



**HLL Lifecare Limited**

(A Govt. of India Enterprise)

Plot. No. 71, Sector -7, IMT Manesar,

Gurgaon (Haryana)- 122050

Phone & Fax No. 0124-4030949

E - Mail:hlimg@lifecarehll.com

**NATIONAL COMPETITIVE BIDDING**

**FOR**

**CONCLUDING RATE CONTRACT**

**FOR**

**TRANSPORTATION OF FINISHED GOODS  
(DIAGNOSTIC KITS)**

**TECHNICAL BID**

**INVITATION FOR BIDS (IFB)**

**TENDER NO. HLL/MFG/CARGO/15-16**

**Date: 30<sup>th</sup> Sept., 2015**

1. HLL Lifecare Limited, A Government of India Enterprise intends to conclude annual rate contract on firm and fixed price basis to empanel the transporters for transportation of finished goods / diagnostic kits from its facility at IMT, Manesar, Gurgaon (Haryana). The rate contract validity will be one year from the date of conclusion of Rate Contract.
2. If you are in a position to participate in tender and quote for transportation of finished goods by courier services as per tender schedule, the tender document should be filled in, signed and returned to this office.
3. Interested eligible Bidders may obtain further information and inspect the bidding documents at the office of the **HLL Lifecare Limited, No.71, Sector-7, IMT, MANESAR, GURGAON, Haryana**. A complete set of bidding documents may be downloaded from our website [www.lifecarehll.com](http://www.lifecarehll.com) by any interested eligible Bidder (The bidders who are participating in the bid should enclose the non-refundable tender document fee as indicated below in the form of a Demand Draft in favour of **"HLL Lifecare Limited", payable at Gurgaon**).

Small scale Units registered with NSIC are exempted from Tender Document fee and payment of Bid Security but Authenticated copy of the valid NSIC certificate for the this tender should be submitted along with Technical bid of the tender to qualify for such exemption.

**Other details are as follows:-**

- |  |                            |
|--|----------------------------|
| (a) Price of bidding document (non-refundable)           | : Rs. 500/-                |
| (b) Sale of tender document (between 10.30 to 15.00 hrs) | : 30.09.2015 to 24.10.2015 |
| (c) Pre bid meeting (IST) at Manesar, Gurgaon            | : 11:00 Hrs on 12.10.2015  |
| (d) Last date and time (IST) for receipt of bids         | : 14:00 Hrs on 26.10.2015  |
| (e) Date & Time (IST) of opening of Technical bids       | : 15:00 Hrs on 26.10.2015  |

4. The bid documents are non transferable.
5. Bid document may also be downloaded from website of HLL ([www.lifecarehll.com](http://www.lifecarehll.com)). If that be the case, the tender document fee Rs.500/- shall be paid by Demand Draft (D.D.) in favour of **"HLL Lifecare Limited", payable at Gurgaon and DD shall be enclosed along with the Technical Bid**. The bids without tender document fee shall be rejected.

**Unit Chief**

**TENDER NO. HLL/MFG/CARGO/15-16**

**Date : 30<sup>th</sup> Sept 2015**

**To,**

Dear Sirs,

**Sub : Technical & Price Bid Tender Form for Transportation of Finished Goods / Diagnostic Kits**

We are enclosing herewith the Technical Bid & Price Bid Tender Forms along with the receipt bearing No. \_\_\_\_\_ of Rs. 500/- towards tender fee remitted by you. The tender Forms shall be duly filled, signed and returned, in a sealed cover subscribed with Tender No. HLL /MFG/CARGO/15-16 dtd.30/09/2015, due date and date of opening, addressed to The Joint General Manager (Operations) / Unit Chief, HLL Lifecare Limited, Plot No.71, Sector-7, IMT Manesar, Gurgaon (Haryana) -122050.

The last date & time of receipt of Technical & Commercial Bid is: **14.00 hrs on 26.10.2015** . Date & time of opening of Technical Bid is: **15.00 hrs on 26.10.2015**

INCOMPLETE TENDER BE SUMMARILY REJECTED WITHOUT ANY FURTHER CORRESPONDENCE.

The technical bid shall remain valid for two years (24 Months) or till the finalization of New Tender, in this regard.

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.

