HLL LIFECARE LIMITED
(A Government of India Enterprise)
Regd Office: HLL Bhavan, Poojappura
THIRUVANANTHAPURAM - 695 012
KERALA, INDIA

NOTICE INVITING EXPRESSION OF INTEREST

FOR

LEASE/SALE OF CONVENTIONAL SYRINGE MANUFACTURING FACILITY

TO

HLL LIFECARE LIMITED,
Regd Office: HLL Bhavan, Poojappura
THIRUVANANTHAPURAM - 695012,
KERALA STATE, INDIA

NOTICE INVITING EXPRESSION OF INTEREST
FOR
LEASE/SALE OF CONVENTIONAL SYRINGE MANUFACTURING FACILITY

Enquiry No: HLL/CHO-SP/EOI-CONV. SYRINGE/1/2013-14

Preamble:

HLL Lifecare Limited (HLL) is a public sector undertaking under the administrative control of the Ministry of Health & Family Welfare, Government of India. HLL's purpose of business is to provide quality healthcare products and services at affordable rates. In its quest to become a comprehensive healthcare solutions provider, HLL had diversified into hospital products and healthcare services, while nurturing its core business of providing quality contraceptives.

HLL has set an ambitious target of growing tenfold by 2020 extending its reach in the global market and introducing new products and services. In order to achieve the stated objective, HLL has prioritised the areas where it could focus in the short, medium and long term.

Invitation of Expression of Interest:

HLL invites expression of interest from interested parties for Lease/sale of their Conventional Syringe Manufacturing facility situated within India having a minimum annual capacity of **280 M Pcs and above of conventional syringes of sizes 2 ml, 5 ml & 10ml.** Further details/requirements of which are provided in the technical Information sheet annexed elsewhere in this document.

General

1. The deadline for submission of the EOI bid is **15:00 Hrs**. (IST) on **30th September 2013**. Expression of Interest shall be submitted as one copy in sealed envelope clearly super scribing on top of envelope "EXPRESSION OF INTEREST (EOI) FOR LEASE/SALE OF CONVENTIONAL SYRINGE MANUFACTURING FACILITY." **and one CD Copy**
2. Commercial Bids are not sought with this EOI. While the EOI responses may contain indicative commercially relevant information, it will not be construed to be a commercial bid. Organizations are advised to carefully review and submit all relevant information with their EOI bids.
3. While the Expression of Interest has been prepared in good faith, HLL does not make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statement or omission herein, or the accuracy, completeness or reliability of information contained herein, and shall incur no liability under any law, statue, rules or regulations as to the accuracy, reliability or completeness of this request, even if any loss or damage is caused by any act or omission on its part.

4. Organizations are requested to keep the information and details strictly confidential. We are looking for your support and co-operation in getting fully responsive Expression of interest.

5. HLL shall not be responsible for any expense incurred by Bidder in connection with the preparation and delivery of their EOI and other expenses.

6. HLL reserves the right to reject any or all the Expressions of Interest without assigning any reason thereof.

7. The process of inviting EOI is for ascertaining various options available to HLL. After evaluation / examination of the offers, HLL may at its sole discretion decide further course of action.

8. HLL reserves the right to deal with the proposal in any manner without assigning any reasons for the same. The decision of HLL in this regard shall be final.

9. Organizations shall also prepare Power Point presentations in respect of EOIs, submitted by them. HLL may invite Organizations, if required, to make a Power Point presentation of their case.

Interested partners qualifying the following conditions may express their interest in writing with a brief on the offered facility to **gskumar@lifecarehll.com**

Senior Vice President (Strategic Planning & CQA)
Registered & Corporate Head Office
HLL Lifecare Limited
HLL Bhavan
Poojapura
Thiruvananthapuram-695012
Ph: 0471 2354949

TECHNICAL INFORMATION

IFB Ref No. : HLL/CHO-SP/EOI- CONV. SYRINGE /1/2013-14
Date : 30-08-2013

LIST OF CONTENTS

MINIMUM ELIGIBILITY CRITERIA

1. The bidder/s should be the Owner of the Conventional syringe manufacturing facility situated within the geographical boundaries of India and is being offered for Lease/Sale to HLL.

