

एचएलएल लाइफ़केयर लिमिटेड/HLL LIFECARE LIMITED
(भारत सरकार का उद्यम)/(A Government of India Enterprise)
कॉर्पोरेट अनुसंधान एवं विकास केंद्र/Corporate R & D Centre,
आक्कुलम/Akkulam, श्रीकार्यम पी ओ/ Sreekariyam P.O.
तिरुवनंतपुरम/Thiruvananthapuram - 695017
ई मेल/Email: materialsrddc@lifecarehll.com
वेबसाइट/Website: www.lifecarehll.com
दूरभाष /PH: +91 471 277 4700
फैक्स/FAX: +91 471 277 4707



TENDER DOCUMENTS

**NOTICE INVITING TENDER
FOR
SUPPLYING VERTICAL TOP LOADING AUTOCLAVE
AT
CORPORATE R&D CENTER,
AKKULAM THIRUVANANTHAPURAM**

**Tender No: HLL/CRDC/TENDER/PUR/2017-18/02
Dated: 12.12.2017**

HLL LIFECARE LIMITED
(A Government of India Enterprise)
Corporate R & D Centre,
Akkulam, Sreekariyam P.O.
Thiruvananthapuram - 695017

ई-निविदा सूचना/ TENDER NOTICE

Tender No. HLL/CRD/TENDER/PUR/2017 -18/02

Date: 12th Dec 2017

Please quote the rate for the **Vertical top loading autoclave (1no)** meeting the below specification. Your quote shall reach us on or before **03rd January 2018, 15:00hrs which will be opened on 04th January 2018, at 1000hrs**

The bid should be in TWO BID system, Technical bid and Financial Bid. Both the Bids shall be submitted in sealed covers separately. Tender Nos. of the Technical Bid and Price Bids shall be super scribed on the respective covers in order to clearly identify between the two Bids. The two separately marked Bids enclosed in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to the SVP (R&D), Corporate R&D, HLL Lifecare Limited, Akkulam, Sreekariyam P.O. Thiruvananthapuram – 695017, Kerala, India should reach us on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay. Tender brought to the office after prescribed time will not be accepted. In both envelopes (Technical Bid and Price Bid) the bids tender name should be enclosed in separate envelopes.

EMD amount of (INR): 20,000.00 (DD Only – in favour of ‘HLL LIFECARE LIMITED’ payable at ‘THIRUVANANTHAPURAM’) should be provided along with technical bid.

HLL/CRDC/PUR/TENDER/2017-18/02	Dated: 12.12.2017
IMPORTANT DATES	
Date of publishing	12.12.2017 (1300hrs)
Bid Submission Start Date	13.12.2017 (1000hrs)
Bid Submission End Date	03.01.2018 (1500hrs)
Date of Technical Bid Opening	04.01.2018 (1000hrs)
EMD & Tender Fee to be submitted in the form of Demand Draft in favour of “HLL LIFECARE LIMITED”	Rs.20,000/- (EMD) & Rs.300/- (tender Fee)

TECHNICAL SPECIFICATION OF VERTICAL TOP LOADING AUTOCLAVE

- Vertical top Loading
- Chamber volume :80-90L
- Temperature range :130-134°C
- Maximum pressure : 30 PSI
- Interior and exterior should be made of chemical resistant, corrosion resistant stainless steel (As per international standards) (certificates required)
- The instrument should have mechanical safety devices steel (As per international standards) (certificates required)
 - ✓ Over current protection
 - ✓ Over temperature by automatic power cut off
 - ✓ Over pressure protection
 - ✓ The instrument should have safety warning system (alarm)
- High/low temperature warning
- Display: Touch screen/LCD (programming/cycle editing)
- Pre and post vacuum drying
- Inbuilt online printing
- USB data provision
- Power supply : 220/440V
- Warranty: Two/more year comprehensive warranty which includes replacement of corrupt/damaged part and labour
- Full documentation (IQ, OQ, PQ) (Calibration certificates of sensors) (At the of installation)
- All necessary certificates are required (eg: ISO, CE, AISI, ASME, PED, EMC)

Accessories

Two Stainless steel wire Baskets

General Points

1. All components used for the equipment should be best of quality and of reputed make.
2. Adequate protection should be provided for all components against possible damages.
3. Recommended spares for two years normal running maintenance should be quoted separately
4. All the accessories including standard and optional should be quoted with itemized cost.
5. The quotation should be furnished with the followings :
 - Catalogue/ literature for the offered model
 - General arrangement drawing (if any)
 - List of standard accessories
 - List of optional accessories with itemized cost
 - List of consumables
 - Service requirements
 - Safety features of the machine
 - List of spares with itemized cost for two years trouble free and smooth operation
 - The lists of complete address of customers with fax no. and contact person (if any) to whom the offered equipment has been supplied as well as customer's appreciation/feedback report should be forwarded along with the quotation.
Quotation without furnishing of user list as well as customer's feedback report will not be considered for acceptance.
6. The equipment should be guaranteed for a minimum period of 12 months from the date of commissioning
7. After sales service support for the offered equipment should clearly mentioned.
8. The equipment should be inspected by our representatives at supplier's / manufacturer's site [if required] as well as during final commissioning
9. The quotation along with its enclosure should be furnished with original only.

