

## **TENDER ENQUIRY DOCUMENT**

**Tender for the Selection of India Based Handling & Forwarding Agents for Forwarding & Transportation of Approximately 8493 Kg (31.94 CBM) of Pharmaceutical Products to Mombasa by Sea and to NAIROBI, KENYA from Mombasa by In Land Transportation.**

**HLL/RBD/CHA-SEA SHIPMENT/2017/01 DT: 18-12-2017**



**HLL LIFECARE LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
RETAIL BUSINESS DIVISION  
CORPORATE HEAD OFFICE  
HLL BHAVAN, POOJAPPURA,  
THIRUVANANTHAPURAM - 695 012**

**Contents**

<b>Sl. No</b>	<b>Items</b>	<b>Page No.</b>
1	<b>Notice Inviting Tender</b>	3
2	<b>General Terms and Conditions</b>	4
3	<b>Experience</b>	4
4	<b>Bid Fee</b>	4
5	<b>Earnest Money Deposit</b>	4
6	<b>Performance Bank Guarantee</b>	4
7	<b>Period of validity of Bid</b>	5
8	<b>Eligibility Criteria</b>	5
9	<b>Submission of Bids</b>	5
10	<b>Technical Bid</b>	5
11	<b>Financial Bid</b>	6
12	<b>Rates and Prices</b>	7
13	<b>Bid Opening &amp; Evaluation Criteria</b>	8
14	<b>Assistance to Bidders</b>	8
15	<b>Amendment of Bidding Documents</b>	8
16	<b>Penalty for delayed services</b>	9
17	<b>Terms of Payment</b>	9
18	<b>Jurisdiction</b>	9
19	<b>Force Majeure</b>	9
20	<b>Arbitration</b>	9
21	<b>Annexure-1</b>	11
22	<b>Annexure-2</b>	14

**Notice Inviting Tender**

**Tender for the Selection of India Based Handling & Forwarding Agents for Forwarding & Transportation of Approximately 8493 Kg (31.94 CBM) of Pharmaceutical Products to Mombasa by Sea and to NAIROBI, KENYA from Mombasa by In Land Transportation.**

**Tender Document No : HLL/RBD/CHA-SEA SHIPMENT/2017/01 DT: 18-12-2017**

**Scope of Work :**

HLL Lifecare Ltd. (HLL), a Government of India Enterprise, invites Bids for selection of India Based Handling & Forwarding Agents for Forwarding & Transportation of approximately 8493 Kg (31.94 CBM) of Pharmaceutical Products to Mombasa by Sea and to NAIROBI, KENYA from Mombasa by In Land Transportation.

**Publishing date of bid** : **18<sup>th</sup> December 2017**

**Last date of submission of bid** : **26<sup>th</sup> December 2017 at 15.00 Hours.**

**Address for submission of bid** : Business Manager (RBD),  
Retail Business Division,  
HLL Lifecare Limited  
Free Generic Pharmacy, Near OPD,  
All India Institute of Medical Sciences  
New Delhi-110 029

**Opening of Technical Bid** : **26<sup>th</sup> December 2017 at 15.30 Hours**

**Venue of opening Bids** : HLL Lifecare Limited, Free Generic Pharmacy, All India Institute of Medical Sciences, Ansari Nagar, New Delhi .

Interested applicants can participate in the bid.

For any clarifications on the tender document, the prospective bidders can Contact Mobile No: +91 78349 90707 on any working days during office hours from the date and time of publishing the tender to the last date and time of submission of tender documents or e-mail: [rajeshr@lifecarehll.com](mailto:rajeshr@lifecarehll.com).

## **General Terms & Conditions**

### **Experience**

Bidder must have executed at least 3 (three) orders of similar nature, each having a minimum value of Rs.5.00 lakhs each during preceding 3 (three) years ending 31<sup>st</sup> March 2017. Copy of documents for the proof of experience must be attached with technical bid.

### **Bid Fee**

The bidder shall submit bid fee for an amount of **Rs.1000/- (Rupees One Thousand only)**, Non Refundable, along with their bids. The bid document can be downloaded from the website **www.lifecarehll.com**. The bid fee shall be in the form of DD / Pay Order drawn in favour of "HLL Lifecare Limited" payable at New Delhi. Bids submitted without tender fee will stand rejected. Tender fee will not be accepted in form of cash / cheque / FDR / BG / or any other form except DD and Pay Order.