2. The Conventional syringe manufacturing facility owned by the bidder/s should have an aggregate annual production capacity of 280 M Pcs and above meeting the following requirements;

Syringe Technology	**Conventional**
Material specification	**PP**
Size	**2ml, 5ml, 10ml**
Needle Gauge	**22G, 23G and 24G**
Packing	**Blister pack with one side medical grade paper.**

   The bidders for the purpose of meeting the Annual production capacity requirements as stipulated above can apply as a consortium in such a manner that the total number of consortium members shall not exceed 3 members and the minimum capacity being offered by each members shall be above 40 Mpcs per annum.

3. The Conventional syringe produced in the facility should meet Schedule M/R of DCA, India requirements.

4. The Production facility offered for Lease/Sale shall be GMP certified by the local Drugs Control Authority.

5. The Production facility offered for Lease/Sale shall be ISO 9001 and ISO 13845 certified.

6. The Conventional syringe manufacturing facility shall be in good working condition and HLL reserves the right to inspect the Conventional syringe manufacturing facility and certify the facility based on 'as it is' condition. The bidder shall demonstrate the production capacity of the facility offered, during the facility visit of HLL's Technical Evaluation Committee. The Committee will assess the production capacity and any decision of the committee or any third party, who is authorized by HLL to inspect the facility on behalf of HLL regarding production capacity, will be binding on the bidder.

7. Power of Attorney shall be enclosed, in case an authorized representative has signed been assigned for discussions of the EOI.

8. The duly signed acceptance form confirming that all terms & conditions, technical requirements are understood by the bidder. Certificate that Offer is in total conformity with the HLL requirements and terms and conditions mentioned in the EOI document (shall be enclosed as per **Annexure R**)

9. Deviation if any, giving reasons for the deviation.

APPLICATION FOR EOI- CONVENTIONAL SYRINGE FACILITY

Sl No	Particulars	Details shall be given with supporting documents
1.	**Give the following details:**	
	Name of the Firm/Company:	
1)	Postal Address:	
2)	Telephone:	
3)	Fax:	
4)	Email:	
5)	Year of Establishment of Firm/Company:	
Note:	Enclose a brief profile of the firm/company	
A.	In the case of Proprietary firm	
1)	Name of Proprietor	
	Attested copy of Registration Certificate to be enclosed	(Fill and enclose details as per **ANNEXURE - A**)
B.	In the case of Partnership Firm	
1)	Name of Managing Partner:	
2)	Name of other partners:	
Note:	Attested copy of partnership deed/Certificate to be enclosed	(Fill and enclose details as per **ANNEXURE - B**)

C.	In the case of Company	
1)	Whether Private Limited or Public Limited Company:	
2)	Name of Managing Director:	
3)	Names of other Directors:	
Note:	1. Attested copy of Company Registration Certificate/Certificate of Incorporation. 2. Copy of Memorandum of Association/ Articles of Association	(Fill and enclose details as per **ANNEXURE - C**)
2	Are you the Owner of a Conventional syringe manufacturing facility being offered for Sale to HLL? For verification, please provide the self attested copy of valid ownership details.	**YES/NO**
3	If YES, whether the Conventional syringe manufacturing facility owned by you has an Annual production capacity of 280 M Pcs and above of conventional syringes of sizes 2 ml, 5ml & 10 ml? For verification, please provide the self attested copy of valid capacity certificate.	**YES/NO**
4	If YES, whether your own Conventional syringe manufacturing facility of 280 MPcs and above annual production capacity can be offered for Sale to HLL?	**YES/NO**
5	Whether any mortgage or hypothecation or similar charge has been created on the Production facility/Plant & Machinery?	**YES/NO**

