

NOTICE INVITING

EXPRESSION OF INTEREST

INVITING TENDER FOR SUPPLY OF **STATIONERY MATERIALS**

HLL/CMO/MKT/HR/2025-26, Dt. 27.11.2025



HLL Lifecare Limited
(A GOVERNMENT OF INDIA ENTERPRISE),
CENTRAL MARKETING OFFICE, HLL BHAVAN, #26/4,
TAMBARAM-VELACHERY MAIN ROAD, PALLIKARANAI,
CHENNAI-600 100

www.lifecarehll.com

CIN No U25193KL1966GOI002621

NOV 2025

S. No	Index	Page No
1	Tender Invitation	2
2	Part I Special Condition	4
3	General Terms & Conditions	6
4	TECHNICAL BID FORM	
	Annexure – A: NAME OF WORK SUPPLY OF STATIONERY MATERIALS	8
	Annexure – B: NO BLACKLIST / DEBAR DECLARATION	9
	Annexure – C: BID SECURITY DECLARATION FORM	10
	Annexure – D: ANNUAL TURNOVER	11
	Annexure – E: PLEDGE TO ABIDE BY ALL THE TERMS	12
5	FINANCIAL BID FORM	
	Annexure – F: STATIONERY MATERIALS REQUIREMENTS	13

TENDER INVITATION

HLL Lifecare Limited (HLL) (CIN No.U25193KL1966GOI00621) is a Public Sector Enterprise, incorporated in the year 1966, under the administrative control of the Ministry of Health & Family Welfare, Government of India. HLL's purpose of business is "to be a globally respected organization focusing on inclusiveness by providing affordable and quality healthcare solutions through continuous innovations". In its quest to become a comprehensive healthcare solutions provider, HLL had diversified into healthcare services, while nurturing its core businesses in reproductive health.

HLL Lifecare Limited invites **Limited Tender** under a **Two-Bid System (Technical and Financial)** from reputed and experienced service providers for the supply of **Stationery Materials** for the HLL Lifecare Ltd., Pallikaranai, Chennai Office for the period 2025–2027. The contract will be awarded for a period of **Two Years** from the date of award.

Interested service providers may submit their bids along with all necessary documents in sealed envelopes **Technical Bid and Price Bid** in separate covers sent through Post/Courier on or before the stipulated deadline. Unsigned or incomplete bids will be summarily rejected.

BID EVALUATION:

- Technical bids will be evaluated on eligibility criteria and compliance with tender terms
- Financial bids of only technically qualified bidders will be opened

Sl. No	Particulars	Description
1	Name of Item/Work	Supply of Stationery Materials.
2	Bid Security/EMD	Bid Security Declaration shall be submitted.
3	Bid submission fee/EOI fee	Rs.1000 (Inclusive of GST)
4	EMD	Rs. 9,600 /- (2% of Contract value)
5	Security Deposit	Rs. 24,000/- (5 % of Contract value)
6	Eligibility criteria for Bidders	As per EOI document
7	Last date and time for Offline submission of bids	10.12.2025 at 16:00 Hrs. (Tentatively)
8	Date and time of opening of EOI	10.12.2025 at 16:30 Hrs.
9	HLL A/c Details for payment of EOI Fees (Payment mode: NEFT/RTGS)	Account Name: HLL Lifecare Limited Name of the Bank: HDFC Bank Limited Account Number: 00630330000035 IFSC Code: HDFC0000063 Branch Name: Vazhuthhacaud, Trivandrum, Kerala
10	Estimated Tender Value for 2 Years (Approx.)	₹ 4,80,000.00

For MSME registered bidders, the proof of registration in the line of work and monetary limit shall be attached. The EOI documents will be free of cost for them, however such bidders also shall submit the Bid Security Declaration Form.

Any corrigendum to this tender will be notified through www.lifecarehll.com only. HLL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders or annul the tender process at any stage without giving any notice or assigning any reason. If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day.

MSME units interested in availing exemption from payment of EOI Fee / EMD should submit a valid copy of their Udyog Aadhaar registration certificate as mentioned in the Notice of Inviting EOI. But the Party has to provide Security deposit if order is awarded to them. **Security Deposit** will be **5 %** of the order value.

The Rates quoted by the Bidder shall be rounded to two decimal places. The decimal places in excess of two will be discarded during evaluation.

The HLL may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Any changes regarding extension of tender time etc. shall be communicated through www.lifecarehll.com only. The tendering authority reserves the right to reject all or any of the offers or accept more than one offer without assigning any reason.

The bid shall be submitted under a **Two-Bid System (Technical and Financial)**. The **Technical Bid** and **Financial Bid** must be placed in **separate sealed covers**, and both covers shall then be placed together in **one sealed outer cover**. Technically qualified bid only the Financial Bid will be opened. The sealed bids are to be submitted to the following address for the **Supply of Stationery Materials**:

HR & Admin Department
HLL Lifecare Limited, Central Marketing Office, HLL Bhavan
No. 26/4, Tambaram–Velachery Main Road
Pallikaranai, Chennai – 600100
Phone: +91 44-2981 3732 / 33 / 34

Tender Inviting Authority
HR & ADMIN
HLL-CMO

Part – I

Special Terms & Conditions

Eligibility Criteria:

1. The bidder should have experience for a period of 3 years or Institutional registered vendor or is a manufacturer/authorized dealer/sole distributor of any item. (Enclose copy of Certificate of Incorporation/Registration Certificate and Dealer/Distributor certificate of the firm.).
2. The bidder should having at least 5 years of experience in such services in State or Central Government/PSU/Other Autonomous Bodies of government /Private firms. Enclose copy of at least 3 purchase orders or completion certificates/invoices.
3. The bidder must not be blacklisted /Suspended for any service related dispute with any Govt. Organizations/PSU/ Semi-Govt. Organization/Private Organization in India.
4. The bidder must have Annual Business Turnover of minimum Rs.5 lakhs in the last three financial years i.e. 2022-23, 2023-24 and 2024-25 (Enclose copy of Annual Accounts or Chartered Accountant certificate for turnover for the last three years).
5. Enclose copy of valid GST Registration certificate and PAN Card of the firm/Proprietor.
6. Should have registration office / Distribution office in Chennai for all required materials. Proof of such office need to submit to us.

PRICE BID:

1. **Quoting of Price (s):** Price quoted should be in Indian Rupees, free delivery at HLL Office at Pallikaranai & HLL Depot Velachery.
2. Price must be quoted for all items, if found not quoted for all items per unit wise then HLL Lifecare Ltd has full right to disqualify that bidder or to reject the bid.
3. Finalized rates must be fixed during the full contract period.
4. Under any circumstances, quoted rates should not be more than MRP, variation in rates will only be applicable in respect of variables and taxes, If the MRP will increase at any span of time during contract tenure. The discount may be provide to HLL Lifecare Ltd will remain proportionate and if the MRP will decrease at any span of time during contract tenure then price will be reduced.
5. In case of any price reduction in the market on the material, it should be communicated to us via mail.

EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:

The bidder shall be required to submit the Earnest Money Deposit (EMD) @ 2% of estimated bid value for an amount of Rs. 9,600/- by way of Demand Draft/Bank Guarantee from a scheduled bank only. The demand drafts shall be drawn in favour of HLL Lifecare Ltd, Chennai needs to be submitted with the technical bid. It will be refunded (without interest) to unsuccessful bidder (s) after completion of the bid process.

- a) The tender without Earnest Money and tender fee, will be rejected. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
- b) The EMD, in case of unsuccessful Bidders shall be retained by the HLL till the finalization of the tender. No interest will be payable by the HLL on the EMD.

