

**एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED**

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

**कनगला पी.ओ. KANAGALA P.O,**

**कनगला-591 225 KANAGALA – 591 225**

**PHONE NO: 0831 279207 / 44; FAX NO: 08333 279245;**

**EMAIL: [purchasenfkgmail.com](mailto:purchasenfkgmail.com), [purchasekfb@lifecarehll.com](mailto:purchasekfb@lifecarehll.com)**

**Tender No: HL/BG/PS/OP/AF/2018-19**

**Date: 30<sup>th</sup> May 2018**

**निविदा सूचना**

**TENDER NOTICE**

1. वर्ष 2018-19 के लिए हमारी कनगला फैक्टरी बेलगावी की गोला के लिए एल्यूमीनियम फोइल की आपूर्ति की ओर विनिर्माण /प्राधिकृत एजेंटों से 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 from Manufacturer(s)/Authorised Agent(s) for the supply of **ALUMINIUM FOIL FOR TABLETS** to our Kanagala Factory, Belagavi for the year 2018-19.

2. तकनीकी विनिर्देश, अनुमानित मात्राएं और अन्य निबंधन एवं शर्तें निविदा दस्तावेजों में दिये जाते हैं, जो प्रत्येक निविदा के लिए एचएलएल लाइफ़केयर के नाम पर कनगला में देय रुपए 520 का डीडी देकर 30/05/2018 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 लाइफ़केयर के नाम पर निपाणी – ५९१ २३७ 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 30/05/2018 between 10.30 A.M to 3.30 P.M by paying INR 520/- DD (inclusive of GST) for each tender in favour of HLL payable at Nipani – 591 237. If the documents are required by Post, an additional charge of INR50/- 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 Nipani – 591 237.

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3. विवरण हमारे वेबसाइट [www.lifecarehll.com](http://www.lifecarehll.com) & सी पी पी पोर्टल ([www.eprocure.gov.in](http://www.eprocure.gov.in)) से भी मिल सकता है। निविदाकार हमारे वेबसाइट & सी पी पी पोर्टल से दस्तावेज़ 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](http://www.lifecarehll.com) & CPP portal ([www.eprocure.gov.in](http://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. तकनो-वाणिज्य बोली दस्तावेजों को जारी करने की अंतिम तारीख एवं समय 22/06/2018 पूर्वाह्न 10.00 बजे तक होगा। संपूर्ण निविदाएं एचएलएल लाइफकेयर में निविदा संख्या उपरिलिखित मुहरबंदित लिफाफे में 22/06/2018, 5.00 बजे तक मिलना चाहिए।

The last date & time of issue of Techno-commercial Bid documents will be upto 22/06/2018; 10.00 A.M. Completed tenders in sealed cover superscribed with Tender Nos. should reach HLL latest by 22/06/2018; 5.00 PM.

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।

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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 नमूनें की स्वीकृति या संयंत्र परीक्षण या सुविधाओं लेखा परीक्षा, आदि, की समाप्ति के बाद मात्र खोली जायेगी।

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

**DEPUTY GENERAL MANAGER (PURCHASE)**

**एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED**

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**Tender No: HL/BG/PS/OP/AF/2018-19**

**ALUMINIUM FOIL FOR TABLETS**

**TECHNO-COMMERCIAL BID**

**Tender No: HL/BG/PS/OP/AF/2018-19**

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**Tender No: HL/BG/PS/OP/AF/2018-19**

Date: 30<sup>th</sup> May 2018

M/s.

Dear Sirs,

Sub: Tender Forms for Technical Bid & Price Bid

We are enclosing herewith the Technical Bid & Price Bid Tender Forms.

The Tender Forms are to be duly filled up signed and returned, in a sealed cover super scribed with the above Tender No., the due date and date of opening, addressed to the DEPUTY GENERAL MANAGER (PURCHASE), HLL LIFECARE LIMITED, KANAGALA-591 225, TAL: HUKKERI, DIST: BELAGAVI.

