



HLL/KFC/PUR/STATIONERY ITEMS/2025-26/

20.08.2025



**LIMITED TENDER FOR STATIONERY ITEMS**

**AT  
HLL LIFECARE LIMITED,  
KAKKANAD FACTORY, COCHIN**

Kakkanad Factory, Cochin

HLL/KFC/PUR/STATIONERY ITEMS/2025-26/

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Sealed, super-scribed and competitive tenders are invited under limited tender single bid system (price bid) in the prescribed format for the STATIONERY ITEMS to our unit at Kakkanad, Kochi.

SN	Particulars	Details
1	Name of Item/Work	TENDER FOR SUPPLY OF STATIONERY ITEMS
2	Last date and time for submission of bids	03.09.2025 : 3 PM
3	Date and time of opening of tender	03.09.2025 : 3.30 PM
4	Tender Fee	Rs.560/-
5	EMD	Rs.2000/-
6	HLL Bank Details	State Bank of India A/c no. 10295187178 IFSC Code. SBIN0009485 Branch: CEPZ Kakkanad
	Contact No Email	0484 2413999/ 2414202/ 2414212 <a href="mailto:materials_kfc@lifecarehll.com">materials_kfc@lifecarehll.com</a>

Bidders are requested to submit signed and sealed hard copy of bid documents at Purchase Department, HLL Kakkanad, Kochi on or before 03.09.2025 15:00 Hrs. The bid documents may also be sent by courier/post and the same shall reach this office before the closing date. The envelope shall mention the tender name and number HLL/KFC/PUR/STATIONERY ITEMS/2025-26. The document shall be addressed to

Deputy General Manager (P&S)  
HLL Lifecare Limited  
Kakkanad Factory, Cochin  
Plot No. 16-A/1  
Cochin Special Economic Zone P.O.  
Cochin-682 037

Kakkanad Factory, Cochin

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INSTRUCTIONS TO BIDDERS

1. The Bid is intended to procure **Stationary Items** for our unit in Kakkand, Kochi.
2. MSME units Registered with UDHYOG AADHAR/UDHYAM shall provide valid registration certificates.
3. Bid submission / Bid opening dates:

**a. The last date & time of Submission of Bids : 03/09/2025; 15.00 hrs**

**b. Date & Time of opening of Bid : 03/09/2025; 15:30 hrs**

In the event of any change in the date mentioned above, the same will be I

4. The Bids submitted after the closing date and time will not accepted.
5. The Bidder is expected to examine all specifications (Specification sheet is attached as Schedule B along with tender document), instructions, forms, terms and conditions given in the Bidding document. Failure to furnish all the 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
6. Any clarification required will have to be obtained one week prior to the Last Date of submission of the Bid
7. A certificate /Declaration as given in **Schedule C** stating that **ALL TERMS AND CONDITIONS** of this tender is acceptable, should be submitted failing which the tender is likely to be summarily rejected.

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8. The validity of the Price Bid is for a period of Six Months.
9. The Bidder shall furnish, as part of his Bid, a Bid Security Declarationas detailed in the Tender in schedule E.
10. Please go through the tender document before proceeding for bidding
11. Please ensure that all prerequisites are in place before starting for bidding

Bidders are requested to attach following filled, duly signed and sealed documents as attachments:

Schedules-B	Specification
Schedule - C	Terms and Conditions
Schedule - D	Declaration Accepting Terms and Conditions
Schedule - E	Bid Security Declaration
Schedule - F	Make in India
Schedule - G	Price Bid

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**SCHEDULE - B**

**SPECIFICATION**

Sl No	ITEMS	SPECIFICATION OF THE PRODUCTS
1	140Page Register (Vertical, B ty)	
2	200 Pages Register Horizontal	
3	200 Pages Register Vertical	
4	400 Pages Register Horizontal	
5	400 Pages Register Vertical	
6	A4 Paper (500 sheet per bundle)	TNPL 80 GSM
7	Binder Clip Large (12 pcs/pkt)	REAL GOLD 51MM/ Similar Type
8	Binder Clip Medium (12pcs/pkt)	REAL GOLD 32MM/ Similar Type
9	Binder Clip Small (12 pcs/pkt)	REAL GOLD 19MM/ Similar Type
10	Black Sketch	
11	Box File large	AGS/ Raj
12	Box File small	AGS/Raj
13	Calculator	CASIO MJ120D
14	CD Marker (BLACK)	CAMLIN/ Similar Type
15	CD Marker (BLUE)	CAMLIN/ Similar Type
16	CD Marker (RED)	CAMLIN/ Similar Type
17	Cello tape(Big-Transparent)	72MM
18	Cello tape(small-Transparent)	24MM
19	Dispenser	OMEGA (L)
20	Double side tape	2"
21	Eraser	CAMLIN/Similar Type
22	Gum Stick	FEVI STICK 8 GRMS / Similar Type
23	High Lighter chisel edge	CAMLIN/Similar Type
24	Muster Roll	28 PAGES
25	Note Book (BIG)	CLASSMATE 200 PAGES/ Similar Type
26	Note Book with line (19x15.5 cm)	CLASSMATE 200 PAGES/ Similar Type
27	Page Marker	FLAG TYPE
28	Paper clip	PREMIER 28 MM/Similar Type
29	Paper File	LAMINATED
30	Paper knife(Small)	Real Gold Steel (S)
31	Paper Punch	Kangaro (DP -540)
32	Pen Black	20 PCS /PKT (Lowest Price)
33	Pen Blue	20 PCS /PKT (Lowest Price)