Yours faithfully,  
for HLL Lifecare Limited

**Deputy Manager (S & S)**



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**NO. HLL/MFG/CARGO/15-16**

**QUESTIONNAIRE**

**(General information of the Bidder)**

**1) Name & Address of Transporter:**

Name & Contact details of two Persons for Conduct of Business:

Phone / Mobile No.:

FAX / E-mail No.:

**2) Name of the owner/Partner/Director:**

**3) How many years you have been in the business of Transportation:  
(Proof may be attached)**

**4) What is your organizational background?**

a) Location of Corporate/Regd. office with address:

b) Total No. of branches all over India:

(Attach list /Addresses and Contact details of Branches / Offices in India)

c) No. of employees in Company/Branch:

d) Total no. of truck owned:

**5) Whether approved by Indian Bankers Association:**

(If yes, certificate may be enclosed with validity period)

**6) Whether you have got ISO certificate, if so please enclose the copy:**

- 7)** List of Customers:  
a) Govt.:  
b) Non Govt.:  
(Proof may be enclosed)
- 8)** Have you been a transporter to HLL Lifecare Limited, Manesar during last two years.? If so, give details of order(s) received and executed
- 9)** Turnover during last 3 years. (Enclose Certificate from a Chartered Accountant)
- 10)** Have you had litigation / arbitration in commercial contract during last 3 years? if so give details.
- 11)** Credit limit with Bankers / Financial Institutions.(certificate from your banker to be enclosed):
- 12)** Name and address of your banker(s):
- 13)** Name and address of two known customer references:
- 14)** Any other details.

Signature  
Name  
Designation  
Company Seal

Note: Wherever space is insufficient, please enclose separate sheets.



## HLL Lifecare Limited

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### NO. HLL/MFG/CARGO/15-16

#### GENERAL CONDITIONS FORMING PART OF BID

1. This is two Bid system comprising of : -

A) Technical Bid

B) Price Bid

Both the bids shall be submitted in sealed cover separately. Technical and Price Bids shall be subscribed on the respective covers in order to clearly identify between the two bids. The two separately marked Bids enclosed in a single sealed cover, complete in all respect, addressed to Unit Chief, HLL Lifecare Limited, Plot No.- 71, Sector -7 IMT, Manesar, Gurgaon (Haryana)-122050, should reach us on or before the due date and time mentioned in the tender notification. HLL Lifecare Limited shall not be responsible for postal delay if any, in the delivery of the bidding document or non-receipt of the same. Tender will not be accepted by Fax or Email or in any electronic form.

2. Earnest Money Deposit (EMD) of Rs.30,000/-(Rs. Thirty Thousand only) be remitted by demand draft in favor of HLL Lifecare Ltd, payable at Gurgaon, or by way of Bank Gaurantee valid for a period of 45 days beyond the validity of the tender. **As the tender validity is 120 days, the EMD shall be valid for 165 days from the date of technical bid opening. EMD shall be enclosed with Technical bid.** Tender without EMD will be out rightly rejected. However, SSI Units who wish to avail exemption from payment of EMD should produce an exemption certificate issued by NSIC stating that the SSI Unit should be exempted from payment of EMD for this tender.
3. In the event of the date mentioned for opening of Bid being declared subsequently as holiday for HLL Lifecare Limited, Manesar the due date for submission and opening of bids will be the following working day and time.
4. Bids received after the deadline for the submission may not be considered.
5. Un-sealed tenders received are liable to be rejected and this will be on sole risk of tenderers.
6. The bidder is expected to examine all instructions, forms, terms and conditions given in the document.
7. The tender should be complete in all respects & incomplete tenders are liable to be rejected. Each page of the tender document shall be duly signed and stamped.
8. The validity of Technical Bid for the Tenderers who qualify will be for a period of two years at the discretion of HLL Lifecare Limited. Similarly, the price bid shall be valid for one year from the date of agreement signed between HLL and service providers.
9. The price bid of only those tenderers who qualify in the Technical Bid will be opened. The date and time of opening of Price bid will be intimated separately. The price bids of tenderers who do not qualify will be returned unopened.
10. Generally, there will not be any post tender negotiation. Hence, bidder should quote their best rates for transportation services.