### **Earnest Money Deposit**

**Earnest Money Deposit of Rs. 25,000/- (Rupees Tenty Five Thousand only)** in the form of DD / Pay order drawn on any Nationalized Bank, in favor of "HLL Lifecare Limited " payable at New Delhi is required to be submitted along with the bids. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash / cheque / FDR / BG or any other form except DD or Pay Order.

The EMD shall be returned to the bidder (s) whose bid is not accepted by HLL within 30 days from the date of placing final order (s) to the successful bidder (s). However , if returning of EMD is delayed, for any reason whatsoever, no interest shall be payable on return of EMD.

#### **The EMD shall be forfeited in case:**

- If the bidder withdraws the bid during the period of bid validity specified in the tender.
- In case a successful bidder fails to furnish the performance Bank Guarantee.
- If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/order.
- If the bidder is found to have submitted a forged document in the technical/financial bid.
- Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

### **Performance Bank Guarantee:**

The successful bidder shall be required to furnish **Performance Bank Gaurantee (PBG), @ 5 %** of the total amount of the contract in the form of Bank Gaurantee in favour of "HLL Lifecare Ltd".

This bank guarantee shall remain valid till 30<sup>th</sup> April 2018.

**Period of Validity of Bid**

The bid shall remain valid for a period of Six months from the date of opening of the financial bid.

The bidders are required to quote separately, item-wise, as per the Price Bid Format provided as per Scope of work. Format for techno commercial bid is placed at Annexure – 1 and that of financial bid is at Annexure –2.

**Eligibility Criteria**

Bidder should have the following qualifications:

- The Bidder should have valid Pan No. & applicable GST No.;
- Bidder should be India based firm / agency;
- The Bidder should have average annual turnover of at least Rs. 100 lakhs for the last three years ending 31<sup>st</sup> March 2017 and
- Bidder must have executed at least 3 (three) orders of similar nature, having a value of minimum Rs.5.00 lakhs during preceding 3 (three) years ending March 2017.

**Submission of Bid**

Bidders are hereby requested to submit their bids in the following format:-

**Technical Bid** to be sealed in a separate envelope super scribed as “**Technical Bid for the Selection of India Based Handling & Forwarding Agents for Forwarding & Transportation of Approximately 8493 Kg (31.94 CBM) of Pharmaceutical Products to Mombasa by Sea and to NAIROBI, KENYA from Mombasa by In Land Transportation.**”

**1. Technical Bid** shall contain the documents as mentioned below:

(1) Covering Letter

(2) Bid Fee

(3) EMD in the form of original DD/bank pay order in favour of HLL Lifecare Ltd. payable at New Delhi.

(4) Copies of PAN & applicable GST No.;

(5) Copies of Balance Sheet, Statement of Profit & Loss or certificate from CA Certifying the turnover for last three years ending on 31<sup>st</sup> March 2017; All copies to be duly certified by a CA.

- (6) Copy of the Certificate of Incorporation, Partnership deed / Memorandum and Articles of Association as applicable.
- (7) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work during the preceding three years ending on 31<sup>st</sup> March 2017.
- (8) Duly Signed and Stamped copy of Complete bid document as a token of acceptance of Terms & Conditions & scope of services etc.
- (9) Undertaking that bidder is not under a declaration of ineligibles for corrupt and fraudulent practices and has not been blacklisted by any of the Departments/ministries/organization of the Government of India or any State Government or any other Statutory bodies. A duly signed undertaking to this effect should be furnished along with technical bid.
- 10) Undertaking that a Performance Bank Guarantee (PBG) of 5% of the order value will be submitted in case HLL decides to place the Purchase Order with them immediately after placing the order.

**1. Financial Bid:** Financial bid as per enclosed Format in Annexure – 2

Bidders shall quote the rate separately and Incomplete or partial bids will be rejected.

**TECHNICAL BID & FINANCIAL BID are to be submitted through Hardcopy only. Technical bid and financial bids shall be put in separate sealed envelopes with marking as technical bid and financial bid respectively. Both technical and financial bids shall be put in a sealed envelope**

1. The Sealed envelope including the technical and financial bids shall be addressed to Business Manager (RBD), HLL Lifecare Ltd, should reach latest by submission time and at the address mentioned in the Notice Inviting Tender
2. Opening of Technical Bids will be done initially.
3. The financial bid of technically qualified bidders only will be opened
4. Financial Bids of technically unqualified bidders will be returned un - opened
5. The bid shall remain valid for a period of Six months from the date of opening of the Financial bids.

