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| **PRICE BID** |

**TENDER NOTIFICATION**

**Sub: Contracting of Transportation of Finished goods (SANITARY NAPKINS) from HLL, Kanagala, to various destinations in Kerala State.**

**Single bid system for transportation of finished goods (Sanitary Napkins) from facilities in HLL, Kanagala (Belgaum Dist) to various destinations in Kerala State from reputed transport companies/fleet operators having Offices/Other facilities at all the centers for a period of one year from 01.01.2020 to 31.03.2021. However, the period of contact is likely to extend by another one or two months as decided by the management. The details can be obtained from our above mentioned website or to collect tender from HLL, Kanagala.**

**EMD amount of Rs. 10,000/- (Rupees Ten Thousand only) by DD in favour of HLL LIFECARE LTD., payable at SBI, Nipani may be enclosed along with bid (MSE/NSIC/SSI registered units are exempted from payment of tender fee amount and EMD amount of Rs. 10,000/- on attaching valid certificate.**

 **Dy. General Manager (Sales)**

**The last date and time for submission of bid : 04.12.2019 at 15.00 Hrs**

**Along with EMD amount of Rs. 10,000/-**

**The last date of opening of Price bid : 04.12.2019 at 15.30 Hrs**

**in presence of those who are present.**

**Dy. General Manager (Sales)**

**SPECIFICATION OF CORRUGATED BOX**

**LENGTH - 700 MM**

**HEIGHT – 480 MM**

**WIDTH – 455 MM**

**WEIGHT – 12.00 KGS (APPROXIMATE)**

**CONFIGURATIONS OF MATERIAL IN A BOX**

**EACH POUCH - 7 PIECES**

**EACH BOX – 200 POUCH**

**EACH BOX – 1400 PIECES**

***TERMS AND CONDITIONS:***

***Every year we are dispatching 08.00 M. Pcs approximate of Sanitary Napkins to various block levels in Kerala state from HLL, Kanagala. This financial year it is likely to be increase from 10.00 M Pcs to 10.00 M.Pcs.***

1. ***Rates shall be quoted on per piece basis***
2. ***Quoted rate shall be inclusive of loading, unloading, transportation etc., and excluding GST.***
3. ***There shall be 14 Districts in Kerala State***
4. ***Delivery shall be in Block/School level in any District places in Kerala State.***
5. ***No of days – 7 days from date of issue of LR***

***SCHEDULE - C***

***GENERAL CONDITIONS FORMING PART OF BID***

1. This is Single Bid system i.e., PRICE BID

1. Bid shall be submitted in sealed cover. Tender No & date shall be superscribed on the cover and, addressed to **the Dy. General Manager (Sales), HLL Lifecare Ltd., Kanagala- 591225, Dist: Belagavi,** should reach us on or before the due date and time mentioned in the tender notification. HLL Lifecare shall not be responsible for postal delay if any, in the delivery of the bidding document or non-receipt of the same.

1. EMD of Rs.10,000/- should be remitted by DD only, drawn in favour of HLL Lifecare Limited, payable at State Bank of India, Nipani and shall be enclosed with Technical bid. Tender without EMD will be out rightly rejected. However, SSI Units who wish to avail exemption from payment of EMD should produce an exemption certificate issued by the concerned DIC or NSIC stating that the SSI Unit is exempted from payment of EMD in respect of the relevant Tender No. indicated in the tender document.

1. In the event of the date mentioned for opening of Bid being declared subsequently as holiday for HLL Lifecare Ltd., Kanagala the due date for submission and opening of bids will be the following working day and time.
2. Bids received after the due date for the submission may not be considered.

1. Un-sealed tenders received are liable to be rejected and this will be at the sole risk of tenderers.
2. The bidder is expected to study all instructions, forms, terms and conditions given in the document.
3. The tender should be completed in all respects & incomplete tenders are liable to be rejected.

1. **There will not be any post Tender Negotiation except with L-1 party (Transporter).**
2. Delivery period is essence of the Contract.
3. In the event of placing orders as per requirement based on orders received from Government or any other agencies: -
	1. The party has to execute an agreement in the prescribed form on Govt. Stamp Paper as required by rule in force from time to time.
	2. The successful tenderer should deposit Security Deposit of Rs. 50,000/- within two weeks of award of work order by DD/BG in favour of HLL Lifecare Ltd., payable at SBI, Nipani. The Security Deposit’s validity shall for be the period of contract plus three month, in case Bank Guarantee is provided. The security Deposit would be released after three months on the satisfactory completion of the contract. The EMD of successful bidders will be converted to Security Deposit and the bidders are required to furnish the balance amount.
	3. Penalty clause applies for the delayed in delivery as well as delay in providing vehicle.
4. The jurisdiction of any disputes, suits and proceedings arising out of this tender shall be only in the courts of Hukkeri Taluk, Belagavi Dist.
5. There shall not be any corrections/overwriting on the commercial bid, if so the same are to be duly attested.
6. HLL Lifecare Ltd., shall fix the criteria for responsiveness of a bid based on critical factors in the tender document. Bids pronounced non-responsive by HLL Lifecare Ltd., shall be summarily rejected.
7. Suppression of facts will disqualify the tender document.
8. Payment Terms: - Our intention is to make payment at the earliest by RTGS within 60 days of receipt of invoices with duly acknowledged LRs.
9. HLL Lifecare Ltd., reserve the right to qualify or not a tenderer without assigning any reasons. The decision of HLL Lifecare Ltd., will be final and no correspondence will be entertained in this regard.

