

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT. OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O,
तिरुवनन्तपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehll.com

**TENDER NOTICE FOR TRANSPORTATION OF FINISHED GOODS BY
EXPRESS CARGO TRANSPORT / ROAD COURIER SERVICE**

**Tender No: PUR/08/R1/PQ/SURFACE COURIER /2012-13
Dated : 17/01/2013**

Sealed and superscribed Tenders under two - bid system are invited from express cargo transporters / Road Courier Service Agencies for Transporting finished goods from HLL Lifecare Limited facilities in Thiruvananthapuram (Peroorkada, Menamkulam, Balaramapuram, Akkulam etc.) to various locations in India for a period of one year. The details and tender form can be downloaded from our website www.lifecarehll.com. The last date and time of submission of bids is 30/01/2013; 2.30pm

DY. GEN. MANAGER (PURCHASE)

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
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PHONE NO:0471 2435325; FAX NO:0471 2435013;
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Dated : 17/01/2013

**TENDER FOR TRANSPORTATION OF FINISHED GOODS BY EXPRESS
CARGO TRANSPORT / ROAD COURIER SERVICE**

INSTRUCTION TO BIDDERS

1. Sealed and superscribed Tenders under two - bid system (Techno - Commercial) are invited from express cargo transporters / Road Courier Service Agencies for Transporting finished goods from HLL Lifecare Limited facilities in Thiruvananthapuram (Peroorkada, Akkulam, Menamkulam, Balaramapuram etc.) to various locations in India for a period of one year. The approximate quantity of material to be handled during the work order period will be in range of 1500-2000 MT.
2. The tender documents giving details of destinations, 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 upto 29/01/2013 (3.00 P.M.) on payment of Rs.110/-, inclusive of Sales Tax, towards cost of Tender Form by DD in favour of HLL Lifecare Limited payable at Thiruvananthapuram.
3. The tender documents can also be downloaded from our Website: www.lifecarehll.com. The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.110/- drawn in favour of HLL Lifecare Ltd., payable at Trivandrum towards the cost of tender documents, along with the Technical Bid
4. The bidder should submit the duly filled tender document along with EMD of Rs.50,000/- (Rupees Fifty Thousand only) by DD in favour of M/s. HLL Lifecare Limited, payable at Trivandrum along with the Technical bid. Tender received without EMD shall be rejected.
5. Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be superscribed as "Technical Bid " and "Price Bid" on the respective covers in order to clearly identify between the two Bids. These two bids should be submitted in a single sealed cover with the Tender No. mentioned thereon, complete in all respect, addressed to the Dy. Gen. Manager (Purchase); HLL Lifecare Limited, Peroorkada P.O., Trivandrum - 695 005, should reach the undersigned or before 2.30 P.M. on 30.01.2013. The Technical bid will be opened at 3.00 P.M. on the same day in the presence of bidders.

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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 vendors who had participated and technically qualified in the tender PUR/08/R1/PQ/ SURFACE COURIER/2011-12 need not submit the technical bid and tender fee. Such bidders need submit only the price bid. However, these bidders are required to submit the EMD in a separate sealed cover
8. HLL Lifecare Limited shall not be liable for the delay in submission of tenders after the due date specified above due to any reason including Postal delays.
9. Both the technical bid and price bid will be valid for a period of one year.
10. The price bid of those bidders who qualify in this Technical bid and the price bid of the tenderers who were technically qualified in the tender PUR/08/R1/PQ/SURFACE COURIER/2011-12 will only be opened.
11. The date and time of opening of Price bid will be intimated separately. The Price Bids of Bidders who do not qualify in the Technical bid evaluation will be returned unopened.
12. The Company reserves the right to accept or reject any tender without assigning any reason.
13. HLL reserves the right to split up the order on more than a supplier and also reserves the right to accept or reject the offer without assigning any reason.
14. 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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**TENDER FORM FOR TRANSPORTATION OF FINISHED GOODS BY
EXPRESS CARGO TRANSPORT / ROAD COURIER SERVICE**

TECHNICAL BID - PREQUALIFICATION CRITERIA

- a. The express cargo operator / surface courier agency should have pan India operations and offices in all major cities.
- b. Should have minimum 3 years of experience in the area of express cargo / surface courier operation.
- c. Should have own fleet / trucks for movement of material at short notice.
- d. Must have experience in handling cargo of major companies in Govt. / Private sectors.
- e. Minimum annual turn over of Rs. 1 crore per annum during the past two years (2010 – 11 & 2011-12).
- f. The transporter/agency should have the required transport license / permit for all India operations.

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Schedule - I
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SCHEDULE - I - TECHNICAL BID

**TENDER FORM FOR TRANSPORTATION OF FINISHED GOODS BY
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Last Date and Time of Receipt of Tender: 2.30 P.M. on 30- January -2013.
Time and Date of Opening of Tender: 3.00 P.M. on 30- January -2013.

- I. Name and address
of the Tenderer :
- Phone : Land line :
- Mobile :
- Email :
- Fax :
- II. Year of Establishment :
- III. Status of Firm :
(Proprietary /Partnership Firm/
Pvt. Ltd Company/ Public Ltd
Company)
- IV. Name of Directors/Partners/
Proprietor :
- V. Whether registered with Registrar :
of Companies/ Register of firms -
(If yes enclose copy of Registration
Certificate)
- VI. Years of experience in the area :
of work (No of years)
- VIII. Whether having All India
Transport License : YES / NO

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SCHEDULE – I
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Tender No: PUR/08/R1/PQ/SURFACE COURIER /2012-13
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- IX. Details of DD enclosed against EMD :
- X. Service Tax Registration No. :
- XI. Income tax PAN NO.
(Copy to be submitted)
- XII. Annual turn over for the year 2010-11 & 2011-12
(Documentary Proof to be submitted)
- XIII. List of major clients (Enclose copy of work order)
- XIV. Details of Network of offices
- XV. Any other relevant information

PLACE:
DATE:

NAME & SIGNATURE OF THE TENDERER
(WITH OFFICE SEAL)

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**TENDER FOR TRANSPORTATION OF FINISHED GOODS BY EXPRESS
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OTHER TERMS & CONDITIONS

1. The contractor should have the facility to take a minimum of 20 Kgs. to a maximum of 8000 Kgs. at a time.
2. Quoted rates should include unloading charges at destinations, which are to be borne by the contractor.
3. The rate quoted should include door collection and door delivery including unloading charges of the material at destination and any other expenses that are likely to be incurred by the contractor for the above transport work. HLL will arrange for loading of the material. The work is to be executed as per the schedule given by the Company. The goods collected by the Contractor should be delivered to the consignees within specified period as stipulated in the Work Execution Order.
4. The rate finalized against the tender shall remain firm during the contract period and no revision/escalation will be considered except in the case of increase or decrease in fuel price.
5. The reference rate of Diesel for this tender will be the retail rate as on 30.01.2013. i.e. the retail rate of Diesel at Thiruvananthapuram. 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 Formula to arrive at the revised rate whenever there is an increase / decrease in the rate of Diesel (by Rupees one or more)

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 (1+Y %)

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OTHER TERMS & CONDITIONS

6. Condom, being exempted from all taxes and duties, no tax need to be paid by the contractor while transporting the consignment enroute destination. The Company, along with each load, will give a Certificate to this effect. Therefore, no claim on this account will be entertained. In the case of other materials attracting ST/ED, necessary documents required shall be provided.
7. Freight rate for stations from/to the places indicated herein are to be quoted. Freight rate for stations from/to places other than what are indicated herein shall be fixed mutually then and there considering the distance to nearby station indicated herein. However, terms and conditions will remain the same.
8. The Tenderer should have an office and godown in Thiruvananthapuram with Telephone/Fax/e-mail facility and should have experience in the line for at least Three Years. They should also have valid All India Transport License.
9. The rates to the destination stations should be quoted on Kg. basis in the Tender Form and the rate quoted shall be inclusive of door collection and door delivery charges.
10. All incidental charges, either statutory; or otherwise including octroi and toll tax except Insurance charges, should be borne by the Contractor.
11. Insurance cover will be taken by the Company.
12. The Bidders should remit a sum of Rs.25,000/- (Rupees Twenty five Thousand Only) by Demand Draft drawn in favour of M/s. HLL Lifecare Limited payable at Thiruvananthapuram as Earnest Money Deposit along with the Tender (Technical bid). The EMD of the unsuccessful bidder will be refunded after finalization of the tender.

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13. The successful tenderer should deposit Security Deposit of Rs 5,00,000/- within two weeks of award of work by DD/ BG in favour of M/s. HLL Lifecare Limited, payable at Thiruvananthapuram. The Security Deposit would be released after one month 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.
14. The successful bidder has to execute an agreement in the prescribed form on Stamp Paper worth Rs.100/- (Rupees One Hundred Only) within two weeks of the award of contract.
15. On finalizing the contract, the successful bidders shall contact with the authorities with whom they have executed the agreement for all transactions including billing/payments. All other terms and conditions with respect to this tender shall be applicable to all the work orders issued based on this tender.
16. The tenderer should be in a position to deliver the consignment booked from the Pick up Locations of HLL Lifecare Limited within the number of days indicated in the rate schedule. Failure to deliver the materials as per the approved schedule would attract penalty and the same will be imposed for delayed delivery by deducting freight charges @ 10% for delay upto one day and 25% of the freight for delay up to Three days. In case of delay beyond three days 40 % of the freight charge will be deducted towards penalty.
17. The contractor should be prepared to carry out such portion of the works included in the schedule as ordered to them. The Company will be at liberty to split up the work among the bidders if found necessary.
18. When the contractor fails to carry out the works at any time to the satisfaction of the Company, the Company with or without giving notice, may get the work done by other means at the risk and cost of the contractor and recover the extra cost from the pending bills or other sources of the contractor without prejudice to other rights available under the contract.

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19. The contract is of special nature involving handling and transport of costly materials and as such the contractor will have to ensure complete safety in handling and transporting these items. If any damage and or loss to the materials occurs, between the collection of the consignment from HLL Lifecare facility and delivery of the same to the consignee, the contractor will be responsible for such damages and losses which will have to be made good by them. The amount recovered towards transit loss will be twice the MRP value of the damaged / lost goods.
20. The contractor will be responsible for any wrong or delayed delivery or for any consequential loss, damage or any other expenditure arising while the goods are in his custody.
21. The contractor is solely responsible for complying with all statutory obligations and for any loss/expenditure deeming from the breach thereof, if not satisfactorily settled by the contractor, the Company reserves the right to withhold payment of bills or any other dues and discharge the obligations of the contractor without prejudice to the Company claiming full value of damage otherwise as per law in force.
22. The Company reserves the right to terminate the contract at any time duly giving notice without giving any reasons whatsoever and the decisions of the Company will be binding on both parties.
23. The right to accept or reject any or all the tender is reserved with the Company.
24. The contractor has to arrange closed trucks at the site of loading within 4-6 hr. time of communication for taking the consignment. If the contractor fails to provide the vehicle within specified time, the Company reserves the right to arrange alternative transport and the costs that may be incurred by the Company in this regard including excess freight charges, if any, will be recovered from the contractors bills.
25. The delivery period indicated is exclusive of the dates of loading at the factory and unloading at the destinations respectively. However, consignment for unspecified areas should be delivered within specified time limit with reference to the time fixed for the nearest destinations.

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26. It will be the sole responsibility of the contractor to ensure adequate protection of goods from Sunrays, rain and all other hazards and also for satisfactory delivery of the consignment to the consignee within the time stipulated.
27. If any shortage/damage, pilferage etc. are found in the consignment, while delivering the same to the consignee the contractor/their representative at the destination/stations should give open delivery.
28. When the delivery of the consignment is effected the contractor should obtain acknowledgement from the consignee, in the form of a receipt of acknowledgement on the POD/LR copy in token of having received the consignment by the consignees with full details such as Scheme, No. of boxes received, Box numbers, Date of Receipt of consignment and the contractor should arrange to send the same POD/LR to the Company along with the bill.
29. The payment of the Freight / Courier charges would be made on fortnightly basis on submission of necessary invoices supported by a copy of the POD/LR duly signed by the consignee with official stamp and date in token of receipt of consignment in good condition.
30. The documents handed over to the contractor by the consignor/consignee are to be carried safely for delivery to the officials intended for.
31. Non-performance or non-adherence to any of the terms and conditions stipulated in the work order and violation of the spirit of the agreement to be executed 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/or without assigning any reason and the contractor would be liable for losses/damages that would have been incurred by the Company on account of their non-fulfillment of the contract.

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32. Service Tax on the Courier charges shall be quoted separately. Service Tax Registration Number of the Tenderer may also be mentioned in the tender.
33. The period of the contract shall be ONE YEAR from the date of issue of work order. The said order is liable to be suspended or cancelled at any time at the discretion of the Company with or without assigning any reason.

PLACE:

SIGNATURE OF THE TENDERER

DATE :

(With Office Seal)

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SCHEDULE II

PRICE BID

**PRICE SCHEDULE FOR TRANSPORTATION OF FINISHED GOODS BY
EXPRESS CARGO TRANSPORT / ROAD COURIER SERVICE**

Schedule offered by the Tenderer for Door Collection, Transportation and Door Delivery of Condom in Boxes/Other Products to various destinations in India from HLL Lifecare Limited Facilities at Peroorkada, CWC Depot, Menamkulam Balaramapuram, Akkulam, etc in Thiruvananthapuram, Dist. for a period of one year.

FROM THIRUVANANTHAPURAM (Peroorkada, Menamkulam, Akkulam, Balaramampuram, etc.) To ---				
SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
1	2	3	4	5
	HLL's finished goods packed in corrugated boxes	Agarthala	12	
		Ahmedabad	5	
		Akola	5	
		Aizwal	12	
		Ajmer	7	
		Alappuzha	1	
		Alwar	5	
		Ambala	6	
		Ambajogai	6	
		Amravathi	6	
		Amritsar	7	
		Ambegaon	6	
		Aurangabad	6	
		Bangalore	2	
		Banswara	6	

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SCHEDULE II- PRICE BID

**PRICE SCHEDULE FOR TRANSPORTATION OF FINISHED GOODS BY
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SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
	HLL's finished goods packed in corrugated boxes	Bereily	5	
		Belguam	3	
		Bhilai	5	
		Bhiwandi	5	
		Bhopal	5	
		Bhubaneswar	7	
		Bilaspur	5	
		Chennai	3	
		Chandigarh	7	
		Chandrapur	5	
		Chidambaram	3	
		Coimbatore	3	
		Daman	6	
		Delhi	6	
		Dehradoon	8	
		Dhanbad	6	
		Dhule	5	
		Dindigul	3	
	Durgarpur	7		
	Gandhinagar	5		

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SCHEDULE II- PRICE BID

**PRICE SCHEDULE FOR TRANSPORTATION OF FINISHED GOODS BY
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SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
	HLL's finished goods packed in corrugated boxes	Gandhidham	5	
		Gangtok	14	
		Gauhati	12	
		Ghaziabad	7	
		Goa	4	
		Gurgaon	7	
		Gwalior	5	
		Harao	5	
		Hassan	4	
		Hathras (Mahamaya Nagar)	7	
		Hosur	4	
		Hubli	4	
		Hyderabad	4	
		Idukki	1	
		Imphal	14	
		Indore	5	
		Itanagar	12	
	Jabalpur	6		
	Jaipur	7		
	Jalna	5		

एचएलएल लाइफकेयर लिमिटेड **HLL LIFECARE LIMITED**
 (भारत सरकार का उद्यम) **(A GOVT.OF INDIA ENTERPRISE)**
 पेरूरकडा पी.ओ. **PEROORKADA. P.O,**
 तिरुवनन्तपुरम-६९५००५ **THIRUVANANTHAPURAM-695 005**
PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehll.com

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Tender No: PUR/08/R1/PQ/SURFACE COURIER /2012-13
Dated : 17/01/2013

SCHEDULE II- PRICE BID

PRICE SCHEDULE FOR TRANSPORTATION OF FINISHED GOODS BY EXPRESS CARGO TRANSPORT / ROAD COURIER SERVICE

SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
1	2	3	4	5
	HLL's finished goods packed in corrugated boxes	Jalandhar	7	
		Jalegaon	5	
		Jammu	12	
		Jam Nagar	6	
		Jodhpur	7	
		Kalpetta	1	
		Kanpur	7	
		Kannur	1	
		Kandla	5	
		Karaikal	3	
		Karur	3	
		Kasargod	1	
		Kochi	1	
		Kohima	14	
		Kolhapur	4	
		Kolkata	8	
		Kollam	1	

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SCHEDULE II- PRICE BID

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SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
1	2	3	4	5
	HLL's finished goods packed in corrugated boxes	Kottayam	1	
		Kozhikode	1	
		Kurushetra	6	
		Latur	5	
		Lucknow	7	
		Ludhiyana	7	
		Madurai	3	
		Malapuram	1	
		Malegaon	6	
		Mangalore	4	
		Margoa	4	
		Motidham	5	
		Mohali	7	
		Mumbai	5	
		Nagercoil	1	
		Nasik	5	
		Nagpur	5	
	Nedumbasseri	1		

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SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
1	2	3	4	5
	HLL's finished goods packed in corrugated boxes	New Delhi	6	
		New Itanagar	12	
		Palakkad	1	
		Palmpur	6	
		Panaji	4	
		Panchkula	7	
		Patna	8	
		Pathanamthitta	1	
		Pune	5	
		Parbhani	5	
		Parwanoo	7	
		Pollachi	3	
		Pondicherry	4	
		Puri	5	
		Raipur	6	
	Rajkot	5		

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SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
1	2	3	4	5
	HLL's finished goods packed in corrugated boxes	Ranchi	8	
		Rohtak	6	
		Sangli	4	
		Secundarabad	4	
		Sehore	5	
		Shillong	12	
		Shimoga	4	
		Simla	8	
		Silvasa	5	
		Sonipat	5	
		Solan	6	
		Solapur	4	
		Srinagar	12	
		Surat	5	
		Thane	5	
		Thiruvananthapuram	1	
		Thirupathi	3	
	Thirunelveli	3		

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SL. NO	Description of Goods	Place of Destination	Delivery Period (Days)	Rate per Kg. In Rs. including unloading, Door Delivery and incidental charges
1	2	3	4	5
	HLL's finished goods packed in corrugated boxes	Thodupuzha	2	
		Thrissur	2	
		Trichy	3	
		Vadodara	5	
		Varanasi	8	
		Vikasnagar	7	
		Vishakhapatnam	4	
		Vidisha	5	
		Wayanad	2	
		Zirakpur	7	

The rate quoted should be firm for a period of one year from the date of Work Order. No escalation in rate will be considered during the contract period except in case of increase or decrease in fuel price. Rate revision on account of change in fuel price will be allowed based on the formulae in tender.

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)