6	Does the Conventional syringe produced in the facility meet Schedule M/R of DCA, India requirements?	**YES/NO**
7	Does the Production facility offered for Sale by you is GMP certified by the local Drugs Control Authority? If Yes, please provide the self attested copy of valid certificate.	**YES/NO**
8	The Production facility offered for Sale shall be ISO 9001 and ISO 13845 certified If Yes, Copy of valid certifications (self attested) shall be enclosed.	**YES/NO**
9	Is your Plant in good working condition? Note: - HLL reserves the right to inspect the Conventional syringe manufacturing facility and certify the facility based on 'as it is' condition. The bidder shall demonstrate the production capacity of the facility offered, during the facility visit of HLL's Technical Evaluation Committee. The Committee will assess the production capacity and any decision of the committee or any third party who is authorized by HLL to inspect the facility on behalf of HLL regarding production capacity will be binding on the bidder.	**YES/NO**
D.	Average annual turn over of the firm/company during the last 3 years, ending 31st March 2012	
1)	2010 - 2011	
2)	2011 - 2012	
3)	2012 - 2013	
Note:	Enclose audited Balance sheets in proof for the above period	(Fill and enclose details as per **ANNEXURE - D**)
E.	Details of Organization:	
Note:	Attach an Organization chart	(Fill and enclose details as per **ANNEXURE - E**)

F.	Details of Liabilities (for example to financial institutions like banks, to statutory bodies, to stake holders), if any Enclose a certificate from lending bank/financial institutions permitting the owner of the manufacturing facility to give the subject facility for Lease/Sale to HLL.	(Enclose details as per **ANNEXURE- F**)
G.	Conventional syringe Production Performance of the firm/company in the last 3 Years	(Fill and enclose details as per **ANNEXURE - G**)
H.	Conventional syringe Sales Performance of the firm/company in the last 3 Years	(Fill and enclose details as per **ANNEXURE - H**)
I.	Conventional syringe Wastage/Rejection Percentage of the firm/company in the last 3 Years	(Fill and enclose details as per **ANNEXURE - I**)
J.	Details of Production Facility including Location and Plant Layouts	(Fill and enclose details as per **ANNEXURE - J**)
K.	Enclose the approved Effluent Treatment system of the firm/company	(Fill and enclose details as per **ANNEXURE - K**)
L.	Enclose the approved Electrical schematic Diagram of the firm/company	(Fill and enclose details as per **ANNEXURE - L**)
M.	The production capacity offered for lease/sale should have all statutory and legal compliances. Whether the firm/company has all statutory and legal compliances?	(Fill and enclose details as per **ANNEXURE - M**)
N.	Enclose the Power, Water & Fuel Consumption Details	(Fill and enclose details as per **ANNEXURE - N**)
O.	Give a brief description about the Process with Process Layout	(Fill and enclose details as per **ANNEXURE - O**)
P.	Age of Plant & Machinery shall be indicated. Give Details of Plant and Machinery.	(Fill and enclose details as per **ANNEXURE - P**)
Q.	Give Details of Quality certifications & Compliance to Quality standards	(Fill and enclose details as per **ANNEXURE - Q**)
R.	Acceptance Form	(Fill and enclose details as per **ANNEXURE - R**)
S.	Certificate for authenticity of information provided with this offer.	(Fill and enclose details as per **ANNEXURE - S**)
Note:	1) Fill up the details which are relevant to your Firm/Company	
	2) Strike Off the field which are not relevant to your firm/company	

Signature and Seal of the Firm/Company

ANNEXURE – A

(Attested copy of Registration Certificate to be enclosed**)**

Signature and Seal of the Firm/Company

ANNEXURE – B

(Attested copy of partnership deed/Certificate to be enclosed**)**

Signature and Seal of the Firm/Company

ANNEXURE – C

(Attested copy of Company Registration/Certificate of Incorporation/MoA & AoA to be enclosed**)**

Signature and Seal of the Firm/Company

ANNEXURE – D

(Enclose audited Balance sheets in proof for the above period**)**

Signature and Seal of the Firm/Company

ANNEXURE – E

DETAILS OF ORGANIZATION

Sl No	Name & Postal Address	Date of Birth	Qualification	Total Experience (in Years)

Note:

(Attach an Organization Chart)

Signature and Seal of the Firm/Company

ANNEXURE – F

Sl No	Liable institution/bank/stake-holders, statutory body etc.	Extent of Liability (Rs. Lacs)	Duration period	Present Status
1				
2				
3				
4				
5				

Note:
Details of Liabilities of the bidding firm/company (for example to financial institutions like banks, to statutory bodies, to stake holders), if any shall be filled in this format.

Signature and Seal of the Firm/Company

ANNEXURE – G

CONVENTIONAL SYRINGE PRODUCTION PERFORMANCE FOR THE LAST 3 YEARS						
Sl No	**Year**	**Production (in MPcs)**	**Testing (in MPcs)**	**Strip Packing (in MPcs)**	**Secondary packing (in MPcs)**	**Saleable Quantity (in MPcs)**
1	**2010-11**					
2	**2011-12**					
3	**2012-13**					

Signature and Seal of the Firm/Company

ANNEXURE – H

CONVENTIONAL SYRINGE SALES PERFORMANCE FOR THE LAST 3 YEARS							
Sl No	**Year**	**Govt. Sales (in MPcs)**	**Domestic Branded (in MPcs)**	**Export Market - Branded (In MPcs)**	**Export Market - Institutional Sales (In MPcs)**	**Export Market - OEM (in MPcs)**	**Other Sales (in MPcs)**
1	**2010-11**						
2	**2011-12**						
3	**2012-13**						

Signature and Seal of the Firm/Company

ANNEXURE – I

CONVENTIONAL SYRINGE WASTAGE/REJECTION FOR THE LAST 3 YEARS									
SL NO	YEAR	AT MOULDING STAGE		AT TESTING STAGE		AT PACKING STAGE		AT FINISHED PRODUCT STAGE	
		QTY IN MPCS	%	QTY IN MPCS	%	QTY IN MPCS	%	QTY IN MPCS	%
1	2010-11								
2	2011-12								
3	2012-13								

Signature and Seal of the Firm/Company

ANNEXURE J

FACILITY DETAILS		
SL NO	**PARTICULARS**	**DETAILS**
1	**LOCATION OF FACILITY**	
a)	Indicate complete address of the facility	
b)	Distance to the nearest seaport	
c)	Distance to the nearest airport	
d)	Distance from the city centre	
2	**INFRASTRUCTURE AVAILABLE**	
a)	Total area (in SQM)	
b)	Total build-up area (in SQM)	
c)	Source of Water	
d)	Source of Electricity	
Note:	**Please enclose the Plant Layout**	

Signature and Seal of the Firm/Company

ANNEXURE – K

(Enclosed the approved Effluent Treatment system of the firm/company)

Signature and Seal of the Firm/Company

ANNEXURE – L

(Enclose the approved Electrical schematic Diagram of the firm/company)

Signature and Seal of the Firm/Company

ANNEXURE – M

STATUTORY/LEGAL COMPLIANCE STATEMENT						
Sl No	**Particulars**	**Date of Approval**	**Validity**	**Present Status**	**Enclosed copy (Yes/No)**	**Non-conformities, if any shall be listed**
1)	License/Approvals from Factories & Boilers Department					
2)	Manufacturing Licenses					
3)	Factory Licenses					
4)	Pollution Control Board Licenses/ Approvals					
5)	Electrical Inspectorate Approvals with schematic diagrams and latest periodical inspection report					
6)	Drugs Control Approval					
7)	Explosive License, if any					
8)	Conformation that there are no legal litigations pending on the firm/company (if any, enclose the details)					
9)	Other approvals/ clearances, if any available					

Signature and Seal of the Firm/Company

NB: The above list is only indicatory. Firms may Add/Modify/Delete wherever applicable.

ANNEXURE – N

POWER AND FUEL CONSUMPTION DETAILS			
Sl No	**Particulars**	**Details**	**Remarks, if any**
1)	**ELECTRICITY**		
a)	Contract Demand with Power supply agency		
b)	Power tariff structure and rate		
c)	Total connected load with distribution details		
d)	Details of power supply equipments such as Transformers, DG sets, HT-LT Switch gears etc. (Make, Capacity, Year of Manufacture, Warranty certificates etc.)		
e)	Specific Electricity Consumption per MPcs		

Signature and Seal of the Firm/Company

NB: The above list is only indicatory. Firms may Add/Modify/Delete wherever applicable.

ANNEXURE – O

BRIEF DESCRIPTION OF PROCESS WITH PROCESS LAYOUTS		
Sl No	**Particulars**	**Details**
1)	Moulding of Various Components (Barrel, Plunger, Cap/Tip Protector)	
2)	Needle Formation (Needle, Needle hub, Needle lower lock up)	
3)	Graduation of the moulded parts	
4)	Assembling	
5)	Sterilization	
6)	Packaging	
7)	QA/QC (QC Tests, In process checks, Finished Products Inspection)	
8)	Clean room facilities/details	

Note: Enclose Process Layouts for each

Signature and Seal of the Firm/Company

NB: The above list is only indicatory. Firms may Add/Modify/Delete wherever applicable.

ANNEXURE P

PLANT AND MACHINERY						
Sl No	**Particulars**	**Qty**	**Daily Capacity per unit @ 24 hrs operations**	**Year of Manufacture/ Commissioning**	**Make/OEM**	**Status (in working condition or not)**
A	**Moulding of Various Components**					
A.1)	Injection Moulding Machine					
A.2)	Tube Extruding Machine					
B	**Needle Formation**					
B.1)	Needle inserting machine					
B.2)	Glue dispenser					
B.3)	U.V curing machine					
B.4)	Needle siliconizing / block checking equipment					
B.5)	Gluing machine					
C	**Graduation of the moulded parts**					
C.1)	Necessary graduating tools					
D	**Assembling**					
D.1)	Necessary Assembling station					
E	**Sterilization**					
E.1)	ETO sterilizer					

F	**Packaging**					
F.1)	Heat sealing machine					
F.2)	Overwrapping machine					
G	**QA/QC (In process Inspection / Finished Products Inspection)**					

Signature and Seal of the Firm/Company

NB: The above list is only indicatory. Firms may Add/Modify/Delete wherever applicable

ANNEXURE Q

QUALITY CERTIFICATIONS & COMPLIANCE TO QUALITY STANDARDS						
1	**Certifications**	**Variants covered**	**Certifying Body**	**Year of Certification**	**Validity**	**Remarks if any**
A	ISO 9001:2008				3 years	
B	CE mark				5 years	
C	ISO13485: 2003				**5 Years**	
2	**Syringe Specifications should be in compliance to national/ international standards.**					

Signature and Seal of the Firm/Company

NB: The above list is only indicatory. Firms may Add/Modify/Delete wherever applicable

ANNEXURE R

ACCEPTANCE FORM

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

From

To

Senior Vice President (SP & CQA),
HLL Lifecare Limited, Regd. Office: HLL Bhavan
Poojappura, Kerala. India. Pin- 695 012.

Dear Sir,

I / We, hereby offer to provide Conventional syringe manufacturing facility of production capacity of ----- MPcs/Annum as per the Expression of Interest floated by HLL. I/We have understood the terms and conditions mentioned in the EOI invitation and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

The following pages have been added to and form part of this bid.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

ANNEXURE S

CERTIFICATE

I / we hereby certify that the information given with this Offer document is correct. If, at any stage, it is found to be incorrect, I / we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

Signature and Seal of the Firm/Company

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

CHECKLIST

SI NO	PARTICULARS	ATTACHED (YES/NO)
1	Application for EOI duly filled	
2	Attested copy of Registration Certificate to be enclosed for proprietary firm (Annexure A)	
3	Attested copy of partnership deed of the firm (Annexure B)	
4	Attested copy of Company Registration deed (Annexure C)	
5	Audited Balance sheets in proof for the period (2010-11, 2011-12, 2012-13) - Annexure D	
6	Details of Organization. Attach an Organization chart - (Annexure E)	
7	Details of Liabilities, if any (Annexure F)	
8	Conventional syringe Production Performance of the firm/company in the last 3 Years (Annexure G)	
9	Conventional syringe Sales Performance of the firm/company in the last 3 Years (Annexure H)	
10	Conventional syringe Wastage/Rejection Percentage of the firm/company in the last 3 Years (Annexure I)	
11	Details of Production Facility including Location and Plant Layouts (Annexure J)	
12	Effluent Treatment system of the firm/company (Annexure K)	
13	Approved Electrical schematic Diagram of the firm/company (Annexure L)	
14	Whether the firm/company has all statutory and legal compliances? (Annexure M)	
15	Enclose the Power, Water & Fuel Consumption Details (Annexure N)	
16	Brief description about the Process with Process Layout (Annexure O)	
17	Give Details of Plant and Machinery (Annexure P)	
18	Give Details of Quality certifications & Compliance to Quality standards (Annexure Q)	
19	Acceptance Form (Annexure R)	
20	Certificate for authenticity of information provided with this offer. (Annexure S)	