**Enquiry Letter**

**Dear Sir,**

Sealed Price bid in the prescribed form are invited for finalizing ANNUAL RATE CONTRACT for the **Screen Printing of Cotton pouch for Menstrual Cups** to our Akkulam Factory, Thiruvananthapuram (AFT) for a period of **One year.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Quantity** | **UOM** |
| **1.** | Screen Printing on Cotton Pouch for Menstrual Cup | **4,00,000** | **Nos** |

1. The Price bids shall be submitted in sealed covers with the respective Tender no., complete in all respect, addressed to Joint General Manager (Materials) HLL LIFECARE LIMITED, AKKULAM FACTORY, THIRUVANANTHAPURAM-695017 and should reach us on or before the last date and time mentioned in the Tender Notification. HLL shall not be responsible for the delay, if any, in the delivery of the bidding documents or non-receipt of the same.

Last date and time of receipt of tender : 08/11/2022: 02.30 pm

Date and time of opening tender : 08/11/2022: 03.00 pm

1. The Tender should be submitted along with Tender Fee Rs. 590/- (inclusive of GST) and EMD of Rs.2,000/- failing their Tender will be summarily rejected.
2. Tender Document Fees and Bid Security (EMD): Tender fee (Non-refundable) and EMD as per the tender conditions shall be paid separately, thru RTGS/NEFT transfer in the following HLL A/c details:

**Name of Bank: State Bank of India**

**A/c number: 30307559515**

**IFSC Code:  SBIN0004350**

**Branch name:  Commercial Branch, Thycaud, Thiruvananthapuram**

(Document of the above payment shall be kept along with bid document)

1. SSI/MSME units interested in availing exemption from payment of Tender Fee and EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC/Udyog Aadhar/ UDHYAM. If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar/UDHYAM Memorandum Number issued to it under the MSME Act, 2006. If a MSME bidder do 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 MSMEs Order 2012.
2. MSME bidders have to sign a Bid Security Declaration form accepting that if they with draw or modify the bids during period of validity etc, they will be suspended for the time specified in tender documents.
3. 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 as per NIT. But the party has to provide security deposit if Tender is awarded to them.
4. **General Terms and conditions:**
   1. Quantity mentioned here are annual requirement with staggered delivery. Approximate Quantity of various types are as shown below.

|  |  |  |
| --- | --- | --- |
| Sl No | No.of Colour | Quantity |
| 1 | Single Colour | 2,50,000 |
| 2 | Double Colour | 1,00,000 |
| 3 | Three Colour | 40,000 |
| 4 | Four Colour | 10,000 |
|  | TOTAL | 4,00,000 |

* 1. **HLL reserves the right to increase or decrease the quantity of types of Prints without assigning any reasons and without changes in terms and conditions within the contract period**.
  2. **The quantity mentioned herein areannual requirement with staggered delivery and in case more or less quantity is required, the suppliers should be prepared to effect execute the contract at short notice on the same terms and conditions.**
  3. Scope of Work :

