



HLL Lifecare Limited

(A Govt. of India Enterprise)

Plot. No.- 71, Sector -7, IMT Manesar,

Gurgaon (Haryana)- 122050

Phone & Fax No. 0124-4030949

[e-Mail:hllmfg@lifecarehll.com](mailto:hllmfg@lifecarehll.com)



Transportation of Diagnostic Kits FY 2013-2014

TECHNICAL BID

MANESAR FACTORY GURGAON



HLL Lifecare Limited

(A Govt. of India Enterprise)

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Gurgaon (Haryana)- 122050

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NO.HLL/MFG/SALES/CARGO/2013-14/001

Date: 27/08/2013

To,
M/s.

Dear Sirs,

Sub : Technical & Price Bid Tender Form for Transportation of In Vitro Diagnostic Kits

**Ref: 1. HLL Press Advertisement released on 27.08.2013 "Times of India", Delhi edition.
2. Tender Notice NO.HLL/MFG/SALES/CARGO/2013-14/001 dtd 27/08/2013.**

We are enclosing herewith the Technical Bid & Price Bid Tender Forms along with the receipt bearing No._____ for Rs._____ towards the cost of Tender Forms, remitted by you. The tender Forms are to be duly filled, signed and returned, in a sealed cover subscribed with Tender **NO.HLL/MFG/SALES/CARGO/2013-14/001 dtd 27/08/2013**, due date and date of opening, addressed to The Joint General Manager (Operations)/ Unit Chief, HLL Lifecare Limited, Plot No.-71, Sector-7,IMT Manesar, Gurgaon (Haryana) - 122050.

The last date & time of receipt of Technical & Commercial Bid is: **14:30 Hrs 19/09/2013**.
Date & time of opening of Technical Bid is: **15:30 Hrs 19/09/2013**

INCOMPLETE TENDER BE SUMMARILY REJECTED WITHOUT ANY FURTHER CORRESPONDENCE.

The technical bid shall remain valid for another two years (24 Months) or till the finalization of New Tender, in this regard.

The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of price Bid will be intimated separately.

Yours faithfully,
for HLL Lifecare Limited

JGM (O)/ Unit Chief
As above



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NO.HLL/MFG/SALES/CARGO/2013-14/001

Date: 27/08/2013

FORMAT FOR TECHNICAL BID

1) Name & Address of Transporter:

Name & Contact details of two Persons for Conduct of Business:

Phone / Mobile No.:

FAX / E-mail No.:

2) Name of the owner/Partner/Director:

**3) How many years you have been in the business of Transportation:
(Proof may be attached)**

4) What is your organizational background?

a) Location of Corporate/Regd. office with address:

b) Total No. of branches all over India:

(Attach list /Addresses and Contact details of Branches / Offices in India)

c) No. of employees in Company/Branch:

d) Total no. of truck owned:

5) Whether approved by Indian Bankers Association:

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

6) Whether you have got ISO certificate, if so please enclose the copy:

7) List of Customers:

a) Govt.:

b) Non Govt.:

(Proof may be enclosed)

- 8) Have you been a transporter to HLL Lifecare Limited, Manesar during last two years? If so, give details of order(s) received and executed
- 9) Turnover during last 3 years.(Enclose Certificate from a Chartered Accountant)
- 10) Have you had litigation / arbitration in commercial contract during last 3 years? if so give details.
- 11) Credit limit with Bankers / Financial Institutions.(certificate from your banker to be enclosed):
- 12) Name and address of your banker(s):
- 13) Name and address of two known customer references:
- 14) Any other details.

- Signature
- Name
- Designation
- Company Seal

Wherever space is insufficient, please enclose separate sheets.

