

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकारका उद्यम) (A GOVT. OF INDIA ENTERPRISE)

पेरूरकडा पी.ओ. PEROORKADA. P.O,

तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005

PHONE NO:0471 2437270; FAX NO:0471 2435013;

e-mail - materialspft@lifecarehll.com

TENDER NO: HLL/PFT/PUR/GENTS UNIFORM/2020-2

25.05.2020

एचएलएल लाइफकेयर लिमिटेड के तिरुवनंतपुरम (पेरूरकड़ा, आककुलम आदि) और बेलगाम (कानाला) के सुयवधाओ के लिए यूनिफार्म के लिए निविदा

**TENDER FOR THE SUPPLY OF GENTS UNIFORM FOR FACILITIES IN
THIRUVANANTHAPURAM (PEROORKADA AND AKKULAM) AND
BELGAUM (KANAGALA)**

तकनीकी वाणिज्यिक बोली TECHNO COMMERCIAL BID

निविदा संख्या/Tender No : HLL/PFT/PUR/GENTS UNIFORM/2020-2

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निविदा सूचना TENDER NOTICE

महोदय Dear Sirs,

विषय : एचएलएल लाइफ़केयर लिमिटेड के तिरुवनंतपुरम (पेरूरकडा, आककुलम आदि) और बेलगाम (कानगला) के सुयवधाओ के लिए यूनिफॉर्म के लिए निविदा मर्द का यूनिफॉर्म की आपूर्ति के लिए निविदा

Sub: Tender for the Supply of Gents Uniform for HLL Lifecare Limited facilities at Trivandrum (Peroorkada, and Akkulam) and Belgaum (Kanagala).

एचएलएल लाइफ़केयर लिमिटेड, भारत के गर्भनिरोधक के अग्रणी विनिर्माता और विपणनकर्ता, स्वास्थ्य रक्षा और फार्मा उत्पाद की एक मिनि रत्ना कंपनी है। एचएलएल लाइफ़केयर लिमिटेड, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अधीन का एक सार्वजनिक उद्यम, ने तिरुवनंतपुरम (पेरूरकडा, आककुलम आदि) और बेलगाम (कानगला) के सुयवधाओ के लिए एक वर्ष की अवधि के लिए प्रतिष्ठित आपूर्तिकर्ताओं से यूनिफॉर्म की आपूर्ति के लिए दो-बोली प्रणाली (तकनो वाणिज्य बोली) के तहत सील और सुपरसील्ड किए गए निविदाओं को आमंत्रित करता है। विवरण एचएलएल लाइफ़केयर लिमिटेड, पेरूरकडा, के लिंक : materialspft@lifecarehll.com या materialsntft@gmail.com से प्राप्त कर सकता है

HLL Lifecare Limited, India's leading Manufacturers and Marketers of Contraceptive, HealthCare and Pharma Products is a Mini Ratna Company. HLL Lifecare Limited , a PSU under the Ministry of Health & Family Welfare, Govt. of India invites Sealed & Super-scribed Limited Tenders under Two- Bid System (Techno commercial Bid) for the supply of Uniforms for Gents for facilities in Thiruvananthapuram (Peroorkada, Akkulam etc.) & Belgaum (Kanagala), from reputed suppliers for a period of one year. The details can be obtained from Purchase Department, HLL Lifecare Limited , Peroorkada : materialspft@lifecarehll.com or materialsntft@gmail.com

बोलीदाता निविदा शुल्क के रूप में रुपया 560/-, की डी डी माल सेवा कर सहित और एचएलएल लिफेयर लिमिटेड, तिरुवनंतपुरम के पक्ष में ईएमडी रु .30,000/- (केवल तीस हजार रुपये) भुगतान करके निविदा में भाग ले सकता है।

Bidders can participate in the tender by submitting Demand draft for Rs. 560/- (inclusive of GST) as Tender fee and EMD amount of Rs.30,000/-

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TENDER NO: HLL/PFT/PUR/GENTS UNIFORM/2020-2 25.05.2020
(Rupees Thirty thousand only) in favour of HLL LIFE CARE LIMITED payable
at Thiruvananthapuram.

निविदा फॉर्म को सभी पृष्ठों पर विधिवत भरा, हस्ताक्षरित और सील किया जाना है और उपरोक्त निविदा संख्या के साथ सुपर-सीलबंद कवर में नियत तारीख के अंतर लौटाया जाना है, महाप्रबंधक (क्रय), एचएलएल लिफेयर लिमिटेड, पेरूरकड़ा, तिरुवनंतपुरम-695 005 को संबोधित करना है और पहुंच के रूप में प्रस्तुत करना है।

The Tender Form is to be duly filled in, signed and sealed on all pages and returned, in a sealed cover super-scribed with the above Tender No., the due date, addressed to the General Manager (Purchase), HLL LIFECARE LIMITED, PEROORKADA P.O., THIRUVANANTHAPURAM-695005 and submitted so as to reach the above mentioned address.

छूट: निविदा शुल्क या ईएमडी के भुगतान से छूट प्राप्त करने में रुचि रखने वाली एसएसआई / एमएसएमई इकाइयों को बोली के साथ अपने उद्योग पंजीकरण प्रमाणपत्र की एक वैध प्रति प्रस्तुत करनी चाहिए।

Exemption: MSE units interested in availing exemption from payment of Tender fee or EMD should submit a valid copy of their Udyog Aadhar registration certificate along with the bid.

बिना पंजीकरण प्रमाण पत्र के ईएमडी और टेंडर लागत या मान्य प्रति के संलग्नकों के बिना प्राप्त बोलियां संक्षेप में खारिज कर दी जाएंगी।

Bids received without enclosures of EMD & Tender Cost OR Valid Copy of Udyog Aadhar Registration Certificate will be summarily rejected.

Please note that HLL Lifecare Limited., will not be responsible for any delay in the submission of Tender.

निविदा दस्तावेज जारी करने की अंतिम तिथि

The last date of issue of Tender documents : 11.06.2020, 2.00 PM

निविदाओं की प्राप्ति की अंतिम तिथि

The Last date of receipt of Tenders : 15.06.2020, 3.00 PM

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25.05.2020

निविदाएँ खोलने की तिथि

Date of opening of Technical Bid

: 15.06.2020, 3.30 PM

अधूरा निविदा किसी भी आगे के आदेश के बिना सरसरी तौर पर खारिज किए जाने की संभावना है। **Incomplete tender is likely to be summarily rejected without any further correspondence.**

निविदा की स्वीकृति / अस्वीकृति पूरी तरह से एचएलएल के निर्णय पर है।

Acceptance / Rejection of the Tender is entirely at the discretion of HLL.

भवदीय

Yours

faithfully,

कृते एचएलएल लाइफ़केयर लिमिटेड For HLL LIFECARE LIMITED

महाप्रबंधक (क्रय) **General Manager (Purchase)**

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CONTENTS OF BID DOCUMENT

BID DOCUMENTS

1. TECHNICAL BID

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2.	SCHEDULE - B	MINIMUM ELIGIBILITY CRITERIA (Page 8)
3.	SCHEDULE - C	TERMS & CONDITIONS (Pages 9-12)
4.	SCHEDULE - D	SPECIFICATION & SIZE SPLIT UP (Pages 13-15)
5.	SCHEDULE- E	QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA (Page -16)
6.	SCHEDULE - F	QUESTIONNAIRE - GENERAL INFORMATION OF THE TENDERER (Page 17)
7.	SCHEDULE- G	QUESTIONNAIRE FOR VENDOR DEVELOPMENT (Page 18)
8.	SCHEDULE-H	DECLARATION (Page 19)

2.PRICE BID

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SCHEDULE - A

Page 1 of 2

INSTRUCTION TO BIDDERS

The Bid is intended to procure Gents Uniform for our Peroorkada Factory.

- 1) **The Technical Bid should be accompanied by Tender fee for Rs.560/- and Earnest Money Deposit (EMD) for a sum of Rs. 30,000/- in the form of DD drawn in favour of M/s. HLL Lifecare Limited payable at Trivandrum failing which the Tender is likely to be summarily rejected. The EMD submitted will be released at after successful completion of supply.**

Technical Bids received without enclosures of EMD & Tender Cost OR Valid Copy of Udyog Aadhar Registration Certificate will be summarily rejected. Please note that HLL Lifecare Ltd. will not be responsible for any delay in submission of Tender.

NOTE: Technical Bid & Price Bid forms shall be submitted in Separate Covers

- 2) The bid should be submitted in two separate sealed covers- One super-scribed as "Technical Bid" containing the technical bid documents and second cover super-scribed as "PRICE BID" containing the filled Price Bid (this Price bid cover shall have only Price Bid. No other documents shall be kept inside the "Price Bid"), both these shall be enclosed in a common envelope, sealed and super-scribed with the respective Tender No. TENDER NO: HLL/PFT/PUR/GENTS UNIFORM/2020 mentioned thereon, complete in all respect, addressed to the General Manager (Purchase) HLL Life care Limited, Peroorkada P.O., Trivandrum – 695 005, KERALA 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.

Bid submission / Bid opening dates

The last date of issue of Tender documents : 11.06.2020, 2.00 pm

The Last date of receipt of Tenders : 15.06.2020, 3.00 pm

Date of opening of Technical Bid : 15.06.2020, 3.30 pm

- 3) 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.
- 4) Bids received after the deadline for submission shall not be considered.

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SCHEDULE - A

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- 5) The Bidder is expected to examine all specifications, Instructions, terms and conditions given in the Bidding document. Failure to furnish all information required in the Bidding document 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.
- 6) Any clarification required will have to be obtained 3 days prior to the Date of opening of the Bid.
- 7) 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.
- 8) The validity of the Bid shall be for a period of one year.
- 9) The quantity mentioned herein is approximate annual requirement with staggered delivery and in case more or less quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.
- 10) Incomplete tenders will be summarily rejected without any further correspondence.
- 11) 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.
- 12) Start up units interested in availing exemption from payment of tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion on or before due date as per tender notice.

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SCHEDULE - B

**MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN THE
TECHNICAL BID**

1. The Tenderer should have relevant experience in supplying uniforms to any State/Central Government institutions, State/Central Public Sector undertakings or leading private institutions/Companies.
2. Individual Work Order executed to any State/Central Government institutions, State/Central Public Sector undertakings or leading private institutions/Companies (Minimum 01 No of Work order for Supply of stitched Uniforms) shall be attached With technical bid and work order should be executed not below the value of Rs.10 Lakhs during the last 03 financial years.
3. Tenderer should be Manufacturer or their authorized distributor/Supplier.
4. Tender fee , Rs.560/- shall be paid by DD in favour of HLL Lifecare Limited, Trivandrum, payable at Trivandrum shall be submitted along with Technical Bid
5. EMD of Rs. 30,000/- by way of DD to be submitted along with Technical Bid
(Bids without Tender fee and EMD will be summarily rejected.
MSE registered bidders are eligible for EMD and Tender fee exemption, provided they submit MSE certificate along with Technical Bid)
6. Copy of PAN Card shall be submitted in the Technical Bid
7. Copy of GST Registration Certificate shall be submitted in the Technical Bid

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TERMS & CONDITIONS

SCHEDULE - C

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- 1) The lowest successful bidder has to submit Uniform cloth to HLL for testing the compliance of the cloth with HLL specification. In case the lowest successful bidder fails to meet the specifications & requirements, HLL will alternatively go for the second lowest bidder or even may decide to cancel the tender and go for re-tendering. The decision of Unit Chief, HLL Lifecare Limited, Peroorkada in the matter shall be final and binding on all the tenderers / Suppliers.
- 2) After supply of the uniform, HLL will test the uniforms randomly to check compliance with HLL specification. Only on compliance to HLL specification, payment to party will be made.
- 3) The Tender shall be complete in all respects. Incomplete tenders are liable to be rejected.
- 4) Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
- 5) (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 supplier.

(b) Failure to supply the material for any of the above reasons/withdrawal of the party from the tender after participation and/or finalization of the tender will entail forfeiture of EMD and even blacklisting of the supplier for a minimum period of one year.
- 6) Conditional tenders/tenders with deviation will not be considered.
- 7) The quantity mentioned herein is approximate annual requirement and in case the company requires more/less quantity, the tenderer shall be prepared to effect supply at short notice at the agreed rate, terms and conditions.

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SCHEDULE - C

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- 9) The tenderer should be in a position to supply the items as and when ordered within 80 days of placement of order.
- 10) HLL reserves the right to split up the quantity and place the order on more than one supplier and also reserves the right to accept or reject the offer without assigning any reason **whatsoever**.
- 11) The tender is liable to be suspended or cancelled at any time at the discretion of the company without assigning any reason.

In the event of placing Purchase orders: -

- a) 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.
- b) 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.
- c) The supplier agrees to supply as per the rate quoted and other terms and conditions and no price escalation or no change in terms and conditions will be allowed on any ground.
- d) Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL.
- e) The parties have to abide by delivery schedule given in the Purchase 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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SCHEDULE - C

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- f) All dispatch documents like delivery note/challan, packing list and invoice should contain the following details
- i. Invoice shall addressed to The JGM (STORES), HLL Lifecare Limited Peroorkada Factory, Peroorkada.P.O, Trivandrum-695005, Kerala, or The Stores Head of the respective PO raising Unit of HLL.
 - ii. Supply Order No.& date shall be mentioned on the INVOICE
 - iii. Bank details on invoice to effect the payment through RTGS/NEFT
 - iv. Description of items as contained in the supply Order.
 - v. Quantity dispatched.
 - vi. Total Number of packages (Packets shall be serially numbered)
 - vii. HLL's CST No./TIN No./KVAT No.

The LR no. shall be intimated immediately after dispatch of the material by email/fax

- g) The following documents should accompany the consignment
- a. Invoice in triplicate
 - b. Delivery Note/Challan
 - c. Packing List
 - d. LR/AWB/----
- h) Mode of Transport shall be by road, unless otherwise specified.
- i) Payment shall be made by RTGS/NEFT within 30 days of receipt of the material provided the material confirms the HLL specification.
- j) The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram as the case may be.

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SCHEDULE - C

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INDEMNITY 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 of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:
APPLICANT
DATE:

NAME AND SIGNATURE OF THE
(WITH OFFICE SEAL)

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकारका उद्यम) (A GOVT. OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O.,
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005
PHONE NO:0471 2437270; FAX NO:0471 2435013;
e-mail - materialspt@lifecarehll.com

TENDER NO: HLL/PFT/PUR/GENTS UNIFORM/2020-2

25.05.2020

SPECIFICATION & SIZE SPLITTING
HLL – UNIFORM GENTS SPECIFICATIONS :-

SCHEDULE – D

Page 1 of 2

Sl.No	Item Description	Colour	Quantity
1	<p>SHIRTS: Branded readymade Shirts manufactured by leading manufacturers like NTC, Mafatlal, Raymond, Vimal, Bombay dyeing, Gwalior, Aditya Birla etc.” Executive Full Sleeve Shirt (Regular Colour and Fit, Soft Touch with HLL Logo) Fabric Specification:- GSM : 148 Density Parameters Count in Ne (Warp) : 30 ± 0.75 Count in Ne (Weft) : 80 ± 0.75 Total thread Count Threads/ Inch (Warp) : 120 +5.00%-2.50% Threads/ Inch (Weft) : 96 +5.00%-2.50% Blend Composition (%) Cotton : 33 % ±2 Polyester : 67% ±2</p>	Blue base with White Stripes (As per the sample)	1419 Nos

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2.	<p>TROUSERS : Branded readymade Pants manufactured by leading manufacturers like NTC, Mafatlal, Raymond, Vimal, Bombay dyeing, Gwalior, Aditya Birla etc.” Regular fit, 2 Pleats. Zip to be made up to 9”. No of Loops should be 7. Fabric Specification: GSM: 276 Density Parameters Count in Ne (Warp) : 9 ±0.75 Count in Ne (Weft) : 9 ±0.75 Total thread Count Threads/ Inch (Warp) : 44+ 5.00%-2.50% Threads/ Inch (Weft) : 36 + 5.00%-2.50% Blend Composition (%) Cellulosic : 15 % ±2 Polyester : 85 % ±2</p>	Dark Blue Black Matt finish. (As per the sample)	
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SCHEDULE - D

Page 2 of 2

SIZE SPLIT UP

SHIRTS

Size in Inches	32	34	36	38	40	42	44	46	52	Total
Qty in No	2	2	37	233	551	397	156	35	6	1419

TROUSERS

Size in Inches	28	30	32	34	36	38	40	42	44	48	Total
Qty in No	31	63	277	355	318	108	53	15	23	1	1244

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SCHEDULE - E

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

1(a)	Have you undertaken Supply of Uniforms to Public Sector Undertaking/Leading Private Companies for last 3 years period?	Yes/No
(b)	If yes, Have you attached the copies of the contracts/work orders with Technical Bid?	Yes/No
2	Have you attached the Declaration (as in SCHEDULE -H) along with this Technical Bid?	Yes/No
3	Have you submitted DD for Rs. 30,000/- towards EMD and Tender fee(as DD)for Rs.560/-?	Yes/No
4	Have you enclosed a copy of PAN Card ?	Yes/No
5	Have you enclosed Certificate of Turn over for last three years issued by Chartered Accountant	Yes/No
6	Have you attached GST Registration Certificate	Yes/No

All the information's provided herein are true and correct.

NAME AND SIGNATURE OF THE BIDDER WITH SEAL

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SCHEDULE- F

QUESTIONNAIRE - GENERAL INFORMATION OF THE TENDERER

1. (a) Name and address of the Tenderer :

(b) Details of Key Personnel at your Office :

Name / Designation	Tel. No.	Mobile No.	Fax No.	email ID

2. (a) 1) Type of Firm : Partnership/ Proprietary / Pvt. Ltd./Public Ltd.

2) Details of Partners/ Directors along with address : (Attach additional sheet if required)

(b) PAN Card of the Tenderer : (Attach copy)

3. Have you undertaken similar works/ Supply for Public Sector Undertakings/

Leading Private Companies during the last 3 years : Yes/No

(If Yes, the details may be attached in the given format.)

Name & Address of the Customer	Value of Business done during the previous years

(Copies of the Contracts/Work Orders also be attached in the Technical Bid)

4. Name & Address of your Banker :

5. Have you had Litigation/Arbitration in any commercial contract during last three years ?

: YES / NO

if YES give details

6. Whether have you got ISO Certificate

- YES/NO

If so please enclose the copy

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25.05.2020

QUESTIONNAIRE FOR VENDOR DEVELOPMENT

(TO BE FILLED BY NEW VENDORS)

SCHEDULE – G

Page 1 of 2

NAME OF PRODUCT/SERVICE:

1) Name & Address of the Manufacturer /Supplier:

- (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/ :
naging partner/ M.D / Director's :
(Attach separate sheet)
(f) Specify whether MSE unit :
(g) If Yes,specify if your unit is owned by :
SC/ST entrepreneur

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

3) Name & Address of your Banker(s)

Account no. :
Swift Code

4) Annual Turn over :

5) Have you been assessed previously by HLL : Yes/No

6) List of customers

- a) Government Dept. / PSU's :
b) Private Sector :

Place : **NAME AND SIGNATURE OF THE VENDOR**

Date : (Office Seal)

This is to be filled up by HLL LIFECARE LIMITED, THIRUVANANTHAPURAM

Recommendation/Remarks of the committee :

Committee Members:

1.Head of HR

2.Head of User Department

3.Head of Purchase Department

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TENDER NO: HLL/PFT/PUR/GENTS UNIFORM/2020-2

25.05.2020

SCHEDULE - H

DECLARATION

We confirm having read and understood all the Tender requirements, Approximate no., size and specifications of the uniforms, number of days for delivery ,instructions, forms, terms and conditions (schedule C), specific conditions (schedule D) and other requirements of the tender –Tender No: HLL/PFT/PUR/GENTS UNIFORM/2020-2 dated 25.05.2020 (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/We agree to abide by all without any deviation.

SIGNATURE:

NAME & ADDRESS OF BIDDER

(Seal of the Bidder)

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TENDER NO: HLL/PFT/PUR/GENTS UNIFORM/2020-2

25.05.2020

SCHEDULE - I

PRICE BID FORM

**RATE SCHEDULE FOR SUPPLY OF GENTS UNIFORM TO OUR
PEROORKADA FACTORY (PFT), THIRUVANANTHAPURAM IS AS BELOW**

Sl. No.	Description of Work	Unit	Quantity	Rate	Tax	Amount
1	SHIRTS AS PER SPECIFICATION IN SCHEDULE C	Nos	1419			
2	TROUSERS AS PER SPECIFICATION IN SCHEDULE C	Nos	1244			
TOTAL						
(Rupees.....only)						

Place:

Signature of the Bidder

Date:

Name, Seal and Address of the Bidder