11. Delivery period and safe delivery of goods is essence of Contract. Goods shall be delivered within the delivery period mentioned by the bidder in tender document in safe condition.
12. In the event of placing orders as per requirement as and when required based on orders received from Government or any other agencies :
  - a) The party has to execute an agreement in the prescribed form in Govt. Stamp Paper as required by rule in force from time to time.
  - b) The transporters have to enter into a contract to provide vehicles for one year during which period no price escalation and no change in terms and conditions will be allowed on any ground, unless the circumstances so warrant.
  - c) Penalty clause applies for the delayed delivery.
13. The jurisdiction of any disputes, suits and proceedings arising out of this tender shall be in the courts of Delhi only.
14. There shall not be any corrections/ overwriting on the commercial bid, if so the same are to be duly attested.
15. Based on critical factors of the cargo services as per the tender document, HLL Lifecare Limited will fix the criteria of bid responsiveness. The Bids pronounced non-responsive shall be summarily rejected.
16. Suppression of facts will disqualify the bid. If any information provided in the Techno Commercial bid is found false at any point time during the contract period, the same shall result in termination of contract with the bidder, disqualification of the bidder from future tendering, forfeiture of EMD.
17. Payment Terms: in 30 days from date of receipt of invoices with duly acknowledged LRs / POD signed with rubber stamp of the consignee along with duly endorsed Consignee Receipt Certificate (CRC) / Inspection Note (I. Note) for payment purposes. Payment will be released on monthly basis.
18. The transporter is solely responsible for complying all statutory obligations and for any loss / expenditures deeming from the breach thereof, if not satisfactorily settled by the transporter, the company reserve the right to withhold the payment of the bills or any other dues and discharge the obligations of the transporter without prejudice to the company claiming full value of damage otherwise as per law in force.
19. Penalty at the rate of 5% of the total freight value per day / consignment would be imposed for late delivery beyond the delivery period Approved & Agreed upon.
20. Before the commencement of the dispatches, the firm has to provide in advance blank POD's / POD no's to HLL Lifecare Limited for our documentation purpose.
21. HLL Lifecare Limited reserves the right to cancel the tender any time. The decision of HLL Lifecare Limited will be final and no correspondence will be entertained in this regard.
22. The Company reserves the right to accept or reject any tender without assigning any reason. The decision of HLL Lifecare Limited will be final and no correspondence will be entertained in this regard.
23. Freight rate for stations from / to the usual places indicated herein are to be quoted. Freight rate for stations from / to places other than what are indicated herein shall be fixed mutually then and there considering the distance to nearby station indicated herein.
24. The tenderer should have an office and go down in Manesar / NCR Delhi with Telephone/ Fax / E-mail facility and should have experience in the line for at least Three Years. They should also have valid All India Transport License and delivery office at the destination stations shown in the schedule In the Tender Form.

25. The rates to the destination stations should be quoted on per Kilogram basis and the rate quoted shall be inclusive of door collection and door delivery charges. For loading of consignment at HLL facilities, the services of the Head Load Workers shall be arranged by the tenderer, as far as possible, without any extra payment for this work.
26. All incidental charges, either statutory or otherwise, except Insurance charges, should be borne by the Contractor.

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

**Place :**

**Signature of the Tenderer**

**Date :**

**Name and Address of the Tenderer**





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**No. HLL /MFG/CARGO/15-16**

**SPECIFIC TERMS & CONDITIONS FORMING PART OF BID**

- 1) Intimation for vehicles deployment will be given in advance. The transporter shall make available at the designated address of HLL the closed body truck(s) within two hours of intimation by the company. You should deploy required vehicles in time i.e., before 14:00 Hrs. for that particular day, vehicles reported after 14:00 Hrs. will not be loaded.
- 2) The Company (HLL Lifecare Limited) reserves the right to engage containers/ Trucks / Lorries/ Canters from other sources also if the Tenderer / Contracting Carriers fail to make available the same in schedule time of intimation.
- 3) Distribution of work in case of awarding work to more than one bidders: HLL reserves the right to award the contract at its discretion , in full or partial , to one or more service providers who agree to provide the service at the lowest rates accepted. However, the company is not bound to accept the lowest quoted rates.
- 4) The Company reserves the right to resort Air/Rail transport exclusively or partially during the pendency of the contract if it is found to be economical or necessary to the Company.
- 5) Rates once accepted should be valid through out the Period of the contract and on no account increase in rates will be allowed unless the circumstances so warrant.
- 6) In the case of full load of Truck / Canter, no transshipment of consignment and carriage of any other items in the same Lorry / Canter will be allowed.
- 7) The rate quoted shall be inclusive of collection, loading, transportation, door delivery, unloading charges etc.
- 8) The consignee addresses will be in the particular state / union territory. Accordingly, the transporter should quote their prices – for each delivery location along with maximum transit time (excluding pickup and delivery days) for each state / UT.
- 9) The materials lifted from our factory at Manesar should be delivered to the consignments within the stipulated time decided upon by the Company and in safe manner, which are essence of the contract.