NO.HLL/MFG/SALES/CARGO/2013-14/001

Date: 27/08/2013

GENERAL CONDITIONS FORMING PART OF BID

1. This is two Bid system comprising of : -
 - A) Technical Bid
 - B) Price Bid.
2. Both the bids shall be submitted in sealed cover separately. Technical and Price Bids shall be subscribed on the respective covers in order to clearly identify between the two bids. The two separately marked Bids enclosed in a single sealed cover, complete in all respect, addressed to The Joint General Manager (Operations)/ Unit Chief, HLL Lifecare Limited, Plot No.- 71, Sector -7 IMT, Manesar, Gurgaon (Haryana)-122050, should reach us on or before the due date and time mentioned in the tender notification. HLL Lifecare Limited shall not be responsible for postal delay if any, in the delivery of the bidding document or non-receipt of the same.
3. EMD of Rs.50,000/- (Rs. Fifty thousand only) be remitted by demand draft in favor of HLL Lifecare Ltd, payable at Gurgaon 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 should be exempted from payment of EMD.
4. In the event of the date mentioned for opening of Bid being declared subsequently as holiday for HLL Lifecare Limited, Manesar the due date for submission and opening of bids will be the following working day and time.
5. Bids received after the deadline for the submission may not be considered.
6. Un-sealed tenders received are liable to be rejected and this will be on sole risk of tenderers.
7. The bidder is expected to examine all instructions, forms, terms and conditions given in the document.
8. The tender should be complete in all respects & incomplete tenders are liable to be rejected.

9. The price bid of those tenders who qualify in the technical bid only will be opened. The date and time of price bid will be intimated separately. Technically disqualified tenders will be return with unopened price bid. The validity of the technical bid for qualified transporters shall be for a period of two years at the sole discretion of HLL Lifecare Limited. Similarly, the financial bid shall be valid for a period of one(1) year from the date of opening of bid.
10. Post-tender negotiation meeting will be held only with the lowest bidder.
11. Delivery period and safe delivery are essence of Contract. Material has to be delivered within the delivery period mentioned by the bidder in the bid document in safe condition.
12. The lowest bidder shall execute a contract with HLL Lifecare Ltd. to record the detailed terms and conditions regarding transportation of Diagnostic Kits.
13. The jurisdiction of any disputes, suits and proceedings arising out of this tender shall be in the courts of Delhi only.
14. There shall not be any corrections/ overwriting on the commercial bid, if so the same are to be duly attested.
15. HLL Lifecare Limited shall fix the criteria for responsiveness of a bid based on critical factors in the tender document. Bids pronounced non-responsive by HLL Lifecare Limited, shall be summarily rejected.
16. Suppression of facts will disqualify the tender document.
17. Payment Terms: - 30 days, from date of receipt of invoices with duly acknowledged LR / POD signed with Rubber stamp of the consignee, along with duly endorsed Consignee Receipt Certificate for payment purpose. Payment will be released on monthly basis.
18. The Transporter 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 transporter, the company reserves the right to withhold payment of bills or any other dues and discharge the obligations of the transporter without prejudice to the company claiming full value of damage otherwise as per law in force.
19. Penalty at the rate of 5% of the total freight value per day / consignment would be imposed for late delivery beyond the delivery period Approved & Agreed upon.
20. Before the commencement of the dispatches, the firm has to provide in advance blank POD's / POD nos. to HLL Lifecare Limited for documentation purpose.

21. HLL Lifecare Limited, reserve the right to disqualify a tenderer without assigning any reasons. The decision of HLL Lifecare Limited 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

