

HLL LIFECARE LIMITED
PLOT 1 & 2, RUBBER PARK, VALAYANCHIRANGARA PO,
ERNAKULAM DISTRICT-683 556

TENDER NOTICE

Sub: Contracting of Transportation for HLL Irapuram

Sealed and superscribed tenders are invited in prescribed format, for transportation of Half Product condoms, finished goods and other items in Containerized / Full body transport vehicles from facility at Irapuram located at Rubber Park, Irapuram to Peroorkada, Balaramapuram, Kakkanad, Edayar, Rubber Park and Kanagala (Karnataka) from reputed transport companies/fleet operators having Network with Offices/Other facilities at all the centers.

The tender documents containing the Technical Information, the destinations with terms and conditions can be had from the office of the undersigned between 10.00 A.M. to 3.00 P.M. on all office working days up to 02.05.2017(2.30 P.M.) on payment of Rs. 520/-, inclusive of Kvat towards cost of Tender Form by DD in favour of HLL Lifecare Limited payable at Ernakulam.

The tender documents can also be downloaded from our Website: www.lifecarehll.com. The tenderers downloading the tender documents from our website are required to enclose Demand Draft for Rs.520/- drawn in favour of HLL Lifecare Ltd., payable at Ernakulam towards the cost of tender documents, along with the Technical Bid. The Technical Bid, not accompanied by Demand Draft for Rs.520/-, will be summarily rejected.

The last date of issue of Tender Documents	:02.05.2017 at 2.30 p.m.
The last date of receipt of Bids	:02.05.2017 at 3.00 p.m.
The date of opening of Bid	:02.05.2017 at 3.30 p.m.

The Unit Chief of Irapuram Factory, Irapuram, reserves the right to cancel or reject this Tender fully or partially, without assigning any reason and his decisions on this will be final and binding on all Tenderers.

UNIT CHIEF

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
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Tender No: IPUR/08/R1/IFC/TRANSPORTATION/2017-18

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I. INSTRUCTION TO BIDDERS

1. This Bid is intended to finalize the contract for transportation of Half Product condoms and other goods in Containerized / Full body transport vehicles from our facility at Rubber Park, Irapuram in Ernakulam district to destinations including Peroorkada and Balaramapuram located at Thiruvananthapuram, Kakkanad, Rubber Park and Kanagala- Karnataka. The destinations are given in Schedule A-1.
2. This is a SINGLE BID system :
3. The Bid should be accompanied by a DD from a Nationalized Bank for **Rs.8000/- towards Earnest Money Deposit**, drawn in favor of M/s. HLL LIFECARE LIMITED, payable at Ernakulam, The Bid received without EMD shall be summarily rejected.
4. Technical documents & Price Bids should be in a sealed cover. The cover shall be with the respective Tender No. mentioned thereon, complete in all respect, addressed to Unit Chief, HLL Lifecare Limited, Plot 1 & 2, Rubber Park, Valayanchirangara PO, Ernakulam District- 683556, 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.
5. a. The last date and time of receipt of Bids is: 02.05.2017 at 3.00 p.m.
b. The date and time of Opening of Bid is : 02.05.2017 at 3.30 p.m.
6. In case the date mentioned above is declared subsequently as holiday for the Company's Office, the due date for submission and opening of bid will be the next Office working day at the same venue and time. Bids received after the dead line for submission shall not be considered.
7. The Transporter is expected to examine all Instructions, Terms and Conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents in every respect will be at the Transporters risk and may result in rejection of the Bids.
8. The transporter should affix their signature with official seal in all the pages of the tender and attach all the details called for in the tender documents, failing which the tender is likely to be rejected.

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9. A Declaration as given in SCHEDULE - G stating that **ALL TERMS AND CONDITIONS** with respect to this Tender is acceptable should accompany the tender, failing which the tender will be summarily rejected.
- 10.The validity of bid shall be valid for **one year**. However HLL reserves the right to limit/extend the validity period without assigning any reason.

SCHEDULE-A 1

DESTINATIONS

SL. NO.	DESTINATIONS
1	Peroorkada
2	Balaramapuram
3	Kakkanad
4	Edayar
5	Rubber Park Godown
6	Kanagala

SIGNATURE OF TENDERER
(with Official Seal)

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SCHEDULE B

GENERAL CONDITIONS FOR TRANSPORTATION OF HP CONDOMS AND OTHER GOODS

- 1) The tenders should be completed in all respects. Incomplete tenders are liable to be rejected.
- 2) In case the Company requires for additional destination during the pendency of the contract, the transporter should be prepared to provide vehicles at the agreed rate, terms & conditions.
- 3) 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.
- 4) Quoted rates shall include door collection, door delivery and any other expenses that are likely to be incurred by the transporter outside the Factory premises. However HLL shall arrange loading and unloading free of cost of the truck at the at their premises at Irapuram / Kakkanad/Peroorkada / Akkulam/ Balaramapuram/Rubber Park Godown/ Kanagala etc .
- 5) Clear acknowledgement of delivery within the given period as indicated in Schedule H is the essence of the contract.
- 6) The transporter, if required, has to meet all expenses like toll, Octroi, etc.

**Name and Signature of the Tenderer
(with Office Seal)**

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SCHEDULE – C

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

1. The Transporter should have own minimum 4 number trucks and have at least 4 attached trucks with necessary Permits and they should be capable of mobilizing additional trucks as and when required.
2. The EMD of the successful tenderer shall be converted as Security Deposit This Security Deposit will be returned without interest after the completion of contract period.
3. The transporter should have undertaken transportation works of Public Sector Undertakings/Leading Private Companies for the last 3 years period.
4. The Transporter should have a full-fledged office with telephone, Fax/ e-mail facilities in Ernakulam or Perumbavoor.
5. EMD of Rs. 8,000/- by way of DD to be enclosed with the Bid.
6. The transporter should be registered under Sales Tax and Service tax departments and the copies of the registration certificates should be attached in the bid.
7. The contractor should have necessary registrations with State Transport Department and /or other local bodies in which their main office is located. Copies of such certificates may be attached in the bid.

**Name and Signature of the Tenderer
(with Office Seal)**

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SCHEDULE- D
QUESTIONNAIRE - GENERAL INFORMATION OF THE TENDERER

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

(b) Details of Key Personnel at your Ernakulam / Perumbavoor Office

Name / Designation	Tel. No.		Mobile No.	Fax No.	email id
	Off.	Res.			

(c) Details of Key Personnel at your Head Office

Name & Designation	STD Code	Tel. No.		Mobile No.	Fax No.	email id
		Off.	Res.			

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 : (Enclose copy)

3. a) No. of vehicles under your ownership having Transport Permit. (Attach a statement of details : Nos. of Truck No. /self attested copies of RC book & permit)

b) No. of vehicles attached with you/firm /company. (Attach a statement of details : Nos. of Truck No. / self attested copies of RC book & permit)

4. Do you have Branch/Associate Offices at the destinations given in the Schedule A-1 ? : Yes/No

(If yes, the details may be attached in the format below)

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Address	Contact Person / Designation	Tel. No.		Mobile No.	Fax No.	Godown space (Sq. feet)
		Off.	Res.			

5. Have you undertaken similar works 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 enclosed)

6. Name & Address of your Banker :
7. Have you had Litigation/Arbitration in any commercial contract during last three years ? : YES / NO
if YES give details

N.B.:- The statements specified in Sl. No. 3,4,5 above must be signed & sealed stating that the details furnished are true/correct.

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SCHEDULE- E

TERMS AND CONDITIONS

1. The Company shall have the right to inspect the existence and quality of the details claimed in the Bid, to determine the eligibility of the Bidder prior to the award of transportation work and the tenderer shall extend all co-operation for this. If any information provided in the Technical Bid is found false or not correct at the stage of inspection/verification, the tenderer may be disqualified.
2. If any information provided in the Bid is found false at any point of time during the contract period, the same shall result in termination of contract, disqualification of the tenderer from future tenders, forfeiture of EMD paid and Security Deposit and payment of compensation towards loss or damage caused to the Company on account of making false claims.
3. The Transporter shall have to liaise with the consignee and our office en route/location for smooth conduct of the contract.
4. The Transporter is expected to collect the consignment from HLL and deliver the same to the consignee within the specified period as stipulated in the work order with "Point to Point" transportation as the case may be agreed by the Company.
5. Freight charges for stations from/to places other than what are indicated herein shall be fixed mutually considering the distance to nearby stations.
6. In a situation when the truck may have to be retained at different points like Factory at Irapuram, Kakkanad, Peroorkada, Akkulam, Balaramapuram, Kanagala etc. and at the consignee end for loading/unloading, the Transporter should be ready for the same and no additional charges shall be payable for this.
7. Insurance coverage will be taken by HLL Lifecare Limited, for which the details are to be provided by the transporter at the time the truck leaves our premises failing which the risk shall be solely of the transporter.
8. The tenderer should specify the minimum period within which the consignment booked from HLL would reach and delivery effected at the destination stations given in Schedule A1. Failure to deliver the materials as per the schedule agreed between the Company and Transporter would attract penalty as stipulated here under. However, the consignment for unspecified areas should be delivered within a reasonable time limit with reference to the time fixed for the nearest destinations.