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

**Place : Signature of the Tenderer**

**Date : Name and address of the Tenderer**

***SCHEDULED – D***

**SPECIFIC TERMS & CONDITIONS FORMING PART OF BID**

1. Intimation for vehicles deployment will be given in advance. You should deploy required vehicles in time i.e., before 1400 Hrs. for that particular day, vehicles reported after 1400 Hrs. will not be loaded. Failure to place the required no. of trucks within the free time will attract penalty as follows:
	* 1. First 24 Hrs. from issue of schedule – Nil
		2. Above 24 Hrs. to 48 Hrs. - 1.5% of freight charges per day.
		3. 48 Hrs. to 72 Hrs. - 3% of freight charges per day.
		4. 72 Hrs. and above - 5% of freight charges per day .

 If the transporter fails to provide the vehicles within the time given company reserve the

 right to engage truck from other source at the cost and risk of transporter.

1. Transshipment of consignment is allowed. However cost of damaged consignment/shortage, if any, to the account of transporter.
2. The Company (HLL Lifecare Ltd) reserves the right to engage containers/ Trucks/Lorries/Canters from other sources also if the Tenderer/Contracting Carriers fail to make available the same in schedule time of intimation & the additional cost if any will be recovered from the contractor (Transporter).
3. The Company reserves the right to resort Rail transport/Container transport exclusively or partially during the pendency of the contract if it is found to be economical or necessary to the Company.
4. Whenever there is an increase/decrease in the price by of Diesel **(More than one Rupee)**. The revision in rate shall be given as per the formula given below:

Current Rate = A

Increased/decreased Rate = B

Difference = B – A

% of Increase/Decrease rate = B – A X (100/A) = X

60% of X = Y

Increase/Decrease in Rate = Existing Rate X (1+Y/100)

The revision of rate will be calculated once in 6 months.

The transporters have to calculate and submit their bill with proof along with calculation sheet before 10.07.2020 (Period 01.01.2020 to 30.06.2020) & 10.04.2021 (from 01.07.2020 to 31.03.2021). Delay in submitting their claims will not be entertained.

The calculations should be based on the rate of Diesel as applicable at Kanagala as on 01.01.2020.

1. Transporter shall provide vehicles, in good and road - worthy condition 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 Fuel, which will be calculated as per the formula given vide Sl. No. 5.
2. The rate quoted shall be inclusive of collection of materials & collection of CRC/POD, loading & unloading, transportation, door delivery, statistical charges, road tax, toll and other statutory taxes etc., & excluding of GST.
3. The materials lifted should be delivered to the consignee/s within the stipulated time decided upon by the Company and the **PERIOD IS THE ESSENCE OF THE CONTRACT.**
4. Penalty of 4% of freight shall be imposed per day per truckload for late delivery beyond the number of days given in the Work Order.
5. It shall be the sole responsibility of the tenderer/contracting carriers to ensure adequate protection to all the materials from sun, rain, mechanical damages and all other hazards and satisfactory delivery of the consignment to the consignees within the stipulated time.
6. At the time of delivery of the consignment proper acknowledgement of having received the consignment by the consignees on the LORRY RECEIPT and provisional receipt given by us should be obtained i.e., Qty. received, sign and seal and date of delivery should be obtained. In their absence of which freight charges will not be released.
7. You should submit freight bills and lorry receipt (acknowledgement) in duplicate & provisional receipt, CRC/SEC given by the consignee for releasing freight charges.
8. Transit insurance will be arranged by HLL Lifecare Ltd, subject to excess clause of Rs. 5,000/-. Insurance coverage will be taken by HLL for which the details are to be provided by transporter at the time truck leaves our premises / facility.
9. The standard claim or loss to the materials transited by transporter is to be reported or registered to the insurance Co. their nearby branch office or HLL, Kanagala immediately from the date of reaching lorry at the destination.
10. The successful tenderer/contracting carrier should deposit a security deposit of Rs. 50000/- with HLL Lifecare Ltd., and execute necessary agreement on Stamp Paper worth of Rs. 100/-.