SPECIFIC TERMS & CONDITIONS FORMING PART OF BID

NO.HLL/MFG/SALES/CARGO/2013-14/001

Date: 27/08/2013

TERMS & CONDITIONS :-

- 1) The transporter shall make available at the designated factory of HLL Lifecare Ltd. Closed Body truck(s) within two hours of intimation by the company.
- 2) The Company (HLL Lifecare Limited) reserves the right to engage containers/ Trucks / Lorries/ Canters from other sources also if the transporter fails to provide service as stipulated by the Company, at the risk and cost of the transporter.
- 3) The Company reserves the right to resort Air/Rail transport exclusively or partially during the pendency of the contract if it is found to be economical or necessary to the Company.
- 4) Rates once accepted should be valid through out the Period of the contract and on no account increase in rates will be allowed unless the circumstances so warrant.
- 5) In the case of full load of Truck / Canter, no transshipment of consignment and carriage of any other items in the same Truck / Canter will be allowed.
- 6) The rate quoted should be on Kg basis as per Annexure – A and B to the destination stations inclusive of door collection and door delivery charges for loading of consignment at HLL site & warehouse/ store only. The rate should be inclusive of all charges, except Service tax, which will be paid extra as applicable.
- 7) HLL consignee addresses will be in the particular state/Union Territory as per Annexure - B. Accordingly, the transporter should quote their Rates – for each delivery location along with Maximum transit time for each State/UT.
- 8) The materials lifted from HLL factory at Manesar should be delivered to the consignments within the stipulated time decided upon by the Company and in safe manner, which are essence of the contract.
- 9) HLL Lifecare Limited will inform the transporter about any such penalty to be levied, on monthly basis only, and deduct the amount as applicable from the monthly payment payable to the Transporter.
- 10) The Transporter shall provide to the Company a weekly MIS regarding status consignments.

- 11) The Transporter should have the facility to transport minimum quantity of 10 Kg. - 15 Kg. and maximum of 3000 Kg. - 6000 Kg. at a time.
- 12) At the time of delivery of the consignment, Proper acknowledgement of Consignment Receipt by the consignees on the LORRY RECEIPT / POD with appropriate Rubber Stamp, & Duly endorsed Valid CRCs (Copy 1,2,5,7), should be collected by the transporter and submitted to HLL Lifecare Limited along with their Invoice. At the time of delivering the consignment i.e., Quantity received, Signature and Rubber Stamp of the Consignee, and date of delivery should be obtained on the LR / POD and CRC, in the absence of which freight charges will not be released.
- 13) Transit Insurance will be borne by HLL Lifecare Limited, however, the Transporter shall provide "Fact Sheet" Free of Cost to HLL Lifecare Limited for facilitating insurance claim.
- 14) Transporter shall be liable for any Loss or Damage or Stolen consignment, which would be deducted from the Payments due to the Transporter.
- 15) In case if the material is undelivered or not accepted by the consignee, a written intimation should be given to Manesar Plant on the same day. In any case, HLL Lifecare Limited will not be liable for any payment of Demurrage charges for any delay in delivery of the consignment.
- 16) The transporter should submit freight bills accompanied with a Lorry receipt (acknowledgement) in duplicate & duly endorsed Valid CRCs (Copy 1,2,5,7), for the release of the freight charges.
- 17) The weighing charges at the way bridge (Both for empty as well as loaded vehicle) are to be borne by the transporter.
- 18) The successful tenderer / contracting carrier should deposit a performance security of Rs. 2 lakh (Rs. Two Lakh) in form of DD/Bank Guarantee of contract as informed by HLL Lifecare Limited and execute necessary agreement in Stamp Paper.
- 19) The Company reserves the right to terminate the contract before the completion of the period of contract without assigning any reason.

Accepted the above Terms & Conditions.

Date:

**Signature of the Tenderer /
Carriers with Date & Rubber Stamp**

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Phone & Fax No. 0124-4030949
[e-Mail:hllmfg@lifecarehll.com](mailto:hllmfg@lifecarehll.com)
NAME OF CONSIGNEES STATES AND UTS
RATE EX- Manesar, Haryana

SL. NO	Description of Packages	Place of Destination (States with total nos. of district)	
		State	Total no. of Districts, materials to be supplied
1	2	3	
Corrugated Boxes of finished goods "IN VITRO - DIAGNOSTIC KITS"	Andhra Pradesh	23	
	Arunachal Pradesh	14	
	Assam	23	
	Bihar	38	
	Chhattisgarh	16	
	Goa	2	
	Gujarat	25	
	Haryana	20	
	Himanchal Pradesh	12	
	J & K	14	
	Jharkhand	22	
	Karnataka	27	
	Kerala	14	
	Madhya Pradesh	45	
	Maharashtra	33	
	Manipur	9	
	Meghalaya	7	
	Mozoram	9	
	Nagaland	11	
	Orissa	30	
	Punjab	17	
Rajasthan	32		
Sikkim	4		
Tamil Nadu	28		
Tripura	4		
Uttar Pradesh	70		
Uttranchal	13		
West Bengal	19		

