

Supply of Pharmaceutical Products for onward supplies to foreign countries

Tender No: HLL/SD/RBD/2018-19/TENDER/11 Dt: 14.03.2019



HLL Lifecare Limited

(A Govt. Of India Enterprise)

**HLL Bhavan, Poojappura,
Thiruvananthapuram -695012
Kerala, India**

Tel:+0471 2354949, 2355426, 2350961, 2356352.

Website – www.lifecarehll.com

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(A Govt. of India Enterprise)
HLL Bhavan, Poojappura,
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IFB No	:	HLL/SD/RBD/2018-19/TENDER/11 Dt.14.03.2019
DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	:	14.03.2019, 10.00 HRS
LAST DATE FOR SALE OF TENDER DOCUMENT	:	03.04.2019, 11.30 HRS
LAST DATE AND TIME FOR RECEIPT OF BIDS	:	03.04.2019, 14.30 HRS
DATE AND TIME OF OPENING OF TECHNICAL BIDS	:	03.04.2019, 15.30 HRS
PLACE OF OPENING OF BIDS	:	HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India
ADDRESS FOR COMMUNICATION	:	Senior Manager (SD-RBD) HLL Lifecare Limited HLL Bhavan, Poojappura, Thiruvananthapuram -695012 Kerala, India E-mail : sdrbdsouth@lifecarehll.com

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NOTICE INVITING TENDER

Supply of Pharmaceutical Products for onward supplies to foreign countries

HLL Lifecare Limited (HLL), a Mini Ratna Schedule B Central Public Sector Enterprise under the Ministry of Health and Family Welfare, invites an open tender under two bid system from interested manufacturers / authorised agents for;

1. Supply of Pharmaceutical products as per the items mentioned in Annexure 5.
2. These supplies are for onward supplies to Foreign Countries as per orders/advices from different Departments of Govt. of India.

I. About HLL

HLL Lifecare Limited (HLL) is a Mini Ratna Schedule B Central Public Sector Enterprise under the Ministry of Health and Family Welfare. HLL Lifecare limited (formerly known as Hindustan Latex Ltd), came into being on March 1, 1966 under the Ministry of Health and Family Welfare, Govt. of India. Over the decades, HLL has grown today into a multi-product, multi-unit organization addressing various public health challenges facing humanity.

The company's Corporate Head Office is situated at Thiruvananthapuram, Kerala. HLL today has seven state-of-the-art manufacturing plants which are - Peroorkada in Thiruvananthapuram for contraceptives, Kangala (near Belgaum) in Karnataka for contraceptives and pharmaceutical products, Akkulam in Thiruvananthapuram for hospital products, Kakkanad in the Cochin Special Economic Zone, Kerala (2004) for female condoms and male condoms (export), Manesar/Haryana for rapid in- vitro diagnostic test kits, Indore in Madhya Pradesh for pharmaceutical products and Irapuram in Cochin is the moulding hub for male and female condoms.

HLL's Health care product range includes Contraceptives products, Blood Collection Bags, Surgical Sutures, Auto Disable Syringes, Vaccines, In - Vitro Diagnostic Test Kits, Pharmaceutical products for Women, Natural and herbal products, Hydrocephalus Shunt, Tissue Expanders, Surgical and Examination Gloves, Blood Banking equipment, Neonatal equipment, Blood Transfusion and Intravenous sets, Vending Machines, Iron and Folic Acid Tablets, Sanitary Napkins, Oral Rehydration Salts and Medicated Plasters etc. The company has a wide network of stockists and retail outlets spread across the length and breadth of the countries to market its products.

HLL has also launched several initiatives in the services sector – for medical infrastructure development, diagnostic centres, retail chain of pharmacy outlets and procurement consultancy services.

II. Details of Tender

The major details of present tender are the following:

1. Scope of the tender includes Supply of Pharmaceutical products mentioned in Annexure - 5 to HLL Depot at Chandigarh, UT for onward supply to Foreign Countries.
2. Suppliers must ensure strict compliance to all statutory regulations and quality standards. Packing specifications as detailed in Annexure – 6.
3. Primary manufacturers/authorized agents are allowed to participate in the Tender. Manufacturer's authorization form in original may be submitted by participating authorized agents.
4. All the Dry Powder and Liquid Injectables are to be manufactured as per USP standards.

5. **The products offered in the tender must be only manufactured in INDIA and relevant manufacturing licenses along with product list to be submitted.**
6. All medicines supplied should have barcoding. The Details of barcoding will be mentioned in the purchase order and MRP should not be printed on any package
7. Central Public Sector Enterprises/SSI Units registered with NSIC (certified copy required) or appropriate agency / authority shall be exempted from payment of Tender document cost, Earnest Money Deposit & security Deposits as per rules (upto their monetary limit). Those bidders should submit attested hard copy of their UDYOG AADHAR MEMORANDUM along with registration certificate.

The details of item, specifications and terms & conditions etc. are given in Tender document. Tender documents can be downloaded from our website www.lifecarehll.com. **Cost of Tender documents i.e. Rs.5000/- in the form of Demand Draft drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram drawn from any nationalized bank/scheduled bank shall be given with the Technical Bid.**

III. Bid Data Sheet

Address for Communication	Senior Manager (SD-RBD) HLL Lifecare Ltd. HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala, India Tel: +91 4712353932, 2354949, 2350959, 2350961, Email – sdrbdsouth@lifecarehll.com Website – www.lifecarehll.com
Bid validity	Price Bid Validity - 12 Months from the date of opening of the financial bid HLL reserves the right to extend the bid validity for further periods after mutual discussion and agreement.
Date of publishing of bid	14.03.2019 (10.00 Hrs)
EMD	Rs.5,00,000 (Rupees Five Lakh Only) in the form of bank guarantee or in the form of a Demand Draft drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram drawn from any nationalized bank/scheduled bank.
Tender fee	Rs 5,000/- (Rupees Five Thousand only) in the form Demand Draft drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram drawn from any nationalized bank/scheduled bank.
Dead line for submission of Bids	03.04.2019 (14:30 Hrs.) (at the office of the Senior Manager (SD-RBD), HLL Lifecare Ltd, Corporate and Regd. Office, HLL Bhavan, Poojappura, Thiruvananthapuram - 695012): Any bid received after the bid submission deadline prescribed in the bid, will be rejected
Date, time and place of opening of bids	03.04.2019 (15:30 Hrs.) at HLL Lifecare Ltd. Corporate and Regd. Office, HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala, India