- 10) The HLL Lifecare Limited will inform the transporter about any such penalty to be levied, on monthly basis only, and deduct the amount as applicable from the monthly payment payable to the Transporter.
- 11) In case if the service provider is unable to provide the services as per agreed terms, the client shall have the right to take services of another service provider at the cost & risk of tenderer, and he shall be levied the liquidated damages.
- 12) A weekly MIS has to be provided by the Transporter regarding status consignments.
- 13) The transporter should have the facility to transport minimum of 10 kilogram - 15 kilogram and maximum 3000 kilogram - 6000 kilogram consignment at a time.
- 14) The loads mentioned herein are approximate.
- 15) At the time of delivery of the consignment, proper acknowledgement of the consignment receipt by the consignee on the Lorry Receipt / POD with appropriate rubber stamp and duly endorsed valid CRC / I note (copy 1,2,5,7) should be collected by the transporter and submitted to HLL Lifecare Limited along with their invoice. At the time of delivery of the consignment, the qty received, signature and rubber stamp of the consignee and date of delivery should be obtained on LR/ POD and CRC/ I note. In absence of which the freight charges will not be released.
- 16) In case of delay in delivery of the goods to any consignee beyond the delivery period, or any goods lying undelivered with the service provider, the explicit information should be given to HLL Lifecare Limited within the delivery period in order to avoid the penalty clause for reasons beyond control, natural disasters etc.
- 17) It shall be the sole responsibility of the tenderer / contracting carriers to ensure adequate protection to all the materials from sun, rain, mechanical damages and all other hazards and satisfactory delivery of the consignment to the consignees within the stipulated time.
- 18) Transporter shall be liable for any Loss or Damage or Stolen consignment, which would be deducted from the Payments due to the Transporter. This amount can be reimbursed to the transporter only after submission of "FACT SHEET" and after recovery of the same from the Insurance Company.
- 19) In case if the material is undelivered or not accepted by the consignee, a written intimation should be given to Manesar Plant within 3 days. In any case, HLL Lifecare Limited will not be liable for any payment of Demurrage charges for any delay in delivery of the consignment.
- 20) The transporter should submit freight bills accompanied with a Lorry receipt (acknowledgement) in duplicate for the release of the freight charges.
- 21) No extra charges will be paid on account of any reasons other than the agreed freight charges.
- 22) Transit insurance will be arranged by HLL Lifecare Limited for any Claim of Insurance, Transporter shall provide HLL Lifecare Limited with the "Fact Sheet" shall be provided by the transporter free of cost.

23) The successful tenderer / contracting carrier should deposit a performance security of Rs. 2.0 lac (Rs. Two Lac only) in form of DD/Bank Guarantee as informed by HLL Lifecare Limited and execute necessary contract agreement on Stamp Paper.

24) The Company reserves the right to terminate the contract before the completion of the period of contract without assigning any reason.

Accepted the above Terms & Conditions.