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SL NO	ITEMS	SPECIFICATION OF THE PRODUCTS
34	Pencil (HB)	APSARA/ Similar Type
35	Permanent Marker(Black)	CAMLIN/ Similar Type
36	Permanent Marker(Blue)	CAMLIN/ Similar Type
37	Permanent Marker(Red)	CAMLIN/ Similar Type
38	PLASTIC BUTTON A-4 FILE FOLDER(A4)	TRANSPARENT NORMAL
39	Writing Board (Exam Board)	
40	Scissors small	120CM KINGSUN
41	Scissors Large	180CM KINGSUN
42	Sharpener (Normal)	
43	Sheet Protector	A 4 Size
44	Stapler	KANGAROO NO:10
45	Stapler Pin-23/13-H	KANGAROO 23/10
46	Cloth cover	(30.5*25.5 CM)
47	Steel Ruler (30 cm)	INDEX
48	Stick File (A4)	THICK
49	Stick Note Small	50MM*75MM (Yellow)
50	White board Marker Black	CAMLIN/ Similar Type
51	White board Marker Blue	CAMLIN/ Similar Type
52	White board Marker Red	CAMLIN/ Similar Type
53	Whitener	CAMLIN/ Similar Type
54	Stapler (HP-45)	KANGAROO
55	Note Pad	CLASSMATE / Similar brand
56	Push Pin	
57	Colour Tape Green 50 mm	
58	Colour Tape Yellow 50 mm	
59	Colour Tape Red 50 mm	
60	Pen Stand for Office Table	
61	Stamp Pad	Blue
62	Paper Tray	

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

Place:

Date:

Name & Signature of the Bidder(With office seal)

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## SCHEDULE – C

### TERMS & CONDITIONS

1. (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 after participating in the Tender will result in blacklisting of the supplier for a minimum period of one year.
2. Conditional tenders/tenders with deviation will not be accepted.
3. The quantity mentioned herein is approximate and in case the company requires more/less quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
4. The tenderer shall be in a position to supply the items as and when ordered within 10 days of placement of order/LOI.
5. 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.
6. Each consignment of incoming material will be checked against the specification and the functional requirement according to in house procedure before its acceptance/rejection. In case of rejection, the material should be taken back and replaced at supplier's cost within 7 days of intimation, failing which alternate arrangements will be made at supplier's risk and cost.
7. The tender is liable to be suspended or cancelled at any time at the discretion of the company without assigning any reason.
8. Units Registered with UDHYOG ADHAR/UDHYAM shall provide valid acknowledgement certificate.
9. Units Registered with UDHYOG AADHAR/ UDHYAM belonging to SC/ST Owners shall mention the same separately
10. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for Procurement from MSME's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by

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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. 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. But the party has to provide security deposit if Tender is awarded to them. The shall submit a valid copy of Registration certificate from Department of Industrial policy & Promotion.

**12. Indemnity clause shall be signed, sealed by the bidder and submitted.**

In the event of placing 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 shall 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 shall supply as per the rate quoted and other terms and 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.
- 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 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
- f) **All dispatch documents like delivery note/challan, packing list and invoice should contain the following details**
  - i. **Purchase Order No. & date**
  - i. **Description of items as contained in the Purchase Order along with HSN Code.**
  - ii. **Quantity dispatched**
  - iii. **Total Number of packages/ serially numbered**
  - iv. **HLL's GST No & Suppliers GST No.**
  - v. **LUT No**

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The LR no. should 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 will be made by RTGS within 30 days of receipt, inspection subject to acceptance of the material.

j) The jurisdiction of any disputed, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram.

**k) Preference to Make in India**

Preference shall be given to local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a local supplier, should be as per relevant notification / order issued by the nodal ministry as available on the website of Department of Promotion of Industries and Internal Trade (DPIIT). If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

**Verification of Local Content:**

a) The supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self certification that the items offered meets the local content requirement for supplier, as the case may be. They shall also give the details of the locations (s) at which the local value addition is made.

b) In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 and subsequent amendment dated 16.09.2020 and any other

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amendments which may be made from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

**Rule 144 (xi) of the GFR regarding restrictions on procurement from a bidder of a which mandates the bidder from a country sharing land border with India**

Regarding restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**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:**

**DATE:**

**NAME AND SIGNATURE OF THE BIDDER  
(WITH OFFICE SEAL)**

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**SCHEDULE - D**

**DECLARATION**

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.

