

एचएलएललाइफकेयरलिमिटेड/HLL LIFECARE LIMITED  
भारतसरकारकाउद्यम/A GOVT.OF INDIA ENTERPRISE  
आककुलमफ़ैक्टरि /Akkulam Factory, श्रीकारियम.पी.ओ। /Sreekariyam. P.O,  
तिरुवनंतपुरम-६९५०१७ / THIRUVANANTHAPURAM-695 017  
PHONE NO:0471 - 2442641, 2445930,2445935;  
EMAIL: [materialsft@lifecarehll.com](mailto:materialsft@lifecarehll.com)/[epurchaseaft@gmail.com](mailto:epurchaseaft@gmail.com)

TENDER NO. HLL/AFT/MTLS/ Cylindrical Carton- M Cup/2024-25

Dated.25.05.2024



INVITATION FOR BID

FOR

**SUPPLY OF CYLINDRICAL CARTON FOR MENSTRUAL CUP**  
**Telescopic paper tubes of 65 mm OD 115mm with 4 color printed**

TECHNICAL BID DOCUMENT

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## TENDER NOTICE

Sealed and superscribed tender under two bid system are invited from eligible competent manufacturers for supply of the following at HLL Lifecare Limited, Akkulam Factory, Thiruvananthapuram -695017.

Name of the Item	Quantity	Last Date & Time of receipt of bids	Date of the tender opening
SUPPLY OF CYLINDRICAL CARTON FOR MENSTRUAL CUP	50,000 Nos	05.06.2024 at 15.00 Hrs	05.06.2024 at 15.30 Hrs

Date of the tender opening is 05.06.2024 at 3.30 PM

The tender can be downloaded from our Website at :<http://www.lifecarehll.com/tender>.

Joint General Manager (Materials)  
Ph No: +91 471 2445930  
Fax No: +91 471 2445935  
Email: [materialsft@lifecarehll.com](mailto:materialsft@lifecarehll.com),  
[epurchaseaft@gmail.com](mailto:epurchaseaft@gmail.com)

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### INVITATION FOR BIDS (IFB)

HLL LifecareLimited invites Competitive Bids for finalizing rate contract for the supply of SUPPLY OF CYLINDRICAL CARTON FOR MENSTRUAL CUP on staggered basis from eligible competent bidders to our Akkulam Factory, Thiruvananthapuram District (Kerala State) for a period of One Years.

1. The Rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non - responsive and rejected. The prices quoted by the bidder shall be in sufficient detail to enable the Purchaser to arrive at the price of equipment/system offered.
2. The Rates for the various items quoted by the Bidder shall be rounded to two decimal places. The decimal places in excess of two will be discarded during evaluation.
3. The Technical Bids will be evaluated based on the eligibility criteria and responsiveness to the tender requirements. The Price Bids of tenderers who fulfill the Technical bid requirements only will be opened for further evaluation. HLL Lifecare Limited reserves the right to reject any or all of the offers without assigning any reason.
4. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HLL's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
5. Each page of tender shall be signed by the authorized signatory of the Tenderer.
6. Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the Tender/Contract shall be communicated forthwith in writing by the Tenderer to HLL.
7. The HLL may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. The company reserves the right to change the qualifying criteria at their discretion and to cancel the tender or reject any of the bids without assigning any reason thereof.
8. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment.
9. Any changes regarding extension of tender time etc. shall be communicated through hll web site <http://www.lifecarehll.com/tenderonly>.
10. Unit Chief, HLL Lifecare Limited, Akkulam Factory reserves right to cancel this tender at any point of time.