The supplier should furnish the quantitative values with respect to specified values in the Technical specification of the Quote clearly instead of mentioning either " Complied ", " Agreed " or " Confirmed " etc., otherwise , the Tender Quote is liable to be rejected

Place:
Date:

Name and Signature of the Tenderer
(With Office Seal)

PRE-QUALIFICATION CONDITIONS

(MINIMUM ELIGIBILITY CRITERIA)

1. Name of the Organization :
2. a. Are you a manufacturer? : Yes/ No
b. Are you an authorized agent? : Yes /No
c. In the case of authorized agent, following documents from the Principal should be enclosed
 - i. Letter confirming the agency from the Manufacturer valid for
 - ii. Letter from the manufacturer that they also agree to abide by all the terms and conditions of this tender.
3. What is your annual production/ process capacity? :
4. Do you have in house testing facility to check HLL's: Yes/ No
Parameters?
5. Do you have previous experience : Yes/No

All the information provided herein is true and correct.

Place:
Date:

Name and Signature of the Tenderer
(With Office Seal)

QUESTIONNAIRE

(General information of the tenderer)

1. Name & Address of the tenderer with :
 - (a) Telephone No.
 - (b) Fax No.
 - (c) E – mail Address
 - (d) Name of the contact person
 - (e) Whether proprietor / partnership / Limited company.

2. Are you a manufacturer, authorized :
Dealer or any other? If authorized agent,
A copy of the original letter from the
Manufacturer / Principal, duly attested,
Should be furnished conforming the agency

3. If your manufacturer, how many years have
you been in the business of manufacturing
of the equipment as per HLL specification :

4. What would be the minimum period required
to deliver the machine from the date of
confirmed Purchase order? :

5. Have you been a tenderer / manufacturer,
if so details of the name, address,
quantity and values of orders
received and executed during
last three years? (Attach separate sheet)

6. What is your Annual Turn Over during the :
last 3 years?

7. What is your:-

a) GSTIN NO :

b) TIN NO :

c) Central Excise Registration No :

d) PAN No :

8. Any other details :

All the information provided herein is true & correct.

Place:

Date:

Name and Signature of the Tenderer
(With Office Seal)

TERMS & CONDITIONS

1. The tender should be completed in all respects; incomplete tenders are liable to be rejected.

2. Unsealed tenders received are liable to be rejected and this will be at the sole risk of the tenderers.

3. Supply: The successful tenderer will have to done the supply and successful working within the stipulated delivery time mentioned in the Purchase order. As a token of acceptance, the tenderer should acknowledge the receipt of purchase order within 07 working days.

4. The quotation should be furnished with the followings:

- **Catalogue/ literature for the offered model**
- **General arrangement drawing**
- **List of standard accessories**
- **List of optional accessories with itemized cost**
- **List of consumables**
- **Service requirements**
- **Safety features of the machine**
- **List of spares with itemized cost for two years trouble free and smooth operation**
- **The lists of complete address of customers with fax no. and contact person (if any) to whom the offered equipment has been supplied as well as customer's appreciation/feed back report should be forwarded along with the quotation. Quotation without furnishing of user list as well as customer's feed back report will not be considered for acceptance.**

5. Period of validity of tender: The tender will remain open for acceptance for 1 year from the date of opening of the tender.

6. Termination of Contracts: i) In case, after issue of a firm order, the successful tenderer fails to supply the item as per the specified quality and the required quantity according to the Delivery Schedule as given in the purchase Order, and even fails to supply the equipment within the extended period if any given in writing by HLL Lifecare Limited, Thiruvananthapuram, it will be within HLL's full rights to terminate the contract by giving a notice of 21 days in writing sent by Registered courier to the address given in the

tendersubmitted or to any other address which may be recorded in the office at the request of the tenderer. The period of 21 days will be counted from the date of issue of the notice.

ii). In such cases, the Security Deposit of the successful tenderer will be refunded soon on getting a demand from the tenderer. The HLL Lifecare Limited, will not be liable for payment of any compensation for any loss that the contractor may be put to or alleged to have been put to on account of such termination.