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9. The delivery period agreed to is exclusive of the dates of loading at HLL premises/godown and unloading at the destinations respectively.
10. A Penalty of 2% of freight shall be imposed per day per truckload for late delivery beyond the number of days given/agreed in the Tender/Transportation Work Order/Agreement.
11. Whenever the Company, in exigency, book the part load as full truck load and at full load rate, the Transporter shall not carry the materials of any other customer along with the same HLL consignment.
12. The transporter will be given the schedule of trucks required at least 24 hours in advance in writing/e-mail. Failure to place the required number of trucks within the free time will be attract penalty as follows.
 - a. First 24 hours from issue of schedule: - NIL
 - b. Above 24 hours to 48 hours : 1.5 % of freight charge
 - c. 48 hours to 72 hours : 3 % of freight charge
 - d. 72 hours and above : 5 % of freight charge

If the Transporter fails to provide the vehicle within the time given, the Company reserves the right to engage truck from other sources. The additional costs that may be incurred by the Company in this regard will be recovered from the originally designated Transporter. **(Special attention is drawn to this clause).**

13. The Company reserves the right to change the mode of Transport exclusively or partially during pendency of this contract.
14. The Transporter should be prepared to carry out such portion of the transportation work given in the schedule as ordered to them and the Company will have full right to split up the transportation work at its discretion if found necessary.
15. When the Transporter fails to carry out the transportation work at any time to the satisfaction of the Company, the Company may get the transportation work done by other means at the risk and cost of the transporter and recover the cost from the pending bills, Bank guarantee, Sale of movable & immovable properties etc. of the transporter without prejudice to the rights available under the contract.
16. The contract is of special nature involving handling and transport of costly materials and as such the transporter will have to ensure complete safety in handling and transporting these items. If any damage and/or loss for to the

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materials has occurred, between the collection of the consignment and delivery of the same to the consignee, the Tenderer/Transporter will be held responsible for such damages and losses which will have to be made good by them/ recovered from the pending bills, Bank Guarantee / Security Deposit.

17. The Transporter has to ensure that the materials collected are as per the Packing Slip/Delivery Chellan. The Packing Slip/Delivery Chellan shall form the part of the L.R./C.N. The consignment shall be delivered as per the L.R./Packing Slip/Delivery Challan.
18. The Transporter is solely responsible for complying with all statutory obligations and for any loss/expenditure arising from the breach thereof, if not satisfactorily settled by the Transporter, the Company reserves the right to withhold payment of bills or any other dues and discharge the obligations of the Transporter without prejudice to the Company claiming full value of damage otherwise as per law in force.
19. The successful transporter has to provide vehicles as and when required, for a period of one year during which no rate/price change will be allowed other than for increase/decrease in the rate of Diesel.
20. Trucks reporting after 17.00 Hrs. are likely to be halted and no claim will be entertained on this account.
21. **The Transporter should provide only Containerized/ Full Body vehicles** to ensure adequate protection of the consignment from sunrays, rain and all other hazards .The loading area of the vehicle should be cleaned before the vehicle report to the consignee for loading. In some cases, to transport Latex Barrels etc, Open trucks will be required.
22. In the case of point to point transportation (full / part load), no transshipment of goods will be allowed en route and the Transporter shall not carry consignments of other parties in the same lorry till it is delivered to the consignee. The Reg. Number of the Truck / Lorry in which the HLL's products are loaded at the HLL Premises is to be recorded in the Lorry Receipt by the Transporter and this should be endorsed by the consignee on delivery.
23. The transporter shall carry all the documents related to the delivery of the consignment to the consignee & obtain clear acknowledgement from the consignee on the reverse of the Consignment Note/LR in token of receipt of the consignment in good condition and arrange to send a copy of the acknowledged Consignment Note/LR to HLL Irapuram / Kakkanad as the case may be within 30 days from the date of delivery.

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24. The payment of the transporting charges would be made on submission of proper invoices supported by the LR and any other document specified by HLL, duly signed by the consignee with official stamp in token of receipt of consignment in good condition. However, in case any shortage/damage is reported by the consignee within 30 days of delivery of the consignment, the value of such quantity will be recovered from the transporters Bills/Security Deposit. Bills must be submitted within 30 days from the date of delivery.
25. The documents handed over to the Transporter by the consignor/consignee are to be carried safely for delivery to the officials intended for.
26. The work Order may be issued to more than one transporter who qualify in the Bid for the destination quoted by them. However, the L1 tenderer shall be approached first for placing the vehicle for a given destination.
27. Non-performance or non-adherence to any of the terms and conditions stipulated in the Tender/Work Order will be violation of the spirit of the agreement to be executed which will tantamount to breach of contract and in such a situation, the Company reserves the right to terminate the contract with or without notice and without assigning any reason and the Transporter would be liable for losses/damages that would have been incurred by the Company on account of their non-fulfillment of the contract.
28. The transportation contract awarded shall not be subcontracted to any other person/transporter. In case the Company finds, at any point of time during the period of contract, that the transportation work undertaken by the Transporter has been subcontracted, the same will be treated as violation of the contract and is liable for legal action, termination of contract, forfeiture of Security Deposit and disqualification from future tenders to HLL.

29. PRICE BID

- (i) The bidder should examine the conditions of the tender and all cost involved before submitting the price bid.
- (ii) The Tenderers shall quote the lowest competitive rate to transport full load of our products.
- (iii) Quoted rates shall include door collection, door delivery, and any other expenses that are likely to be incurred by the transporter outside our premises. However HLL shall arrange loading of the truck at the time of dispatch from their premises at Irapuram/Peroorkada/Akkulam/Balaramapuram/Rubber Park Godown/ Kanagala etc. and unloading at the consignee HLL factory locations.

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- (iv) All incidental charges, either statutory or otherwise including octroi and toll tax except Insurance charges, shall be borne by the Transporter.
- (v) The rate for "Point to Point" may be quoted in Schedule H in Price Bid separately.
- (vii) The price quoted by the tenderers will be valid for **one** year and can be extended for further period of One year on mutual consent.
- (viii) The rates quoted shall be valid till the completion of the contract. No enhancement in rates, except specified in this tender shall be claimed or payable during the period of the contract.
- (ix) Rate revision (increase or decrease) can be considered if the Diesel prices increase / decrease by One Rupee or more. The Reference rate of Diesel will be the prevailing Retail rate on 19.04.17. The formula for rate revision is as given in Schedule H 1.

31. LEGAL COMPLIANCES:

The successful tenderer shall have to execute an agreement on Stamp Paper worth Rs.100/- (Rupees One Hundred only) for the due fulfillment of the contract within 15 days of the award of contract. (Draft agreement can be collected from Sales dept. of Irapuram Factory)

The jurisdiction of any dispute and proceedings arising out of this tender shall be only in the Court of Thiruvananthapuram.

32. RECOVERY OF LOSS/DAMAGE TO COMPANY: -

- (i) The Security Deposit shall be forfeited in case the transporter withdraws from the contract once it is awarded or fails in completing the contract in time as required by the Company or in case any loss or damage is caused to the Company by the transporter or on breach of any of the conditions of the contract. Loss or damage caused to the Company at the instance of the contract awarded to the Transporter shall be recovered from the Security Deposit in proportionate to the loss or damage sustained by the Company and the decision on the amount of compensation for the loss or damage shall be at the discretion of the Company. The Company shall also have the right to recover such loss or damage from the movable or immovable properties of the Transporter and his heirs and legal representatives if the loss or damage caused is in excess of Security Deposit.

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33.INDEMNITY CLAUSE:-

If the transporter fails to meet the terms of the Transportation Work Order/Agreement (placing the vehicle within the time prescribed, delivery of the consignment within the agreed days etc.) the transporter shall and will indemnify the Company (HLL) against all losses or damages what so ever to be incurred or sustained including legal cost or expenses incurred by the Company by reasons of non-provision /non-performance against the terms and conditions given in the transportation Work Order/Agreement and this Tender.

If Any shortage/damage, pilferage etc. are found in the consignment, while delivering the same to the consignee, the Transporter/their representative at the destinations/stations shall give open delivery and issue/obtain necessary shortage/damage certificate to/from the consignee to enable HLL to prefer claim from the Insurance Company. **Double the value of the quantity found short/damaged shall be retained/recovered from the Transporter Bills/other movable & immovable properties and shall be released only after realization of the amount from the Insurance Company.**

34. DISTRIBUTION OF TRANSPORTATION WORK TO MORE THAN ONE TENDERER:-

The Company reserves the right to distribute the transportation work under this tender to one or more parties, in full or partially at its discretion to different transporters who agree to do the transportation work at the lowest rate. However, the Company is not bound to accept the lowest rate.

35. GENERAL

This Tender is liable to be suspended or cancelled at any time at the discretion of the Unit Chief of the Peroorkada Factory, Thiruvananthapuram with or without assigning any reason. Any or all Technical Bid and Price Bid can be rejected or accepted or cancelled by him/her without assigning any reason.

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SCHEDULE- F

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA
TRANSPORTATION OF FINISHED GOODS

1(a)	Do you have required number of own and attached trucks with National Permit as indicated in Sl. No.1 of Schedule C	Yes/No
(b)	If yes, have you attached the details of the Trucks as required in Clause (3) of Schedule D? Copies of the R C book, Permit & other documents to be attached.	Yes/No
2	Have you undertaken transportation contracts of Public Sector Undertaking/Leading Private Companies for last 3 years period ?	Yes/No
3	Do you have full-fledged Office in Ernakulam or Perumbavoor with telephone e-mail/fax facilities?	Yes/No
4	Are you registered under Sales Tax and Service Tax and also with State Transport Department / Local Bodies in which your main office is located?	Yes/No
5	Have you attached the Declaration (as in SCHEDULE - G) along with this Bid?	Yes/No
6	Have you enclosed DD for Rs. 8,000/- towards EMD along with the Bid ?	Yes/No
7	Have you enclosed a copy of PAN Card ?	Yes/No

All the information provided herein are true and correct.

Place

NAME & SIGNATURE OF THE BIDDER

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SCHEDULE - G

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DECLARATION

I/We confirm having read and understood all the transportation requirements, terms and conditions of the above tender (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 TRANSPORTER

(Seal of the Transporter)

Place:

Date:

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SCHEDULE - H

PRICE BID

No.	Destination	Rate in Rs. Per truck load-Point to Point (Net loading Capacity in Tons)				Rate Per Open Truck 10 Ton	Delivery Period (Days)
		Up to 1.5 Ton	2.5-3.5 Ton	6-7 Ton	8-9 Ton		
1	Irapuram to Peroorkada						
2	Irapuram to Kanagala						
3	Irapuram to Kakkanad					NA	
4	Irapuram to Edayar					NA	
5	Irapuram to Balaramapuram					NA	
6	Irapuram to Peroorkada & return to Irapuram or Kakkanad						
7	Irapuram to Kakkanad & return					NA	
8	Irapuram to Kanagala & Return					NA	
9	Irapuram to Edayar & return					NA	
10	HLL Irapuram to Rubber Park Godown per trip					NA	

Place:

Date:

SIGNATURE :
NAME & ADDRESS OF TRANSPORTER

(Seal of the Transporter)

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SCHEDULE - H 1

FORMULA FOR PRICE REVISION

The reference rate of Diesel for this tender will be the retail rate as on 19.04.2017. i.e. the retail rate of Diesel at Ernakulam. On releasing Work Order, whenever the Diesel rate increase/decrease, the freight already agreed shall also be re-fixed as per the formula given hereunder.

The rate revision on account of increase / reduction in diesel price by Rupee one or more after issue of work order will be as per the formulae given below :

Current Rate of Diesel = A

Increased/Decreased rate = B

Difference = B - A

% of Increase/Decrease rate = $\frac{B-A}{A} \times 100 = X$

Rate increase/Decrease from current Rate of 60 % of X = Y %

Increase/Decrease in Rate = Existing Rate x (1+Y %)