The last date & time of receipt of Bids : 22/06/2018: 5.00 PM

Date & Time of opening of Technical Bid : 23/06/2018; 10.00 AM

Yours faithfully,  
For HLL LIFECARE LIMITED

**DEPUTY GENERAL MANAGER (PURCHASE)**

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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 Belagavi

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## **TECHNICAL BID**

### **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 Nipani- 591 237 for a sum of INR **1,00,000/-** 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. SSI/MSE units interested in availing exemption from payment of EMD should submit a valid copy of their Udyog Adhar registration certificate. But the Party has to provide Security deposit if Tender is awarded to them. Security deposit will be 5% of the order value subject to a maximum of INR 50000.
5. If the Bidder is a MSME, it shall declare in the Bid Document the Udyog Aadhar Memorandum (UAM) Number issued to it under the MSMED Act, 2006. If a MSME Bidder does not furnish the UAM Number along with Bid Documents, such MSME Unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012.
6. Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be super scribed 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 Deputy General Manager (Purchase), HLL Lifecare Limited, Kanagala – 591 225, Tal: Hukkeri, Dist: Belagavi 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**

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**7. Bid submission / Bid opening dates**

- a. The last date & time of receipt of Bids : 22/06/2018; 5.00 PM
- b. Date & Time of opening of Technical Bid: 23/06/2018; 10.00 AM

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. Any clarification required will have to be obtained at least one-week prior, to the date of opening of the Technical Bid.

11. Any clarification required will have to be obtained one week 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.

13. The validity of both Technical Bid and Price Bid shall be for a period of one year.



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**Tender No: HL/BG/PS/OP/AF/2018-19**

Page 3 of 3

**INSTRUCTIONS TO BIDDERS**

14.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.

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 approval of sample or successful completion of plant trial or facilities audit, etc., 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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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule –A

Page 1 of 2

**TECHNICAL BID**

**ALUMINIUM FOIL FOR TABLETS**

**For Kanagala Factory, Belagavi**

**SPECIFICATION:**

**AL.FOIL-MALA-N TWO COLOR 184MM**

GSM: Allu,GSM 54.20+/-8% (49.864 TO 58.536 ),GSM of HSL:5(+/-1),\*THICKNESS OF FOIL:0.0184 TO 0.0216 MM.\*INK: 0.5 TO 1.0 \*WIDTH:184 MM \*BURSTING STR ENGTH:1.70 KG/SQ.CM.(MIN) \*PRINT REPEAT LENGTH (MM) :80.30 + 0.04 MM (FOR 10 REPEAT LENGTH 803.00 TO 803.40 MM ),? I-MARK SHOULD BE EQUIDISTANCE FROM PRINT AREA & AT CENTER PLACE, \* YIELD: 15.26 to 18.39SQ.MT/KG (MIN) \* COLOUR: PRINTED IN Two COLOUR As per artwork (BOTH TEXT MATTER & I MARK) ON DULL SIDE OF FOIL.\*SUPPLIED IN REELS, NEATLY WOUND ON ALUMINIUM CORE OF ID 76 MM. & PACKED IN STERDY CORRUGATED BOXES.\* BOX NO., GROSS WT;, NETT MIX WT SHOULD BE CLEARLY MARKED ON EACH BOX.

**AL.FOIL-MALA-D TWO COLOR 184MM**

GSM: 52 to 56, GSM of HSL: 5+/-1,THICKNESS OF FOIL(MM):0.0192 TO 0.0208MM. \*WIDTH: 184 MM.\*BURSTING STR ENGTH: 1.90 KG/SQ.CM. (MIN) \*PRINT REPEAT LENGTH (MM): 80.30 +/- 0.04 MM (FOR 10 REPEAT LENGTH 803.00 TO 803.40 MM ), I -MARK SHOULD BE EQUIDISTANCE FROM PRINT AREA & AT CENTER PLACE, \* YIELD :17.5 to 15.8 SQ.MT/KG , \* COLOUR : PRINTED IN TWO COLOUR ON DULL SIDE OF FOIL as per artwork. \* SUPPLIED IN REELS, NEATLY WOUND ON ALUMINIUM CORE OF ID 76 MM. & PACKED IN STERDY CORRUGATED BOXES.\* BOX NO., GROSS WT;, NETT MIX WT SHOULD BE CLEARLY MARKED ON EACH BOX.