IV. Minimum Eligibility Criteria

1. Original Manufacturers having a minimum average annual turnover of Rs.15 Crores (Rupees Fifteen Crores only) during the last three years i.e. 2015-2016, 2016-17 and 2017-18 (original / provisional) will only be eligible for participation. Authorized agents are also eligible to bid provided their minimum average turnover in the last three years i.e., 2015-2016, 2016-17 and 2017-18 (original / provisional) is Rs. 1 crore (Rupees One crore only) and their Principal manufacturers meets the eligibility criteria for principal manufacturer as specified above. In case of bid by authorized agents, manufacturers authorization form must be attached with the bid submitted.
2. **The bidder should hold a valid WHO-GMP Certificate (WHO-Good Manufacturing Practices) issued by Central / State Drug Control Authorities in respect of the production units and the products quoted. If the offered products are manufactured from more than one unit, all the units shall be WHO-GMP certified.**
3. **The manufacturing facility must be approved by US FDA and the products quoted must be approved by US FDA.**
4. In case of surgical products, Firms must have valid GMP (Good Manufacturing Practices) as per Schedule 'M' of Drugs and Cosmetics Act / ISO 13485 / CE Mark / ISO 9001:2008 certificate issued by Competent Authorities.
5. For Items Covered under Drugs and Cosmetics Rules, Firm should submit a non-conviction certificate issued by the State Drug Controller, to the effect that the manufacturer has not been convicted under the Drugs and Cosmetics Act, 1940 and rules thereunder during the preceding three years and that no case / proceedings is pending against the manufacturer in any Court of Law in India under the Drugs & Cosmetics Act.
6. If it is found subsequently that the WHO-GMP certificate has been issued not in accordance with the guidelines issued in this regard by the Drug Controller General of India (which includes joint inspection of the manufacturing unit by central and state drug control authorities), the certificate as well as the tender are liable to be rejected.
7. For Items Covered under Drugs and Cosmetics Rules, the firm should have a valid drug manufacturing license from the State Drug Controller and must submit a copy of the same.
8. For the Items quoted in the tender enquiry, firm will have to submit the samples on demand. If firm fails to submit the samples, the tender will be rejected.
9. Where no pack or UoM is specified, tenderers may quote for standard packs or UoM available in the market.
10. The offered supply should comply with the provisions of the relevant standards for the product as applicable as amended up to date.

General Instruction to Bidders (GIB)

Bidders can offer their own Brands/ generic products confirming to the statutory regulations and quality standards. Bidders are requested to quote either molecule wise (Generic), Branded Generic or Branded unless otherwise specific brand is mentioned in Annexure 5. Details of products required for the current projects are attached as Annexure 5.

1. **Amendment of Tender documents**

At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, modify the Tender Documents and the amendments will be published in HLL website/ CPP Portal only.

2 **Language of Bid**

All correspondence and documents related to the bid shall be in English.

3. **Submission of documents**

3.1 Sealing and Marking of Bids

- a) The Bidder shall prepare and seal in **separate packets** the following
- **Technical Bid**
 - **Financial Bid**

Bid shall contain the Technical Bid and Financial Bid in **separate envelopes**, after duly properly marking the envelopes as **TECHNICAL BID** and **FINANCIAL BID**. All the above packets shall then be sealed in an outer envelope, duly marking the envelope as BIDS FOR IFB No. HLL/SD/RBD/2018-19/TENDER/11 DT 14.03.2019

- i) The inner and outer envelopes shall be addressed to HLL at the address given below;

Senior Manager
Sourcing Division - RBD
HLL Lifecare Ltd.
HLL Bhavan, Poojappura,
Thiruvananthapuram.
Ph.no: 0471 2353932.
sdrbdsouth@lifecarehll.com

- ii) Bear the Contract name, the Invitation for Bids title and number, and the statement DO NOT OPEN BEFORE. (Mention the date of opening of the bid as given in the tender documents).
- iii) The inner envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared late.
- iv) If the outer envelope is not sealed and marked as required, HLL will assume no responsibility for the bids misplacement or premature opening.

A. Deadline for Submission of Bids

Bids must be received by HLL at the address specified in the tender not later than the time and date stated in the tender. HLL may, at its discretion, extend this deadline for submission of bids in which case, all rights and obligations of HLL and Bidder thereafter be subject to the deadline as extended

B. Late Bids

Any bid received by HLL after the bid submission deadline prescribed by HLL in the tender, will be rejected and returned unopened to the Bidder.

C. Modification and Withdrawal of Bids

Bids once submitted should not be modified. However in exceptional cases where modification is inevitable, the following procedure for the same should be adopted.

Modification will be permitted only if a written notice of the same is received by HLL prior to the deadline prescribed for bid submission.

1. A Bidder wishing to withdraw its bid shall notify HLL in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall:
 - a) Be addressed to HLL at the address named in the bid data sheet and bear the Contract name, and the words BID WITHDRAWAL NOTICE. Bid withdrawal notices received after the bid submission deadline will be ignored and the submitted bid will be deemed to be a validly submitted bid.
2. No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified.
3. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
4. The purchaser may, at its discretion, extend this deadline for submission of bids by

amending the Tender Documents or any other reasons, in which case all rights and obligations of the Purchaser and Bidder previously subject to the deadline will thereafter be subject to the deadline as extended, in HLL website.

5. Purchaser will not be held responsible for the postal delay, if any, in the delivery of the tender document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.
6. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject the bid or cancel the tender without assigning any reason thereof.

4. **Mandatory documents to be submitted along with Technical bid**

A. For manufacturer

The following documents are to be submitted along with technical bid.

1. Self Declaration as per Annexure 1
2. Bid form as per Annexure-3
3. Valid manufacturing license (Self–attested Copy) along with the list of products manufactured in this facility. The quoted products should be highlighted for ready reference.
4. Copy of WHO GMP certificate with the list of products in accordance with WHO recommendations issued by central / state drug control authorities (Self attested Copy).
5. Copy of US FDA certificate along with the list of products approved by US FDA. (Self-attested copy)
6. Copy of certificate of Schedule M-GMP as per Drugs and Cosmetics Act/ISO 13485 / CE Mark / ISO 9001:2008 certificate issued by Competent Authorities (for surgical products, Self Attested Copies)
7. Tender Fee as mentioned in tender document.
8. Earnest Money Deposit(EMD) as mentioned in the tender document.
9. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized.
10. GST Certificate (self attested copy)
11. Copy of Non Conviction certificate issued by state drug controller.
12. Permanent Account Number (Self–attested Copy)
13. Certificate of incorporation and associated documents like Article of Association and Memorandum of Association/Partnership deed/HUF etc as applicable. (Self–attested Copy).
14. List of all quoted products offered to HLL as per Annexure 9.
15. Under taking letter for replacement of complaint/defective goods as per Annexure-4
16. Documentary proof for establishing the average annual turnover of the tenderer in the last three years is not less than Rs.15 crores duly certified by a chartered accountant.
17. Annexure 10 - Check List
18. Annexure 11 - Pre Contract Integrity Pact
19. Previous purchase order copies of quoted products for establishing market standing for last three year (2015-16, 2016-17, 2017-18)
20. Copy of COA for atleast one batch of the quoted product per year for last three years issued by Head, Quality Assurance of the manufacturing unit/Head of Corporate Quality assurance

B. For Authorized Agents

The following documents are to be submitted.

1. Self Declaration as per Annexure 1

2. Bid form as per Annexure-3.
3. Copy of Valid drug manufacturing license of the principle manufacture (Self-attested Copy). The list of products manufactured in this facility also to be attached and the quoted products should be highlighted for ready reference.
4. Copy of WHO GMP certificate with the list of products in accordance with WHO recommendations issued by central / state drug control authorities (Self attested copies).
5. Copy of US FDA certificate along with the list of products approved by US FDA.
6. Copy of Schedule M-GMP/CE/ISO certificate along with product list issued by licensing Authorities (for surgical products, if any)
7. Tender Fee as mentioned in tender document.
8. Earnest Money Deposit (EMD) as mentioned in the tender document.
9. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized
10. GST certificate
11. Copy of Non Conviction certificate issued by state drug controller.
12. Permanent Account Number (Self-attested Copy).
13. Certificate of incorporation and associated documents like Article of Association and Memorandum of Association /Partnership deed/HUF etc as applicable.(Self-attested Copy)
14. List of all quoted products offered to HLL as per Annexure 9 of the current project.
15. Under taking letter for replacement of complaint/defective goods as per Annexure-4
16. Authorization letter from manufacturer (Original) must be submitted as per Annexure 8.
17. Documentary proof for establishing the average annual turnover of the tenderer in the last three years is not less than Rs.1crores certified by a chartered accountant and documentary proof for establishing average annual turnover of the manufacturer in the last three years is not less than Rs.15 crores duly certified by a chartered accountant.
18. Annexure 10 - Check List
19. Annexure 11 - Pre Contract Integrity Pact
20. Purchase order copies of quoted products for establishing market standing for last three year (2015-16, 2016-17, 2017-18)
21. Copy of COA for atleast one batch of the quoted product per year for last three years issued by Head, Quality Assurance of the manufacturing unit/Head of Corporate Quality assurance

5. Financial Bid

The Price Bid must be prepared in accordance with the instructions specified below:

- a) The Price must be quoted in accordance with Annexure- 2 attached.
- b) The Price total must include all costs associated with the execution of the contract including taxes, levies, duties, GST, freight, insurance etc and on **Door Delivery basis at HLL Depot, Chandigarh UT.**
- c) Net Unit Rate inclusive of all taxes and duties quoted per lowest unit of measurement i.e per Tablet/ Capsule/Vials/bottles etc will be considered for comparison of bidders.