1. Plain Cotton pouch for printing shall be provided by HLL.
2. HLL shall be provided printing matter / Artwork for printing
3. Contractor has collect the cotton pouches from HLL Lifecare Limited, Akkualm Factory, Sreekariyam (PO), Thiruvananthapuram – 17 within 24 Hours, as and when required with short notice received from HLL Lifecare Limited, Akkualm Factory, Sreekariyam (PO), Thiruvananthapuram – 17.
4. 2.4 Contractor has complete the printing on cotton pouches provided by HLL Lifecare Limited, Akkualm Factory, Sreekariyam (PO), Thiruvananthapuram – 17 within 4 - 5 Working days, after the approval of artwork / printing matter by HLL Lifecare Limited, Akkualm Factory, Sreekariyam (PO), Thiruvananthapuram – 17.
   1. A certificate confirming that the ink used for printing by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with tender document.
   2. The supplier agrees to supply strictly as per the order terms in respect of quantity, quality and delivery schedule. HLL reserves the right not to receive material beyond the delivery date given in the order.
   3. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% of value of item per week delay, Subject to a maximum of 7.5% of value of supply will be imposed for material supplied after the stipulated delivery period.
   4. 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.
   5. Conditional tenders / tenders with deviation will not be considered.
   6. The tender is liable to be suspended or cancelled at anytime at the discretion of the Unit Chief, HLL Lifecare Limited, Akkulam Factory, Sreekariyam (PO), Thiruvananthapuram – 17, without assigning any reason
   7. Rates:-The rate should be quoted as per Price Bid Format and F.O.R at HLL STORES.
   8. Payment term shall be made preferably within 30 days after receipt, inspection and acceptance of printed material at HLL Lifecare Limited, Akkualm Factory, Sreekariyam (PO), Thiruvananthapuram – 17.
   9. Offer should be valid for 90 days from the date of opening the bid
   10. Contract for Rate Contract (RC) shall be for one year (2022-2023) from the date of first Order.
   11. Competitive rates shall be quoted for supply to our stores in the following manner (strictly as per RATE SCHEDULE)
   12. Sealed and signed quotation shall be submitted on or before the last date of the tender,08/11/2022 at 14.30 HRS.

Joint General Manager (Materials)

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 SSI / MSME unit |  |
| f. | If Yes, please specify if your unit is owned by SC/ST /Women entrepreneur |  |
| g. | Specify whether Start up unit |  |
| h. | GST NO |  |
| i. | PAN No |  |
| j. | 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 this business |  |
| 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 quantityfrom the date of confirmed purchase order |  |
| 7. | Are you an existing supplier of HLL? If yes, How many years |  |
| 8. | Do you have a Quality Control department. If yes, give thedetails of the facilities. |  |
| 10. | Do you have ISO 9001 certification, If yes, please give the details. |  |
| 11. | Do you have an ISO 14001 certification, If yes, please give the details. |  |
| 12. | Do you have ISO 13485 Certification, If yes, please give the details. |  |
| 13. | What is your Annual Turn Over for the last Three Years |  |
| a. | 2021-22 |  |
| b. | 2020-21 |  |
| c. | 2019-20 |  |
| 10. | Furnish the Name and address of theTransporter through whom the rejected material is to be returned on freight to pay basis |  |

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.

**Bid Security Declaration Form**

Date: TenderNo.

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/WeacceptthatI/Wemaybedisqualifiedfrombiddingforanycontractwithyoufor a period of THREE year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

1. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid;or
2. havingbeennotifiedoftheacceptanceofourBidbythepurchaserduringtheperiod ofbidvalidity(i)failorreusetoexecutethecontract,ifrequired,or(ii)failorrefuseto furnish the Performance Security, in accordance with the Instructions toBidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature

(insert signature of person whose name and capacity are shown)

in the capacity of

(insert legal capacity of person signing the Bid Securing Declaration)

Name

(insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)Dated on day of (insert date of signing) Corporate Seal (where appropriate)

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)

**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.

NAME AND ADDRESS OF APPLICANT

SEAL & SIGNATURE OF THE APPLICANT

**PRICE BID SCHEDULE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Basic (Rs) | Freight (Rs) | Other Charges, if any (Rs) | Sub Total (Rs) | GST (Rs) | Total Rate / Pouch (Rs) |
| Single colour |  |  |  |  |  |  |
|  | | | | | | |
| Double colour |  |  |  |  |  |  |
|  | | | | | | |
| Triple colour |  |  |  |  |  |  |
|  | | | | | | |
| Four colour |  |  |  |  |  |  |

GST (%) : …………….

Minimum Order Quantity : …………………../(Lot)

HSN CODE : …………………..

Validity of Offer : 90 Days from the date of Price Bid Opening

Period of Rate Contract : ONE Year from the date of First Order

One Year from the date of Price Bid opening

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

Place:

Date: Name & Signature

(Office Seal)