

एचएलएल लाइफ़केयर लिमिटेड /HLL LIFECARE LIMITED

(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)

आक्कुलम फैक्टरी ओ. पी श्रीकार्यम , / AKKULAM FACTORY,SREEKARIYAM P.O.

तिरुवन्नतपुरम -695 017 / THIRUVANANTHAPURAM-695 017

फोन नं : 0471 2442642 फाक्स नं : 0471 2441383 / PHONE NO:0471 2442642; FAX NO:0471 2441383

EMAIL: materialsft@lifecarehll.com

TENDER NO. HLL/AFT/MTLS/IP, HCL & Caustic Soda/ 2021-22

Dated 20/03/2021

TENDER FORM

Sealed Price bid in the prescribed form are invited for finalizing ANNUAL RATE CONTRACT for the **Supply of Isopropyl Alcohol LR, Hydrochloric Acid LR, Caustic Soda Commercial (98% NaOH)** to our Akkulam Factory, Thiruvananthapuram (AFT) for a period of one year (April 2021 to March 2022).

Last date and time of receipt of tender : 30/03/2021: 02.30 pm

Date and time of opening tender : 30/03/2021: 03.00 pm

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

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.

JOINT GENERAL MANAGER (MATERIALS)

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ANNEXURE A

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SPECIFICATION & QUANTITY OF **Isopropyl Alcohol LR, Hydrochloric Acid LR,** **Caustic Soda Commercial 98% NA OH**

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

	Description	Item Code	Quantity
1.	Isopropyl Alcohol LR	1010110018	5,000 Ltr
2.	Hydrochloric Acid LR	1060010005	900 Ltr
3.	Caustic Soda Commercial 98% NA OH	1060110050	600 Kg

SPECIFICATION

1) **ISOPROPYL ALCOHOL, LR** (CH₃)₂CHOH FW 60.10.

Material code : 1010110018

Weight per ml at 20 degree C : 0.781 to 0.785g.

Minimum assay (GC): 99%.

Maximum Limit of Impurities

Non volatile matter : 0.01%.

Acidity : 0.05 ml N/1%.

Aldehydes & Ketones : 0.1%.

Water content : Max 0.1%

Boiling point : 81to 83 degree C

Refractive index : 1.376 – 1.378

Residue on evaporation : 0.005%

Packing : Preserved in well closed HDPE containers.

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2) HYDROCHLORIC ACID,LR GRADE HCL FW 36.47 COMMERCIAL GRADE

Material code : 1060010005

Make : BDH / E.Merck / Qualigens.

Packing as per instruction

3) CAUSTIC SODA COMMERCIAL (98% NA OH)

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

Place:

Date :

Name and signature of applicant
(With Office Seal)

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Minimum Eligibility Criteria

Material: Isopropyl Alcohol LR, Hydrochloric Acid LR & Caustic Soda Commercial (98% NA OH)

- 1) The Annual production capacity should be sufficient to meet HLL requirement.
- 2) The vendor should have at least 3 year of experience in Manufacturing/Authorized Agency in the relevant field.
- 3) The vendor should have in-house testing facility to check the product for HLL Parameters and should be able to issue test certificate for each batch/lot.
- 4) Annual financial turnover of the bidder during the last 3 years, ending 31st March of the previous financial year (31.03.2020)
Vendors are required to submit documents / self-declaration relating to last three years in support of the claim.
- 5) The vendor should be a manufacturer/authorized agent. In the case of an authorized agent, the following documents to be enclosed.
 - a. Letter from the manufacturer authorizing them to participate in the tender should be furnished.
 - b. Letter from the manufacturer stating that the product being offered is as per the specification given in Annexure A of the tender.

NOTE: -

- a. Vendors whose name appear in our list of approved vendors shall stand qualified in the Technical Bid, if they meet the above minimum eligibility criteria.
- b. Vendors who are new to HLL will undergo **vendor development protocol for the qualification of material, if they meet the minimum eligibility criteria.**
- 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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Annexure C

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TERMS & CONDITIONS

1. The Tender should be completed in all respects and submitted along with EMD. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. Rate :
 - i. The quoted rate shall be valid 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.
 - ii. 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.**
 - iii. 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.
4. The Tender should be submitted along with **EMD of Rs.5,000/-** failing their Tender will be summarily rejected.
5. 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

Note: Any transaction charges levied while using any of the above modes of payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment is effective on the date and time of bid opening.

6. **Payment** : Within 30 days from the date of receipt, and acceptance of material at our stores.

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7. The Purchaser may, at its discretion, extend the date & time for the submission of bids by amending the bid documents in which case all rights & obligations of the Purchaser & bidders shall be subject to the extended date and time.
8. The quantity mentioned herein is approximate annual requirement and in case the company require less / more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
9. 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.

10. 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 Aadhaar. If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar 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 MSEs Order 2012.

NOTE: 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.

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.

Startup 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.

10. Conditional tenders / tenders with deviation will not be considered.
11. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

In the event of placing orders: -

- a. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period. **The EMD of others (non-qualified) will be returned immediately on Tender finalisation.**

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- b. The remaining period of shelf life of material on arrival at HLL stores should be minimum 5/6th of the total shelf life.
- c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
- 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. The procedure in this regard would be as follows:-
 - i. Material shall be returned through the Transporter indicated by the 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.
- d. A certificate confirming that the product offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with tender document.
- e. 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.
- f. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the quantity shall be returned back through the Transporter proposed by you or our authorized transporter on freight to pay basis.
- g. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% of value of item per week delay
- h. Subject to a maximum of 7.5% of value of supply will be imposed for material supplied after the stipulated delivery period.

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- i. However HLL reserves the right to return the material if the same is not delivered as per the schedule given for the supply. In the event of delay in supply of material HLL reserve the right to procure the material from alternate sources at your risk and cost.
- 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.
 1. **Supply Order No.& date**
 2. **Description of items as contained in the supply Order.**
 3. **Quantity dispatched**
 4. **Batch/lot No.**
 5. **Manufacturing date.**
 6. **Expiry date.**
 7. **Total Number of Cylinders/Carbouys/bags/box/bundles.**
 8. **Test certificate**
 9. **HLL's GST NO.**

(The L.R No. should be intimated immediately after dispatch of the material by e-mail/fax)

1. The following information shall be stenciled or labeled 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. Batch NO.
 - c. Date of Manufacture (Month/Year)
 - d. Date of expiry (Month/Year).
 - e. Quantity
 - f. Instruction of storage and handling
 - g. Name & Address of Manufacturer
 - h. Company's address in full
 - i. The following documents should accompany the consignment and shall be handed over to Manager (Stores)

1. **GST Invoice in triplicate**
2. **Delivery Note/Challan**
3. **Packing List**
4. **LR/AWB/----**

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5. Material Safety Data Sheet (MSDS)
6. Environment clearance certificate
7. Transport Emergency Card (TREM Card if applicable)
8. Guarantee Certificate
9. Preshipment of certificate
10. OEM Certificate

m. 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.

n. Payment shall be made by cheque/RTGS within 30 days of receipt, inspection and acceptance of the material.

o. 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.

12. Annual purchase quantity will be shared to the suppliers @ ratio, as below:

- ❖ 60% to L1 party, and balance 40% shall be allotted among the vendors who are matching the L1 rate

13. The Price Bid of new vendors and those under vendor development programme will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol.

14. The Vendor / Manufacturers shall notify HLL regarding the changes in the purchasing product prior to the implementation of any changes or deviations in the internal process of product parameters. Since it may affect quality of product, to meet HLL's specified purchase requirement.

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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:

DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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QUESTIONNAIRE FOR VENDOR DEVELOPMENT

(TO BE FILLED BY NEW VENDORS)

NAME OF PRODUCT:

1. Name & Address of the Manufacturer :
 - (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/
Managing partner/ M.D / Director's
(Attach separate sheet)
 - (f) Specify whether SSI / MSME unit
 - (g) If Yes, pl specify if your unit is owned by :
SC/ST entrepreneur
 - (h) MSME Udyog Aadhar No.** :
- 2) Details of tax registration :- :
 - a) GSTIN.
 - b) PAN.
- 3) Name & Address of your Banker(s) :
Account no. :
Swift Code :
- 4) Annual Turn over
- 5) Do you have a Quality Control department. If yes, give the details of the facilities. : Yes/No
- 6) a) Do you have inspection for incoming materials : Yes/No
b) Do you have in process inspection facilities : Yes/No
c) Do you have final inspection of the product : Yes/No

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- 7) Do you have any accreditation :Yes/No
(a)ISO 9000/ ISO 13485
(b)Any National/International Laboratory/Authority Certification
If 'Yes', give details along with a copy of certificate issued by them.
- 8) Do you have an environmental policy / ISO 14001 certification? : Yes / No
If yes, please give the details.
- 9) Furnish the details of testing equipments.
- 10) Have you been assessed previously by HLL : Yes/No
- 11) List of customers
a) Government Dept. / PSU's
b) Private Sector
- 12) Have you furnished the sample along with this format : Yes/No

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 Quality Control/Head of Technical Services and Material Testing
2. Head of User Department
- 3. Head of Purchase Department**

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Annexure E

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**Item: ISOPROPYL ALCOHOL LR, HYDROCHLORIC ACID LR & CAUSTIC SODA
COMMERCIAL (98% NAOH)**

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

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EMAIL: materialsft@lifecarehll.com

TENDER NO. HLL/AFT/MTLS/IP, HCL & Caustic Soda/ 2021-22

Dated 20/03/2021

Annexure F
Page 1 of 1

Bid Security Declaration Form

Date: _____ Tender No. _____

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/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) 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
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

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.

Signed: (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 the 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)

एचएलएल लाइफ़केयर लिमिटेड /HLL LIFECARE LIMITED

(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)

आक्कुलम फैक्टरी ओ. पी श्रीकार्यम , / AKKULAM FACTORY,SREEKARIYAM P.O.

तिरुवन्नतपुरम -695 017 / THIRUVANANTHAPURAM-695 017

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TENDER NO. HLL/AFT/MTLS/IP, HCL & Caustic Soda/ 2021-22

Dated 20/03/2021

PRICE BID

CONTENTS OF PRICE BID FORM

1	SCHEDULE - I	RATE SCHEDULE TO SUPPLY OF ISOPROPYL ALCOHOL LR, HYDROCHLORIC ACID LR & CAUSTIC SODA COMMERCIAL 98% NA OH TO HLL AKKULAM FACTORY, THIRUVANANTHAPURAM
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एचएलएल लाइफ़केयर लिमिटेड /HLL LIFECARE LIMITED

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TENDER NO. HLL/AFT/MTLS/IP, HCL & Caustic Soda/ 2021-22

Dated 20/03/2021

Annexure – G

Page 1 of 1

PRICE BID

Sl. No.	Description	Quantity	Basic Rate/ Unit	Freight / Other Expenses		GST		Total Value / per Unit
				(%)	Amount	(%)	Amount	
1.	Isopropyl Alcohol LR	5,000 Ltr						
2.	Hydrochloric Acid LR	900 Ltr						
3.	Caustic Soda Commercial 98% NA OH	600 Kg						

- a) Statutory levies if any: (GST %)
b) HSN Code:
c) Other(s) / Remarks if any:

}

Minimum time required to supply after receipt of letter of Intent/Supply Order.

}

----- days.

VALIDITY : From April 2021 to March 2022
(Rate shall be valid for a period of one year)

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

PLACE:

NAME AND SIGNATURE OF THE TENDERER