply	10x50x12	No	2 times	Licence No., B.No,Mfg & Exp.date	60	2000			
3	Free Supply Asha	3x140x12	No	2 times	Licence No., B.No,Mfg & Exp.date	30	2381			
4	Ustad	3x30x24	No	4 times	2 on wallet, 2 on carton	60	11111	20000	360	450
5	Moods	3x40x30	Yes	4 times	2 on wallet, 2 on carton	65	8333	20000	360	450
6	Sawan 3s	3x60x30	Yes	4 times	2 on wallet, 2 on carton	34	5555	20000	360	450
7	Sawan 7s	7x30x30	Yes	4 times	2 on wallet, 2 on carton	49	4762	20000	360	450

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.

Schedule A-1(a)**Schemes with configuration for packing – OCP out sourcing 13-15**

SI	Schemes	Configuration	No of cartons per Lakh cycles	No of Corr-Box per Lakh cycles	Target for 8hrs In cartons (more or less)	Stamping for 8hrs (more or less)	
						Wallet	Carton
1	Aspara 1	1x10x100	10000	100	110	15000	6000
2	Aspara 3	3x10x40	3334	93	200	15000	6000
3	Arpan	1x10x100	10000	100	200	15000	6000
4	Choice 1	1x20x50	5000	100	130	*	*
5	Choice Twin	2x20x50	2500	100	140	*	*
6	Ecroz 1	1x25x50	4000	134	70	*	*
7	Ecroz 3	3x10x60	3334	112	130	*	*
8	Khushi 1	1x20x50	5000	100	120	15000	6000
9	Khushi 3	3x10x40	3334	84	140	15000	6000
10	Mala D	1x10x100	10000	100	450	25000	12000
11	Mala N	1x100x10	1000	100	50	25000	
12	Mala N(Asha)	1x100x6	1000	167	50	25000	
13	Pearl 1	1x20x20	5000	100	70	*	*
14	Pearl 3	3x10x20	3334	167	150	*	*
15	Suvida 1	1x20x50	5000	100	120	15000	6000
16	Suvida 3	3x10x40	3334	84	140	15000	6000
17	SUNEHRI 3	3x15x24	2223 (jar)	93	100	15000	6000
18	EC-Pills	1x50x20	2000	100	50	15000	6000
19	EC-Pills (Asha)	1x50x6	2000	334	50	15000	6000
20	Saheli	1x10x70	10000	143	130	15000	6000

Note: Mala-N & Mala-D Wallet & Carton stamping with Ink.
 Other all schemes are wallet & cartons stamping with paint.
 * Pre printed.

- 1) Box strapping/ man power/8hours Target 250 boxes
- 2) Address writing/ man power/8hours Target 250 boxes

Mode of pack of each scheme

CONDOMS

Sl.	Scheme	Mode of Pack
1	Deluxe	Five strips in a wallet. Twenty wallets in a carton. Forty cartons in a Corrugated box.
2	Free supply	Fifteen strips in a pouch. Fifty pouches in a carton. Twelve cartons in a Corrugated box.
3	Free Supply Asha	Three strips in a pouch. One Hundred Fourty pouches in a carton. Twelve cartons in a Corrugated box.
4	Ustad	Three strips in a wallet. Thirty wallets in a carton. Twenty four cartons in a Corrugated box.
5	Moods	Three strips in a wallet. Fourty wallets in a carton. Thirty cartons in a Corrugated box.
6	Sawan 3s	Three strips in a wallet. Sixty wallets in a carton. Thirty cartons in a Corrugated box.
7	Sawan 7s	Seven strips in a wallet. Thirty wallets in a carton. Thirty cartons in a Corrugated box.

Strips are to be filled in pouches in all schemes.

