

एच एल एल लाइफ केयर लिमिटेड HLL LIFECARE LIMITED  
भारत सरकार का उद्यम (A GOVT.OF INDIA ENTERPRISE)  
पेरूरकडा.पि.ओ. PEROORKADA. P.O,  
तिरुवनंतपुरम-695005THIRUVANANTHAPURAM-695 005  
PHONE NO:0471 – 2437270, 2539329,2435013;  
EMAIL: [materialspft@lifecarehl.com](mailto:materialspft@lifecarehl.com)

TENDER NO. PUR/08/R2/CC/15/2021-22

Dated : 20.02.2021

**ITEM : ISOPROPYL ALCOHOL**

मद :- आइसोप्रोपिल अल्कोहल

**निविदा दस्तावेज़  
TENDER DOCUMENT**

निविदा संख्या:क्रय/08/आर2/ सी सी/15/2021-22  
Tender No: PUR/08/R2/CC/15/2021-22

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निविदा सूचना  
**TENDER NOTICE**

अप्रैल 2021 से मार्च 2022 की अवधि के लिए हमारे पेरूरकडा फैक्टरी,तिरुवनंतपुरम को आइसोप्रोपिल अल्कोहल की आपूर्ति के लिए निर्धारित फॉर्म में मोहरबंदित और उपरिलिखित बोलियां आमंत्रित हैं।

Sealed and superscribed bid in the prescribed form are invited for the **Supply of ISOPROPYL ALCOHOL** to our Peroorkada Factory, Thiruvananthapuram (PFT) & Irapuram factory, Cochin for the period from April 2021 to March 2022.

विनिर्देशन, अनुमानित मात्रा, पैकिंग मोड अनुसूची ए में दिए गए हैं और अनुसूची सी में अन्य नियम और शर्तें हैं।

The specification, approximate quantities, packing mode are given in Schedule A and other terms & conditions in Schedule C.

निविदा की प्राप्ति की अंतिम तिथि और समय

Last date and time of receipt of tender : 15.03.2021 : 15.00 hrs

निविदा खोलने की तिथि और समय

Date and time of opening tender : 15.03.2021 : 15.30 hrs

महा प्रबंधक(क्रय) GENERAL MANAGER (PURCHASE)

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**Schedule A**

**SPECIFICATION & QUANTITY OF ISOPROPYL ALCOHOL**

<b>SPECIFICATION:</b> 1. Relative Density :at 27 degree C = 0.781 – 0.785 2. Residue on evaporation g/100 ml , max – 0.004 3. Acidity (as acetic acid) percent by mass, max – 0.02		Packing Mode 25 Ltr/kg Carbouy
<b>APPROXIMATE QUANTITY REQUIRED PER ANNUM</b>		
<b>UNIT</b>	<b>LOCATION</b>	<b>QUANTITY (L)</b>
PEROORKADA	TRIVANDRUM	1600
IRAPURAM	COCHIN	200
	<b>TOTAL</b>	<b>1800</b>

Vendors whose name appear in our list of approved vendors shall stand qualified in the bid. Vendors who are new to HLL will be considered as vendors under development and their bids will be considered only after completion of vendor development protocol if completed before the opening of bid.

We hereby agree to supply the above materials as per the specification given above.

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### **TERMS & CONDITIONS**

#### **Schedule C**

#### **1. Rate:**

- (i) The rate quoted should compulsory include basic rate, applicable taxes & freight for delivering at our stores at Peroorkada & Irapuram This is in view of change in GST structure in the price bid format available with the tender document.
- (ii) The quoted rate shall be valid for a period from April 2021 to March 2022 during which period no price escalation and no change in terms and conditions will be allowed on any ground.
- (iii) 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.**
- (iv) 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.

2. There is no Earnest Money Deposit for this tender. The successful bidder shall pay Security deposit. Security deposit will be 3% of the order value subject to a maximum of Rs.5,000/-. The same has to be paid by successful bidder.

3. **As per the government guidelines there is no Bid Security /EMD for this tender but the bidder has to provide “Bid Security Declaration” and in case if the bidder withdraws or modify the bids during the bid validity period, the bidder will not be allowed to participate in HLL Tenders for a period of 2Years from the date of this tender.**

4. **Payment term:** shall be made by RTGS within 30 days after receipt subject to acceptance of the material at our stores.

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5. The EMD (**Nil as per NIT**) of successful bidders will be converted to Security Deposit and will be refunded at the end of Contract Period.
6. The bidder shall intimate the Purchase department of HLL regarding changes in manufacturer name, production facilities/process and other changes if any during contract period.
7. 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.
8. 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.
9. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.
10. SSI/MSE units interested in availing exemption from payment of tender fee (Nil as per NIT) & EMD (Nil as per NIT) should submit a valid copy of their Udhog Aadhar registration Certificate issued by the concerned DIC or NSIC. But the Party has to provide Security deposit if Tender is awarded to them. Start-up units interested in availing exemption from payment of tender fee (Nil as per NIT) & EMD (Nil as per NIT) shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion along with the tender . But the party has to provide security deposit if Tender is awarded to them. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises.

**11. 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.

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- 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 procedure in this regard would be as follows:-
- (i) Material shall be returned through the Transporter intimated by supplier 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.
- e. A self certified certificate in the letter head of the firm confirming that the product offered is environment friendly i.e., non-hazardous to the environment is to be enclosed with the tender.
- 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 from April 2021 up to March 2022 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 intimated by supplier 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

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- 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**
  - iii. **Description of items as contained in the supply Order.**
  - iv. **Quantity dispatched**
  - iv. **Manufacturing date.**
  - v. **Expiry date.**
  - vi. **Total Number of packages/ serially numbered**
  - vii. **Test certificate**
  - viii. **HLL's GST No.**

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

- l. The following information shall be stenciled or labelled 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 of 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 labelling.
- 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. **Environment clearance certificate**
- 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.



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- o. Payment shall be made by RTGS within 30 days after receipt subject to acceptance of the material.**
- p. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram / Cochin / Belagavi 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 within 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.

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**SCHEDULE H**

**Page 1 of 2**

**Item: ISOPROPYL ALCOHOL**

***DECLARATION***

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

We confirm having read and understood all the specifications (Schedule A), instructions, forms, terms and conditions(Schedule C) 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**

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**SCHEDULE – H**  
**Page 2 of 2**

**BID SECURITY DECLARATION**

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

From,

To,

**The General Manager (Purchase)**  
**HLL Lifecare Limited**  
**(A Government of India Enterprise),**  
**PEROORKADA FACTORY, Thiruvananthapuram – 695 005,**

Dear Sir,

I / We, hereby declare that if we withdraw or modify the bids during the period of Validity, we agree to be suspended for the time specified in the Tender Documents.

**SEAL OF THE APPLICANT**

**SIGNATURE**

**NAME AND ADDRESS OF APPLICANT**

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**SCHEDULE I**

**PRICE BID**

**CONTENTS OF PRICE BID FORM**

1	RATE SCHEDULE TO SUPPLY OF ISOPROPYL ALCOHOL TO PFT
2	RATE SCHEDULE TO SUPPLY OF ISOPROPYL ALCOHOL TO IFC

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**PRICE BID**

RATE SCHEDULE FOR THE SUPPLY OF ISOPROPYL ALCOHOL TO  
PEROORKADA FACTORY, THIRUVANANTHAPURAM.

PRICE PARTICULARS	PER UNIT (LTR) (IN RS.)	REMARKS
<b>BASIC PRICE</b> (INCLUDING UNIT PRICE+ PACKING AND FORWARDING CHARGES+INSU. ETC.)		
FREIGHT		
GST		
TOTAL DELIVERED RATE AT HLL STORES		
(Rupees.....)		

MINIMUM TIME REQUIRED TO START THE SUPPLY AFTER RECEIPT OF LETTER OF INDENT/SUPPLY ORDERS

}

VALIDITY

: From April 2021 to March 2022.

Certified that the rate quoted will hold good for the above period during which period no upward revision will be asked for.

PLACE:  
DATE:

NAME AND SIGNATURE OF THE TENDERER  
(WITH OFFICE SEAL)

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**PRICE BID**

RATE SCHEDULE FOR THE SUPPLY OF ISOPROPYL ALCOHOL TO  
IRAPURAM FACTORY, COCHIN.

PRICE PARTICULARS	PER UNIT (LTR) (IN RS.)	REMARKS
<b><u>BASIC PRICE</u></b> (INCLUDING UNIT PRICE+ PACKING AND FORWARDING CHARGES+INSU. ETC.)		
FREIGHT		
GST		
TOTAL DELIVERED RATE AT HLL STORES		
(Rupees.....)		

MINIMUM TIME REQUIRED TO START THE SUPPLY AFTER RECEIPT OF LETTER OF INDENT/SUPPLY ORDERS

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NAME AND SIGNATURE OF THE TENDERER