7. In case of notice sent by registered post/ courier to the address recorded in the office as per clause 5 (i) & (ii) is returned undelivered with the remark addressee not found or addressee refused to accept, the notice shall be deemed to have been served and the termination will automatically take effect from the 22nd day of dispatch of the notice.

8. The EMD should be furnished in the name of "HLL Lifecare Limited, payable at Thiruvananthapuram" from any nationalized bank or scheduled bank, but not cooperative banks. In case of bank guarantee, the same is to be provided from any scheduled nationalized bank in India or as per the HLL format (available on request) and the period of bank guarantee will be for 60 days, if the tender awarded the validity will be extended upto installation and satisfactory working. Earnest money deposit (EMD) will be returned after successful installation, satisfactory working.

9. HLL Lifecare Limited, will have the full right to reject any or all the tenders without assigning any reason whatsoever. The HLL Lifecare Limited, also reserves the right to award the contract with more than one contractor.

10. PRICE

Price: The tenderer has to quote the rate for supply of the item as per unit as given in the tender. Statutory levies if any such as GST, should be shown separately. Rates quoted should be strictly as per HLL's format-Schedule-H (Price Bid)

Price variation: Rate quoted shall be firm and valid for a period of one year from the date of opening of the tender. The benefit of reduction of statutory levies should be passed on to the purchaser.

11. Bid Opening:

The bids shall be opened on date and time as specified, in the presence of such bidder(s) or their representatives who may be present. The bidder(s) or the authorized representative(s) who are present shall sign an attendance register. The authorized representative(s) of the bidder(s) shall submit letter(s) of authority before they are allowed to sign the attendance register and participate in the bid opening.

The Technical Bid will be opened on the prescribed tender opening date and time. The Price Bid will be opened on a later date, which will be made known to all qualified bidders (Technically qualified), after technical bid evaluation has been completed.

The bids, which are found as substantially responsive in the technical evaluation and comply with the entire requirement, shall only be considered for Price Bid opening. The Price Bid (price schedule) submitted by such tenderers whose technical bid have been considered as technically unacceptable on the basis of evaluation, will not be opened.

12. RELEASE OF PURCHASE ORDER

The purchaser may consider placement of a purchase order for commercial supplies on those bidder(s), whose offers have been found technically, commercially and financially acceptable.

During the period of contract, if so desired by the purchaser, the tenderer (s) premises shall be visited by the purchaser for inspection/evaluation.

13. PAYMENT TERMS:

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

a) Domestic supply

- 1) 100 % of the contract value shall be paid on receipt of goods in good condition as well as proper installation and upon the submission of the following documents within 30 days.
 - (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount.
 - (ii) Acceptance by concerned authority of HLL Lifecare Limited.
 - (iii) Two copies of packing list identifying contents of each package;
 - (vi) Installation certificate
 - (v) A performance bank guarantee (as per HLL format) of 10% of the contract value (Including all taxes, duties, transportation etc.) and confirmation of bank guarantee from the respective bank. The validity should be 12 months from date of installation.

Or

- 2) As per the request from the tenderer, 90% of the contract value shall be paid on receipt of goods in good condition as well as proper installation and upon the submission of the following documents within 30 days.
 - (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount.
 - (ii) Acceptance by concerned authority of HLL Lifecare Limited.
 - (iii) Two copies of packing list identifying contents of each package;
 - (vi) Installation certificate
 - (v) Balance 10% contract amount after providing Performance bank guarantee (valid for 12 months from date of installation) in the HLL prescribed format and the confirmation of PBG from the respective bank or if 10% PBG is not submitting the amount will be paid one year after installation.

- 3) For 100% advance payment of the contract value, the tenderer should provide 100% supply bank guarantee prescribed in HLL format along with 10% PBG of the contract value (Including all taxes, duties, transportation etc.) & confirmation from respective bank and perform invoice. The validity of the supply bank guarantee should be minimum 05 months or upto installation period and validity of PBG should be 18 months.

b) Import supply

Payment against Imported goods shall be made in the currency as specified in the price bid and contract in the following manner:

- 1) For 100 % payment of the contract value (Including all taxes, duties, transportation, discounts etc.) shall be paid on receipt of goods in good condition as well as proper installation and upon the submission of the following documents within 30 days.
 - (i) Two copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
 - (ii) Copy of the Bill of Lading/ Airway bill.
 - (iii) One Copy of packing list identifying contents of each package;
 - (iv) Manufacturer's/Supplier's warranty certificate;
 - (v) Certificate of origin by the chamber of commerce of the concerned country;
 - (vi) Acceptance by concerned authority of HLL Lifecare Limited.
 - (vii) Installation certificate.
 - (viii) A performance bank guarantee (as per HLL format) of 10% of the contract value
(Including all taxes, duties, transportation, discounts etc.) and confirmation of bank guarantee from the respective bank. The validity should be 12 months from date of installation.
- 2) For 90% payment of the contract value (Including all taxes, duties, transportation etc.) as per the request from the tenderer shall be paid on receipt of the above mentioned documents except 10% performance bank guarantee. For the balance 10% of the contract value after providing Performance bank guarantee (valid for 12 months from date of installation) in the HLL prescribed format and the confirmation of PBG from the respective bank or if 10% PBG is not submitting the amount will be paid one year after installation.
- 3) For 100% advance payment of the contract value, the tenderer should provide 100% supply bank guarantee prescribed in HLL format along with 10% PBG of the contract value (Including all taxes, duties, transportation etc.) & confirmation from respective bank and perform invoice. The validity of the supply bank guarantee should be minimum 05 months or upto installation period and validity of PBG should be 18 months.

14. WARRANTY

Period of warranty shall be minimum 12 months from date of installation of equipment as certified jointly by the tenderer and the Purchaser.

During Warranty period, the supplier is required to visit consignee's site at least once in 3 months commencing from the date of the installation for preventive maintenance of the goods.

The Purchaser/Consignee reserve the rights to enter into Annual Comprehensive Maintenance Contract between Consignee and the Supplier after the completion of warranty period.

15. COMPREHENSIVE MAINTENANCE CONTRACT

The cost of Comprehensive Maintenance Contract (CMC) which includes preventive maintenance including testing & calibration as per technical/ service / operational manual of the manufacturer, labour and spares, after satisfactory completion of Warranty period may be quoted for next 3 years on yearly basis for complete equipment and Turnkey (if any). The supplier shall visit each consignee site as recommended in the manufacturer's technical/ service / operational manual, but at least once in six months during the CMC period.

The cost of CMC may be quoted along with taxes applicable on the date of Tender Opening. The taxes to be paid extra, to be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such taxes and no claim for the same will be entertained later.

All software updates should be provided free of cost during CMC

16. List of spares with itemized cost for two years trouble free and smooth operation

17. Insurance

The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:

i) In case of supply of domestic goods on consignee site basis, the supplier shall be responsible till the entire stores contracted for arrival in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier and should be valid till 3 months after the receipt of goods by the consignee.

ii) In case of supply of the imported goods on CIP (Carriage and Insurance Paid) Named port of Destination Basis, the additional extended Insurance (local transportation and storage) would be borne by the Supplier from the port of entry to the consignee site for a period including 3 months beyond date of delivery.

If the equipment is not commissioned and handed over to the consignee within 3 months, the insurance will get extended by the supplier at their cost till the successful installation, testing,

commissioning, qualification and handing over of the goods to the consignee. In case the delay in the installation and commissioning is due to handing over of the site to the supplier by the consignee,

such extensions of the insurance will still be done by the supplier, but the insurance extension charges at actuals will be reimbursed.

18. TECHNICAL EVALUATION OF FIRST STAGE BIDS (Technical bid opening)

The purchaser will carry out a detailed evaluation of the bids in order to determine whether the technical aspects are substantially responsive to the requirement set forth in the bidding documents. In order to reach such a determination, the bidder will examine the information supplied by the bidders and other requirements in the bidding documents, taking into account the following factors.

Overall completeness and compliance with the Technical Specification, quality function and operation of any process control concept included in the bid.

For any clarification regarding technical aspects, specification of the equipment or queries with technical bid will be communicate through e mail which has to be clarify atleast within time. Minimum time limit is 24 hours from e mail / fax sending time. If the clarification has not received (through e mail / fax) within 24 hours, it should be considered as disqualified.

Any other relevant technical factors that the bidder deems necessary to take into consideration. Any deviation to the contractual provisions stipulated in the bidding documents should be mentioned in the technical bid document.

19. OPENING AND EVALUATION OF SECOND STAGE BIDS (Price bid opening)

The purchaser will open the price bids of only those who qualify in the Technical Bid evaluation. The venue, date and time of opening of price bids will be intimated to the technically qualified bidders atleast before 24 hours through e mail.

The bidder's names, the bid price and any such other details as the purchaser considers appropriate, will be announced by the purchaser at the price bid opening.

Bids not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances.

20. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.

21. OPERATIONAL ACCEPTANCE:

Performance Test: The performance test shall be conducted by the tenderer during the commissioning of the facilities to ascertain whether the facilities can attain the functional guarantees.

Operational Acceptance: Operational Acceptance shall occur in respect of the facilities when the performance test has been successfully completed and the functional performance is met.

22. Mode of Transport:

- a) Transportation of domestic goods including goods already imported by the tenderer to be done by the tenderer himself and the goods to be delivered at the site of the consignee at his own risk and cost.
- b) Instructions for transportation of imported goods offered from abroad: The tenderer shall not make part-shipments and/or transshipment without the express/prior written consent of the purchaser. The tenderer is required under the contract to deliver the goods under Delivery Duty Paid (DDP) at consignee site.
- c) **Despatch documents like delivery note/ challan, packing list and invoice should be intimated immediately with the LR No/Shipping Bill No/Air way Bill No/Bill of Lading etc.**

23. The jurisdiction of any disputes, suits and proceedings arising out of this tender shall be only in the courts of Thiruvananthapuram, Kerala State, India.

24. "Any disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the rules of arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties" in case the matter is referred for arbitration.

25. The decision of HLL will be final and no correspondence on this shall be entertained.

26. THERE WILL NOT BE ANY POST TENDER NEGOTIATION EXCEPT WITH THE FIRST LOWEST RESPONSIVE BIDDER.

Special Note:

- The offer should be furnished in comparison form with respect to the tender specification. Specification deviation if any, should be highlighted. **Or else, the offer will not be accepted.**
- The quotation along with its enclosure should be furnished with original only.

The supplier should furnish the quantitative values with respect to specified values in the Technical specification of the Quote clearly instead of mentioning either " Complied ", " Agreed " or " Confirmed " etc., otherwise , the Tender Quote is liable to be rejected

VP & HEAD (R&D)

Ph No. : +91 471 277 4700

Fax No.: +91 471 277 4707

Email : materialscrdc@lifecarehll.com

INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the purchase order, the supplier shall and will indemnify the company against all loses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of equipment at agreed quantity and rate with in the time specified in the purchase order. The company will initiate legal action if the supplier fails to execute the purchase order as per the schedule in the purchase order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the conditions stipulated in the Purchase order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

Place:
Date:

Name and Signature of the Tenderer
(With Office Seal)

DECLARATION

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

Seal of the Tenderer

Signature

Name and Address of the Tenderer

PRICE SHEET

I) For Domestic suppliers:

A. Part A – _____

SN	Item Description	Amount (Rs.)
i.	Total Basic Price	
ii.	Taxes	
iii.	Others if any	
	Total (Rs.)	

*HLL Corporate R&D, Akkulam, Trivandrum has been registered with Department of Scientific and Industrial Research (DSIR) and is eligible for availing EXCISE DUTY EXCEPTION vide Government of India customs notification No. 16/2007 dated 01st March 2007

A. Part B – _____

SN	Item Description	Amount (Rs.)
i.	CMC Charges: First Year:	
	Second Year:	
	Third Year	
ii.	AMC Charges: First Year:	
	Second Year:	
	Third Year	

**** Detailed split up rates should be attached separately**

VALIDITY: ONE YEAR FROM THE DATE OF OPENING OF PRICE BID

Statutory levies if any:

Any other Remark (s):

Certified that the rate quoted will hold good for one year during which period no upward revision will be asked for.

NAME OF Tenderer: _____

Place:

Address and Signature of the Tenderer

Date:

(With Office Seal)

PRICE SHEET

II) For International suppliers:

A. Part A – _____

SN	Item Description	Amount
i.	Total Basic Price	
ii.	Packing, Forwarding Charges	
iii.	Air freight & insurance charges	
iv	Others if any	
v.	Total CIF price upto Trivandrum*	
	Total (Rs.)	

*Customs and clearance charge will be beared by HLL. If destination other than Trivandrum, then transportation charge upto Trivandrum may be beared by the supplier.

*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

A. Part B – _____

SN	Item Description	Amount
i.	CMC Charges: First Year:	
	Second Year:	
	Third Year	
ii.	AMC Charges: First Year:	
	Second Year:	
	Third Year	

**** Detailed split up rates should be attached separately**

VALIDITY: ONE YEAR FROM THE DATE OF OPENING OF PRICE BID

Statutory levies if any:

Any other Remark (s):

Certified that the rate quoted will hold good for one year during which period no upward revision will be asked for.

NAME OF Tenderer: _____

Place:

Date:

Address and Signature of the Tenderer

(With Office Seal)