6. EMD:

The bidders shall furnish the earnest money of **Rs.5,00,000.00 (Rupees Five Lakh Only)** to participate in the tender either by a Demand Draft payable to HLL Lifecare Ltd., Trivandrum drawn from a nationalised/scheduled bank or by way of a Bank Guarantee from a

nationalised/scheduled bank. Validity of bank Guarantee should be 12 months from the date of opening of Technical Bid.

The EMD may be forfeited: -

(a) If a Bidder:

- (i) withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (ii) does not accept the correction of errors pursuant to Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of the errors, its bid will be rejected.
- (iii) in compliance to the clause 11 (Short Supply), Clause 13 (In case of default), Clause 14 (risk Purchase).

The EMD of Unsuccessful bidders will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser. The bidder is not liable to pay any interest on the EMD amount

7. Performance Security:

EMD of all the technically qualified bidders will be converted to security deposit immediately after price bid finalization. The bidders should furnish Performance Security in the form of Bank Guarantee valid for a period of 365 days from the date of purchase order or Demand Draft drawn from a nationalized bank/scheduled bank to the purchaser for an amount equal to 5% of the total value of each purchase order issued (to the party). The security deposit will be returned after 90 days from the date of supplies of items at the buyer's depot or the final acceptance of items by the authorities at the destination countries whichever is later. If the validity of the performance security is expired and if the final acceptance of items by the authorities at the destination countries is still pending, the Bank Guarantee need to be renewed for a further period as intimated by the purchaser. The Performance security must be submitted within 10 days from date of award of confirmed order, failing which the EMD submitted may be forfeited. The security deposit need to be submitted only for the cumulative amount over and above the EMD amount submitted.

8. Prices

The products as per Annexure 5 are based on the Molecules/composition required by HLL. Manufacturers/Authorized agents are to submit price bids as per Annexure-2 for their equivalent branded product/Branded Generic/Generic product unless otherwise a specific brand is demanded, price bid in a separate sealed cover. The price quoted by the bidders shall not, in any case, exceed the controlled price, if any, fixed by the Central/State Government/NPPA and/or the Maximum Retail Price (MRP).

9. Fixed prices:

The prices quoted by the bidder shall remain firm and fixed during the bid validity period which would be twelve (12) months (can be extendable on mutual consent) from the date of opening of the price bid and not subject to any variations on any account during this period.

10. Terms of Payment

a. **No Advance payment shall be given.**

b. **20% of the payable amount will be released within 60 days of delivery and acceptance of consignment.**

- c. **70% of the payable amount will be released within 120 days** of delivery and acceptance of consignment by HLL.
- d. **10% of payable amount will be released after the final** acceptance of consignment at the authorities at the destination countries.
- e. The amount shall be paid by HLL in Indian Rupees.

11. Delivery Terms

Goods must be delivered within 45 days of issue purchase order by HLL. The bidder has to abide by delivery schedule strictly. In case of delay attributed to the bidder, H.L.L reserves the right to impose a penalty @ 0.50 % of the value of purchase order, for every week of delay beyond the scheduled date of supply, subject to a maximum of 10% of the value of purchase order. For any delay beyond this may lead to cancellation of the purchase order.

12. Taxes and Duties

The Bidder shall bear and pay all taxes, duties, levies, GST and charges assessed on the bidder by all municipal, state, or national government authorities, in connection with the Goods and Services supplied under the Contract. Income Tax and Other Taxes as applicable at the time of execution of job or any other government-imposed liabilities would be deducted from each bill submitted by the bidder

13. Inspection:

The supplier should submit the batch test reports for each batch of the supplies made to the HLL. The purchaser reserves the right to sample check the consignment at the time of delivery for which cost shall be borne by the supplier (pre-dispatch inspection). HLL will test the samples drawn from received stocks in NABL Accredited Labs and payment will be subject to the satisfactory test result. If the product is found to be 'not of standard quality', the cost of testing will be recovered from the supplier

14. Shelf Life:

The supplies of all products should be from fresh stock only. At the time of receipt of medicines, they should have the latest manufacturing date with minimum 70% of the shelf life remaining. Products to be supplied should be of standard quality/quantity as per IP/BP/USP/NFI or equivalent specification and must be as per the formulations/standard approved/specified by the Drug Control Act and Food & Drug Control Administration Regulation or as per the regulation of any such statutory authorities. All the Dry Powder and Liquid Injectables are to be manufactured as per USP standards.

15. Indemnity:

The Bidder shall indemnify, defend and hold harmless Government of India and HLL, its Affiliates, officers, directors, employees, agents, and their respective successors and assigns, from and against any and all loss, damage, claim, injury, cost or expenses (including without limitation reasonable attorney's fees), incurred in connection with third Party claims of any kind that arise out of or are attributable to (i) Manufacturer's/Bidders breach of any of its warranties, representations, covenants or obligations set forth herein or (ii) the negligent act or omission of the Manufacturer /Bidders.(iii) any product liability claim arising from the gross negligence or bad faith of, or intentional misconduct or intentional breach of this Contract by bidder or its affiliate.

16. Short supply:

If any shortages in sealed boxes are detected then supplier should be held responsible. In such a case, the supplier will have to make good of the loss or refund the payment for such quantity equal to its F.O.R. value if the payment is already made. If the payment is not made, purchaser will have right to deduct the payment for the equivalent F.O.R. value corresponding to quantity found short.

17. Parallel Rate Contracts:

HLL reserves the right to enter into the rate contract / parallel rate contracts with one or more parties or to place adhoc contracts simultaneously or at any time during the currency of contract, with one or more suppliers.

The purchaser also reserve the rights (1) to enter into parallel Price Agreement(s)/Contract(s) simultaneously or at any time during the period of the Price Agreement/Rate Contract with one or more bidder(s) as he/they think fit and (2) to place adhoc contract or contracts simultaneously or at any time during the period of this Rate contract with one or more supplier(s) / bidder(s) for such quantity of such item or items as the purchaser (whose decision shall be final) may determine.

18. In Case Of Default

The purchaser is not bound to accept the L1 offer only and circumstances warranting where L1 shows its disinterest, L2 or higher offer may be considered for acceptance.

19. RISK PURCHASE

If L1 or any other parties defaults (fails to deliver goods on time) then the purchaser reserves the right to purchase the goods from L2 or higher bidder or from market at the risk and cost of supplier and if the purchase happens at a price higher than the ordered rates, the purchaser shall have the right to claim the difference upon whom order was originally placed and supplier will be under obligation to pay the same. The purchaser has the right to forfeit the EMD in the event of default. In addition the purchaser is entitled to recover the business loss suffered by the purchaser consequent to default for supplying the product.

