

एचएलएल लाइफकेयर लिमिटेड /HLL LIFECARE LIMITED

(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)

आक्कुलम फैक्टरी , श्रीकार्यम पी. ओ / AKKULAM FACTORY,SREEKARIYAM P.O.

तिरुवन्नतपुरम -695 017 / THIRUVANANTHAPURAM-695 017

फोन नं : 0471 2442642 फाक्स नं : 0471 2441383 / PHONE NO:0471 2442642; FAX NO:0471 2441383

EMAIL: [materialsft@lifecarehll.com](mailto:materialsft@lifecarehll.com) WEB: [www.liecarehll.com](http://www.liecarehll.com)

TENDER NO. HLL/AFT/MTLS/TONER/2020-21

Dated: 11.03.2020

**ANNUAL TENDER FOR THE DISPOSAL OF  
EMPTY TONER CATRIDGES (SCRAP)**

**HLL/AFT/MTLS/TONER/2020-21**

**INVITATION FOR BID**



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Dated: 11.03.2020

**TENDER NOTICE**

HLL/AFT/MTLS/TONER/2019-20

Dated: 02.03.2020

Sealed, super-scribed and competitive tenders are invited for finalizing **DISPOSAL of EMPTY TONER CARTRIDGES (SCRAP)**, as indicated below, at our Akkulam Unit on cash and carry basis. Details can be obtained from HLL website: <http://www.lifecarehll.com/tender>

SL.NO.	ITEM	TOTAL QUANTITY IN Nos.	TENDER FEE Rs.	EMD Rs.
1	Empty Toner Cartridges (Cartridges) HP – 78 A , 12 A, 49 A, 36 A Samsung – 2851 Canon – 505 A	250 (Approx)	560.00	5600.00

The last date & time of receipt of bid : 01.04.2020, 01.00 pm

Date of opening of bid : 01.04.2020, 03.30 pm

Dy. General Manager (Materials)

PH : +91 471 2445930

FAX: +91 471 2445935

Email: [materialsft@lifecarehll.com](mailto:materialsft@lifecarehll.com)

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### TERMS & CONDITIONS

- 1) Rate offered should be the basic rate. The rates should be quoted based on the quantity in price Bid **Annexure 'A' attached**. Taxes are payable by the Contractor/bidder as applicable at the time of taking delivery. If the concessional rate of Tax is to be levied by HLL Lifecare Ltd. (hereinafter called HLL) necessary Forms are to be submitted in advance. TCS @ 1% need to be paid at the time of delivery.
- 2) The Value of the Cartridges along with applicable rate of Tax/Duty must be paid in advance by way of DD, drawn in favour of HLL Lifecare Ltd., Trivandrum, at our cash counter prior to the clearance of the Cartridges materials, In case the Amount of DD, so handed over to our Cash counter, is found insufficient after the actual weighing of the Cartridges the contractor/bidder should remit the balance amount immediately at our Cash Counter by cash. In case the amount exceeds Rs.1000/- the amount should be paid by DD in favour of HLL Lifecare Ltd., Trivandrum.
- 3) HLL has the right to reject any Tender without assigning any reason.
- 4) The Cartridges are offered in 'As is where condition is' and can be inspected during office hours on any working day. It is the responsibility of the buyer to inspect the machines and take delivery of the machines. The company will not entertain any complaints on the quality, quantity, etc after the materials were taken delivery by the buyer.
- 5) The Contractor/bidder should arrange for the removal of the Cartridges immediately after the intimation from the concern. This may be strictly adhered to the party. If not willing to remove the Cartridges within 7 days from the date of intimation from Sales Department/Security gate, the party has to pay an additional 10% of total Cartridges value as penalty.
- 6) It must be clearly understood that the contract is an Item wise contract and the Sale order will be issued to H1 parties based on the rate quoted for each items. Bidders can bid for all items or for items of their choice
- 7) The bidders are required to submit along with an **EMD & Tender Fee amount as mentioned in Schedule B**, by way of demand draft, drawn in favor of HLL Lifecare Ltd., payable at Trivandrum. This amount does not carry any interest. The EMD amount of successful Bidder will be retained till the contract period is over. The EMD amount of the other Bidders will be returned after finalizing the Tender. The completed Tenders, addressed to the **Deputy General Manager (Materials), HLL Lifecare Ltd., Akkulam, Sreekariyam P.O., Trivandrum – 695 017**, along with required EMD & Tender Fee must reach the addressee on or before **01.04.2020 (before 1.00 PM)**. The Tenders so received would be opened at **03.30 PM on same day**. The late and incomplete Tenders and the Tenders without EMD & Tender Fee will be rejected out rightly.

