HLL LIFECARE LIMITED
(A Government of India Enterprise)
Regd Office: HLL Bhavan, Poojappura
THIRUVANANTHAPURAM - 695 012
KERALA, INDIA

GLOBAL NOTICE INVITING

EXPRESSION OF INTEREST

FOR

SUPPLY OF RE-USE PREVENTION SYRINGES

TO

HLL LIFECARE LIMITED,
Regd Office: HLL Bhavan, Poojappura
THIRUVANANTHAPURAM - 695012,
KERALA STATE, INDIA

GLOBAL NOTICE INVITING EXPRESSION OF INTEREST
FOR
SUPPLY OF RE-USE PREVENTION SYRINGES

Enquiry No: HLL/CHO-SP/GLOBAL EOI- RUP SYRINGE/1/2013-14

1. Preamble:

HLL Lifecare Limited (HLL) is a public sector undertaking under the administrative control of the Ministry of Health & Family Welfare, Government of India. HLL's purpose of business is to provide quality healthcare products and services at affordable rates. In its quest to become a comprehensive healthcare solutions provider, HLL had diversified into hospital products and healthcare services, while nurturing its core business of providing quality contraceptives.

HLL has set an ambitious target of growing tenfold by 2020 extending its reach in the global market and introducing new products and services. In order to achieve the stated objective, HLL has prioritised the areas where it could focus in the short, medium and long term.

2. Global Invitation of Expression of Interest:

HLL invites expression of interest from interested parties across the globe for Supply of Re-use Prevention **(RUP)** Syringes to HLL under OEM supply in HLL's brand. The estimated requirement would be an aggregate of **50 MPcs of RUP Syringes ranging sizes of 0.5 ml, 1 ml, 2 ml & 5 ml, initially for a period of two years.** Further details/requirements of which are provided in the technical Information sheet annexed elsewhere in this document.

The supplying party should also be ready and interested in associating with HLL, for future supply of components of RUP syringes, and for technology partnership thereafter, when HLL comes up with a full-fledged facility for RUP syringes.

The scope of work is as under:

a) To manufacture and supply (OEM supply) the above mentioned products and equipments under rate contract agreement for **2 years** as per the technical specification provided by HLL in HLL's Brand Name.

b) To ensure strict compliance to the Quality Standards mentioned in the Technical Specifications

3. General

1. The deadline for submission of the EOI bid is **15:00 Hrs**. (IST) on **17th November 2013**.
2. While the Expression of Interest has been prepared in good faith, HLL does not make any representation or warranty, express or implied, or accept any

responsibility or liability, whatsoever, in respect of any statement or omission herein, or the accuracy, completeness or reliability of information contained herein, and shall incur no liability under any law, statue, rules or regulations as to the accuracy, reliability or completeness of this request, even if any loss or damage is caused by any act or omission on its part.

3. Organizations are requested to keep the information and details strictly confidential. We are looking for your support and co-operation in getting fully responsive Expression of interest.

4. HLL shall not be responsible for any expense incurred by Bidder in connection with the preparation and delivery of their EOI and other expenses.

5. HLL reserves the right to reject any or all the Expressions of Interest without assigning any reason thereof.

6. The process of inviting EOI is for ascertaining various options available to HLL. After evaluation / examination of the offers, HLL may at its sole discretion decide further course of action.

7. HLL reserves the right to deal with the proposal in any manner without assigning any reasons for the same. The decision of HLL in this regard shall be final.

8. Organizations shall also prepare Power Point presentations in respect of EOIs, submitted by them. HLL may invite Organizations, if required, to make a Power Point presentation of their case.

4. Documents to be submitted for Technical Evaluation/Minimum Eligibility

a. Statement of installed manufacturing capacity certified by a Chartered Accountant / Internal Auditor for the past 3 years.
b. Details of on-site quality control laboratory facilities and services and range of test conducted;
c. Copy of valid manufacturing license.
d. Copy of major contracts undertaken / copy of major purchase orders for the supply of quoted items within the last 3 years.
e. Copy of achieved annual production rate certified by a Chartered Accountant /Internal Auditor for the past 3 years.
f. Profile of the Organization.
g. Organization Structure and Profile of Senior personnel.Man power details of the company.
h. Memorandum of Association/Articles of Association.
i. Authenticated copy of the certificates of incorporation / registration of the organisation.
j. Sales tax Registration certificate.
k. Authenticated copy of audited annual accounts (financial Statements) for4 the last three financial years.
l. Technical Details and specification of the plant and major machinery.
m. Details of Quality plan / protocol followed for Re-use prevention Syringes.

5. SELECTION PROCESS

The agency shall be selected through a competitive bidding process. The bidding process shall be carried out in two stages:

A. Technical/ Minimum Eligibility Criteria Evaluation

The Technical Evaluation Committee (TEC) appointed by HLL will screen the agency based on the Minimum Eligibility Criteria, Product Sample analysis viz a viz HLL's requirements on the same, and evaluation of the bidder's facility intended for supply.
The firms that fulfill Minimum Eligibility Criteria will be technically evaluated after a presentation before the TEC. Product samples need to be provided for the purpose of analysis during this stage. The decision of the TEC would be final and binding on the bidding firms for being eligible for financial bid evaluation.

B. Financial Evaluation

Financial bids of the companies qualifying minimum eligibility criteria & technical evaluation shall only be opened.

6. MODE OF SUBMISSION OF EXPRESSION OF INTEREST

The documents to prove the eligibility criteria should be submitted in a separate sealed envelope marked 'MINIMUM ELIGIBILITY CRITERIA' with all relevant documents as mentioned in the section 5. **A CD copy of the same may also be enclosed.**

Similarly, the Financial Proposal should be submitted in a separate sealed envelope marked 'FINANCIAL BID' in the format intended for the purpose, as provided (CD Copy of this is not required).

Interested partners qualifying the following conditions may express their interest in writing with a brief on the offered facility to **gskumar@lifecarehll.com**

Senior Vice President (Strategic Planning & CQA)
Registered & Corporate Head Office
HLL Lifecare Limited
HLL Bhavan
Poojapura
Thiruvananthapuram-695012
Ph: 0471 2354949

TECHNICAL INFORMATION

IFB Ref No. : HLL/CHO-SP/GLOBAL EOI-RUP SYRINGE/1/2013-14
Date : 30-08-2013

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MINIMUM ELIGIBILITY CRITERIA

1. The bidder should be the Owner of the RUP Syringe manufacturing facility for offering supply of RUP syringes under this EOI.

2. The RUP Syringe manufacturing facility owned by the bidder should have a minimum Annual production capacity of 50 MPcs and above and should also meet the following requirements;

Product	**RUP**
Technology	**Manual Disabling after a fixed dosage single injection procedure, leaving no room for reuse; with automatic measuring mechanism; and no metal part; ensuring single handed operation; leaving minimal dead space; fixed needle (as the concentrated segment is immunization only)**
Material spec	**PP and PE**
Size	**0.5ml, 1ml, 2ml, 5ml.**
Needle Gauge	**22G, 23G and 24G**
Packaging	**Blister pack with one side medical grade paper.**

3. The RUP Syringe produced in the facility should meet Schedule M/R of DCA, India requirements.

4. The Production facility from where supply is being offered, shall be GMP certified by the local Drugs Control Authority.

5. The Production facility from where supply is being offered, shall be ISO 9001 and ISO 13845 certified.

6. The RUP Syringe manufacturing facility shall be in good working condition and HLL reserves the right to inspect the RUP Syringe manufacturing facility and certify the facility based on 'as it is' condition. The bidder shall demonstrate the production capacity of the facility offered, during the facility visit of HLL's Technical Evaluation Committee.

7. Power of Attorney shall be enclosed, in case an authorized representative has signed been assigned for discussions of the EOI.

8. The duly signed acceptance form confirming that all terms & conditions, technical requirements are understood by the bidder. Certificate that Offer is in total conformity with the HLL requirements and terms and conditions mentioned in the EOI document (shall be enclosed as per **Annexure R**)

9. Deviation if any, giving reasons for the deviation.

APPLICATION FOR EOI - RUP SYRINGE FACILITY

Sl No	Particulars	Details shall be given with supporting documents
1.	**Give the following details:**	
	Name of the Firm/Company:	
1)	Postal Address:	
2)	Telephone:	
3)	Fax:	
4)	Email:	
5)	Year of Establishment of Firm/Company:	
Note:	Enclose a brief profile of the firm/company	
A.	In the case of Proprietary firm	
1)	Name of Proprietor	
	Attested copy of Registration Certificate to be enclosed	(Fill and enclose details as per **ANNEXURE - A**)
B.	In the case of Partnership Firm	
1)	Name of Managing Partner:	
2)	Name of other partners:	
Note:	Attested copy of partnership deed/Certificate to be enclosed	(Fill and enclose details as per **ANNEXURE - B**)
C.	In the case of Company	