Joint General Manager (Materials)

TENDER NO. HLL/AFT/MTLS/ Cylindrical Carton- M Cup/2024-25

Dated.25.05.2024

SCHEDULE-A

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## PRE-QUALIFICATION CONDITIONS - (MINIMUM ELIGIBILITY CRITERIA)

Material: CYLINDRICAL CARTON FOR MENSTRUAL CUP / M-Cup PAPER TUBE CONTAINER  
/ Telescopic paper tubes

1. The Annual production capacity of the Bidder should be sufficient to meet of HLL requirement.
2. Bidder should be ready to submit the Security Deposit (SD) as prescribed in the Tender Document.
3. The Average Annual Turnover of the Bidder should be **Rs 20 Lakhs** at least for One Year in the last Three Years. Vendors are required to submit documents relating to last three years in support of their claim. MSE & Startups are exempted from minimum Turn Over

### Note:-

- a. Qualified Vendors of HLL for the supply of CYLINDRICAL CARTON FOR MENSTRUAL CUP shall stand qualified in the Technical Bid of this tender, if they meet the above minimum eligibility criteria.
- a. Vendors who are new to HLL will undergo vendor development protocol for the qualification of material, if they meet the minimum eligibility criteria. (HLL technical team shall visit the Bidder's production facility as part of Technical bid qualification).
- b. The bidder shall submit the product samples Product (CYLINDRICAL CARTON FOR MENSTRUAL CUP / M-Cup PAPER TUBE CONTAINER), Raw material test certificates (COA), copy of relevant statutory license /agreements, etc. separately, prior to the technical bid opening date to the undersigned, Joint General Manager (Mtls.), HLL Lifecare Limited., Akkulam Factory, Sreekariyam Post, Thiruvananthapuram, Pin: 695 017).
- c. Vendors who do not meet the minimum eligibility criteria will be disqualified and their Price bids will not be opened.

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SCHEDULE-A

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**Questionnaire for Pre-Qualification (Minimum Eligibility Criteria)**  
**(In Line with Minimum Eligibility Criteria)**

1.	Are you a manufacturer? If yes	YES/NO
a.	Details of key customers	
2.	What is your annual production / process capacity? Out of the above how much can you supply to HLL per month?	
3.	Are you ready to submit the Security Deposit (SD) as prescribed in the Tender Document	YES/NO
4.	Have you attached Annual Turnover for the last three years?	YES/NO
a	2022 - 2023	
b	2021 - 2022	
c	2020 - 2021	
5.	Are you a MSE Vendor / MII Vendor / Startup ?If yes	
a.	<ul style="list-style-type: none"><li>• Attach valid latest Udyam Certificate downloaded current year.</li><li>• Attach MII Declaration</li><li>• Attach Startup Registration Certificate</li></ul>	
6.	Are you existing vendor of HLL Lifecare Limited? If yes, Since when.....	YES/NO

All the information provided herein is True & Correct

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

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**General information of the manufacturer / supplier**

Sl No	Description	Status
1	Name & Address of the Supplier	
a.	Telephone No.	
b.	E-mail Address	
c.	Name of contact person	
d.	Whether proprietary/partnership/Limited company.	
e.	Specify whether Startups / MSE unit	
f.	If Yes, please specify if your unit is owned by SC/ST/Women entrepreneur	
g.	Specify Udyam No	
h.	Specify whether Startup unit	
i.	GST NO	
j.	PAN No	
k.	HSN Code of the Item	
2.	Bank Details	
a.	Name	
b.	Branch & Address of your Banker	
c.	Account No.	
d.	Swift Code / IFSC Code	
3.	How many years have you been in the business of manufacturing/selling	
4.	What is your annual production capacity	
5.	Indicate the quantity you can supply to HLL per month	
6.	What would be the minimum period required to deliver the ordered quantity from the date of confirmed purchase order	
7.	Details of In-House Production Facility:	

All the information provided herein is true & correct.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE :

(WITH OFFICE SEAL)

NOTE: Forms must be completed in all respect and supported by relevant documents.

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SCHEDULE-B

### TECHNICAL SPECIFICATION

CYLINDRICAL CARTON FOR MENSTRUAL CUP / M-Cup PAPER TUBE CONTAINER / Telescopic paper tubes

Sl No	Item	Specifications
1	Telescopic Paper Tube Container for Menstrual Cup I	<ul style="list-style-type: none"><li>Type: 3-piece Telescopic complete card board - disc closure</li><li>Outer Tube Label: As per HLL artwork-Multicolour Printing, Art paper with lamination and Spot UV</li><li>Inner Tube Outer label: White Art paper</li><li>Outer Tube Inner Label: White Spiral Finish</li><li>Inner Tube Inner label: White</li><li>Spiral Finish</li><li>Top Disc Outer: As per HLL artwork - Printed Label with Logo UV</li><li>Top Disc Inner: White Art paper</li><li>Bottom Disc Outer: As per HLL artwork -Printed Label</li><li>Bottom Disc Inner: White Art paper</li><li>Inner Foam Support: Nil</li><li>Labeling Type: Hot Glue Automatic</li><li>Inner Tube Inner Diameter: 65mm</li><li>Inner Height: 100 mm</li><li>Outer Height: 125 mm (capheight: 40 mm + bottom height:85 mm)</li></ul>

#### SPECIAL REMARKS:

- ADHESIVE USED SHOULD NOT PROMOT ANY KIND OF FUNGUS OR MOLD GROWTH
- CARTON SHALL BE PACKED PROPERLY SEALED AND STRAPPED AND PACKED IN POLYTHENE SHEET COVERING INSIDE CORRUGATED BOX IN BUNDLES OF 100 / 50 /25 NOS PER PACK.
- INK USED SHALL BE NONTOXIC & PYROGEN FREE
- PRINTING SHALL BE AS PER HLL APPROVED ART WORK  
(SAMPLE ARTWORK SHALL BE GET APPROVED FROM HLL BEFORE BULK PRINTING)
- HLL DRAWING / PRINTING MATTER ATTACHED

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SCHEDULE-C

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## TERMS & CONDITIONS

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Bidder should submit all relevant documents to prove the Pre-Qualification Criteria in the Technical document.
3. The Qualified Vendors of HLL Lifecare Limited shall stand qualified in the Technical Bid. Vendors who are new to HLL will undergo Vendor Development Protocol for the qualification of material, if they meet the minimum eligibility criteria. Vendors who do not meet the Minimum Eligibility Criteria will be disqualified and their Price bids will not be opened.
4. Clarification of Bidding Documents: A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the Purchaser's mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the Bidding Documents which it receives not later than 3 days prior to the deadline for submission of bids prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective Bidders who have received the bidding documents.
5. SUBMISSION OF BIDS (Sealing and Marking of bids): Separate bids shall be submitted for price bid and technical bids. The bidders shall seal Technical bid and Price bid in separate covers duly marking the envelopes as "TECHNICAL BID" - cover "A" and "PRICE BID" - cover "B". The Bidders shall then place both the envelopes (cover "A" & cover "B") in an outer envelope. The name of the Tender for which the bid is made must be marked on both the inner envelopes and the outer envelope.
6. The Tender should be complete in all respects. Incomplete tenders are liable to be rejected.
7. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.



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8. The Company shall have the right to inspect the existence and quality of the details claimed in the Technical Bid, to determine the eligibility of the Bidder prior to the award of work and the tenderer shall extend all co-operation for this. If any information provided in the Technical Bid is found false or incorrect at the stage of inspection or visit, the tenderer shall be disqualified. If any information provided in the Technical Bid is found false at any point of time during the contract period, the same shall result in termination of contract with the tenderer, disqualification of the tenderer from future tendering, forfeiture of Security Deposit and payment of compensation towards loss or damage caused to the company on account of making false claims.
9. BID OPENING AND EVALUATION (Opening of Bids by Purchaser)
- 9.1 The Purchaser will open all technical bids (Cover A), in the presence of bidder's representatives who choose to attend, at the following location:
- Office of the Joint General Manager (Materials), HLL Lifecare Limited,  
Akkulam Factory, Sreekariyam (PO), Thiruvananthapuram 695017**
- 9.2 The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the Purchaser, the bids shall be opened at the appointed time and location on the next working day.
- 9.3 The bidder's names, modifications, bid withdrawals and the presence or absence of the requisite documents and such other details as the Purchaser, at its discretion, may consider appropriate will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder.
- 9.4 The "Price Bid" (Cover B) will be opened after evaluation of "Technical bids" and the date and time will be intimated to bidders whose bids are qualified and responsive.
- 9.5 The purchaser will scrutinize the technical bid for compliance to the specifications and documentation requirement as per the bid document. Purchaser may depute its competent officers to the premises of the bidder qualified on the basis of technical scrutiny, for on-site evaluation of the claims made in the technical bid, if deemed appropriate on purchaser's sole discretion. The bidders will be short-listed on the basis of responsiveness of technical bid as well as report of on-site technical evaluation. The price bid of the bidders who are disqualified at the technical scrutiny and on-site evaluation will be returned un-opened. The short listed bidders will be informed about the time, date and venue of the price bid opening. The successful bidder shall be identified on the basis of lowest evaluated substantially responsive bid.

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10. CLARIFICATION OF BIDS: During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
11. The tenderer who does not meet the Minimum eligibility Criteria shall be considered as DISQUALIFIED in the tender. Their Price Bid shall be returned unopened to them.
12. HLL reserves right to accept/reject any/all bids at their discretion without assigning any reason.
13. HLL reserves right to cancel this tender at any point of time without assigning any reason.
14. QUANTITY:-

Sl No	Description	UOM	Estimated Quantity
1	CYLINDRICAL CARTON FOR MENSTRUAL CUP / M-Cup PAPER TUBE CONTAINER	Nos	50,000

15. The quantity mentioned herein is approximate estimated requirement and in case the company requires less/more quantity, the supplier should be prepared to affect supply at short notice at the agreed rate, terms and conditions.
16. HLL reserves right to split up the order quantities among the L1 and Matched L1 Parties as per HLL Procurement Manual. Preference will be given to L1 bidder. Normally 50% of quantity will be allocated to L1 party, and balance shall be allotted among the vendors who are matching the L1 rate. If L1 bidder fail to execute the order in time, the same will be diverted to other matched L1 bidder. However, the company reserves the right to decide on the allocation of Order Quantity on case to case basis.
17. HLL shall issue Purchase Orders on staggered basis with Successful L1 Bidder / Matched L1 Rate Bidders as per the requirement of HLL. The item should be delivered as per the delivery schedule mentioned in the Letter of Intent / Purchase Order.
18. The price quoted should be inclusive of Basic Price, Packing & Forwarding, Transportation, Insurance, other levies, etc and GST will be extra as applicable.
19. Loading of the item from suppliers site will be in the scope of tenderer. Unloading at the site of HLL will be borne by HLL.

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20. The Supplier shall supply strictly as per the order terms in respect of quality and specification. HLL reserves the right not to receive the goods beyond the delivery date given in the order.
21. The Rates shall be suitably filled as applicable in the BOQ in Cover B (Price Bid). The quoted rate shall be valid for a period of One year from the date of opening of price bid. No price escalation and no change in terms and conditions will be allowed on any ground till the order is completely executed.
22. ACCEPTANCE OF PURCHASE ORDER:-The successful Bidders/Matched L1 Rate Bidders have to sign the duplicate copy of the Letter of Intent (LOI) / Purchase Order (PO) and return back within 15 days of receipt of LOI / PO, which will be considered as the confirmation of acceptance of LOI / PO.
23. HLL shall issue Purchase Orders on staggered basis with Successful L1 Bidder / Matched L1 Rate Bidders as per the requirement of HLL. The item should be delivered as per the delivery schedule mentioned in the Letter of Intent / Purchase Order.
24. Delivery of Item: Party shall supply the item within 15 days from the date PO / LOI as per the requirement of HLL.
25. 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 on freight to pay basis as indicated in Clause No 19.
26. In the event of placing Orders / Despatching of shipment to HLL, 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
27. 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 indicated in Schedule F or through our approved Transporter on freight to-pay basis.
  - (ii) Alternatively, the rejected material shall be destroyed at our end.