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- 8) The vehicle for loading the Cartridges should report to our sales Department by 10.00 AM during company working days. The contractor/bidder at his cost shall arrange the weighing and loading of the Cartridges materials. For loading, the contractor should utilize the service of the local unionized Head Load Workers. The vehicle laden with Cartridges will be checked out through HLL main gate only on the basis of gate pass, issued by the Sales Department. The Cartridges once sold would not be taken back at any cost.
- 9) Any accident or loss of life while loading the materials would be solely the responsibility of the bidder/contractor. Company would be in no way entertain any claim in this regard.
- 10) The contractor/bidder should ensure that no damage or loss is caused to the company property while clearing the Cartridges and the contractor is liable to make good such damage/loss immediately, if any, as per the decision of HLL. The contractor/bidder shall ensure that the persons engaged by them for handling the Cartridges at the factory are not indulging in any malpractice, pilferage, etc.
- 11) Tender Documents, containing terms and conditions etc, can be had from our Office on any working day between 10.30 AM to 3.30 PM from **12.03.2020 to 31.03.2020** by paying a Tender fee of **Rs.560.00** (Inclusive of GST) by Cash/DD, drawn in favour of HLL Lifecare Ltd., payable at Thiruvananthapuram or can be downloaded from our website <http://www.lifecarehll.com/tender> in which case a **DD for Rs.560.00/-**(inclusive of GST) drawn in favour of HLL Lifecare Ltd., Trivandrum, shall be forwarded along with completed tender.
- 12) SSI/MSME units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC / UDYOG AADHAR. But the Party has to provide Security deposit if Tender is awarded to them.
- 13) Period of contract will be for **“ONE YEAR”** from the date of issuance of the Sale Order.
- 14) All disputes or differences whatsoever arising between the contractor/bidder and HLL shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian council of Arbitration and the awards made in pursuance there of shall be binding on both parties. All arbitration proceedings shall come under Trivandrum Jurisdiction.
- 15) Non-compliance of any of the terms and conditions would tantamount to automatic termination of the contract, forfeiting EMD.
- 16) The Cartridges can be inspected during office hours on any working day. HLL will have the discretion to divert any quantity of available Cartridges for its own use or for the use of other genuine consumer/trader, if the situation so warrants.

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17) The bidders/contractors are required to sign on all pages of the tender document. The incomplete tenders, without copy of ID & Address Proof and proper signature will be rejected.

18) Bid submitting envelop should Sealed & Super - scribed with Tender No.

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HLL/AFT/MTLS/TONER/2020-21

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SCHEDULE A

PAGE 1 OF 1

DECLARATION BY THE TENDERER

I/We fully understood the Terms and Conditions of the tender, which are being returned herewith duly signed by me/us of having accepted the same to and I/We have made my/our offer keeping in view of those terms and conditions.

NAME OF TENDERER.....

ADDRESS OF TENDERER .....

.....

.....PH.NO.....

GST ID: .....(Copy should enclosed)

PAN : .....(Copy should enclosed)

ID & Address Proof .....

(Aadhar Card/Driving license/ Election ID etc. Copy should enclosed)

If SSI/MSME Unit, Please furnish Udyog Aadhar No.....

(Copy should enclosed)

BANK ACCOUNT NO.OF TENDERER .....

TYPE OF ACCOUNT: .....

NAME OF THE BANK .....

ADDRESS OF THE BANK .....

.....

PLACE:.....

DATE:.....

**NAME AND SIGNATURE OF THE TENDERER  
(WITH OFFICE SEAL)**

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Dated: 11.03.2020

Schedule B

Tender Fee &EMD Details

SL.NO.	ITEM	TOTAL QUANTITY IN Nos.	TENDER FEE Rs.	EMD Rs.
1	Empty Toner Cartridges (Cartridges) HP – 78 A , 12 A, 49 A, 36 A Samsung – 2851 Canon – 505 A	250 (Approx)	560.00	5600.00

Place:

Date:

NAME AND SIGNATURE OF THE TENDERER  
(WITH OFFICE SEAL)

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INVITATION FOR BID

PRICE BID

FOR

ANNUAL TENDER FOR THE DISPOSAL OF

EMPTY TONER CATRIDGES (SCRAP)

HLL/AFT/MTLS/TONER/2020-21



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ANNEXURE - A  
PAGE 1 OF 1

**PRICE BID FORM**

SL.NO.	ITEM	TOTAL QUANTITY IN Nos.	RATE per Nos. Rs.	TOTAL AMOUNT Rs.
1	Empty Toner Cartridges (Cartridges) HP – 78 A , 12 A, 49 A, 36 A Samsung – 2851 Canon – 505 A	250		

**Rate offered should be the basic rate.** The rates should be quoted on per Nos. GST @ 5% are payable by the Contractor at the time of taking delivery. If the concessional rate of GST is to be levied by HLL Lifecare Ltd. (hereinafter called HLL) necessary Forms are to be submitted in advance. TCS @ 1% need to be paid at the time of taking delivery.

**NAME AND SIGNATURE OF THE TENDERER**

**Place:**

**(WITH OFFICE SEAL)**

**Date:**