Mode of pack of each scheme**OCP**

Sl.	Scheme	Mode of pack
1	Mala-N	1Blister(Strip) in a wallet with leaflet.100 wallets in a carton.10 cartons in a corrugated box
2	Mala-N (Asha)	1Blister(Strip) in a wallet with leaflet.100 wallets in a carton.06 cartons in a corrugated box
3	Mala-D	1Blister(Strip) in a wallet with leaflet.10 wallets in a carton.100 cartons in a corrugated box
4	Choice-1	1Blister(Strip) with leaflet in 1 pouch & to be sealed.20 Pouches in a carton.50 cartons in a corrugated box
5	Choice-2	2Blister(Strip) with leaflet in 1 pouch & to be sealed.20 Pouches in a carton.50 cartons in a corrugated box
6	Saheli	1Blister(Strip) in a wallet with leaflet.10 wallets in a carton.70 cartons in a corrugated box
7	Arpan	1Blister(Strip) in a wallet with leaflet.10 wallets in a carton.100 cartons in a corrugated box
8	Pearl 1	1Blister(Strip) in a wallet with leaflet.20 wallets in a carton.20 cartons in a corrugated box
9	Pearl 3	3Blister(Strip) in a wallet with leaflet.10 wallets in a carton.20 cartons in a corrugated box
10	Ecroz 1	1Blister(Strip) in a wallet with leaflet.25 wallets in a carton.50 cartons in a corrugated box
11	Ecroz 3	3Blister(Strip) in a wallet with leaflet.10 wallets in a carton.60 cartons in a corrugated box
12	EC-Pills	1Blister(Strip) in a wallet with leaflet.50 wallets in a carton.20 cartons in a corrugated box
13	EC-Pill Asha	1Blister(Strip) in a wallet with leaflet.50 wallets in a carton.60 cartons in a corrugated box
14	Apsara 1	1Blister(Strip) in a wallet with leaflet.10 wallets in a carton.100 cartons in a corrugated box
15	Apsara 3 Jar	3Blister(Strip) in a wallet with leaflet.10 wallets in a Jar.40 Jars in a corrugated box
16	Khushi 1	1Blister(Strip) in a pouch with leaflet & to be sealed.20 pouches in a carton.50 cartons in a corrugated box
17	Khushi 3	3Blister(Strip) in a wallet with leaflet.10 wallets in a carton.40 cartons in a corrugated box
18	Suvida 1	1Blister(Strip) in a wallet with leaflet.20 wallets in a carton.50 cartons in a corrugated box
19	Suvida 3	3Blister(Strip) in a wallet with leaflet.10 wallets in a carton.40 cartons in a corrugated box
20	Sunehri 3	3Blister(Strip) in a wallet with leaflet.15 wallets in a carton.24 cartons in a corrugated box

Activities involved in Sec Pkg (Out Sourcing) & allied works

1. Receive strips, pouches, wallets, cartons/Jars, packing slips, leaflets, and corrugated boxes, cello /PVC tapes supplied by HLL Life Care Limited.
2. Write down details to be filled in the packing slips
3. Stamp the wallets once for Batch Number and date details and again stamp second time for the loan license details of contractor frequency of Stamping will be as per Schedule A-1
4. Form the wallets after ensuring correctness of batch number on strips and wallets.
5. Pack the required number of strips into wallet and close the wallet.(If pouches form part of the mode of packing ,first fill the strips into the pouch, fold the pouch and fill the pouch into the wallet. If leaflet form the part of the mode of packing, a leaflet is to be filled into the wallet with the pouch, which contains the required number of strips).
6. Stamp the Cartons once for Batch Number and date details and again stamp second time for the loan license details of the contractor. No of Stampings to be done is already indicated. However in due course the no. of stamping may increase. Hence considering this the party is required to quote his rate.
7. Form the carton in shape for filling packed wallets.
8. Fill required number of wallets as per the packing mode of the given packing scheme into the carton/Jar, put the packing slip into the carton/Jar, closed it and paste with cello tape.
9. Fill the packed cartons/Jars into the corrugated boxes and paste with PVC tape Number of carton/Jars to be filled in corrugated boxes will be as per packing mode of allotted scheme.
10. Consignee address writing on the corrugated boxes.
11. Nylon strapping of the Corrugated boxes/Finished goods and stack the boxes batch wise.
12. Contractor shall strictly maintain the batch identity and traceability of each and every item in all stages from the receipt of materials to the supply of finished goods stage.
13. Reworking of entire boxes of a batch should be done if any defective are observed in the packed products during inspection by HLL Life Care Ltd., representative.
14. After completion of filling the output and waste if any, should be tallied with received quantity and it should be handed over to HLL Life Care Ltd., scheme wise.
15. Strips with visible defects shouldn't be packed.
16. Wallets, cartons/Jars and corrugated boxes should be checked to ensure proper batch stamping details on them.

GMP Requirements

a) 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.

b) Storage Condition

Packaging material and packed material should be stored in clean dry insect free area and protected from direct sunlight, heat and mechanical damage, hygiene condition should be ensured. Crowding causes mix-ups and hence the premises should be assigned for various activities.

c) Process Control and documentation

It should be ensured that all operations are conducted properly by controls such as training, supervision and Inspection. Documented procedure should be there for all the operations and proper control shall be there to ensure that the product consistently meet the required specifications.