20. Goods replacement:

If goods are found to be defective during the sample testing by HLL or Quality related market complaint, supplier must replace the quantity free of cost with fresh batch upon demand by HLL.

21. Clarifications on Bids

During the bid evaluation, HLL may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted

22. Contacting HLL

- a) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact HLL on any matter related to the bid, he shall do so in writing.
- b) If a Bidder tries to influence HLL directly or otherwise, interfere in the bid evaluation process and the Contract award decision, his bid will be rejected.

23. HLL's Right to Accept or reject any or all Bids

HLL reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without assigning any reason thereof

24. The "UoM" mentioned in the Annexure 5 may be "suggested model/size. Bidders can also offer items in their own packing mode/size.

25. Bar Coding

All medicines supplied should have barcoding. The Details of barcoding will be mentioned in the purchase order.

26. Bid Opening and Evaluation Opening of Bids by HLL

- a) Bids received before the dead line of the submission of the bid will be opened on the date and time of opening mentioned in this tender enquiry.

Bidders wishing to be present at the time of such opening may send their duly authorized representative. Only Technical Bids will be opened on that day.

Evaluation of Bids

- a) The purchaser will scrutinize the technical bid for compliance to the specifications and documentation requirement as per the bid document. The bidders will be short-listed on the basis of responsiveness of technical bid, the price bid of the bidders who are disqualified at the technical evaluation will be returned un-opened. The short listed bidders will be informed about the time, date and venue of the price bid opening.
- b) For opening of Financial Bid, only those Bidders qualifying in the Technical bid will be considered.
- c) HLL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. HLL will ensure that each bid is from an eligible Bidder.
- d) Arithmetical errors will be received on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, its bid will be rejected.
- e) HLL may waive any minor nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

27. Settlement of Disputes

Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or anything connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation. Any disputes or differences or questions or claims arising under or relating to a concerning or touching this agreement shall be referred for arbitration in accordance with the provisions of the Arbitration and Conciliation Act 1996.

The arbitration proceedings shall be held at Thiruvananthapuram. The award passed by the arbitrator shall be final and binding on the parties hereto. The conduct of such arbitration shall be in English. Subject to arbitration, the Courts at Thiruvananthapuram alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract.

28. Major Responsibilities of Supplier

- a. The suppliers have to supply the goods as per the delivery schedules and quantity mentioned in the Purchase Order. Supplies made shall be in strict conformance with the stipulations of tender specification and the respective purchase orders.
- b. The successful bidder shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings that are necessary for the performance of the Purchase Order.
- c. The Supplier shall comply with all laws in force in India. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the bidder. The Bidders shall indemnify and hold harmless HLL from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the bidder or its personnel except that caused by HLL.

- d. Any product related legal issues shall be handled and connected expenses therewith shall be borne by the bidder/ manufacturer only.
 - e. Any product related cases shall be handled and connected expenses therewith shall be borne by the contract manufacturer only
29. The final quantities mentioned in Annexure 5 may vary as per the final requirement and the order may be placed in single or multiple lots during the bid validity period.

30. Notification of Award

After completion of evaluation of tender, HLL will notify the successful Bidder. The notification of award (Purchase Order) will constitute the formation of the Contract.

31. Termination

HLL reserve right to terminate/ cancel the Purchase Order at any time for any reason without any liability on HLL.

32. Integrity Pact

The Integrity pact annexed shall be part and parcel of this document, and has to be signed by bidder(s) at the pre-tendering stage itself, as a pre bid obligation and should be submitted along with the financial and technical bids. All the bidders are bound to comply the Integrity Pact clauses. Bids submitted without signing Integrity Pact will be ab initio rejected without assigning any reason.

SECTION III

GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

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GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS

1.1 In this contract the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser and the Supplier as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the products, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and other incidental services, covered under the contract;
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Purchaser" means the Organisation purchasing the Goods, as named in SCC;
- (h) "The Supplier" means the individual or firm supplying the Goods under this Contract;
- (i) "Day" means calendar day.
- (j) "Delivery period" means the period applicable upto completion of supply of goods by the supplier at the required site mentioned in purchase order and accepted by the Purchaser.

2. APPLICATION

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3. STANDARDS

3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' countries of origin and such standards shall be the latest issued by the concerned institution.

4. USE OF CONTRACT DOCUMENTS AND INFORMATION

- 4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 4.1 except for purposes of performing the Contract.
- 4.3 Any document, other than the Contract itself, enumerated in GCC clause 4.1 shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the supplier's performance under the Contract if so required by the Purchaser.

5. PATENT RIGHTS

- 5.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.
- 5.2 Any product related cases shall be handled and connected expenses therewith shall be borne by the Supplier only.

6. INSURANCE

For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from “Warehouse to Warehouse” (Final destinations) on “All Risks” basis including War Risks and Strike

7. CHANGE ORDERS

- 7.1 The Purchaser may at any time by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:
 - (a) the method of shipping or packing
 - (b) the place of delivery; or
 - (c) the services to be provided by the Supplier.
- 7.2 If any such changes cause an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier’s receipt of the Purchaser’s change order.

8. ASSIGNMENT

- 8.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser’s prior written consent.

9. TERMINATION BY DEFAULT

- 9.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part;
 - (a) if the Supplier fails to deliver any or all of the goods within the time period(s) specified in the Contract, or within any extension thereof granted by the Purchaser, or
 - (b) if the Supplier fails to perform any other obligation(s) under the contract.
- 9.2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

10. TERMINATION FOR INSOLVENCY

- 10.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

11. APPLICABLE LAW

11.1 The Contract shall be interpreted in accordance with the laws of the Union of India.

12. NOTICES

12.1 Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by cable, telex or facsimile and confirmed in writing to the other Party's address specified in Special Conditions of Contract.

12.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

Annexure-1

SELF - DECLARATION

Tender: Supply of Pharmaceutical Products for onward supplies to foreign countries

Tender No. HLL/SD/RBD/2018-19/TENDER/11

To,
Senior Manager (SD-RBD)
HLL Lifecare Limited,
HLL Bhavan, Poojappura,
Thiruvananthapuram -695012 Kerala, India
Tel: +0471 2354949, 2350959, 2350961, 2356352.
Website – www.lifecarehll.com

Dear Sir,

We certify that we have not been de-registered or debarred or blacklisted or banned / suspended for business for any product or constituent of the product we have quoted, by State Government or Government of India / Drugs Controller, till the due date of submission of BID as specified in the subject BID. If we, at a later date, are found guilty of suppressing facts in this regard, such act on our part shall be considered a fraudulent practice in accordance with the Instructions to Bidders and the Purchaser shall be entitled to reject our BID and forfeit the BID Security for the product quoted, submitted by us against this Tender.

We have also noted that after submission of BID and before award contract, if we are deregistered or debarred or blacklisted by State Government or Government of India / Drug Controller, our BID will be considered as Non-responsive.

Date:
Place:

Signature:
Name:
Designation:
Seal:

PRICE SCHEDULE

Price Schedule for Supply of Pharmaceutical Products for onward supplies to foreign countries

Validity of Quotation / Tender: 12 months from the Date of Opening of Price Bid

Sl.No	SI No (In Tender doc)	Composition	Brand Name (if any)	Manufacturer	Packing Mode	Total Qty Offered	UOM	Basic Rate(Rs)(A)	GST(Rs)(B)	GST %	Net Unit Rate Inclusive of all Taxes and Duties/ Per Tab/ Cap / Vial /bottle etc (Rs) (A+B)

Date:
Place:

Signature of the Bidder with Seal:

- Bidders are also requested to provide a soft copy (excel format) of the price schedule in a CD along with Price envelop. Please note that if there is any discrepancy noted between hard copy and soft copy, rate given in the hard copy will be considered for evaluation.
- Net Price must be quoted in per lowest unit of measurement i.e. per Tablet/ Capsule/Vials/bottle etc
- The final quantity mentioned in the Annexure 5 is in the lowest unit of measurement, i.e. tablet/capsule/vial/ampoule/bottle etc.

Delivery Address: HLL Lifecare Ltd, Plot No. 46, Village Sarangpur, Chandigarh (UT) – 160014

BID FORM

Annexure-3

Ref:

Date:

To,

Senior Manager (SD-RBD)

HLL Lifecare Ltd.

HLL Bhavan, Poojappura,
Thiruvananthapuram - 695012,
Kerala, India

Dear Sir,

Sub: Supply of Pharmaceutical Products for onward supplies to foreign countries

Tender No.: HLL/SD/RBD/2018-19/TENDER/11 Dt.14.03.2019

Having examined the Bidding Documents, including Addenda Nos. [insert numbers], the receipt of which is hereby acknowledged, we, the undersigned, offer our services in full conformity with the Bidding Documents for the total amount against the Product as indicated in the price Schedule.

We undertake that in case our bid is accepted, we shall:

Commence work and shall make all reasonable endeavour to achieve contract acceptance.

We agree to abide by this bid, which, in accordance with consists of this letter, the Price Schedule, letter of authorization, documents establishing conformity, and Attachments through [specify: the number of attachments] to this Bid Form, up to 12 months from the date of opening of financial bids and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

We declare that the above quoted price for product is firm and shall not be subject to any variation for the entire period of the assignment. We further declare that the above quoted prices include all taxes as on the date of bid submission, duties and levies payable by us under aforesaid assignment.

We declare that price/ rate offered is for Supply of Pharmaceutical, vaccine and Serum Products to HLL Depot Chandigarh, UT and all other related activities.

The costs of withdrawals of these deviations / exclusions are enclosed with the Price Schedule. In case a formal final Contract is not prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

We, the Bidder shall indemnify, defend and hold harmless Government of India, HLL, its Affiliates, officers, directors, employees, agents, and their respective successors and assigns, from and against any and all loss, damage, claim, injury, cost or expenses (including without limitation reasonable attorney's fees), incurred in connection with third Party claims of any kind that arise out of or are attributable to (i) Manufacturer's/Bidders breach of any of its warranties, representations, covenants or obligations set forth herein or (ii) the negligent act or omission of the Manufacturer/Bidders. (iii) any product liability claim arising from the gross negligence or bad faith of, or intentional misconduct or intentional breach of this Contract by bidder or any affiliate.

We agree to all terms and conditions of the Bid Document.

Dated this [insert: number] day of [insert: month], [insert: year].

Signature.....

Name.....

Full Address with contact person Name, Phone number and Email

Designation and Common Seal...

Annexure-4

UNDER TAKING LETTER FOR REPLACEMENT OF COMPLAINT/DEFECTIVE GOODS

Tender: Supply of Pharmaceutical Products for onward supplies to foreign countries

Tender No. HLL/SD/RBD/2018-19/TENDER/11

To,

Senior Manager (SD-RBD)

HLL Lifecare Ltd.

(A Govt. of India Enterprise)

HLL Bhavan, Poojappura,

Thiruvananthapuram - 695012,

Kerala, India

Dear Sir,

We hereby confirm and assure you, that the products supplied by us will meet all the quality standards and even if any quality complaint arises, we (name-----) take the responsibility to take back the complaint batches and replace and deliver fresh batch to HLL stores/ware house free of cost within 45 days.

Signature_____

Name_____

Designation and Common Seal

Station_____

Date_____

Annexure-5

Product List

Schedule – 1

Sl.No	ITEM DESCRIPTION	UOM	Quantity in Units
A:	TABLETS AND CAPSULES		
1	Anastrozole 1mg tablets	1 pc	100000
2	Methotrexate 10mg tablets	1 pc	100000
3	Ondancetrone 8mg tablets	1 pc	100000
4	Procarbazine Hydrochlorides 50mg capsules	1 pc	100000
5	Amitriptyline 25mg tablets	1 pc	1000000
6	Amlodipine 5mg tablets	1 pc	1000000
7	Amoxycillin 250mg capsules	1 pc	500000
8	Diclofenac sodium 50mg tablets	1 pc	1000000
9	Enalapril 10mg tablets	1 pc	1000000
10	Losartan 25mg tablet	1 pc	1000000
11	Metformin 500mg	1 pc	1000000
12	Metformin 850mg	1 pc	1000000
13	Zinc Sulphate 20mg tablet	1 pc	2000000
14	Atorvastatin 20mg tablet	1 pc	2000000
15	Diltiazem 30mg tablet	1 pc	2000000
16	Sildenafil citrate 50mg tablet	1 pc	50000
17	Prazosin 1mg tablet	1 pc	500000
B:	Injectables		
18	5-Fluorouracil 500mg / 10ml	1 pc	100000
19	Bevacizumab 25mg/ml, 4ml	1 pc	1000
20	Carboplatin 10mg/ml, 45ml (450mg) injection	1 pc	5000
21	Carmustine 100mg, PFR with diluent	1 pc	1000
22	Dacarbazine 200mg in 20ml vial	1 pc	20000
23	Dactinomycin for injection 0.5mg (Actinomycin D)	1 pc	10000
24	Docetaxel, Concentrate, 120mg/3ml PFR with solvent	1 pc	1000
25	Doxorubicin Hydrochloride 20mg, PFR	1 pc	20000
26	Doxorubicin Hydrochloride 50mg, PFR	1 pc	10000
27	Epirubicin Hydrochloride for injection 50mg	1 pc	5000
28	Etoposide 100mg/5ml, 5ml	1 pc	50000
29	Gemcitabine 1g PFR	1 pc	5000
30	Ifosfamide 1mg with Mesna 600mg	1 pc	10000
31	Leucovorin Calcium 50mg PFR	1 pc	50000
32	Liposomal Doxorubicin Hydrochloride Concentrate, 50mg/25ml-25ml single use vial	1 pc	500
33	Oxaliplatin , 100mg/50ml	1 pc	5000

34	Paclitaxel concentrate 6mg/ml, 50ml(300mg) injection	1 pc	1000
35	Paclitaxel concentrate 6mg/ml, 5ml(30mg) injection	1 pc	10000
36	Rituximab 500mg vial	1 pc	500
37	Vinblastine sulphate 10mg/ml, 10ml	1 pc	5000
38	Vincristine 1mg/ml, 10ml	1 pc	10000
39	Vinorelbine sulphate, 50mg/ml	1 pc	500
40	Zoledronic acid 4mg PFR, with diluent	1 pc	10000
41	Aminophylline 25mg/ml, 10ml	1 pc	25000
42	Diclofenac sodium 75mg/ml , 3ml	1 pc	500000
43	Furosemide (Frusemide) 10mg/ml , 4ml	1 pc	200000
44	Hydralazine hydrochloride 20mg/ml, 1ml	1 pc	10000
45	Magnesium sulphate 50% , 2ml ampoule	1 pc	150000
46	Metronidazole 5mg/ml, 100ml	1 pc	100000
47	Phytomenadione 2mg/ml, 1ml (Vitamin K)	1 pc	30000
48	Promethazine hydrochloride 25mg/ml, 2ml	1 pc	200000
49	Propofol 10mg/ml , 10ml injection	1 pc	5000
50	Suxamethonium chloride 50mg/ml, 2ml	1 pc	100000
C	Galenicols		
51	Paracetamol suppositories 125mg	1 pc	10000
52	Paracetamol suppositories 250mg	1 pc	10000
53	Vitamin, multiple syrup (without cyanocobalamin)	1 pc	50000
54	Salbutamol solution for nebulising 5mg/ml, 15 ml	1 pc	20000
55	Glycerine suppositories (adult), 4g	1 pc	10000
56	Nystatin pessaries 100,000IU	1 pc	50000
57	Atropine sulphate eye drops 0.5% , 5ml	1 pc	50000

ANNEXURE – 6 A

INSTRUCTION FOR PACKAGING OF DRUGS & MEDICAL CONSUMABLES

1. Every Consignment of Blood and related products should be certified to be
(a) AIDS Free (b) Hepatitis B Free.
2. Strips of Aluminium foils refer to gauge
3. Aluminium foils as back material for blisters refer to gauge 025.
4. The rigid PVC used in blister packing should be of not less than 250 micron
5. All plastic / glass bottles should be new / virgin neutral glass as per relevant Pharmacopeia Requirement and Non-Pyrogenic
6. Ointments should be packed in liquidized Aluminium Tubes.
7. LVP Fluid bottles should be FFS / BFS Plastic Bottle as per revised Schedule – M and Eye / Ear Drops should be of FFS plastic bottles.
8. Small Tablets packed in blisters should be packed to facilitate easy removal of the tablet without breaking / crushing.
9. Specification of outer cartons are as per Annexure
10. All tablets should have a score line.
11. All liquid orals should be provided with a measuring device.
12. All plastic containers should be made of virgin grade plastics as per relevant pharmacopeia requirement.
13. All plastic jars above 450 gms / ml should carry an inner plastic lid.
14. Injection in vials should have a snap of seals.
15. Bioavailability report should be submitted in the case of the following drug
(1) Tab Digoxin
16. The strips shall be aluminium strip / blisters with aluminium foil back.
17. All injectable (Ampoules) should have a cutter in each unit box.
18. All hygroscopic drugs and sugar coated tablets should be stripped in Aluminium foil / Blister pack.
19. Bandage, Gauze, Plaster Bandage, Roller Bandage & Cotton should be packed in first packed in plastic bags.
20. Each packing shall be marked with nomenclature of the Item and shall be labeled in accordance with the requirement of relevant standards as applicable.
21. All primary packing containers should be strictly conforming to the specification included in the relevant pharmacopoeia / Standards.
22. Packing should be able to prevent damage or deterioration during transit
23. Bidder should ensure sufficient packing adequate for export purpose for the products quoted.

ANNEXURE – 6 B

I. SCHEDULE FOR PACKAGING OF DRUGS AND MEDICAL CONSUMABLES

GENERAL SPECIFICATIONS

1. No corrugate package should weigh more than 15 Kgs (i.e., product + inner carton + corrugated box).
2. All Corrugated boxes should be of `A' grade paper i.e., Virgin.
3. All items should be packed only in first hand boxes only.

FLUTE:

4. The corrugated boxes should be of narrow flute.

JOINT:

5. Every box should be preferably single joint and not more than two joints.

STITCHING:

6. Every box should be stitched using pairs of metal pins with an interval of two inches between each pair. The boxes should be stitched and not joined using calico at the corners.

FLAP:

7. The flaps should uniformly meet but should not overlap each other. The flap when turned by 45 - 60 should not crack.

TAPE:

8. Every box should be sealed with gum tape running along the top and lower opening.

HOOPING STRAP:

9. Every box should be strapped with two parallel nylon carry straps (they should intersect).

LABEL:

10. The product label on the cartoon should be large enough and should carry the correct technical name, strength of the product, batch No., date of manufacturing, date of expiry, quantity packed, Manufacturer's details (Mfg. Lic. No., Address and other relevant information), Gross Wt., and Net Wt. of the box.

OTHERS:

12. No box (shipper carton) should contain mixed products.

II. SPECIFICATION FOR CORRUGATED BOXES HOLDING TABLETS / CAPSULES / PESSARIES

- (1) The box should not weigh more than 7-8 kgs. The grammage of outer box should be 150 gsm and inside partition / lining should be 120 gsm.
- (2) The box should be of 5 ply with Bursting strength of 9 Kg/ Cm²

III. SPECIFICATION FOR LARGE VOLUME BOTTLE i.e., ABOVE 100 ml. AND BELOW 1 LIT.

- (1) All these bottles should be packed only in single row with partition between each and also with top and bottom pad of 3 ply.
- (2) Grammage: Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (3) Ply: 7 Ply.
- (4) Bursting Strength: Not less than 12 Kg/Cm²

IV. SPECIFICATION FOR IV FLUIDS

- (1) Each corrugated box may carry a maximum of
 - a. 12 bottles of 1000 ml or
 - b. 24 bottles of 500 ml or
 - c. 100 bottles of 100 ml individual sealed polythene cover and centre partition pad, top and bottom pads of 3 ply.

- (2) Grammage: Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (3) Ply: 5 or 7
- (4) Bursting Strength: Not less than 12 Kg/Cm²

V. SPECIFICATIONS FOR LIQUID ORALS – 50 ml to 120 ml bottles.

- (1) Maximum 120 bottles of 50ml or 60ml may be packed in a single corrugated in 2 rows with top, bottom and centre pad of 3 ply. Maximum 100 bottles of 100 ml - 120 ml may be packed in a similar manner in a single corrugated box.
- (2) If the bottles are not packed in individual carton, 3 ply partition should be provided between each bottle. The measuring device should be packed individually.
- (3) Grammage : Outer box should be 150 gsm inside partition / lining should be 120 gsm
- (4) Ply : 7 ply
- (5) Bursting Strength : Not less than 12 Kg/Cm²
- (6) In case the box is heavier than 7 Kg but less than 10 kg, the grammage may be 150 gsm (outer 150 gsm and others 120 gsm) 5 ply and bursting strength should not be less than 9 Kg/Cm².

VI. SPECIFICATIONS FOR OINTMENT / CREAM / GELS PACKED IN TUBES:

- (1) No corrugate box should weigh more than 7-8 Kgs.
- (2) Every Ointment tube should be individually packed in cartoon and then packed in 20's in a grey board box, which may be packed in a corrugated box.
- (3) Grammage : Outer box should be 150 gsm inside partition / lining should be 120 gsm

VII. SPECIFICATIONS FOR INJECTABLE (IN VIALS AND AMPOULES)

- (1) Vials may be packed in corrugated boxes weighing upto 15 Kgs. Ampoules should be packed in C.B weighing not more than 8 kgs.
- (2) C.B. for vials should be of 150 Gsm (outer box should be 150 gsm and inside partition / lining should be 120 gsm) and 7 ply, while C.B. for ampoules should be of 150 Gsm (outer box should be 150 gsm and inside partition / lining should be 120 gsm) and 5 ply.
- (3) Bursting strength for CB boxes for
 - a. Vials : Note less than 13 Kg/Cm²
 - b. Amp : Note less than 9 Kg/Cm²
- (4) In the case of 10 ml Ampoules 100 or 50 ampoules may be packed in a grey board box. Multiples of grey board boxes packed in CB. In case of ampoules larger than 10 ml only 25 ampoules may be packed in a grey board box with partition.
- (5) If the vial is packed in individual cartoon, there is no necessity for grey board box packing. The individual carton may be packed as such in the CB with centre pad.
- (6) In case of ampoules every grey board box should carry 5 amps. Cutters placed in a polythene bag.0
- (7) Vials of eye and ear drops should be packed in an individual cartoon with a dispensing device. If the vial is of FFS technology, they should be packed in 50's in a grey board box.