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- (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.
28. HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency for compliance.
29. 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
  - IV. Manufacturing date
  - V. Expiry date
  - VI. Total Number of packages/ serially numbered
  - VII. Test certificate
  - VIII. HLL's GST No.
30. LIQUIDATED DAMAGES FOR DELAY:-The parties have to abide by delivery schedule given in the supply order strictly. Penalty for delay @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply order will be imposed, if equipment is accepted by the Company after the stipulated delivery period.
31. FORCE MAJEURE:- For purposes of this Clause "Force Majeure" means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the HLL either in its sovereign or contractual capacity, as or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Tenderer shall promptly notify in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Tenderer shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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32. TERMINATION FOR INSOLVENCY:-The Purchaser may at any time terminate the Contract by giving written notice to the Tenderer, if the Tenderer becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Tenderer, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.
33. PAYMENT TERMS :-Within 30 days of Supply and Acceptance of the Materials at HLL Stores along with necessary documents.
34. The tender is liable to be suspended or cancelled at any time at the discretion of the company without assigning any reason.
35. RESOLUTION OF DISPUTES:-The jurisdiction of any disputed, suits and proceedings arising out of this Tender shall be only in the court of Thiruvananthapuram.

JOINT GENERAL MANAGER (MATERIALS)

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### 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: NAME AND SIGNATURE OF THE APPLICANT

DATE: (WITH OFFICE SEAL)

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EMAIL: [materialsft@lifecarehll.com](mailto:materialsft@lifecarehll.com)/[epurchaseaft@gmail.com](mailto:epurchaseaft@gmail.com)

TENDER NO. HLL/AFT/MTLS/ Cylindrical Carton- M Cup/2024-25

Dated.25.05.2024  
SCHEDULE- E

## 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.

PLACE:

SIGNATURE

DATE:

NAME AND ADDRESS OF APPLICANT

(SEAL OF THE APPLICANT)

एचएलएललाइफकेयरलिमिटेड/HLL LIFECARE LIMITED  
भारतसरकारकाउद्यम/A GOVT.OF INDIA ENTERPRISE  
आककुलमफ़ैक्टरि /Akkulam Factory, श्रीकारियम.पी.ओ। /Sreekariyam. P.O,  
तिरुवनंतपुरम-६९५०१७ / THIRUVANANTHAPURAM-695 017  
PHONE NO:0471 - 2442641, 2445930,2445935;  
EMAIL: [materialsft@lifecarehll.com](mailto:materialsft@lifecarehll.com)/[epurchaseaft@gmail.com](mailto:epurchaseaft@gmail.com)

TENDER NO. HLL/AFT/MTLS/ Cylindrical Carton- M Cup/2024-25

Dated.25.05.2024



INVITATION FOR BID

FOR

**SUPPLY OF CYLINDRICAL CARTON FOR MENSTRUAL CUP**  
**Telescopic paper tubes of 65 mm OD 115mm with 4 color printed**

FINANCIAL BID



**एचएलएललाइफकेयरलिमिटेड/HLL LIFECARE LIMITED**  
भारतसरकारकाउद्यम/A GOVT.OF INDIA ENTERPRISE  
आककुलमफैक्टरि /Akkulam Factory, श्रीकारियम.पी.ओ। /Sreekariyam. P.O,  
तिरुवनंतपुरम-६९५०१७ / THIRUVANANTHAPURAM-695 017  
PHONE NO:0471 - 2442641, 2445930,2445935;  
EMAIL: [materialsft@lifecarehll.com](mailto:materialsft@lifecarehll.com)/[epurchaseaft@gmail.com](mailto:epurchaseaft@gmail.com)

TENDER NO. HLL/AFT/MTLS/ Cylindrical Carton- M Cup/2024-25

Dated.25.05.2024

SCHEDULE- F

**PRICE BID FORMAT**

Sl No	Item	Quantity	Unit Rate (Rs/Carton) (Excluding GST)
1	CYLINDRICAL CARTON FOR MENSTRUAL CUP [M-Cup] PAPER TUBE CONTAINER	0 TO 500 Nos	
2	-do-	501 Nos TO 2,500 Nos	
3	-do-	2,501 Nos TO 5,000 Nos	
4	-do-	5,001 Nos & Above	

**Remarks:-**

1. Specify GST (%) ..... (Extra) HSN Code:.....
2. Quoted Rate is : FOR HLL, Akkulam Factory, Thiruvananthapuram - 695017
3. Rate shall be valid for a period of ONE Year
4. Finalized Rate shall be firm & fixed during the validity period

PLACE:

NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)