Schedule – B

Minimum Eligibility criteria for Technical Qualification

1. Well secured RCC building (Own/Rented) with minimum 3000 Sq.ft plinth area to accommodate 40-50 people at a time for secondary packing activities and also to accommodate raw materials and finished goods. The building should have bath room and toilet facility with sufficient water and Electricity supply.
2. The building should be near to HLL and within 15-20 Kms radius of HLL
3. The premise should have easy access to main road & sufficient space for parking of vehicles for loading and unloading activities.
4. Immovable property worth Rs.5.0 Lac in own name. The Technical Bid should accompany documentary proof/copies of documents such as ownership certificate, encumbrance certificate and copies of the tax receipts last paid with respect to the immovable property owned by the Tenderer. (Certificate need to be obtained from approved valuers /Chartered Accountants for value of immovable property)
5. The Tenderer should be able to undertake the secondary packing work as given in the schedule A, A-1, A-2, A-3 and A-4.
6. The Tenderer should have phone facility
7. A Declaration (as given in Schedule –F) from the Tenderer that the offer being submitted is as per the requirements given in this Bid is to be attached along with the Technical Bid.
8. The Tenderer should comply will all requirements of GMP and Drugs Control Rules & Regulations - Yes / No.

Documents to be enclosed with Technical Bid Form

1. E.M.D of Rs.50000/- (in the form of DD) DD .No.-----dt.....
2. Building details (3000 Sq.ft plinth area). City survey (CTS) extract copy. Area of total building and plinth area
3. Agreement copy in case of rented/leased building(Possession certificate)
4. Building tax paid receipt for past 3/5 years
5. Non encumbrance certificate for previous 13 years.
6. Documentary proof for immovable property for Rs.5.0Lac in own name (Certificate need to be obtained from approved Valuers/chartered Accountants for value of property depending upon the nature of property).
7. Schedule-E of Tender form duly filled up and signed.
8. Schedule-F of Tender form duly filled up and signed.

TECHNICAL BID FORM**Schedule – C****Questionnaire – General Information of the Tenderer.**

Sl	Subject	Details
1	Name of Tenderer/Firm/Company/Society	
2	In case of Firm/Company	Proprietor/Partnership
3	Address of Tenderer/Firm/Company/ Society	
4	If Society	Regd. Charitable Society Co-op. Society Labour Supply Society
5	If society the Act under which Registered & Reg.No & Date	
6	Details of Society Governing body (Attach proof)	
7	Contact person Telephone No/Fax No/E-mail ID	
8	Bankers Details (Please enclose copy of audited Annual Report for the last two years in case of Societies/firms/Company)	
9	In case of individuals Details of Immovable property in own name (Worth minimum Rs.5.0 Lac) a) Description of property (Attach copy of Possession certificate, location certificate, encumbrance Certificate -for last 13 years) b) Survey No./TC No c) Location(Address) d) Total Area(Cents/Guntas etc)	
10	Service Tax No (Enclose copy)	

11	PAN No (Enclose copy)	
12	Labour License No under Contract Labour(R&A)Act.1970 (Enclose copy)	
13	PF Registration Code No. (Enclose copy)	
14	ESI Code No. (Enclose copy)	
9	Previous experience in carrying out the tender work at HLL. Furnish details.	
10	Experience in other contracts at HLL or outside. Furnish details	
11	<u>Details of Building for packing activities</u>	
	a) Building No.Corporation/Panchayat	
	(b) Own or rented/leased	
	(c) If rented/leased mention the period of Rent/lease (enclose a true copy of agreement)	
	(d)Address & location of building	
	(e) Total area of compound where Bldg is situated	
	(f) Plinth Areas(Minimum 3000 Sq.ft & Accomodate 40-50 people at a time for wok	
	(g) Details of Furniture & Fixture like Tables,chairs etcin Bldg to Carryout Sec.Pkg activities	
	(h) Building –RCC/Tiled/Thatched/ If others specify:	

	(i) Bath Room & Toilet facilities provided in the premises of the building.	Yes/No
	(j) Water supply available in Bldg., (Tap water/Well water/Bore well)	Yes/No
	(k) Building has access to Road for Lorry entrance	Yes/No
	(l) Storage area with locking facility for safe custody of materials in said building (give Plinth Area)	
	(m) Agreement/Sale Deed/Possession Certificate of said Bldg, enclosed	Yes/No
	(n) Non encumbrance certificate for last 13 years of said Bldg enclosed.	Yes/No
	(o) Said Bldg Tax paid receipt for 3/5 years enclosed	Yes/No
11	Turn over details for last 03 Years Certificate in original duly signed by chartered Accountant to be enclosed	
12	Banker Details & Financial stability	
13	Are you ready to undertake and carry out the work of secondary packing by engaging adequate manpower & required furniture as per the instructions given by the company:	Yes/No
14	Do you agree to pay minimum wage & statutory payments to be workers engaged by you and follow the provisions of contract labour (R&A) Act 1970 & GMP etc	Yes/No

15	Can you assure that once the contract is awarded to you, you will take (1) Transit/Storage insurance coverage for the building and Materials handed over to you against theft, fire, damage to Product give guarantee to the Company to made good the loss on Damages caused to the Company on account of awarding the work to you. (2) Provide measures for control of termite & pest (3) Provide Safety measures as per the Act	Yes/No Yes/No Yes/No
15	Have you read, understood and agree to abide by the Terms & Conditions of Tender & also the agreement to be signed by the tenderer and the Company once the contract is awarded	Yes/No
	Have you enclosed the declaration (As per Schedule-F)	Yes/No
16	Details of EMD for Rs.50,000/-	D.D/Multicity cheque.No.

DECLARATION

I / we confirm having read and understood all the specifications, instruction, forms, terms and conditions and all relevant information regarding the referred Tender Notification (Secondary packing Inside KFB premises for 2013-15) and agreed to abide by all without any deviation from what are stated above.

Signature
Name & Address

Date:
Seal of the Tenderer

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)(23rd 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 from time to time 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 wherever applicable 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 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), 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 wherever required.
13. Contractor will comply with all the statutory norms including hours of work and Holidays etc
14. The contractor should follow the suggestion/instruction given by HLL Lifecare Ltd Representative time to time for the same.
15. The quoted rate should be inclusive of all and valid till the completion of contract period.
16. Sub contract is not allowed.
17. On award of contract the contractor should execute an agreement with HLL Lifecare Ltd., in the Prescribed manner
18. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.

19. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer
20. While quoting the rate in the Price Bid the tenderer should study well the nature of works given in the schedules.
21. 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.
22. 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.
23. HLL Lifecare 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.
24. 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.
25. 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.
26. 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,
27. Contractor should comply with the Safety and Quality policy of the Company.
28. 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.
29. On award of contract, the contract can be **terminated** by HLL Lifecare 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.
30. 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.
31. Tenders without EMD will be rejected.
32. All statutory deductions will be applicable on contractor account only.
33. In case of back out from the commitment, the EMD will be forfeited followed by blacklisting.
34. The Contractor should have separate PF establishment code in their name.
35. Issue of Tender Form is solely at the discretion of the Management.

Schedule – E

Technical Bid-Questionnaire to be filled for Minimum Eligibility Criteria
Secondary Packing work (Out Sourcing) and its allied works at Contractor
premises.

1	Can you undertake the contract for Secondary packing work as given in SCHEDULE.A, A-1, A-2, A-3, A-4	YES/NO
2	Are you registered with Income tax, service tax authorities	YES/NO
3	Are you having Licence under the Contract Labour(R&A) Act 1970	YES/NO
4	Are you having registered with ESI, PF authorities and have independent establishment code	YES/NO
5	Have you any experience with HLL in the same work	YES/NO
6	Have you any experience with HLL in works other than secondary packing	YES/NO
7	Do you have immovable property worth minimum 5 Lakhs in your own name	YES/NO
8	If the above 7 is yes, have you enclosed the true copies of ownership and encumbrance certificates and copy (ies) of tax receipt along with the Technical Bid.	YES/NO
9	Are you having the premises (own/rented/leased/hired) for work in ready position?	YES/NO
10	Have you attached the Declaration (as in schedule F) along with the Technical Bid	YES/NO
11	Will you ensure the GMP requirements	YES/NO
12	Will you meet all the legal/statutory requirements with respect to this contract	YES/NO

All the information provided herein is true and correct.

SIGNATURE & SEAL OF THE BIDDER

NAME OF THE BIDDER:

Place:

Date:

**FORMAT FOR TURN OVER CERTIFICATE TO BE OBTAINED FROM A CHARTERED
ACCOUNTANT**

TURN OVER CERTIFICATE

*We have verified the books & records of M/s.....
.....of.....and
accordingly we do hereby certify the Turnover as below:*

<i>Sl</i>	<i>Year</i>	<i>Turnover (Rs.)</i>
1		
2		
3		

*This certificate is issued on specific request of the party for the participation in
Tender of Hindustan Latex Ltd., Kanagala-591 225,Dist: Belgaum.*

Date: *Chartered Accountant*

Place: *M.No.....*

Address:

Declaration accepting Terms & Conditions by the Tenderer

I/we confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of the above tender (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/we agree to abide by all without any deviation.

SIGNATURE
NAME & ADDRESS OF APPLICANT

(Seal of Applicant)