PERFORMANCE BANK GUARANTEE

1. For successful bidder need to deposit security money in the form of Bank Guarantee @ 5% of estimated bid value for an amount of Rs.24,000/-. This should be valued up to full contractual period and extra 60 days, it will be returned to the bidders after the expiry / termination of rate contract without interest.
2. Security deposit shall be released after successful completion of the contract subject to compliance and settlement of all outstanding dues.

TERMS OF PAYMENT:

1. Payment will be made within 15 days after delivery and acceptance certificate from concerned department.
2. Payment shall be made by NEFT / RTGS / electronic fund transfer offered by the bank.
3. The Billing will be done on monthly basis. Hard copy of invoice should submit to HLL Lifecare Limited, Chennai on or before 2nd of every month.
4. Supplier shall ensure that the invoice is raised in the name of Consignee with GSTIN of Consignee only.
5. No payment will be admissible for goods rejected due to under quality and quantity items supply.
6. In case of any bank A/c details change it should be communicate to us in formal ways.

QUALITY:

The Product/Spare parts to be supplied must have minimum 6 Months of usable shelf life.

DELIVERY:

Free delivery at HLL. The supply may be made monthly, quarterly or biannually basis based on the proportionate quantity of requirement.

Delivery should be made within 3-5 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. Defective items or items not as per given specification, if any supplied must be taken back and be replaced with no additional cost. Packaging must be secure and appropriate to prevent damage during transit.

PENALTY:

Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 1% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

LEGAL MATTER:

In the event of any dispute over this contract, HLL's decision shall be final and binding.

GENERAL TERMS & CONDITIONS:

1. The Purchaser reserves the right to Increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
2. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The items are under CONTRACT for a period of ONE YEAR under scattered delivery. Further extension will be based on qualitative material and on timely supply of materials. The rates should not be escalated within the said contract period at any cost.
4. Any addendum/Corrigendum, date extension, or seeking clarifications through representation in respect of above Tender shall be issued on www.lifecarehll.com only. The bidders are therefore requested to regularly visit www.lifecarehll.com to keep themselves updated.
5. On awarding the contract, the contractor shall execute an agreement with HLL Lifecare Limited to the effect in a stamp paper equivalent to Rs.200/- (Rupees Two Hundred Only).
6. The rate finalized against the tender shall remain firm and valid for a period of **Two Years** from the date of work order. The Contract shall be awarded for the period of 02 (Two) year from the date of Award of contract.
7. Bidder must attach checklist of documents as per attached Annexure - A failing which bid is liable to be rejected.
8. A declaration regarding acceptance of the above-mentioned terms and conditions is to be submitted along with the technical bid.
9. The successful bidder (including MSMEs/NSIC who are registered with the designated MSME/NSIC bodies, like National Small Scale Industries Corporation etc. shall furnish performance security to us for an amount equal to 5% of the Contract Value/ Work Value of the tender within stipulated time from the date of receipt of Letter of Intent

issued by us. **The period of PSD will be at least 2 months beyond the contract period. After submission of PSD, vendor will sign the agreement within stipulated time failing which PSD/EMD may be forfeited.**

- a. The Performance Security Deposit may be forfeited in part/ whole in case of:-
 - b. The successful L-1 bidder does not execute agreement after depositing Performance Security Deposit.
 - c. Unsatisfactory service/ poor performance by the contractor.
 - d. Withdrawal of the successful bidder from the contract before its expiry without giving proper notice as specified in the tender terms and conditions of this tender document.
 - e. Submission of false/forged/fabricated documents. Etc.
10. The contract between HLL- CMO and the Service Provider can be cancelled after a notice of One (01) Month from either side, in case either of the party wishes to cancel the contract before expiry of the period of agreement.
11. Non-compliance with any of the terms and conditions shall amount to breach of contract and in that situation, HLL shall be free to take necessary action as deem fit, including termination of contract. The company has the right to terminate the contract in case the performance of the contractor is not satisfactory, by any point of view, without serving notice.
12. The Courts at Chennai alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract.
13. Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or anything connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation.

If any of the terms & conditions shown above is not found fulfilled during the work contract, Office of HLL - CMO, Pallikaranai reserves the right to discontinue the contract without assigning any reason thereof.

We agree to the above terms and conditions

Name & Designation _____

Signature with date _____

Name of the Firm _____

TECHNICAL BID FORM**NAME OF WORK: SUPPLY OF STATIONERY MATERIALS**

1	Name of the Company		
	Name of the Owner / Partners/ Director		
2	Year of Establishment		
3	Address of the Company		
4	Place of Incorporation		
5	Address of Registered office		
6	Legal status of Bidder (Proprietor/Partnership/Private Ltd/Public Ltd)		
7	Contract details of CEO/Head of Agency(Name, Address, Phone, Email)		
8	Registration Certificates / Documents	1. GST	Yes / No (Supportive Documents)
		2. PAN	Yes / No (Supportive Documents)
		3. Turn over Documents	Yes / No (Supportive Documents)
		4. Experience (Govt/ PSU's/ Central Autonomous bodies)	Yes / No (Supportive Documents)
9	Telephone No.(with STD code)		
10	Mobile No.		
11	E-Mail of the contact person		

(Signature of the bidder)**Name Designation****Seal & Date:**

**NO BLACKLIST/ DEBAR DECLARATION
(On non-judicial stamp paper)
(To be given on Company Letter Head)**

The format of the certificate to be given is

"I/We hereby declare that neither my/our firm (name of the firm) Nor any of the firms of its partners/ Directors has been blacklisted/ debarred / issued warning letter by Central Govt. / State Govt./ PSUs / Autonomous Body / Private Firms. In case at any stage, it is found that the information given by me is false/ incorrect, HLL shall have the absolute right to take any action as deemed fit/without any prior intimation to me."

(Signature of the bidder)
Name Designation
Seal & Date:

Bid Security Declaration Form**Tender Ref No.** _____**Date** _____

To

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 THREE years 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.

(Signature of the bidder)**Name Designation****Seal & Date:**

**DECLARATION OF
ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm's Letterhead)**

To,

DM (HR)
HLL Lifecare Ltd
#26/4, Velachery – Tambaram Main Road
Pallikaranai, Chennai -600 100.

Sir,

Re: Tender Ref No : dated for “Supply of Stationery Materials”.

- 1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F.Y. 2022 - 23	F.Y. 2023 - 24	F.Y. 2024 - 25

2. I/we hereby declare that, our firm had filed Income Tax Returns for last three year's i.e. F.Y. 2022-23, 2023-24 & 2024-25 Supported by copy of ITR of three years with acknowledgement paper of three years.

(Signature of the bidder)
Name Designation
Seal & Date:

**PLEDGE TO ABIDE BY ALL THE TERMS AND CONDITIONS
MENTIONED IN THE BID DOCUMENT**

Tender Ref No : _____

Dated : _____

To,

DM (HR)

HLL Lifecare Ltd

#26/4, Velachery – Tambaram Main Road

Pallikaranai, Chennai -600 100.

Sub.: Pledge to abide by all the terms and conditions mentioned in the Bid Document

Dear Sir, We / I, _____ (Name of bidder / bidding agency / Firm) _____ (bidding agency / Firm type) located at _____. I pledge that I have read all the conditions/rules/terms and conditions mentioned in the above referred bid document and I agree to abide by them. I approve and agree that the decision of tendering authority of HLL Lifecare Ltd, Chennai is final and I will not complain or dispute with their decisions. The rates filled by me are filled after complete understanding and consideration and shall be bound to it. I/we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

For, (Name of the bidder / bidding agency)

(Authorized signatory)

(Stamp of the bidder / bidding agency)

FINANCIAL BID FORM

Stationery Material Requirements						
S. No	Particulars	Monthly Requirements	Price Per Unit / Qty (In Rs)	GST (%)	GST (Amount)	Total
1	A3 JK Copier Paper-75 Gsm	1				
2	A4 JK Copier Paper-75 Gsm	50				
3	TNPL Paper 75 gsm	50				
4	Apsara Plantium Pencil (1.Box 10 Nos)	3 Box				
5	Apsara Sharpener	1 Box				
6	Apsara Eraser	1 Box				
7	Plastic Scale	12				
8	Steel Scale	12				
9	Binder Clip 15 mm	5 Box				
10	Binder Clip 19 mm	5 Box				
11	Binder Clip 25 mm	5 Box				
12	Binder Clip 32 mm	5 Box				
13	Binder Clip 41 mm	5 Box				
14	Binder Clip 51 mm	5 Box				
15	Box File- Kangaro Clip	30				
16	Brown Tape 1" 65 Mtr	5				
17	Brown Tape 2"	5				
18	Brown Tape 2" 65 Mtr	5				
19	Brown Tape 3"	5				
20	Brown Tape 3" 65 Mtr	5				
21	Cello Tape 1" 65 Mtr	5				
22	Cello Tape 2"	5				

23	Cello Tape 2" 65 Mtr	5				
24	Cello Tape 3"	5				
25	Cello Tape 3" 65 Mtr	5				
26	Correction Pen	5				
27	Fevi Stick 15gm	2 Box				
28	Post IT Pad 3 x 3 Yellow Color	2 Box				
29	Flag Post IT Pad- 5 color	2 Box				
30	Flag Post IT Pad - Plastic	2 Box				
31	Gem Clip 26mm	2 Box				
32	Highlighter - Multi Color (Yellow / Pink / Organse /Green)	2 Box Each				
33	Khadi Folder	10 No's				
34	L Folder F/c	10 No's				
35	A/4 Size / Protector Sheet A4- Thick (50 No's)	1 Pack				
36	Class Mat Note Book Long Ruled 400 Page	5				
37	Long Size Note Book Ruled 192 Page	5				
38	Long Size Note Book Ruled 288 Page	5				
39	Long Size Note Book Ruled 388 Page	5				
40	Magnet Button (Box)	2 Box				
41	Magnet Button- Board Pin	2 Box				
42	OHP Marker Black Color	2 No's				
43	OHP Marker Blue Color	2 No's				
44	Paper Cutter Medium	10 No's				
45	Permanent Marker - Red / Black / Blue	2 Box Each				
46	Whiteboard Marker - Red / Black / Blue	2 Box Each				
47	Scissors Small	5 No's				

48	Scissors Medium	5 No's				
49	Punching Machine Dp 600	5 No's				
50	Punching Machine Dp 800	5 No's				
51	Montex Mega Top Ball Pen (Pack of 10 No's) - Black / Blue	25 No's Each				
52	Ring File	25 No's				
53	Scribling Pad 1/8 Size	25 No's				
54	Scribling Pad 1/6 Size	25 No's				
55	Spring File Plastic	10 No's				
56	Stapler Machine -10	10 No's				
57	Stapler Machine Big Hander HP 45	5 No's				
58	Stapler Pin 24/6	5 No's				
59	Stapler Pin No.10	5 No's				
60	Stick File	30 No's				
61	Tag Big Size (Green) - 100 No's pack	10 No's				
62	Tag Mid Size (White with Red)	15 No's				
63	Visiting Card Album 240 Card 1/8 Size	5 No's				
64	Visiting Card Album 480 Card 1/8 Size	5 No's				
65	Ring Binder File	10 No's				
66	Report Files (Multi Color) With Transparent	10 No's				
67	Report Files (Multi Color) Without Transparent	10 No's				
68	Pen Stand Omega Round	5 No's				
69	White Board Duster	2 No's				

We have read terms and conditions mentioned in the tender document. We hereby agree to supply the materials according to the schedule and as per the terms and conditions at the rates quoted.

(Name & Designation)
Sign and Seal of the Bidder