**Date:**

**Signature of the Tenderer /  
Carriers with Date & Rubber Stamp**

**Annexure-A**

NAME OF CONSIGNEES STATES AND UTS

No. HLL /MFG/CARGO/15-16

SL. No.	Description of Packages	Place of Destination States	Delivery Location
1	Corrugated Boxes of finished goods  "IN VITRO - DIAGNOSTIC KITS"	Andhra Pradesh	Hyderabad
2		Arunachal Pradesh	Papumpare
3		Assam	Guwahati
4		Bihar	Patna
5		Chhattisgarh	Raipur
6		Goa	Panaji
7		Gujarat	Gandhinagar
8		Haryana	Panchkula
9		Himachal Pradesh	Shimla
10		Jammu & Kashmir	Jammu
11		Jharkhand	Ranchi
12		Karnataka	Bangalore
13		Kerala	Thiruvananthapuram
14		Madhya Pradesh	Bhopal
15		Maharashtra	Pune
16		Manipur	Imphal
17		Meghalaya	Shillong
18		Mizoram	Aizwal
19		Nagaland	Kohima
20		Orissa	Bhubaneswar
21		Punjab	Chandigarh
22		Rajasthan	Jaipur
23		Sikkim	Gangtok
24		Tamilnadu	Chennai
25		Tripura	Agartala
26		Uttar Pradesh	Lucknow
27		Uttaranchal / Uttarakhand	Dehradun
28		West Bengal	Kolkata
29		A & N Island	Port Blair
30		Chandigarh	Chandigarh
31		Dadar & Nagar Haveli	Silvasa
32		Daman & Diu	Daman
33		Delhi & NCR	Delhi
34		Lakshadweep	Kavarati
35		Pondicherry	Pondicherry



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**COMMERCIAL/ PRICE BID**

Tender No.: HLL /MFG/CARGO/15-16

**(IMPORTANT : THE COMMERCIAL / PRICE BID TO BE DULY FILLED AND SUBMITTED IN  
SEPARATE SEALED ENVELOPE MARKED AS PRICE BID)**



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**NO. HLL/MFG/CARGO/15-16**

**SCHEDULE `A`**

**COMMERCIAL BID / TENDER ACCEPTANCE FORM**

To,

**Deputy Manager (S & S)  
HLL Lifecare Limited,  
Plot No.- 71, Sector -7  
IMT, Manesar ,Gurgaon  
(Haryana) - 122050**

Dear Sir,

I / We hereby offer to provide Vehicles detailed in schedule hereto or such portion thereof as you may specify in the acceptance of Tender at the price given in the said schedule and agree to hold this offer open for one year from the date of contract agreement signed. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I / We have understood the conditions mentioned in the invitation to tender and conditions of contract furnished by you in connection with transportation of In Vitro-Diagnostic Kits.

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

Yours faithfully,

**Signature of the Tenderer**

Name:

Date:

Office Seal:



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30.09.2015

## Form A: Price Bid

### COMMERCIAL TENDER FORM FOR TRANSPORTATION OF FINISHED GOODS TO VARIOUS STATE LEVEL & UNION TERRITORY DESTINATIONS AS PER BELOW TABLE.

(Form A: Price bid to be submitted with quoted prices filled in a separate envelop marked AS PRICE BID & Tender No. HLL/MFG/CARGO/15-16)

#### INDICATIVE DESTINATIONS

(RATE EX- Manesar, Haryana)

SL. No.	Description of Packages	Place of Destination States	Delivery Location	Delivery Period (in Days)	Rate per Kg. in Rs. including loading, unloading & Door Delivery and Liaison Work charges
1	Corrugated Boxes of finished goods "IN VITRO - DIAGNOSTIC KITS"	Andhra Pradesh	Hyderabad		
2		Arunachal Pradesh	Papumpare		
3		Assam	Guwahati		
4		Bihar	Patna		
5		Chhattisgarh	Raipur		
6		Goa	Panaji		
7		Gujarat	Gandhinagar		
8		Haryana	Panchkula		
9		Himachal Pradesh	Shimla		
10		Jammu & Kashmir	Jammu		
11		Jharkhand	Ranchi		
12		Karnataka	Bangalore		
13		Kerala	Thiruvananthapuram		
14		Madhya Pradesh	Bhopal		
15		Maharashtra	Pune		
16		Manipur	Imphal		
17		Meghalaya	Shillong		
18		Mizoram	Aizwal		
19		Nagaland	Kohima		
20		Orissa	Bhubaneswar		
21		Punjab	Chandigarh		
22		Rajasthan	Jaipur		
23		Sikkim	Gangtok		
24		Tamilnadu	Chennai		
25		Tripura	Agartala		
26		Uttar Pradesh	Lucknow		

27	Uttaranchal / Uttarakhand	Dehradun		
28	West Bengal	Kolkata		
29	A & N Island	Port Blair		
30	Chandigarh	Chandigarh		
31	Dadar & Nagar Haveli	Silvasa		
32	Daman & Diu	Daman		
33	Delhi & NCR	Delhi		
34	Lakshadweep	Kavarati		
35	Pondicherry	Pondicherry		

Note: Attach list of Branches / Offices of your company with tender documents)

**Signature of the Tenderer /Carriers  
with Date & Rubber Stamp**