

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O,
तिरुवनन्तपुरम-695005 THIRUVANANTHAPURAM-69005

PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehl.com

Tender No: PUR/08/R1/PQ/OCP /1-C/2015-16

ITEM: CARTONS(OCP)

TECHNO-COMMERCIAL BID

Tender No: PUR/08/R1/PQ/OCP /1-C/2015-16

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Tender No: PUR/08/R1/PQ/OCP /1-C/2015-16

Date : 5th October 2015

निविदा सूचना
TENDER NOTICE

1. वर्ष 2015-16 के लिए हमारी कनगला फैक्टरी बेलगाम की Cartons for OCP की आपूर्ति की ओर विनिर्माण /प्राधिकृत एजेंटों से भारत में विनिर्मित उत्पादों के लिए निर्धारित प्रपत्र में दो बोली प्रणाली (तकनीकी / वाणिज्य) के अधीन मुहरबंदित और उपरिलिखित निविदाएँ आमंत्रित किया जाता है।

Sealed and superscribed tenders under Two Bid System (Techno-Commercial) in the prescribed form are invited for products manufactured in India from Manufacturer(s)/Authorised Agent(s) for the supply of **OCP Cartons** to our Kanagala Factory, Belgaum for the period October 2015- March 2016.

2. तकनीकी विनिर्देश, अनुमानित मात्राएं और अन्य निबंधन एवं शर्तें निविदा दस्तावेजों में दिये जाते हैं, जो प्रत्येक निविदा के लिए एचएलएल लाइफकेयर के नाम पर तिरुवनन्तपुरम में देय रुपए 520/- का डीडी देकर 05.10.2015 से पूर्वाह्न 10.30 बजे से अपराह्न 3.30 बजे तक हमारे कार्यालय के किसी भी कार्य दिवस पर प्राप्त किया जा सकता है। यदि दस्तावेज डाक द्वारा अपेक्षित है तो निविदा दस्तावेजों की लागत के अतिरिक्त डाक/ कोरियर चार्ज की ओर रुपए 50/- का अतिरिक्त चार्ज भुगतान किया जाए। डी डी एचएलएल लाइफकेयर के नाम पर तिरुवनन्तपुरम में देय किसी राष्ट्रीयकृत बैंक का होना चाहिए।

The technical specification, approximate quantities and other terms and conditions are given in the Tender documents, which can be had from our office on any working day from 05/10/2015 between 10.30 A.M to 3.30 P.M by paying **Rs.520/-** DD (inclusive of KVAT) for each tender in favour of HLL payable at Trivandrum. If the documents are required by Post, an additional charge of Rs.50/- may be remitted towards postal/courier charges, in addition to the cost of tender documents. The DD should be drawn on a Nationalized Bank favouring HLL Lifecare Limited, payable at Thiruvananthapuram.

3. विवरण हमारे वेबसाइट www.lifecarehll.com & सी पी पी पोर्टल (www.eprocure.gov.in) से भी मिल सकता है। निविदाकार हमारे वेबसाइट & सी पी पी पोर्टल से दस्तावेज डाउनलोड किया जा सकता है और ऐसी स्थिति में निविदा शुल्क, तकनीकी बोली के साथ डीडी द्वारा अदा किया जाना चाहिए।

The details can also be had from our Website at www.lifecarehll.com & CPP portal (www.eprocure.gov.in). The tenderers can download the documents from our website & CPP portal and in such case the tender fee should be paid by way of DD along with technical bid.

4. संपूर्ण निविदाएं एचएलएल लाइफकेयर में निविदा संख्या उपरिलिखित मुहरबंदित लिफाफे में 12.10.2015, 2.00 बजे तक मिलना चाहिए।

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Completed tenders in sealed cover superscribed with Tender Nos. should reach HLL latest by 12/10/2015; 2.00 P.M.

5. संक्रमण में हुई किसी विलम्ब के लिए एचएलएल लाइफकेयर लिमिटेड उत्तरदायी नहीं होगा।

HLL will not be responsible for any delay in transit.

6. तकनीकी बोली में योग्यताप्राप्त निविदाकारों की मूल्यबोली मात्र खोली जाएगी।

The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened.

7. मूल्य बोली खोलने की तारीख एवं समय अलग रूप से सूचित किया जाएगा। तकनीकी बोली मूल्यांकन

में अयोग्यताप्राप्त निविदाकारों की मूल्यबोली बिना खोले वापस की जाएगी।

The date and time of opening of Price bid will be intimated separately. The Price Bids of Tenderers who do not qualify in the Technical bid evaluation will be returned unopened

8. नये विक्रेताओं एवं विक्रेता विकास कार्यक्रम के अधीन आनेवालों की मूल्य बोली विक्रेता विकास प्रोटोकॉल में यथा निर्धारित नमूना की प्रस्तुतीकरण एवं संयंत्र परीक्षण की समाप्ति के बाद मात्र खोली जायेगी।

The Price Bid of new vendors and those under vendor development programme will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol.

SENIOR MANAGER (PURCHASE)

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED
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Date: 5th October 2015

M/s.

Dear Sirs,

Sub: Tender Forms for Technical Bid & Price Bid

We are enclosing herewith the Techno-Commercial Bid & Price Bid Tender Forms.

The Tender Forms are to be duly filled up in duplicate, signed and returned, in a sealed cover superscribed with the above Tender No., the due date and date of opening, addressed to the SENIOR MANAGER (PURCHASE), HLL LIFE CARE LIMITED, PEROORKADA P.O., THIRUVANANTHAPURAM-695005.

The last date & time of receipt of Bids : 12/10/2015; 02.00 P.M
Date & Time of opening of Technical Bid : 12/10/2015; 3.00 P.M

Incomplete tender is likely to be rejected without any further correspondence.

Yours faithfully,
For HLL LIFE CARE LIMITED.

SENIOR MANAGER (PURCHASE)
Encl: As above

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CONTENTS OF BID DOCUMENT

I. INSTRUCTION TO BIDDERS:

II. TECHNICAL BID FORMS

1. Schedule A - Specification
2. Schedule B - Minimum Eligibility Criteria
3. Schedule C - Questionnaire - General information of the
Manufacturer / Supplier
4. Schedule D - Terms & conditions
5. Schedule E - Questionnaire for minimum eligibility criteria
6. Schedule F - Specific Conditions
7. Schedule G - Questionnaire for vendor Development
8. Schedule H - Declaration accepting Terms and Conditions of
the Tender

III. PRICE BID FORMS

- Schedule I - Rate Schedule for Kanagala-Belgaum

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INSTRUCTIONS TO BIDDERS

1. The Bid is intended to procure material as per specification in Schedule A.
2. The bid consist of two parts:
 - a. Technical Bid
 - b. Price Bid
3. The Technical Bid should be accompanied by Earnest Money Deposit (EMD) in the form of DD drawn in favour of M/s. HLL Lifecare Limited payable at Trivandrum for a sum of **Rs. 2,00,000/-** failing which the Tender is likely to be rejected. The EMD submitted will be converted to Security Deposit and will be released at the end of contract period.
4. The validity of technical bid & price bid is from October 2015 to March 2016.
5. SSI units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC. But the Party has to provide Security deposit if Tender is awarded to them.
6. Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be superscribed as "Technical Bid " and "Price Bid" on the respective covers in order to clearly identify between the two Bids. These two bids should be submitted in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to the Senior Manager (PURCHASE) HLL Lifecare Limited , Peroorkada P.O., Trivandrum - 695 005, on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.

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INSTRUCTIONS TO BIDDERS

7. Bid submission / Bid opening dates

- a. The last date & time of receipt of Bids : 12/10/2015; 2.00 P. M
- b. Date & Time of opening of Technical Bid : 12/10/2015; 2.30 P.M

8. In the event of the date mentioned above being declared subsequently as holiday for the purchaser's office, the due date for submission and opening of bids will be the next working day at the same venue and time.
9. Bids received after the deadline for submission shall not be considered.
10. The Bidder is expected to examine all specifications, Instructions, Forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
11. Any clarification required will have to be obtained two days prior to the Date of opening of the Technical Bid.
12. A certificate/Declaration as given in Schedule H stating that **ALL TERMS AND CONDITIONS** of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.

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INSTRUCTIONS TO BIDDERS

13. The quantity mentioned herein is approximate annual requirement with staggered delivery and in case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.
14. The vendors who had participated in the tender PUR/08/R1/PQ/OCP/1-REV/2015-16 and technically qualified (Price Bids opened) need not submit the technical bids & EMD. Such bidders need submit only the tender fee & price bid.
15. (a) The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately.
(b) The Price Bid of new vendors and those under vendor development programme will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol.
(c) The Price Bids of Tenderers who do not qualify will be returned unopened.

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SCHEDULE - A
Page 1 of 2

TECHNICAL BID

SPECIFICATION: CARTONS

1. D01-MD Carton

300 GSM Duplex Board with grey back , IR Varnish
Four Colour Printing as per artwork,
Internal Dimension: L :150 mm X W : 100 mm X H : 60 mm
With Thumb cut at the centre of the Carton

2. D01-MN Carton

400 GSM Duplex Board with grey back , IR Varnish
Four Colour Printing as per artwork,
Internal Dimension: L :350 mm X W : 190 mm X H : 60 mm
With Thumb cut at the centre of the Carton

We hereby agree to supply the above material as per the specification listed herein.

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - B
Page 1 of 1

TECHNICAL BID

Minimum Eligibility Criteria for qualifying in the Technical Bid

Material: Carton

1. The vendor should have multicolor printing facility to print a minimum of 5 colours. The Self Declaration for the same shall be enclosed.
2. The vendor should be able to print, paste and supply a minimum of 30,000 nos. of Cartons per day for HLL. The Self Declaration for the same shall be enclosed.
3. Firm should have achieved a total sale turnover of **Rs.75 Lakhs** during each of the last financial year i.e. **2012-13 & 2013-14. Enclose Turn Over Certificate from Chartered Accountant duly signed & sealed / Self Attested Annual Reports.**
4. The vendor should be a manufacturer/authorized agent. In the case of an authorized agent, a letter from the manufacturer authorizing them to participate in the tender should be furnished.

NOTE: -

- a) Vendors whose name appear in our list of approved vendors shall stand qualified in the Technical Bid, if they meet the above minimum eligibility criteria.
- b) (i)Vendors other than (a) above, fulfilling the minimum eligibility criteria shall be considered as vendor under development. They shall have to complete the vendor development protocol (approval of sample, plant trial etc) for enlistment as an approved vendor.

(ii) The price bid of the vendors under development (b (i)) shall be retained unopened. The price bids will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol. Order on such vendors shall be placed either at their quoted rate or the final L1 rate which ever is lower.
- c) Vendors who do not meet the minimum eligibility criteria shall be considered as **DISQUALIFIED** in the tender. Their Price Bid shall be returned unopened to them.

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SCHEDULE -C
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TECHNICAL BID

QUESTIONNAIRE

(General information of the manufacturer / supplier)

1. Name & Address of the Supplier with :
(a) Telephone No.
(b) Fax No.
(c) E-mail Address
(d) Name of contact person
(e) Whether proprietary/partnership/
Limited company.
(f) Specify whether SSI / MSME unit
2. How many years have you been in the :
business of manufacturing/selling?
3. What is your annual production capacity :
4. Indicate the quantity you can supply HLL :
per month
5. What would be the minimum period :
required to deliver the ordered quantity
from the date of confirmed purchase
order?
6. Have you been a supplier to any Pharma :
Industry, if so give details of the
name, address, quantity and values of
orders received and executed during the
last three year? (Attach separate sheet)
7. Kindly furnish the name and address of :
the Transporter (**Registered as per Carriage
by Road Act 2007**) through whom the rejected
material is to be returned on freight to pay
basis (Ref. clause d of Schedule D)

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SCHEDULE - C
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TECHNICAL BID

QUESTIONNAIRE

8. What is your Annual Turn Over during the :
last 2 years?
9. Details of tax registration :-
 - a) CST No. :
 - b) TIN No. and VAT No. :
10. Name & Address of your Banker(s) :
11. A/C no. & Swift Code :
12. Any other details :

All the information provided herein is true & correct.

PLACE: NAME & SIGNATURE OF THE APPLICANT
DATE : (WITH OFFICE SEAL)

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SCHEDULE - D
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TERMS & CONDITIONS

1. The Tender should be complete in all respects. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period.
4. (a) The quoted rate shall be valid for the period specified during which no price escalation and no change in terms and conditions will be allowed on any ground.

(a) In the event of failure on the part of the supplier to supply the material as per the delivery schedule or supply material at the agreed rate during the contract period, HLL would procure the material from alternate source at the risk and cost of the supplier. **In such cases, the additional cost incurred will be recovered from the supplier.**

(c) Failure to supply the material for any of the above reasons will also entail forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of two years.
5. Conditional tenders / tenders with deviation will not be considered.
6. The quantity mentioned herein is approximate annual requirement and in case the company requires less/more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.

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SCHEDULE – D
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7. HLL reserves the right to split up the quantity and place the order on more than a supplier and also reserves the right to accept or reject the offer without assigning any reason.
8. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

In the event of placing orders: -

- a. Sample should be submitted and got approved before effecting bulk supply.
- b. The remaining period of shelf life of material on arrival at our stores should be minimum 5/6th of the total shelf life.
- c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
- d. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL. The procedure in this regard would be as follows:-
 - (i) Material shall be returned through the Transporter indicated in Schedule C or through our approved Transporter on freight to-pay basis.
 - (ii) Alternatively the rejected material shall be destroyed at our end.
 - (iii) The cost incurred for disposal of the rejected material shall be recovered from supplier.
 - (iv) The supplier is required to replace the rejected material failing which HLL reserves the right to procure the material from alternate source(s) at supplier's risk and cost.

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PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspft@lifecarehll.com

Tender No: PUR/08/R1/PQ/OCP /1-C/2015-16

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- e. A certificate confirming that the product offered is environment friendly i.e., non-hazardous to the environment is to be enclosed with the Techno-Commercial Bid.
- f. The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. HLL reserves the right not to receive material beyond the delivery date given in the order.
- g. The supplier has to supply as per the rate quoted /agreed and other terms & conditions for the period specified during which no price escalation and no change in terms and conditions will be allowed on any ground.
- h. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the excess quantity shall be returned back through the Transporter indicated in Schedule C (clause 5) or our authorized transporter on freight to pay basis.
- i. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period
- j. HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency for compliance.
- k. All dispatch documents like delivery note/challan, packing list and invoice should contain the following details
 - i. **Supply Order No.& date**
 - ii. **Description of items as contained in the supply Order.**
 - iii. **Quantity dispatched**

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- iv. Manufacturing date.
- v. Expiry date.
- vi. Total Number of packages/ serially numbered
- vii. Test certificate
- viii. HLL's CST / TIN No.

The L.R No. should be intimated immediately after dispatch of the material by e-mail/fax

- l. The following information shall be stenciled or labelled on the exterior of the packing in bold letters, clearly visible, at least 50mm high with waterproof ink.
 - a. Name of Product (as given in supply Order)
 - b. Date of Manufacture (Monthly/Yearly)
- c. Date of expiry.
- d. Quantity
- e. Instruction off storage and handling
- f. Name & Address of Manufacturer
- g. Company's address in full
 - h. All packages should be separately numbered and it should appear on top of the packages with proper labelling.
- m. The following documents should accompany the consignment
 - a. **Invoice in triplicate**
 - b. **Delivery Note/Challan**
 - c. **Packing List**
 - d. **LR/AWB/----**
 - e. **Material Safety Data Sheet(MSDS)**
 - f. **Environment clearance certificate**
- n. Mode of Transport shall be by road, unless otherwise specified.
- o. **Payment shall be made by cheque/RTGS with in 30 days of receipt, inspection and acceptance of the material.**
- p. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram / Belgaum as the case may be.

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INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence on this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - E
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TECHNICAL BID

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

Material: CARTON

1.	Can you supply material as per specification given in Schedule A?	YES/NO
2.	Do you have multi colour printing facility to print minimum of 5 colours	YES/NO
3.	What is the minimum quantity of cartons that you can spare for HLL per day?	_____Nos
4.	Do you have printing, laminating, scoring, cutting, plate making and automatic pasting facility?	YES/NO
5.	What is your Annual Turn over?	

All the information provided herein are true & correct

PLACE: _____ NAME & SIGNATURE OF THE APPLICANT
DATE: _____ (WITH OFFICE SEAL)

NOTE: Forms must be completed in all respect and supported by relevant documents

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SCHEDULE F
Page 1 of 1

TECHNICAL BID

SPECIFIC CONDITIONS FOR SUPPLY OF CARTONS

I. Mode of Packing

CARTONS:

50 Nos.in one small bundle 100 such bundles should be packed in one Sterdy corrugated box. Proper identification labels to be pasted on each box.

II. A certificate confirming that the product offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with the Technical Bid.

We hereby agree to supply the material as per the conditions mentioned above.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

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SCHEDULE - G
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QUESTIONNAIRE FOR VENDOR DEVELOPMENT
(TO BE FILLED BY NEW VENDORS)

NAME OF PRODUCT:

1. Name & Address of the Manufacturer:
 - (a) Telephone No.
 - (b) Fax No.
 - (c) E-mail Address
 - (d) Name of contact person
 - (e) (i) Whether proprietary/partnership/
Limited company.
(ii) Furnish Name/'s, address,
phone nos. of Proprietor/
Managing partner/ M.D / Director's
(Attach separate sheet)
 - (f) Specify whether SSI / MSME unit
 - (g) If Yes, pl specify if your unit is owned by :
SC/ST entrepreneur
- 2) Details of tax registration :- :
 - c) CST No.
 - d) TIN No.& VAT No.
- 3) Name & Address of your Banker(s)
Account no. :
Swift Code
- 4) Annual Turn over
- 5) Do you have a Quality Control department. If yes, give the
details of the facilities. : Yes/No
- 6) a) Do you have inspection for incoming materials : Yes/No
b) Do you have in process inspection facilities : Yes/No
c) Do you have final inspection of the product : Yes/No

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SCHEDULE - G
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- 7) Do you have any accreditation :Yes/No
(a)ISO 9000
(b)Any National/International Laboratory/Authority
Certification
If 'Yes', give details along with a copy of certificate issued
by them.
- 8) Do you have an environmental policy / ISO 14001 certification? : Yes / No
If yes, please give the details.
- 9) Furnish the details of testing equipments.
- 10) Have you been assessed previously by HLL : Yes/No
- 11) List of customers
a) Government Dept. / PSU's
b) Private Sector
- 12) Have you furnished the sample along with this format : Yes/No

Place : NAME AND SIGNATURE OF THE VENDOR
Date : Office Seal)

Recommendation will be done by **HLL LIFECARE LIMITED, KANAGALA FACTORY, BELGUAM**

Recommendation/Remarks of the committee

Committee Members:

- 1.Head of Quality Control/Head of Technical Services and Material Testing
- 2.Head of User Department
- 3.Head of Purchase Department
- 4.Head of Finance Department

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SCHEDULE - H
Page 1 of 1

TECHNICAL BID

Item: CARTON (OCP)

DECLARATION

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE APPLICANT

SIGNATURE
NAME AND ADDRESS OF APPLICANT

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Tender No: PUR/08/R1/PQ/OCP /1-C/2015-16

CONTENTS OF PRICE BID FORMS

FOR

CARTONS (OCP)

SCHEDULE I - RATE SCHEDULE FOR KANAGALA-BELGAUM

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PRICE BID -

RATE SCHEDULE FOR SUPPLY TO
KANAGALA FACTORY, BELGAUM, KARNATAKA.

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SCHEDULE - I
SCHEDULE - IA

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NAME OF TENDERER:

ITEM: CARTON

Sl. No.	Name of Item (s) Please see Schedule - A of Technical bid for detailed Spec.)	Approx. Qty In Nos	Basic Rate In Rs.	Excise Duty	Sales Tax/VAT	Freight	Insurance	Others	Total Rate per 1000 Nos. (All inclusive) F.O.R. HLL, Kanagala, Belgaum In Rs.	
									(In Figures)	(In Words)
1	Cartons- D01-MD	462750								
2.	Cartons- D01-MN	48210								

Minimum time required to start the supply after receipt of letter of indent/supply orders:
Validity: October 2015- March 2016

Certified that the rate quoted will hold good for the above period during which no upward revision will be asked for.

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PLACE:
DATE:

TIN NO.

NAME & SIGNATURE OF THE APPLICANT
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