SL. NO	Description of Packages	Place of Destination (UT's)	
1	2	3	
		UT's	Total nos. of Districts, material to be supplied
	Corrugated Boxes of finished goods "IN VITRO - DIAGNOSTIC KITS"	A & N Islands	2
		Chandigarh	1
		Dadar & Nagar Haveli	1
		Daman & Diu	2
		Delhi & NCR	3
		Lakshadweep	1
		Puducherry	4

(List of district attached in Annexure-B, where materials to be supplied)

SIGN WITH RUBBER STAMP

 **HLL Lifecare Limited**
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Transportation of Finished Goods – 2013-14

COMMERCIAL/ PRICE BID

MANESAR FACTORY GURGAON

NO.HLL/MFG/SALES/CARGO/2013-14/001

Date: 27/08/2013

SCHEDULE `A`

COMMERCIAL BID / TENDER ACCEPTANCE FORM

To,

Unit Chief
HLL Lifecare Limited,
Plot No.- 71, Sector -7
IMT, Manesar ,Gurgaon
(Haryana) - 122050

Dear Sir,

I/We hereby offer to provide Vehicles detailed in schedule hereto or such portion thereof as you may specify in the acceptance of Tender at the price given in the said schedule and agree to hold this offer open for one year from the date of tender opening. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I/We have understood the conditions mentioned in the invitation to tender and conditions of contract furnished by you in connection with transportation of In Vitro-Diagnostic Kits.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Tenderer

Name:

Date:

Office Seal:

COMMERCIAL TENDER FORM FOR TRANSPORTATION OF FINISHED GOODS TO VARIOUS DESTINATIONS – DISTRICT LEVEL (AS PER ANNEXURE - B).

NO.HLL/MFG/SALES/CARGO/2013-14/001

Date: 27/08/2013

To be submitted to HLL Lifecare Limited on or before 14:30 Hrs 19/09/2013.

RATE EX- Manesar, Haryana

Details to be filled with respect to Annexure -B					
Sl. No	States	*Total nos. of Branch offices	Avg. Delivery Period (in days)	Rate per Kg. in Rs. including loading, unloading & Door Delivery and Liaison Work charges	**Diplomatic (Delivery area without Branches/offices) Charges per Docket/LR in Rupees)
1	Andhra Pradesh				
2	Arunachal Pradesh				
3	Assam				
4	Bihar				
5	Chhattisgarh				
6	Goa				
7	Gujarat				
8	Haryana				
9	Himachal Pradesh				
10	Jammu & Kashmir				
11	Jharkhand				
12	Karnataka				
13	Kerala				
14	Madhya Pradesh				
15	Maharashtra				
16	Manipur				
17	Meghalaya				
18	Mizoram				
19	Nagaland				
20	Orissa				
21	Punjab				
22	Rajasthan				
23	Sikkim				
24	Tamilnadu				
25	Tripura				
26	Uttar Pradesh				
27	Uttaranchal / Uttarakhand				
28	West Bengal				
29	A & N Island				
30	Chandigarh				
31	Dadar & Nagar Haveli				
32	Daman & Diu				
33	Delhi & NCR				
34	Lakshadweep				
35	Pondicherry				

(*Attach list of Branches/ Offices of your company with tender documents)

(** Rate Quoted for Diplomatic Charges (Delivery area without Branches /Offices) per Consignment /Docket/Lorry receipt, in Rupees as per State/UT's wise as Extra Charges.)

SIGN WITH RUBBER STAMP