VIII. SPECIFICATION FOR THERMOCOOL BOXES HOLDING TABLETS / CAPSULES / INJECTABLE (IN VIALS AND AMPOULES)

- (1) The thermo cool box should be of standard thickness capable of withstanding all types of shock during transportation and to preserve the **cold temperature** throughout the period of transit.
- (2) The thermo cool box should be packed with sufficient number of **cold packs** to maintain the desired temperature for the entire contents throughout the period of transit. Only first hand thermo cool boxes should be used

ANNEXURE – 6 C

SPECIMEN LABEL FOR OUTER CARTON

Product Name: (like Paracetamol IP - 500mg)

Batch No. :

Mfg. Date:

Exp. Date:

Total Quantity:

Net Weight of the Carton:

Manufactured By:

Annexure-7

EMD BANK GURANTEE FORMAT

Whereas _____ (hereinafter called "the Bidder") has submitted its bid dated _____ (date of submission of bid) for the supply of _____ (name and/or description of the goods) (hereinafter called "the Bid") .

KNOW ALL PEOPLE by these presents that We, _____ (name of bank) of _____ (Name of Countries), having our registered office at _____ (address of bank) (hereinafter called "theBank") are bound unto _____ (name of purchaser) (hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____, 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder
 - (a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;
OR
 - (b) does not accept the correction of errors in accordance with Instruction to Bidders
OR
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders;

we undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including days/months after the date of bid opening i.e, days/months after(date), and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

Annexure-8

MANUFACTURER'S AUTHORIZATION FORM

No. _____ Dated _____

To

Dear Sir,

Bid Ref. No. _____

We _____ who are established and reputable manufacturers of _____ having factories at _____ Registered office at _____ possessing Manufacturing Licence No. _____, dated _____, valid upto _____ (copy enclosed) do hereby authorize M/s _____ (Name and Address of Representative) to submit a bid, and subsequently negotiate and sign the contract with you against the above mentioned tender.

No company or Firm or individual other than M/s _____ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.

We hereby extend our full guarantee and warranty as per the tender conditions for the goods offered for supply against this invitation for bid by the above firm.

Your faithfully,
(Name)
for and on behalf of M/s _____
(Name of Manufacturers)

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

**For and behalf of the firm
(Firm Name & Address)**

Annexure 9

LIST OF QUOTED PRODUCT

SI No	Sr. no as per Tender	Name of Items	UOM	Shelf Life of Item offered (in Months)	Packing mode	Manufactured by	Self Mfg./loan Licence /3 rd Party	WHO-GMP certified (Yes/No)	US FDA approved (Yes / No)	USP Standards – Yes/No (in case of Dry powders & injectable)	Manufactured in India (yes / no)
1											
2											
3											
4											
5											
6											
7											

Annexure 10

CHECKLIST

SI No	PARTICULAR OF DOCUMENT	ATTACHED / NOT ATTACHED	PAGE NO	Remarks
1	Forwarding letter indicating the submission of Technical documents along with check list of document			
2	EMD/ Tender Fee in the form of BG/DD			
3	Tender document duly signed and stamped in all pages along with corrigendum (if Any)			
4	Duly attested copies of factory license/ manufacturing license/ Industrial license along with product list, sales tax registration.			
5	Copy of valid WHO GMP Certificate along with product. From the product list, the quoted products should be clearly highlighted			
6	Copy of US FDA certificate where the quoted products are manufactured. The list of products manufactured in this facility also to be attached.			
7	In case of surgical products, if any Firms must have valid GMP (Good Manufacturing Practices) as per Schedule 'M' / ISO 13485 / CE / ISO 9001:2008 certificate along with product list issued by licensing Authorities			
8	Authenticated copy of the Memorandum of Association/Articles of Association / Partnership deed etc and certificates of incorporation/ registration of the organization with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the M. Director / Partner / Proprietor			
9	In case of authorized distributors quoting the tender, along with their certificate of registration details, place of registration, principal place of business; they would also be furnishing duly attested copy of manufacturing license of the principal manufacturer"s and other relevant documents			
10	Copy of Balance sheet and audited annual accounts (financial statements) duly certified by a chartered accountant.			
11	Copy of previous purchase orders of quoted products for establishing market standing for last three year (2015-16, 2016-17, 2017-18)			
12	Copy of COA (batch test report) for atleast one batch of the quoted product per year for last three years issued by Head, Quality Assurance of the manufacturing unit/Head of Corporate Quality assurance			
13	Documentary proof for establishing the average annual turnover of the tenderer in the last three financial years is not less than Rs.15 crores duly certified by a chartered accountant			
14	Documentary proof for establishing the average annual turnover of the tenderer in the last three financial years is not be less than Rs.1 crores certified by a chartered accountant. Also in case of authorized distributors documentary proof for establishing the average annual turnover of their principal manufacturer in the last three financial years is not be less than Rs.15 crores certified by a chartered accountant is to be submitted.			
15	Copy of Recent Non conviction certificate			

16	Power of Attorney in stamp paper (RS.200/-) duly notarized authorizing the signatory to sign the bids and transact business.			
17	Authorization letter from manufacturer (Self-attested Copy).			
18	Annexue 1 - Self Declaration			
19	Annexure 2 - Price Schedule			
20	Annexure 3 - Bid Form			
21	Annexure 4- Under taking letter for replacement of complaint/defective goods			
22	Annexure 5- Product List			
23	Annexure 6A,6B,6C - Instruction of Packaging			
24	Annexure 7 - EMD Bank Guarantee Format			
25	Annexure 8 - Manufacture Authorization Form			
26	Annexure 9 - List of Quoted Product			
27	Annexure 10 - Check List			
28	Annexure 11 - Pre-Contract Integrity Pact			
29	Annexure 12 - Performance Bank Guarantee Format			
30	Copy of PAN Card & GSTN details			
31	Copy of Udyog Aadhaar, in case of MSME bidders			

Signature.....

Name.....

Full Address with contact person Name, Phone number and Email

Designation and Common Seal...

PRE-CONTRACT INTEGRITY PACT

This Pre-Contract Integrity Pact (herein after called the Integrity Pact) is made on ----- day of the month of -----,

Between

HLL Life Care Limited, a Government of India Enterprise with registered office at HLL Bhavan, Poojappura, Thiruvananthapuram 695 012, Kerala, India. (Hereinafter called "HLL", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Party.

And

----- India represented by Shri -----
(hereinafter called the "BIDDER / Seller" / Contractor which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Party.

Preamble

[Both HLL and BIDDER referred above are jointly referred to as the Parties]

HLL intends to award, under laid down organizational procedures, Purchase orders / contract/s against Tender /Work Order. HLL desires full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence /prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

1. Enable HLL to obtain the desired materials/ stores/equipment/ work/ project done at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and
2. Enable the BIDDER to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and HLL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Clause.1. Commitments of HLL

1.1 HLL undertakes that HLL and /or its Associates (i.e. employees, agents, consultants, advisors, etc.) will not demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 HLL will, during the tender process / pre-contract stage, treat all BIDDERS with equity and reason, and will provide to all BIDDERS the same information and will not provide any such information or additional information, which is confidential in any manner, to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS in relation to tendering process or during the contract execution.

1.3 All the officials of HLL will report to Chief Vigilance Officer of HLL (CVO), any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

1.4 HLL will exclude from the process all known prejudiced persons and persons who would be known to have a connection or nexus with the prospective bidder.