6. Duly filled tender with proper seal and signature of authorized person on each page of the bid.
7. The lowest bidder will have to forward all the Pharmaceutical products to Mombasa, Kenya by Sea and to NAIROBI, KENYA from Mombasa by In Land Transportation in Single lot or Two lots. (Preferably Single Lot)
8. The lowest bidder would be responsible for arranging all the necessary clearance / documentations from concerned authorities.
9. If more than one bidder happens to quote the same lowest price, HLL reserves the right to split the order and award the contract to more than one bidder.
10. HLL shall not pay any advance payment for forwarding of this Pharmaceutical Products
11. The Pharmaceutical Products are to be collected for Sea shipment from HLL's Warehouse at Chandigarh and to be Transported to Mundra Port, Gujarat and further onward transportation by Sea to Mombasa, Kenya and from Mombasa, Kenya to Nairobi, Kenya by Inland Transportation.
12. Late Bid(s) : Bid(s) received in HLL after the due date will not be considered by HLL.

### **Rates and Prices**

The Bidder should thoroughly study the scope of work before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.

Bidders should quote the rates through the format given at Annexure-2. Incomplete bids will summarily be rejected.

The rates quoted should be inclusive of all statutory duties and taxes including GST and other charges. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

No additional freight or any other charges, etc, would be payable by HLL.

Price for each entity must be mentioned in total value considering the weight and volume given above. Bidder should avoid corrections, overwriting, eraser and post script while quoting rates.

The party shall be solely responsible for payment of wages/ salaries and allowances to his personnel that might become applicable under applicable / new act or order of Government.

The Bidders can mention their Contract Terms and Conditions, in their Financial Proposal. However, HLL reserves the right to accept / reject in part / fully any terms and conditions,

without thereby incurring any liability. No representation in this regard will be accepted from the bidder.

### **Bid Opening & Evaluation Criteria**

Technical Bids (complete in all respect ) receiving along with demand draft of EMD and Bid Fees will be opened at 15.30 Hrs. on December 26, 2017 in the presence of bidders representative, if available , at HLL Lifecare Limited, Free Generic Pharmacy, All India Institute of Medical Sciences (AIIMS), Ansari Nagar, New Delhi.

The responsive bids will be first evaluated on the basis of Techno-commercial parameters listed in Annexure -1. Financial bids of such bidders who meet the techno- commercial parameters will thereafter be opened.

### **Assistance to Bidders:**

In case bidders require any clarifications/ information relating to this tender they may submit the same in writing by **23<sup>rd</sup> December, 2017 (15.00 hrs)** at the address given above. All clarifications / information etc will be up-loaded on the website [www.lifecarehll.com](http://www.lifecarehll.com). Hence bidders are requested to follow up the website regularly. Clarification / request for information etc. from the prospective bidders for this tender shall be entertained upto **23<sup>rd</sup> December, 2017 ( 15.00 hrs )** only.

### **Amendment of Bidding Document:**

At any time prior to the deadline for submission of bids, HLL may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder , modify the bid document . Any amendment in the bidding document, at any time prior to the deadline for submission of bids, shall be uploaded as “corrigendum” on the website [www.lifecarehll.com](http://www.lifecarehll.com). Such amendments / modifications shall be binding on all the prospective bidders. The decision of HLL, in this regard, shall be final and binding on all bidders.

HLL at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the binding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids.

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 the tenders in whole or in part without giving any notice or assigning any reason.

HLL reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.



**Penalty for Delayed Services :**

HLL reserves the right to levy penalty in case Pharmaceutical Products are not forwarded to Nairobi, KENYA within the stipulated period. A Liquidated Damages @ 0.50 % of FOB price would be levied for delay of each day subject to the maximum of 10% of total cost of the consignment.

The penalties, if any shall be recovered from the claim filed by successful bidder after supply of medicines and medical equipment.

HLL reserves the right to cancel the order in case the delay is more than 4 weeks.

**Terms of Payment**

The parties can submit the claim after the successful completion of the work and Payment shall be released within 60 days from the date of submission of bills.

**Jurisdiction :**

The disputes, legal matters, court matters, if any shall be subject to New Delhi Jurisdiction only.

**Force Majeure:**

HLL may consider relaxing the penalty and delivery requirements, if and to the extent that, the delay in performance or failure to perform its obligation under the contract is the result of a Force Majeure. Force Majeure is defined as an event or effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

**Arbitration**

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties (HLL and Contractor), the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, HLL.

In the event no amicable resolution or settlement is reached between the parties (HLL and Contractor) within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, HLL.

The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitrations proceedings.

The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

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**Annexure- 1**

**Tender for the Selection of India Based Handling & Forwarding Agents for Forwarding & Transportation of Approximately 8493 Kg (31.94 CBM) of Pharmaceutical Products to Mombasa by Sea and to NAIROBI, KENYA from Mombasa by In Land Transportation.**

**TECHNO-COMMERCIAL BID**

1.	<b><u>Details of Bidder</u></b>	
	Name	
	Address	
	Address of office	
	Contact person(s)	
	Name & Design	
	Address	
	Tel. No.	Landline _____ Mobile _____
	Email ID	
2.	Type of Firm: Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd./ Cooperative / NGO/ PSU	
3.	PAN NO.	
4.	Applicable GST No.	
5.	Bank A/c Details	

HLL Lifecare Limited

6.	Copy of the Certificate of Incorporation, Partnership deed / Memorandum and Articles of Association as applicable.									
7.	Average Annual Turnover for the last Three years: (Should be more than Rs.100 Lakhs)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Financial Year</th> <th style="width: 50%;">Annual turnover (Rs. In Lakhs)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2014-2015</td> <td></td> </tr> <tr> <td style="text-align: center;">2015-2016</td> <td></td> </tr> <tr> <td style="text-align: center;">2016-2017</td> <td></td> </tr> </tbody> </table> <p><i>(Please provide copies of documentary evidence i.e. audited balance sheets or statement of Profit &amp; Loss or certificate from CA certifying the turnover for last three years)</i></p>	Financial Year	Annual turnover (Rs. In Lakhs)	2014-2015		2015-2016		2016-2017	
Financial Year	Annual turnover (Rs. In Lakhs)									
2014-2015										
2015-2016										
2016-2017										
8.	<p>Details of executing similar works during preceding 3 (three) years</p> <p>Bidder must have executed at least 3 (three) orders of similar nature having minimum value of Rs.5 lakhs during preceding 3 (three) years ending 31<sup>st</sup> March 2017.</p>	<i>Please provide copies of work order of executing similar works / completion certificate issued by client in support of their claims of executing similar works</i>								
9.	Undertaking that bidder is not under a declaration of ineligibles for corrupt and fraudulent practices and has not been blacklisted by any of the Departments/ministries/organization of the Government of India.	A duly signed undertaking to this effect should be furnished along with technical bid.								
10.	Undertaking that a Performance Bank Guarantee (PBG) of 10% of the order value will be submitted in case HLL decides to place the Order with the bidder.	A duly signed undertaking to this effect should be furnished along with technical bid.								
11.	Duly Signed and Stamped copy of Complete bid document as a token of acceptance of Terms & Conditions & scope of services etc.									

HLL Lifecare Limited

12.	EMD details	Amount: Rs. 25,000/- (Rupees Twenty Five Thousand only) DD No: _____ Dated: _____ Drawn on _____
13.	Bid Fee details	Amount: Rs. 1000/- (Rupees One Thousand only) DD No: _____ Dated: _____ Drawn on _____

(Signatures of authorized signatory)

Name.....  
Designation.....

Seal

**PRICE BID**

**Bidders should quote rates (including all taxes) for Handling, forwarding & transportation of Approximately 8493 Kg (31.94 CBM) of Pharmaceutical Products to Mombasa by Sea and to NAIROBI, KENYA from Mombasa by In Land Transportation.**

. The approximate value of the consignment is Rs. 4.65 Crores.

Sl. No.	Item Description	Amount ( in INR) – inclusive of all applicable taxes
1.	Freight for Transportation of Consignment from Chandigarh to Mundra Port, Gujarat (In Land Transportation) per 40 ft. HC container	
2	Freight Per 40 Feet HC Container by Sea from Mundra, Gujarat to Mombasa, Kenya	
3	Freight for In Land Transportation of Consignment from Mombasa Port, Kenya to Nairobi, Kenya per 40 ft. HC container.	
4	Bill of Lading	
5	Insurance Charges per Consignment	
6	Agency & Attendance Charges	
7	Terminal Handling Charges	
8	Documentation Charges	
9	WL /Drug NOC/ Phyto	
10	Loading /Unloading charges per Kg	
11	CMC Charges	
12	Barcode Label	
13	Courier/Postage	
14	TSP Charges	
15	Clearing and forwarding charges per Kg	
16	Service Charges	
	<b>Grand Total</b>	

The amount is to be quoted in INR only (inclusive of all applicable taxes).

The rates for extra entities other than mentioned above, if quoted by any bidder, will not be considered by HLL while evaluating financial bids.

The terms and contained in the Tender Document are acceptable to us

(Signatures of Authorized Signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal