

e- Tender Enquiry Document (e-TED)

FOR
RENEWAL OF INSURANCE POLICIES
[which includes Medical Claim Policy, Employees Compensation Policy, Fixed Assets
and Other Non Medical Insurance]

e-TED Ref: HLL/CHO/HR/Insurance/23-24



BY

HLL Lifecare Limited
(A Government of India Enterprise)

HLL Bhavan - Corporate Head Office,
Poojappura - PO | Thiruvananthapuram - 695012,
Kerala, India

URL: www.lifecarehll.com
Email: thomaspa@lifecarehll.com

Phone: 0471-2354949
CIN: U25193KL1966GOI002621.

NOTICE INVITING e-TENDER

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09/06/2023

Sub: RENEWAL OF INSURANCE POLICIES [which includes Medical Claim Policy, Employees Compensation Policy, Fixed Assets and Other Non Medical Insurance] of HLL Lifecare Limited (HLL).

1. HLL Lifecare Limited (HLL) is a Mini Ratna Government of India Enterprise, under the Ministry of Health & Family Welfare, originally established in 1966 to manufacture and supply condoms to Family Planning Program of Government of India. We are the major suppliers of condoms and other contraceptive products including IUD's, tubal rings, and Oral contraceptive Pills for the Government of India – National Family Programs. We are also one of the major players in the Technical market in India, and our flagship brand MOODS Condoms is the second largest in the Indian Technical Market. We are also one of the largest producers of Blood collection bags in the country. We are also suppliers to UNFPA and other global procurement agencies.

Over the last 2 decades, HLL has transformed – from a Condom company to a Healthcare delivery company. HLL diversified into other areas in healthcare including hospital products, pharmaceuticals, hospital infrastructure management, procurement consultancy, pharma retailing, vaccines and diagnostic services.

At present HLL has 8 state-of-the art manufacturing facilities spread across India. HLL also has 4 subsidiary / associate organizations, HLL Infratech Services Limited (HITES) for hospital infrastructure development, Hindustan Latex Family Planning Promotion Trust (HLFPPT), a not-for-profit trust engaged in Social Marketing, Life Spring Hospitals for maternity care, Goa Antibiotics and Pharmaceuticals Limited (GAPL) and HLL Management Academy (HMA) . HLL also had a subsidiary company named HLL Biotech Limited which got hived off from the parent company subsequently by MoHFW, Govt of India.

HLL is also the implementing partner across the country for Health Ministry's flagship program – AMRIT (Affordable Medicines and Reliable Implants for Treatment) through which drugs are made available at highly discounted rates.

2. Accordingly, HLL invites online bids from the eligible, competent and experienced Insurance Companies (licensed and registered with IRDA) in India who are meeting the eligibility Criteria mentioned in this document to provide RENEWAL OF INSURANCE POLICIES [which includes Medical Claim Policy, Employees Compensation Policy, Fixed Assets and Other Non Medical Insurance] of HLL Lifecare Limited (HLL), its subsidiary company HLL Infratech Services Limited (HITES) and the Mediclaim Policy of former subsidiary of HLL viz HLL Biotech Limited.

3. Bidders may download the TED document from the websites URL address: <http://www.lifecarehll.com/tender>, www.gem.gov.in & <https://etenders.gov.in/eprocure/app> and submit their Applications online..
4. Any conditional bid shall be summarily rejected.
5. It is the responsibility of participants to go through the Tender Document to ensure furnishing all required documents as per the e-TED.
6. The Bidder should mention the complete contact address with pin code, e-mail id and Mobile no. / Landline no of the authorized official.
7. The bidder shall quote for all the three schedules (except optional schedule 4) given in the price bid. If not, such bids will be treated as non-responsive/ non-eligible and will not be considered for evaluation.
8. Other details in this tender are indicated below:-

Sl.	Description	Schedule
a	Tender Processing Fee	Nil
b	EMD	Nil
c	Last date for submission of queries: e-mail id for submission of queries: thomaspa@lifecarehll.com The subject in the email should be 'Selection of Insurance Company for the Insurance cover of HLL Lifecare Limited and its subsidiary / associate organisations' <u>Note:</u> Any query received after the scheduled time may not consider.	14-06-2023, 12:00hrs IST,
d	Closing date & time for submission of online bids	16-06-2023, 15:00 hrs IST
e	Time and date of opening of bids	17-06-2023, 15:30hrs IST
f	Venue for :- • E-Tender Opening of Technical Bid	HLL Bhavan - Corporate Head Office, Poojappura - PO Thiruvananthapuram - 695012, Kerala, India

9. The Bids shall be submitted online only as mentioned below:

- (i) Technical Bid (Consisting of documents fulfilling eligibility criteria & Technical Conditions). Bidders may name the files indicating the nature of content in pdf format which would be required to be attached in e-tender.
- (ii) Financial Bid (To be filled up the as per attached Proforma, Signed, Stamped, and Scanned to pdf mode & attach under PRICE BID).

DO NOT'S

Bidders are requested **NOT** to submit the hard copy of the Financial/Price bid. In case the Financial/Price bid is submitted in physical form (hard copy), the tender shall be straightaway rejected. Also, uploading of the financial/price bid in Technical bid will **RESULT IN REJECTION** of the tender.

A) Technical Bid (Un priced Tender)

All Technical details {e.g. Eligibility Criteria, Detailed Scope of Work and Terms & Conditions} should be attached in C-Folder of e-tendering module in pdf form, failing which the tender stands invalid & REJECTED.

B) Financial Bid:

1. Prices are to be quoted in the attached Price Bid format online on e-tender portal in pdf format & apply digital signature certificate. **While uploading the price, the tenderer has to ensure that the FILE NAME of the attached document SHOULD BE SAME as that of provided price bid format.**
2. The prices should be quoted for the accounting unit indicated in the e-tender document.

The bidder shall not submit hard copy of financial/price bid otherwise his/her tender shall be straightaway rejected. Also, uploading the financial/price bid in prequalification bid or Technical bid will result in rejection of the tender.

Note:

It is the responsibility of tenderer to go through the Tender Enquiry Document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION of tender and would not be considered at a later stage at any cost by HLL.

10. In case of any queries, all prospective tenderers may either attend the pre-bid meeting or send their queries, if any on the email id: thomaspa@lifecarehll.com, within the scheduled time and date mentioned in clause no. 4 above. Any query received after the scheduled time may not consider. The reply to the query will be posted in the website - www.lifecarehll.com only.
11. In the event of any of the above mentioned dates being declared as a holiday in the organisation, the next working day will be considered as per prescribed venue & time.
12. There is NO PROVISION of uploading late tender beyond stipulated date & time in the e-tendering system. HLL reserves the right to accept or reject all/or any of the tenders in full or part without assigning any reason thereof.
13. Amendments, if any, to the tender will be published only in the website www.lifecarehll.com and / or in CPP portal.
14. **SPECIFIC Instructions for e-Tender Participation:-**
 - i. Applicants should have valid Class 3 Digital Signature Certificate with encryption.
 - ii. Applicants are requested to read the tenderer help document on e-tender web site link before proceeding for submitting their Application.
 - iii. The prospective Applicants have to register with the E-procurement system of HLL at <https://etenders.gov.in/eprocure/app>. On completion of the registration process, the Applicants will be provided user ID and password within 7 working days. In order to submit the Applications electronically Applicants are required to have a valid Class 3 Digital Signature Certificate (signing and encryption/decryption certificates).

- iv. Applicants are requested to register for issuance of User ID and Password well in advance in order to avoid last minute rush. The process normally takes 03 days' time.
- v. Post receipt of User ID & Password, Applicants can log on for downloading & uploading tender document.
- vi. Tenderer may download the TED document from the web site www.lifecarehll.com or www.etenders.gov.in/e procure/app.
- vii. The submission of online documents can only be done through <https://etenders.gov.in/e procure/app>.
- viii. This TED is an e-Tender and is being published online in Government eProcurement portal, <https://etenders.gov.in/e procure/app>.
- ix. Applicants shall ensure that their submissions are complete in all respects and are to be submitted **online through e-procurement portal (as described above). No DEVIATION is acceptable.**
- x. A person signing (manually or digitally) the TED form or any documents forming part of the contract on behalf of another shall be deemed to warrantee that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
- xi. All the necessary documents as prescribed in the TED document shall be prepared and scanned in different files (in PDF format as prescribed) and uploaded for on-line submission of tender/Application.
- xii. Documents should be uploaded **online only** in the prescribed format given in the website. No other mode of submission shall be acceptable.
- xiii. The prospective Applicants may **scan the documents in low resolution (75 to 100 DPI)** instead of 200 DPI. The documents may be scanned for further lower resolution (if possible). This would reduce the size of the Cover and would be uploaded faster. The tenderer should however ensure the clarity and legibility of the text.
- xiv. The Individual file size of uploading is restricted to 3 MB. Applicants may upload multiple files (Not exceeding 3 MB individually) & relevant file name indicating the contents.

Vice President (HR)
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