1. The Company reserves the right to terminate the contract before the completion of the period of contract without assigning any reason.
2. No extra charges will be paid on account of any reasons other than the agreed freight charges.
3. The delivery period is exclusive of the date of loading at the premises/godown and unloading at the destinations respectively.
4. No duplicate / Xerox copy of the LR will be accepted for releasing payment.
5. In a situation when truck may have to be retained at different point/s at the consignee end for loading / unloading, (in case space problem with minimum 15 days) the transporter should be ready for the same and no additional charges shall be payable for this.
6. Please visit our website www.lifecarehll.com for SHEMS/OHSAS policy.
7. Section 101(Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948 (AII LXIII f 1948)(23rd sept.1948) is applicable.
8. Transporter shall have certificate of registration to do the business as per Section 3 of Road Act 2007.
9. Transporter have to declare on their invoice, stating that, no credit of excise duty paid on input or capital goods or credit of Services Tax paid on input services used for providing “Transportation of goods by road” service under the provision of Cenvat credit Rule 2004.
10. INDIMNITY CLASUE:- 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 of 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 fund 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. **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.**

Accepted the above Terms & Conditions.

**Date: Signature of the Tenderer/**

 **Carriers with Date & Seal**

***SCHEDULE – F***

**QUESTIONNAIRE GENERAL INFORMATION OF THE TENDERER**

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

 (b) Details of Key Personnel at your local office

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| --- | --- | --- | --- | --- |
| Name/Designation | Telephone No | Mobile No. | Fax No | e-mail |
| Office | Residence |
|  |  |  |  |  |  |

(c) Details of Key Personnel at your Head Officer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name/Designation | Telephone No | Mobile No. | Fax No | e-mail |
| Office | Residence |
|  |  |  |  |  |  |

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

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

 if required)

* 1. Have you undertaken similar work for Public Sector Undertaking/ 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)

* 1. Name & Address of the Bankers :
	2. The credit limit provided to you by your Bank:

(copy of certificate from the Bank duly attested

To be attested)

* 1. Have you had litigation/ Arbitration in any commercial : YES/NO

Contract during last three years ?

(if yes give details)

* 1. Whether your company is approved by Bankers Association?: YES/NO

(If yes, certificate may be enclosed with validity period)

* 1. Whether your company is having ISO certificate?: YES/NO

(if yes, certificate may be enclosed with validity period)

**SCHEDULE – G**

**PRICE BID – TENDER ACCEPTANCE FORM**

**SCHEDULE FOR DOOR COLLECTION, TRANSPORTATION AND DOOR DELIVERY OF FINISHED PRODUCTS IN CORRUGATED BOXES/OTHER TO VARIOUS DESTINATIONS WITHIN KERALA STATE INDIA FROM HLL, KANAGALA (BELGAVI DIST) FOR A PERIOD OF ONE YEAR FROM 1.12.2019 TO 30.11.2020 AS PER DETAILS GIVEN BELOW:**

1. Name & Address of the Tenderer ……………………………………………………………..

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1. The tenderer shall quote the lowest competitive rate in this Price Bid for transporting finished goods from HLL, Kanagala to various destinations in Kerala State. The transporter should essentially understand the Tender conditions and transportation work requirements given in the Bid.
2. Quoted rates shall include door collection, door delivery, unloading and any other expenses that are likely to be incurred by the transporter outside the company premises.
3. The rate quoted should be firm for the period of one year and may be extended for further period of three months on mutual consent.
4. No loading/unloading/local transportation retention charges etc is payable by HLL.
5. No loading/unloading /local transportation, retention charges etc is payable by HLL

**IMPORTANT:**

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| **The reference rate of Diesel for this tender will be the retail rate as on 1.12.2019 i.e., the retail rate of Diesel at Kanagala/Belgaum. 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.** |

1. Whenever there is an increase/decrease in the price by of Diesel **(More than one Rupee)**. The revision in rate shall be given as per the formula given below:

Current Rate = A

Increased/decreased Rate = B

Difference = B – A

% of Increase/Decrease rate = B – A X (100/A) = X

60% of X = Y

Increase/Decrease in Rate = Existing Rate X (1+Y/100)

The revision of rate will be calculated once in 6 months.

The transporters have to calculate and submit their bill with proof along with calculation sheet before 10.07.2020 (Period 01.01.2010 to 30.06.2020) & 10.04.2021 (from 01.07.2020 to 31.03.2021). Delay in submitting their claims will not be entertained.

The calculations should be based on the rate of Diesel as applicable at Kanagala as on 01.01.2020.

**DECLARATION**

I/We confirm having read and understood all the transportation requirements, terms and conditions of the tender – Tender No. HLL/BGM/SL/TRANSPORT/2019-20 dt. 7.11.2019 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: