

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**CORPORATE R & D CENTRE,**  
**AKKULAM, SREEKARIYAM P.O,**  
**THIRUVANANTHAPURAM-695017**  
**Email: [materialscredc@lifecarehll.com](mailto:materialscredc@lifecarehll.com)**  
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**INVITATION FOR BIDS**

**FOR**

**RATE CONTRACT FOR LABORATORY CONSUMABLES: 2019-20**

**AT**

**CORPORATE R&D CENTRE,**  
**AKKULAM, SREEKARIYAM P.O.**  
**THIRUVANANTHAPURAM – 695 017**

**HLL LIFECARE LIMITED**  
**Corporate R&D Centre,**  
**Akkulam, Sreekariyam P.O., Thiruvananthapuram – 695 017**  
**Phone No. +91 471 2774700, Fax No. +91 471 2774707**  
**email : [materialscrdc@lifecarehll.com](mailto:materialscrdc@lifecarehll.com)**

**Tender No.: HLL/CRD/PUR/TENDER/2018-19/06**

**25.02.2019**

**TENDER NOTICE**

Sealed tenders are invited on behalf of HEAD (R&D), Corporate R&D Centre, HLL Lifecare Limited, Akkulam, Sreekariyam P.O., Thiruvananthapuram 695 017 from the reputed manufacturers/authorized distributors/dealers (who have the current authorization with the principal company) for entering into Annual Rate Contract for the supply of items grouped as under. The period for the rate contract will be from 01<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

SN	Descriptions
1.	Chemicals/Solvents (IR/AR/LR/GR/HPLC Grade)/ Polymers / Herbs / Medicinal Plant (Fresh / Dried parts)
2.	Plasticwares (complete range)/ General lab wares /Pipette-Micropipette/Filter Papers/Membrane filter/syringe filter/Sterile syringes/Dialysis Membrane etc
3.	Glasswares (complete range)
4.	Kits (Biological & Diagnostics) / Rare Chemicals / Anti bodies
5.	Chromatography Accessories (HPLC / GPC /GC Columns / Columns Fittings/ TLC plates/Vials), Lab Consumables (Complete range) / Analytical gas etc.
6.	Pharmaceutical Excipients

**The last date of receipt of Bid is: 18<sup>th</sup> March 2019 at 05:45 pm (Local Time)**

**Bid opening details: -**

- Venue : Conference Hall, Corporate R &D Centre, Akkulam, Thiruvananthapuram.
- Date & Time : 20<sup>th</sup> March 2019 at 10:00am (local time)

**HEAD (R&D)**

**Application Form for Entering into Rate Contract for the period 01<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.**

1. Name & Full Address of the Firm: M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Item/materials for which Rate Contract desired/applied for \_\_\_\_\_
3. Whether Price list for 01<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 is printed or duly certified Computer generated CD \_\_\_\_\_
4. List of items for which the rate contract is applied category  
(Mention page no. \_\_\_\_\_to\_\_\_\_\_ as per catalogue) \_\_\_\_\_
5. In case of imported items, mention the name of manufacturer in the price list for which rate contract is applied. \_\_\_\_\_
6. Whether all the authorization from the manufacturers is enclosed \_\_\_\_\_
7. Is there any open authorization in India if yes please mention. \_\_\_\_\_
8. In case of imported items whether price list in foreign currency is attached. \_\_\_\_\_
9. Discount offered on the printed price (%): \_\_\_\_\_
10. Taxes/Duties \_\_\_\_\_
11. Delivery period from Ex-Stock \_\_\_\_\_
12. If item is not in Ex-Stock please mention delivery period \_\_\_\_\_
13. Whether you accept that if the ordered material is not supplied in the above mentioned period then HLL Lifecare Limited reserves the right to cancel the order/not accept the ordered material

14. State whether your firm have been currently banned/ black listed by any Ministry/Dept. of Central Govt. or any State Govt. If so give details

15. Bank details for e-payment:

(a) Bank A/c No. :

(b) Bank Name :

(c) Branch Name :

(d) IFSC Code :

(e) Other details :

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16. Rate of Discount Offer as in Special Cases for Bulk Purchase the total value of order exceed

a) Rs.50,000.00 upto Rs.99,999.00

b) Above Rs.1,00,000.00

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17. If the firm is under the Rate Contract with other Govt. Dept./ Research Institution. Give details along with Certified copies of rate contract

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18. Annual Turnover of the firm/company during last 3 financial year (enclosed documents is support of claim)

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19. GST registration No.

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20. Income Tax PAN No. (in the name of firm/company & not individual)

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21. Whether latest manufacturers price list is enclosed (both hard copy and CD)

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22. Any other information vital for entering into rate contract.

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**Signature of Tenderer with seal**

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## UNDERTAKING

We M/s \_\_\_\_\_ i.e. Authorized Distributor of \_\_\_\_\_ (Please Mention Name of Manufacturer/ Foreign Principal) are fully satisfied with all the terms and conditions as mentioned vide Rate Contract Tender vide tender No. \_\_\_\_\_ towards entering with Rate Contract for Supply of \_\_\_\_\_ with Corporate R &D Centre, HLL Lifecare Limited, Akkulam, Sreekariyam P.O., Thiruvananthapuram 695017 for the period 01<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

We will offer Discount @ \_\_\_\_\_% on each unit of products which is Maximum as applicable to the Government Research Organizations. Further, we will offer Discount @ \_\_\_\_\_ % as special case for bulk purchases, whenever the total value of order exceed Rs.50,00.00 (Rupees Fifty thousand).

We are submitting Demand Draft/Bank Guarantee/Fixed Deposit Receipt of Rs.5000.00 (Rupees Five Thousand) vide No. \_\_\_\_\_ dated \_\_\_\_\_ towards Bid Security which may be converted into Performance Security, if Rate Contract is awarded to us. The performance security amount will be return after the contract period.

Price list submitted (both hardcopy and CD) by us with the Tender Document is the only one in circulation which will remain valid upto Entire Rate contract Period. No addition/alteration in respect of Price List will be made by us.

We Authorized M/s \_\_\_\_\_  
Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email id \_\_\_\_\_ to obtain and execute order on our behalf for HLL Corporate R&D Centre, HLL Lifecare Limited, Akkulam (Authorization Letter is enclosed).

Further, we will supply the items within 21 days of the date of issue of supply order beyond which will pay penalty @ 0.5% per week subject to maximum 7.5% of the total value of consignment as per the terms and conditions of Rate Contract to the Head, Corporate R&D Centre, HLL Lifecare Limited, Akkulam, Sreekariyam P.O., Thiruvananthapuram 695 017, Phone No. +91 471 2774700, Fax No. +91 471 2774707, e mail id: materialsrddc@lifecarehll.com.

**Signature of Tenderer with seal**

**Please Note: Undertaking should be submitted separately for each item.**

## Terms & Conditions of Rate Contract

1. No equipment are covered under this contract.
2. **Mention the name of Category and Brand name / Principal Company name on the envelope failing which the offer will be summarily rejected without opening the same. For separate category of items, separate tenders should be submitted. Single tender for multiple categories will be rejected summarily.**
3. **The companies which cannot provide validity of rates for One year need not apply.**
4. The firms which apply for Rate Contract should submit a copy of current catalogue effective from 01.04.2019 in the form of a CD (preferably in excel sheet) in addition to the hard copy of all the catalogues. The Rate contract would only be finalized with those firms which submit a copy of the catalogue in the form of CD. Simultaneously copies of the printed catalogue/price list may also be sent through e-mail at [materialscredc@lifecarehll.com](mailto:materialscredc@lifecarehll.com)
5. The firms should be registered with Sales Tax Authorities.
6. Authorization certificate in respect of Indian / Foreign Principals duly self-attested and showing validity till 31<sup>st</sup> March 2020 may be submitted.
7. **Prices:** The bidders are to quote in Indian Rupees only. Taxes, Duties, Levies, etc, payable should be clearly indicated in the Tender mentioning the rate and amount. Those not indicated shall not be payable. However in case of hike of govt. taxes will be payable against the proof in form of govt. notification. HLL Lifecare Limited, Corporate R & D centre has not registered with Sales Tax Authority, hence we don't have Tax Payer's Identification Number (TIN) / CST No. So the sales taxes will be applicable as per the GST rules.
8. **FALL CLAUSE:** The prices charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
9. The **earnest money deposit** of Rs.5,000.00 should be enclosed along with the terms & conditions duly signed and stamped in the form of A/C payee Bank Draft payable on any branch of Nationalised/Schedule Bank in favour of "HLL Life care Limited in a separate sealed envelope. All tenders submitted without requisite amount of earnest money shall be rejected. Tenderers regd. with SSI, NSIC are exempted from paying EMD only on presentation of valid Certificate. The EMD will be returned to the bidders(s)/Agents whose offer is not accepted by HLL within one month from the date of the placing of the final order(s) on the selected bidder(s). In case of the bidder(s) whose offer is accepted the EMD will be converted to Security deposit and will be returned after completion of contract period. However no interest will be payable to the bidder. EMD has to be submitted against each firm.
10. HLL Lifecare Limited reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.

11. In case of any delay in the supply of material, HLL has right to procure the materials from an alternate vendor thereby the risk and excess cost to be borne by the original lowest tenderer.
12. The items, so supplied will have to be high quality and grade and in the inspection / test if these are found to be of inferior quality, the same are to be replaced by supplier at their risk & cost within the stipulated period, failing which the Rate Contract of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of the Contract.
13. **Discounts** offered shall be indicated clearly in terms of percentage on the manufactures price lists. Kindly issue a certificate stating that maximum discount is being given and no other Govt. organization is being benefited more than this discount.
14. **Special discount/prices**, if any, applicable to the Research Institutions aided by the Govt. of India should be quoted separately.
15. **Warranty**-The tenderer shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use the supplier will provide free replacement or refund the amount paid for that item.
16. The delivery/Supply will be made on F.O.R basis to Corporate R&D Centre, HLL Lifecare Ltd, Akkulam, Sreekaryam P.O, Trivandrum-695017. Freight, insurance charges, if any will not be borne by HLL Lifecare Limited. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days from the date of intimation at the risk & cost of the vendor.
17. The final acceptance/decision on the rate contract will be taken after screening the offers by a duly constituted committee reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
18. That the supply of material will have to be completed within 21 days from date of issue of purchase order. The liquidated charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 7.5% of the total value of goods/contract value.
19. That the payment of the bill will be made within 30 days on receipt & acceptance of the goods / items.
20. The final agreed rate of each item for one year from the date of final date agreed.
21. The order can be will be placed based on the requirement / staggered delivery
22. The articles / goods should be packed in such a manner to withstand to avoid damages during transit.

23. Supply is made from the latest batch of production with the maximum shelf life (5/6<sup>th</sup> of the shelf life period) period & original packing.
24. The original delivery challan, invoices and packing list must be prepared in the name of the HLL Corporate R&D Centre, HLL Lifecare Ltd, Akkulam, Sreekaryam P.O, Trivandrum-695 017.
25. While submitting the tender document, the Tenderer should specifically sign with seal on each page of the tender document including terms and condition.
26. The Tenderer should return the duplicate copy of the enclosed a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
27. HLL Lifecare Limited, Corporate R&D centre has Tax Payer's Identification Number GSTIN No. So the sales taxes will be applicable as per the GST rules.
28. The rate contract can be terminated at any time by giving one month notice.
29. All disputes will be subject to Thiruvananthapuram jurisdiction.
30. The tenders are also liable to be rejected if the above conditions are not complied with.

**Signature of Tenderer with seal**



## **INSTRUCTIONS TO BIDDERS/TENDERS**

1. The Rate Contract will be made with manufacturer/authorized distributor valid for the period of 12 months from date of award of Rate Contract. The period may be extended up to 6 months, if required.
2. Further, no change of authorized dealer will be entertained after the award of rate contract.
3. Proposals and tenders received after due date shall not be considered.
4. HLL Corporate R&D, Akkulam, Trivandrum has been registered with Department of Scientific and Industrial Research (DSIR) and is eligible for availing CUSTOMS DUTY EXCEPTION vide Government of India customs notification No. 24/2007 dated 01st March 2007 & EXCISE DUTY EXCEPTION vide Government of India customs notification No. 16/2007 dated 01<sup>st</sup> March 2007 & CONCESSIONAL GST RATE vide Government of India Notification No.45/2017- Central Tax Rate.
5. Original printed (not photocopy) & bounded price list for 2019-20 along with soft copy (in CD) must accompany the tender. Price list once submitted with the tender will not be changed during the rate contract.
6. Discount along with certificate stating that higher discount is not being given to any other Govt department.
7. In case of discrepancy between unit price & total price, the unit price shall prevail.
8. The firm must clearly mentioned that billing and supply will be done by them directly or their authorized dealer. The firm may authorize only one dealer for supply and billing and disclose in the bid itself.
9. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared /indicated in the tender.
10. The EMD for Rate Contract worth Rs.5,000.00 (Rupees Five Thousand only) is to be paid in the form of Demand draft in favour of “HLL LIFECARE LIMITED”. Tenderers regd. with SSI, NSIC are exempted from paying EMD only on presentation of valid Certificate. The EMD will be returned to the bidders(s)/Agents whose offer is not accepted by HLL within one month from the date of the placing of the final order(s) on the selected bidder(s). Incase of the bidder(s) whose offer is accepted the EMD will be converted to Security deposit and will be returned after completion of contract period. However no interest will be payable to the bidder. EMD has to be submitted against each firm.
11. Authorization certificate in respect of foreign firms duly self-attested and showing validity for the year 2019-20 may be submitted.
12. The firm should submit the list of Govt. Depts/Organizations with whom they have rate contract for supply of chemicals, glassware/plastic ware etc.

13. The tender of the firms which have either been black-listed or which have stopped dealing.
14. The Annual Turn Over of the firm during last 3 years (Enclose document in support of the claim)
15. The following documents should be furnished with the tender:
- a) Signed and sealed Undertaking
  - b) Signed and sealed terms and conditions
  - c) Turn over copy of last three years
  - d) Earnest money deposit of Demand draft Rs.5,000.00.
  - e) Printed (not photocopy) & bounded price list/catalogue and soft copy (in CD). Simultaneously, copies of the printed catalogue/price list may also sent through e-mail at [materialscrdc@lifecarehll.com](mailto:materialscrdc@lifecarehll.com)
  - f) Certificate of registration of firm and GST certificate.
  - g) Certified copies of rate contract order(s) with other organization/institute for supply of laboratory chemicals/glassware/plastic ware etc.
  - h) Certificate that the firm is not black-listed or stopped dealing by any Govt. organization/Institute.
  - i) Current authorization letters issued by the principals, in original.
16. HLL Corporate R&D reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**Signatures of tenderer and seal**