

Request for Proposal (RFP)

Appointment of an Independent External Monitor

**HLL Lifecare Limited & HLL Infra Tech Services Limited
HLL Bhavan, Mahilamandiram Road,
Poojappura, Thiruvananthapuram - 695 012
Kerala, India**

1. INTRODUCTION

HLL Lifecare Ltd. [HLL] is a Central Public Sector Enterprise wholly owned the Government of India and is one of the leading manufacturers in Healthcare Sector.

HLL Infra Tech Services Ltd. [HITES], a wholly owned subsidiary of HLL Lifecare Ltd., is a company specialized for infrastructure development and procurement of medical equipment and services in healthcare sector.

To ensure that all activities and transactions between HLL and its suppliers and contractors are dealt in a fair, transparent and corruption-free manner, HLL and HITES have implemented the Integrity Pact Policy [IPP] approved by the respective Board of directors. HLL and HITES jointly invite applications from interested persons for appointment of Independent External Monitor (IEM).

IEM will have to help HLL and HITES in implementing the IPP. Further, the IEM will have to review independently and objectively, whether and to what extent parties have complied with obligations under Integrity Pact (IP), which envisages an agreement between the prospective vendors/bidders and HLL/HITES, in respect of all high value (amount specified in the IPP) procurements, committing the persons/officials of both the parties not to exercise any corrupt influence on any aspect of the contract.

2. ELIGIBILITY CRITERIA

- a) The applicant should be an individual who has served / is serving on the Board of at least two (2) CPSEs belonging to *Mini Ratna* or a higher category as an Independent Director.
- b) The applicant should be an individual of impeccable integrity and reputation, possess experience about the activities of Public Sector Undertakings or the relevant field with which he / she may be required to deal, knowledgeable of HLL's business and experienced in commercial activities.
- c) A Person already appointed as IEM in two (2) or more CPSEs would not be eligible.
- d) The applicant shall have reasonable knowledge of Information Technology-enabled procurement systems and practices.
- e) The applicant shall not have attained 70 years as on the date of submission of the application.
- f) The applicant should not have been convicted of any offence involving moral turpitude and sentenced for imprisonment or awarded any penalty during erstwhile service or any disciplinary action/case is pending for decision /judgment with any committee / court of law or with any other adjudicating authority.

3. TENURE OF APPOINTMENT

The term of appointment of the IEM would initially be for three (3) years. However, the initial term could be extended by the Board of directors of HLL and HITES respectively, subject to approval of the proposal by the CVC.

4. FUNCTIONING OF IEM

- a) The main function of the IEM will be to oversee implementation of the Integrity Pact Program, to prevent corruption, or any other unethical practices in the implementation of the contract.
- b) The IEM will not have administrative or enforcement responsibilities. He / She will coordinate through the Chief Vigilance Officer of HLL and HITES (CVO) or other anti-corruption institutions such as the CVC. *(IEMs may engage services of outside agencies such as accounting firms, law firms, etc. at Company's expense, if required, in discharge of his / her responsibilities after obtaining approval of the Chairman & Managing Director of HLL and HITES respectively.)*
- c) The IEM will have access to all offices and internal records of HLL and HITES in respect of the Tender in question. They will also have access to Counterparties' records and information regarding its dealing with HLL.
- d) There will be structured meetings of the IEM with the CVO on a quarterly basis to discuss / review the information on Purchase orders / tenders awarded in the previous month.
- e) If the IEM observe or suspect an irregularity, they will inform the CVO. Once the IEM is satisfied that any irregularity has taken place, he / she may also inform the CVC.
- f) The IEM will submit a written report to the CVO within 8 to 10 weeks from the date of reference or intimation to them by HLL or HITES and, should the occasion arise, submit proposals for correcting problematic situations.
- g) The IEM will have right to attend any meeting between HLL/ HITES and the Counterparty(s). As far as possible, the meeting will be scheduled in India. In respect of any meeting to be held outside India, attendance by the IEM would be decided in consultation with the CVO. The IEM shall be under contractual obligation to treat the information and documents of the Bidder(s) /Sub-contractor(s) with confidentiality.
- h) The IEM will not enter with any Bidder in to undisclosed agreement or understanding to restrict competitiveness or to introduce cartelization in the bidding process relating to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions.

- i) The IEM will not commit any offence under the Indian Penal Code, 1860 and Prevention of Corruption Act, 1988. IEM will not use or pass on any information or document provided to it regarding plans, technical proposals and business details for the purpose of competition, personal gains etc.

5. REMUNERATION

The remuneration payable to the IEM would equivalent to that of an Independent Director on the Board of HLL / HITES.

6. MODE OF SELECTION

The eligible candidates who submit application for the position of IEM will be evaluated by the Board of directors of HLL and HITES respectively and a panel of Independent Monitor(s) will be constituted in concurrence with the Central Vigilance Commission (CVC).

7. HOW TO APPLY

Interested persons should submit application (in the prescribed format) in sealed envelope, by courier/post to the following address so as to reach on or before 4.00 p.m. on 31st January 2017.

Company Secretary &SVP (HR)
HLL Lifecare Ltd.
HLL Bhavan, Mahilamandiram Road,
Poojappura, Thiruvananthapuram - 695 012
Kerala, India

The envelope should be super scribed “**Application for appointment as Independent External Monitor**”.

Contact Details

For any further clarifications, the applicant may contact:

Name: P. Sreekumar
Designation: Company Secretary & SVP (HR)
Address: HLL Lifecare Limited.
HLL Bhavan, Mahilamandiram Road,
Poojappura, Thiruvananthapuram - 695 012
Kerala, India
Tel: +91-471 2355713
Email: p_sreekumar@lifecarehll.com

Application Form

Affix a passport
sized
photograph

1	Name				
2	Father's Name				
3	Gender	Male/Female			
4	Date of Birth (<i>enclose supporting documents</i>)				
5	Educational / Professional Qualification (<i>enclose supporting documents</i>)				
6	Name and address of Organization in which the applicant is presently serving / served in the past (<i>enclose supporting documents</i>)				
7	Position /Office at the time of superannuation (<i>enclose supporting documents</i>)				
8	Positions / Offices presently held / held details during last 10 years) Please attach separate sheets if necessary. The following information for last 10 years should be clearly mentioned 1. Date of joining 2. Designation, 3. Name of Organization, 4. Nature of position, 5. Date of cessation	Sr No.	Designation	Period(<i>date of joining– date of leaving</i>)	Nature of Position
		1			
		2			
		3			

		4			
9	Address for communication				
10	Permanent Address				
11	Contact Number <i>(mobile/landline)</i>				
12	E-mail Id				
13	Income-tax Permanent Account Number				
14	Regarding compliance with the eligibility criteria, please specify deviation(s), if any				
15	Detailed Bio-data [<i>kindly enclose detailed bio-data in separate sheet(s)</i>]				
16	Any Additional information [<i>kindly enclose additional sheets</i>]				

I request you to consider my application for the position of Independent External Monitor in HLL Lifecare Ltd and HLL Infra Tech Services Ltd.

Place:
Date:

Signature

Declaration

I hereby declare that the information furnished in the application is true and correct to be the best of my knowledge and belief. I understand that incase of furnishing of any false information or suppression of any information the application shall be liable for rejection.

Place:
Date:

Signature