**PLACE:**

**DATE:**

**NAME AND SIGNATURE OF THE BIDDER  
(WITH OFFICE SEAL)**

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**ANNEXURE-1**  
**OFFICE STATIONERY - TENDER ACCEPTANCE FORM**

Full Name and address of the Tenderer :

Telephone No. with STD Code :

Mobile Number :

E-mail Address :

Fax No.(if any) :

GST NO :

PAN NO :

To  
Deputy General Manager (P&S)  
HLL LIFECARE LIMITED,  
Kakkanad Factory, Plot No. 16-A/1  
Cochin Special Economic Zone P.O.  
Cochin-682 037

Dear Sirs,

We, hereby offer to supply **Stationery Items** as detailed in price bid. We shall be bound by a communication of acceptance dispatched within the prescribed time.

We have understood the conditions mentioned in the invitation to tender and conditions of contract furnished by you and have thoroughly examined the specification quoted in the Tender form hereto and are fully aware of the nature of the material required and our offer is to supply strictly in accordance with the requirement and the terms and conditions mentioned above and in this tender.

Place:

Date:

Signature With Office seal

Kakkanad Factory, Cochin

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**SCHEDULE –E**

**BID SECURITY DECLARATION**

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

From

To

Deputy General Manager (P&S)  
HLL Lifecare Limited  
(A Government of India Enterprise),  
Kakkanad Factory, Cochin  
Plot No. 16-A/1  
Cochin Special Economic Zone P.O.  
Cochin-682 037

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.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL



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**SCHEDULE - F**

**TECHNICAL BID**

**DECLARATION FOR MAKE IN INDIA**

Dear Sir/ Madam,

With reference to the above tender for the supply of ....., we confirm the product offered is with a percentage of local content more than 20% / 50%.

Name & signature of Tender

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**Schedule - G**

**PRICE BID**

SI No	ITEMS	UOM	Total Quantity	Specification	Basic Price Per Unit (Rs)	Total Amount (Without GST)
1	140 Page Register (Vertical, B ty)	NO	30			
2	200 Pages Register Horizontal	NO	10			
3	200 Pages Register Vertical	NO	25			
4	400 Pages Register Horizontal	NO	25			
5	400 Pages Register Vertical	NO	25			
6	A4 Paper	Bundle	350			
7	Binder Clip Large	PKT	25			
8	Binder Clip Medium	PKT	30			
9	Binder Clip Small	PKT	20			
10	Black Sketch	NO	50			
11	Box File large	NO	200			
12	Box File small	NO	10			
13	Calculator	NO	22			
14	CD Marker (BLACK)	NO	50			
15	CD Marker (BLUE)	NO	25			
16	CD Marker (RED)	NO	35			
17	Cello tape(Big-Transparent)	NO	40			
18	Cello tape(small-Transparent)	NO	90			
19	Dispenser	NO	10			
20	Double side tape	NO	35			
21	Eraser	NO	40			

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SI No	ITEMS	UOM	Total Quantity	Specification	Basic Price Per Unit (Rs)	Total Amount (Without GST)
22	Gum Stick	NO	23			
23	High Lighter chisel edge	NO	30			
24	Muster Roll	NO	25			
25	Note Book (BIG)	NO	60			
26	Note Book with line (19x15.5 cm)	NO	60			
27	Page Marker	NO	30			
28	Paper clip	PKT	42			
29	Paper File	NO	1600			
30	Paper knife(Small)	NO	90			
31	Paper Punch	NO	10			
32	Pen Black	NO	950			
33	Pen Blue	NO	1100			
34	Pencil	NO	175			
35	Permanent Marker(Black)	NO	60			
36	Permanent Marker(Blue)	NO	40			
37	Permanent Marker(Red)	NO	20			
38	Plastic Button A-4 File Folder	NO	5			
39	Writing pad (Exam Board)	NO	6			
40	Scissors small	NO	40			
41	Scissors Large	No	45			
42	Sharpener	NO	17			
43	Sheet Protector	NO	1000			
44	Stapler	NO	15			

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SI No	ITEMS	UOM	Total Quantity	Specification	Basic Price Per Unit (Rs)	Total Amount (Without GST)
45	Stapler Pin-23/13-H	PKT	5			
46	Steel Ruler (30 cm)	NO	16			
47	Cloth cover	NO	50			
48	Stick File	NO	50			
49	Stick Note Small	NO	50			
50	White board Marker Black	NO	40			
51	White board Marker Blue	NO	25			
52	White board Marker Red	NO	10			
53	Whitener	NO	60			
54	Stapler (HP-45)	NO	5			
55	Note Pad	No	7			
56	Push pin	Box	2			
57	Colour Tape Green 50 mm	NO	40			
58	Colour Tape Yellow 50 mm	NO	50			
59	Colour Tape Red 50 mm	NO	25			
60	Pen Stand for Office Table	NO	5			
61	Stamp Pad(Blue)	NO	2			
62	Paper Tray	NO	1			
	<b>Grand Total (</b>					
	<b>Rupees)</b>					

Place :

Name & Signature of the applicant

Date :

(With office seal)