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Schedule –A

Page 2 of 2

**FOIL.AL.EZY-PILL ASHA (MINISTRY)**

GSM: Allu.GSM 54.20+/-8%(49.864 TO 58.536 ),GSM of HSL:5+/-1,THICKNESS OF FOIL:0.0184 TO 0.0216 MM,\*WIDTH:204 MM.\*BURSTING STRENGTH: 1.70 KG/SQ.CM.(MIN) \* INK : 0.5 TO 1.0 GSM,\*PRINT REPEAT LENGTH (MM) : 36.15, +/- 0.05 MM (FOR 10 REPEAT LENGTH 361.5 TO 362.0 MM), I - MARK SHOULD BE EQUIDISTANCE FROM PRINT AREA & AT CENTER PLACE, \* YIELD : 15.26 to 18.39 SQ.MT/KG \* COLOUR :PRINTED IN TWO COLOUR ON DULL SIDE OF FOIL(RED & BLACK). \* SUPPLIED IN REELS, NEATLY WOUND ON ALUMINIUM CORE OF ID 76 MM. & PACKED IN STERDY CORRUGATED BOXES . \* BOX NO., GROSS WT ;,NETT MIX WT SHOULD BE CLEARLY MARKED.

**AL.FOIL-CHHAYA TWO COLOR 136MM**

GSM of ALuminium: 54.20+/-8%(49.864to58.536),GSM of HSL: 5+/-1, THICKNESS OF FOIL 0.0184 TO 0.0216mm. \*WIDTH: 136mm. \*B.S.1.7Kg/Sq.Cm.(MIN) \*INK gsm 0.5 to 1 \*YIELD:15.26 to18.39 SQ.MT./KG \*PRINTED IN TWO COLOUR ON DULL SIDE, as per artwork .\*SUPLIED IN REELS NEATLY WOUND ON ALUMINIUM CORE OF 76 MM.ID. AND PACKED IN STERDY CORUGATED BOXES\*BOX NO.GROSS WT., NETT MIX WT. etc. SHOULD BE CLEARLY MENTIONED ON EACH BOX.

**Foil Aluminium for Saheli 136 mm (New)**

\*GSM of ALuminium: 54.20+/-8 % ( 49.864to58.536), GSM of HSL:5+/-1,THICKNESS OF FOIL: 0.0184 TO 0.0216mm.\*WIDTH: 136mm.\*B.S.1.7Kg/Sq.Cm.(MIN)\*INK gsm 0.5 to 1 \*YIELD:15.26 to 18.39 SQ.MT./KG\*PRINTED IN BLUE COLOUR ON DULL SIDE.\*SUPLIED IN REELS NEATLY WOUND ON ALUMINIUM CORE OF 76 MM.ID. AND PACKED IN STERDY CORUGATED BOXES\*BOX NO.GROSS WT., NETT MIX WT.etc.SHOULD BE CLEARLY MENTIONED ON EACH BOX.

Quantity required, Total: **22,000 KG.**

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

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule – B

Page 1 of 2

## **TECHNICAL BID**

### **Minimum Eligibility Criteria for qualifying in the Technical Bid**

#### **Material: ALUMINIUM FOIL FOR TABLETS**

1. The vendor should have in-house testing facility to check the product for HLL Parameters and should be able to issue test certificate for each batch/lot. Self-declaration in their letter head for the same shall be enclosed.
2. The minimum annual turnover of the bidder (Manufacturer/Approved Agents) should be **INR 2 Crores**. Vendors are required to submit turnover details relating to FY 2015-16 & 2016-17 either in the form of a Turnover Certificate issued by a Chartered Accountant duly signed OR self attested copies of Annual Reports. However, STARTUP UNITS shall be exempted from this Criterion subject to submission of valid documentary proofs to establish their claim as STARTUP UNIT.
3. The vendor should be a manufacturer/authorized agent / trader / importer. In the case of an authorized agent, a letter from the manufacturer authorizing them to participate in the tender should be furnished. And in case of Trader / Importer, a self declaration in letter head along with the supporting documents relating to their latest procurement made Indigenously / Imported for the tendered item i.e., supporting documents like copies of Invoice for Indigenous purchases, Import Export Certificate, Bill of Lading, etc., in case of Imports.

#### **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 and quality of the material is approved for our consumption.
- 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 or plant trial or facilities audit etc., for enlistment as an approved vendor.

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**कनगला पी.ओ. KANAGALA P.O,**

**कनगला-591 225 KANAGALA – 591 225**

**PHONE NO: 0831 279207 / 44; FAX NO: 08333 279245;**

**EMAIL: [purchasenfk@gmail.com](mailto:purchasenfk@gmail.com), [purchasekfb@lifecarehll.com](mailto:purchasekfb@lifecarehll.com)**

**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule – B

Page 2 of 2

### **TECHNICAL BID**

#### **Minimum Eligibility Criteria for qualifying in the Technical Bid**

- ii) The price bid of the vendors under development (b (i)) shall be retained unopened. The price bids will be opened only after approval of sample or successful completion of plant trial or facilities audit etc., 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 whichever 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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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule -C  
Page 1 of 2

**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 :  
Pharmaceutical 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)

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Schedule – C

Page 2 of 2

**TECHNICAL BID**

**QUESTIONNAIRE**

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)
8. What is your Annual Turn Over during the \_\_\_\_\_ : FY 2015-16 -  
last 2 years? \_\_\_\_\_ FY 2016-17 -
9. Details of tax registration :-  
a) GST 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:  
DATE :

NAME & SIGNATURE OF THE APPLICANT  
(WITH OFFICE SEAL)

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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule - D

Page 1 of 5

**TERMS & CONDITIONS**

1. The Tender should be completed 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 a period of one year during which period 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.
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.



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Schedule – D

Page 2 of 5

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 5/6<sup>th</sup> 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 material found defective during online usage shall also be replaced at yours 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.
  - (v) Making arrangements to lift the rejected items is entirely responsibility of the supplier. If the material is not lifted within specified period, the same would be handled as scrap & disposed off. No claim would be entertained further on this matter.

**एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED**

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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule – D

Page 3 of 5

- 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 a period of one year during which period 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 7) 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**

**एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED**

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Schedule – D  
Page 4 of 5

- iv. Manufacturing date.**
- v. Expiry date.**
- vi. Total Number of packages/ serially numbered**
- vii. Test certificate**
- viii. Suppliers GST No.**
- ix. HLL's GST No.**
- x. HSN Code of the product supplied**

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

1. The following information shall be stenciled or labeled 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 labeling.
- 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. TREM (Transport Emergency Card)**
  - g. Environment clearance certificate**
  - h. E-Waybill in line with GST**
- n. Mode of Transport shall be by road, unless otherwise specified. The materials shall be sent through the Transporter who has been granted a Certificate of Registration for transportation of goods as per Carriage by Road Act 2007.
- o. **Payment shall be made by cheque/RTGS with in 30 days of receipt, inspection and acceptance of the material.**

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Schedule – D

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- p. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram / Belguam as the case may be.

**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)

**एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED**

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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule- E

Page 1 of 1

**TECHNICAL BID**

**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA**

**Material: ALUMINIUM FOIL FOR TABLETS**

1. Can you supply material as per our specification given in Schedule 'A'	YES/NO
2. Are you a Manufacturer/ Authorized Agent	YES/NO
3. In the case of an Authorized Agent, have you enclosed a letter of confirmation from the manufacturer appointing you as the authorized agent valid for 2018-19?	YES/NO
4. Are you a Trader/ Importer	YES/NO
5. In the case of a Trader, have you enclosed a self declaration in letter head along with the supporting documents relating to your latest procurement made Indigenously for the tendered item i.e., copies of Invoices for Indigenous purchases?	YES/NO
6. In case of an Importer, have you enclosed a self declaration in letter head along with the supporting documents relating to your latest Import procurement made for the tendered item i.e., supporting documents like copies of Import Export Certificate, Invoice, Bill of Lading, etc.?	YES/NO
7. The remaining period of shelf life of material on arrival at our stores should be minimum 5/6th of the total shelf life. Do you agree & abide to supply accordingly?	YES/NO
8. i. Will you be issuing Test Certificate of each batch/lot ii. Do you have in- house testing facility to check HLL parameters.	YES/NO YES/NO
9. Have you enclosed the specified documents relating to your turnover / claim as a STARTUP UNIT, as indicated in Clause NO.2 of Schedule B?	YES/NO