1.5 If the BIDDER reports to HLL with full and verifiable facts any misconduct on the part of HLL's Associates (i.e. employees, agents, consultants, advisors, etc.) and the same is prima facie found to be correct by HLL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by HLL. Further, such an Associate may be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by HLL the proceedings under the contract would not be stalled.

Clause 2. Commitments of BIDDERS/ CONTRACTORS

2. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

2.1 The BIDDER will not offer, directly or indirectly (i.e. employees, agents, consultants, advisors, etc.) any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of HLL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of HLL or otherwise in procuring the contract or forbearing to do or having done any act in relation to obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.

2.3 The BIDDER will not engage in collusion, price fixing, cartelization, etc. with other counterparty(s).

2.4 The counterparty will not pass to any third party any confidential information entrusted to it, unless duly authorized by HLL.

2.5 The counterparty will promote and observe ethical practices within its Organization and its affiliates.

2.6 BIDDER shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

2.7 The counterparty will not make any false or misleading allegations against HLL or its Associates.

2.8 BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.

2.9 The BIDDER further confirms and declares to HLL that the BIDDER is the original integrator / manufacture /authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to HLL or any of its functionaries, whether officially or unofficially to award the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

2.10 The BIDDER while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of HLL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

2.11 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

2.12 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

2.13 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of HLL, or alternatively, if any relative of an officer of HLL has financial interest /stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term „relative“ for this purpose would be as defined in Section 6 of the Companies Act 1956.

2.14 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of HLL.

2.15 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract, and will not enter into any undisclosed agreement or understanding with other Bidders, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

2.16 The BIDDER will not commit any offence under the relevant Indian Penal Code, 1860 or Prevention of Corruption Act, 1988; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the HLL as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

2.17 The BIDDER will not instigate third persons to commit offences outlined above or be an accessory to such offences.

2.18 The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents /representatives in India, if any. Similarly the Bidder(s) /Contractors(s) of Indian Nationality shall furnish the name and address of the foreign Principal(s), if any.

Clause.3. Previous contravention and Disqualification from tender process and exclusion from future contracts

3.1 The BIDDER declares that no previous contravention occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any countries in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process

3.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

If BIDDER before award or during execution has committed a contravention through a violation of Clause 2, above or in any other form such as to put his reliability or credibility in question, HLL is entitled to disqualify the BIDDER from the tender process.

Clause .4. Equal treatment of all Bidders / Contractors / Subcontractors

- 4.1 The Bidder(s) / Contractor(s) undertake(s) to demand from his Subcontractors a commitment in conformity with this Integrity Pact.
- 4.2 HLL will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- 4.3 HLL will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Clause .5. Consequences of Violation / Breach

5.1 Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle HLL to take all or any one of the following action, wherever required:-

- i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other
- ii. If BIDDER commits violation of Integrity Pact Policy during bidding process, he shall be liable to compensate HLL by way of liquidated damages amounting to a sum equivalent to 5% to the value of the offer or the amount equivalent to Earnest Money Deposit /Bid Security, whichever is higher.
- iii. In case of violation of the Integrity Pact after award of the contract, HLL will be entitled to terminate the contract. HLL shall also be entitled to recover from the contractor liquidated damages equivalent to 10% of the contract value or the amount equivalent to security deposit/ performance guarantee, whichever is higher.
- iv. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- v. To recover all sums already paid by HLL, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a countries other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from HLL in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid amount.
- vi. To encash the advance bank guarantee and performance guarantee / warranty bond, if furnished by the BIDDER, in order to recover the payments already made by HLL, along with interest.
- vii. To cancel all or any other contract with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to HLL resulting from such cancellation/recession and HLL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- viii. To debar the BIDDER from participating in future bidding processes of HLL for a minimum period of five (5) years, which may be further extended at the discretion of HLL or until Independent External Monitors is satisfied that the Counterparty will not commit any future violation.
- ix. To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- x. In cases where irrevocable Letters of credit have been received in respect of any contract signed by HLL with the BIDDER, the same shall not be opened.
- xi. Forfeiture of performance guarantee in case of a decision by HLL to forfeit the same without assigning any reason for imposing sanction for violation of the pact.

5.2 HLL will be entitled to all or any of the actions mentioned in para 5.1(i) to (x) of this pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of HLL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

Clause .6. Independent External Monitor(s)

6.1. HLL has appointed Independent External Monitor(s) (hereinafter referred to as Monitor(s)) for this Pact in consultation with the Central Vigilance Commission (Name and addresses of the Monitor(s) to be given).

6.2. The responsibility of the Monitor(s) shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3. The Monitor(s) shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

6.4. Both the parties accept that the Monitor(s) have the right to access all the documents relating to the project/ procurement, including minutes of meetings.

6.5. As soon as the Monitor(s) notices, or has reason to believe, a violation of this pact, he will so inform the CVO.

6.6. The BIDDER(S) accepts that the Monitor(s) have the right to access without restriction to all project documentation of HLL including that provided by the BIDDER. The BIDDER will also grant the Monitor(s), upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors engaged by the BIDDER. The Monitor(s) shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.

6.7. HLL will provide to the Monitor(s) sufficient information about all meetings among the parties related to the Project provided such meeting could have an impact on the contractual relation between the parties. The parties will offer to the Monitor(s) option to participate in such meetings.

6.8. The Monitor(s) will submit a written report to the CVO of HLL within 8 to 10 weeks from the date of reference or intimation to him by HLL/BIDDER and, should consent arise, submit proposals for correcting problematic situations.

Clause.7.Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If HLL obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if HLL has substantive suspicion in this regard, HLL will inform the same to the Chief Vigilance Officer.

Clause.8. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, HLL or its agencies shall be entitled to examine all the documents, including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such

examination.

Clause.9. Law and Place of Jurisdiction

Both the Parties agree that this Pact is subject to Indian Law. The place of performance and hence this Pact shall be subject to Thiruvananthapuram Jurisdiction.

Clause.10. Other legal Actions

The actions stipulated in the Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

Clause.11. Validity and Duration of the Agreement

This Pact begins when both parties have legally signed it. It expires for the Contractor/Successful bidder 12 months after the last payment under the contract or the complete execution of the contract to the satisfaction of the both HLL and the BIDDER /Seller, including warranty period, whichever is later, and for all other Bidders/unsuccessful bidders 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director of HLL.

Clause. 12. Other provisions

12.1. Changes and supplements as well as termination notices need to be made in writing. Both the Parties declare that no side agreements have been made to this Integrity Pact.

12.2. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

12.3. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions

INWITNESS THEREOF the parties have signed and executed this pact at the place and date first above mentioned in the presents of following witnesses:

HLL BIDDER

Witness	Witness
1.....	1.....
2.....	2.....

* Provisions of these clauses would be amended /deleted in line with the policy of the HLL in regard to involvement of Indian agents of foreign suppliers.

Annexure 12

PERFORMANCE BANK GURANTEE FORMAT

Whereas _____ (hereinafter called "the Bidder") has submitted its bid dated _____ (date of submission of bid) for the supply of _____ (name and/or description of the goods) (hereinafter called "the Bid") .

KNOW ALL PEOPLE by these presents that We, _____ (name of bank) of _____ (Name of Countries), having our registered office at _____ (address of bank) (hereinafter called "the Bank") are bound unto _____ (name of purchaser) (hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____, 20____.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

This guarantee shall be valid until the day of, 20.....

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

Our..... branch at 5 (Name & Address of the branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at ourbranch a written claim or demand and received by us at ourbranch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

[Signature (s)]

Signature of the Authorised Officer of the Bank) Name
and Designation of the Officer

Seal, name & Address of the Bank and the Branch