1)	Whether Private Limited or Public Limited Company:	
2)	Name of Managing Director:	
3)	Names of other Directors:	
Note:	Attested copy of Company Registration Certificate to be enclosed.	(Fill and enclose details as per **ANNEXURE - C**)
2	Are you the Owner of a RUP Syringe manufacturing facility being offered for Sale to HLL? For verification, please provide the self attested copy of valid ownership details.	**YES/NO**
3	If YES, whether the RUP Syringe manufacturing facility owned by you has an Annual production capacity of 50 MPcs and above of RUP Syringes of sizes ranging 0.5ml - 5 ml? For verification, please provide the self attested copy of valid capacity certificate.	**YES/NO**
4	If YES, whether your own RUP Syringe manufacturing facility of capacity 50 MPcs and above from where supply is being offered to HLL?	**YES/NO**
5	Whether any mortgage or hypothecation or similar charge has been created on the Production facility/Plant & Machinery?	**YES/NO**
6	Does the RUP Syringe produced in the facility meet Schedule M/R of DCA, India requirements?	**YES/NO**
7	Does the Production facility from where supply is being offered by you is GMP certified by the local Drugs Control Authority?	**YES/NO**

	If Yes, please provide the self attested copy of valid certificate.	
8	The Production facility from where supply is being offered shall be ISO 9001 and ISO 13845 certified If Yes, Copy of valid certifications (self attested) shall be enclosed.	**YES/NO**
9	Is your Plant in good working condition? Note: - HLL reserves the right to inspect the RUP Syringe manufacturing facility and certify the facility based on 'as it is' condition. The bidder shall demonstrate the production capacity of the facility offered, during the facility visit of HLL's Technical Evaluation Committee.	**YES/NO**
D.	Average annual turn over of the firm/company during the last 3 years, ending 31st March 2012	
1)	2010 - 2011	
2)	2011 - 2012	
3)	2012 - 2013	
Note:	Enclose audited Balance sheets in proof for the above period	(Fill and enclose details as per **ANNEXURE - D**)
E.	Details of Organization:	
Note:	Attach an Organization chart	(Fill and enclose details as per **ANNEXURE - E**)
G.	RUP Syringe Production Performance of the firm/company in the last 3 Years	(Fill and enclose details as per **ANNEXURE - G**)
H.	RUP Syringe Sales Performance of the firm/company in the last 3 Years	(Fill and enclose details as per **ANNEXURE - H**)
M.	The production capacity from where supply is being offered should have all statutory and legal compliances. Whether the firm/company has all statutory and legal compliances?	(Fill and enclose details as per **ANNEXURE - M**)
Q.	Give Details of Quality certifications & Compliance to Quality standards	(Fill and enclose details as per **ANNEXURE - Q**)

R.	Acceptance Form	(Fill and enclose details as per **ANNEXURE - R**)
S.	Certificate for authenticity of information provided with this offer.	(Fill and enclose details as per **ANNEXURE - S**)
Note:	1) Fill up the details which are relevant to your Firm/Company	
	2) Strike Off the field which are not relevant to your firm/company	

Signature and Seal of the Firm/Company

ANNEXURE – A

(Attested copy of Registration Certificate to be enclosed**)**

Signature and Seal of the Firm/Company

ANNEXURE – B

(Attested copy of partnership deed/Certificate to be enclosed**)**

Signature and Seal of the Firm/Company

ANNEXURE – C

(Attested copy of Company Registration Certificate to be enclosed**)**

Signature and Seal of the Firm/Company

ANNEXURE – D

(Enclose audited Balance sheets in proof for the above period**)**

Signature and Seal of the Firm/Company

ANNEXURE – E

DETAILS OF ORGANIZATION

Sl No	Name & Postal Address	Date of Birth	Qualification	Total Experience (in Years)

Note:

(Attach an Organization Chart)

Signature and Seal of the Firm/Company

ANNEXURE – G

RUP SYRINGE PRODUCTION PERFORMANCE FOR THE LAST 3 YEARS						
Sl No	**Year**	**Production (in MPcs)**	**Testing (in MPcs)**	**Strip Packing (in MPcs)**	**Secondary packing (in MPcs)**	**Saleable Quantity (in MPcs)**
1	**2010-11**					
2	**2011-12**					
3	**2012-13**					

Signature and Seal of the Firm/Company

ANNEXURE – H

RUP SYRINGE SALES PERFORMANCE FOR THE LAST 3 YEARS							
Sl No	**Year**	**Govt. Sales (in MPcs)**	**Domestic Branded (in MPcs)**	**Export Market - Branded (In MPcs)**	**Export Market - Institutional Sales (In MPcs)**	**Export Market - OEM (in MPcs)**	**Other Sales (in MPcs)**
1	**2010-11**						
2	**2011-12**						
3	**2012-13**						

Signature and Seal of the Firm/Company

ANNEXURE J

FACILITY DETAILS		
SL NO	**PARTICULARS**	**DETAILS**
1	**LOCATION OF FACILITY**	
a)	Indicate complete address of the facility	
b)	Distance to the nearest seaport	
c)	Distance to the nearest airport	
d)	Distance from the city centre	
2	**INFRASTRUCTURE AVAILABLE**	
a)	Total area (in SQM)	
b)	Total build-up area (in SQM)	
c)	Source of Water	
d)	Source of Electricity	
Note:	**Please enclose the Plant Layout**	

Signature and Seal of the Firm/Company

ANNEXURE – M

STATUTORY/LEGAL COMPLIANCE STATEMENT						
Sl No	**Particulars**	**Date of Approval**	**Validity**	**Present Status**	**Enclosed copy (Yes/No)**	**Non-conformities, if any shall be listed**
1)	License/Approvals from Factories & Boilers Department					
2)	Manufacturing Licenses					
3)	Factory Licenses					
4)	Pollution Control Board Licenses/ Approvals					
5)	Electrical Inspectorate Approvals with schematic diagrams and latest periodical inspection report					
6)	Drugs Control Approval					
7)	Explosive License, if any					
8)	Conformation that there are no legal litigations pending on the firm/company (if any, enclose the details)					
9)	Other approvals/ clearances, if any available					

Signature and Seal of the Firm/Company

ANNEXURE Q

QUALITY CERTIFICATIONS & COMPLIANCE TO QUALITY STANDARDS						
1	**Certifications**	**Variants covered**	**Certifying Body**	**Year of Certification**	**Validity**	**Remarks if any**
A	ISO 9001:2008				3 years	
B	CE mark				5 years	
C	ISO13485: 2003				**5 Years**	
2	**Syringe Specifications should be in compliance to national/ international standards.**					

Signature and Seal of the Firm/Company

NB: The above list is only indicatory. Firms may Add/Modify/Delete wherever applicable

ANNEXURE R

ACCEPTANCE FORM

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

From

To

Senior Vice President (SP & CQA),
HLL Lifecare Limited, Regd. Office: HLL Bhavan
Poojappura, Kerala. India. Pin- 695 012.

Dear Sir,

I/We, hereby offer to supply RUP Syringes as per the Expression of Interest floated by HLL. I/We have understood the terms and conditions mentioned in the EOI invitation and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

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

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

ANNEXURE S

CERTIFICATE

I / we hereby certify that the information given with this Offer document is correct. If, at any stage, it is found to be incorrect, I / we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

Signature and Seal of the Firm/Company

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

CHECKLIST

SI NO	PARTICULARS	ATTACHED (YES/NO)
1	Application for EOI duly filled	
2	Attested copy of Registration Certificate to be enclosed for proprietary firm (Annexure A)	
3	Attested copy of partnership deed of the firm (Annexure B)	
4	Attested copy of Company Registration deed (Annexure C)	
5	Audited Balance sheets in proof for the period (2010-11, 2011-12, 2012-13) - Annexure D	
6	Details of Organization. Attach an Organization chart - (Annexure E)	
7	RUP Syringe Production Performance of the firm/company in the last 3 Years (Annexure G)	
8	RUP Syringe Sales Performance of the firm/company in the last 3 Years (Annexure H)	
9	Whether the firm/company has all statutory and legal compliances? (Annexure M)	
10	Give Details of Quality certifications & Compliance to Quality standards (Annexure Q)	
11	Acceptance Form (Annexure R)	
12	Certificate for authenticity of information provided with this offer. (Annexure S)	