All the information provided herein is true & correct

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

**एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED**

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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule – F  
Page 1 of 1

**TECHNICAL BID**

**SPECIFIC CONDITIONS FOR SUPPLY OF ALUMINIUM FOIL FOR TABLETS**

**I. Mode of Packing:**

PACKING: PACKED IN STURDY CORUGATED BOXES\*BOX NO.GROSS WT., NETT MIX WT.etc.SHOULD BE CLEARLY MENTIONED ON EACH BOX.

**II. Minimum Order Quantity (MOQ):**

The quoted rate is applicable for minimum order qty. of 300 kg and above.

**III. Supply of Foil for Other Scheme:**

The rate quoted is based on single and two colour and hence any foil other than the scheme mentioned in the tender with similar specification is also shall be applicable.

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

**PLACE:  
DATE:**

**NAME & SIGNATURE OF THE APPLICANT  
(WITH OFFICE SEAL)**

**एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED**

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Schedule - G  
Page 1 of 3

**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

2) Details of tax registration :-  
a) GST No. :

3) Name & Address of your Banker(s)  
Account no. :  
Swift Code

4) Annual Turnover : FY 2015-16 -  
FY 2016-17 -

5) Have you enclosed the specified documents relating to your turnover / claim as a STARTUP UNIT, as indicated in Clause NO.2 of Schedule B?:

Yes/No

6) Do you have a Quality Control department. If yes, give the details of the facilities. : Yes/No

**एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED**

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Schedule – G

Page 2 of 3

- 7) 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
- 8) 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.
- 9) Do you have an environmental policy / ISO 14001 certification? : Yes / No  
If yes, please give the details.
- 10) Furnish the details of testing equipments.
- 11) Have you been assessed previously by HLL : Yes/No
- 12) List of customers  
a) Government Dept. / PSU's  
b) Private Sector
- 13) Have you furnished the sample along with this format : Yes/No

Place :

Date :

**NAME AND SIGNATURE OF THE VENDOR**

(WITH OFFICE SEAL)



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Schedule - G

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

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

**एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED**

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**Tender No: HL/BG/PS/OP/AF/2018-19**

Schedule - H

Page 1 of 1

**TECHNICAL BID**

**Item: ALUMINIUM FOIL FOR TABLETS**

**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

**एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED**

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**Tender No: HL/BG/PS/OP/AF/2018-19**

## **CONTENTS OF PRICE BID FORMS**

For

**ALUMINIUM FOIL FOR TABLETS**

**SCHEDULE I - RATE SCHEDULE FOR BELAGAVI**

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED

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Tender No: HL/BG/PS/OP/AF/2018-19

Schedule - I

PRICE BID - RATE SCHEDULE FOR SUPPLY TO KANAGALA FACTORY, BELAGAVI, KARNATAKA

NAME OF TENDERER:

ITEM: ALUMINIUM FOIL FOR TABLETS

TOTAL QTY: 22,000 KG.

Sl. No.	Aluminium Foil for Tablets.	Approx. Qty.	UOM	Basic Rate	GST	Total Rate per kg. (All inclusive) F.O.R. HLL, Kanagala.	
						(In Figures)	(In Words)
1	Two colors	20,000	kg				
2	Single color	2,000	kg				

**Note:**

I. Certified that the rates quoted will hold good for orders placed up to **30.06.2019** during which period no upward revision will be asked for.

It is also agreed to supply other brand foils with similar specifications as per above rates in case order quantity is more than 300 kg.

II. Basic Rate quoted shall be inclusive of Freight, Insurance and P & F etc.

MINIMUM TIME REQUIRED TO START THE SUPPLY: \_\_\_\_\_

Place:

Date:

GSTIN:

NAME AND SIGNATURE OF THE TENDERER  
(OFFICE SEAL)