एचएलएललाइफकेयरलिमिटेड **HLL LIFECARE LIMITED**
(भारतसरकारउद्यम) **(A GOVT.OF INDIA ENTERPRISE)**
ऐरापुरम फ़ैक्टरी, **IRAPURAM FACTORY,**
कोचिन **COCHIN - 683 556**
PHONE No: 0484-2597200, 2597106; EMAIL: ifchll@lifecarehll.com

E- Tender No**. HLL/ IFC/PUR/ZO/2026-27/3** **Dated 04.11.2026**

निविदा दस्तावेज़
TENDER DOCUMENT

मद: एंटिस्टिक्किंगएजेंट
ITEM: ZINC OXIDE

Tender No: HLL/IFC/PUR/ZO/2026-27/3

तकनीकीवाणिज्यबोली
TECHNO-COMMERCIAL BID

एचएलएललाइफकेयरलिमिटेड **HLL LIFECARE LIMITED**
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निविदा आमंत्रित नोटिस NOTICE INVITING TENDER (NIT)

We are inviting limited tender under two bid system (Technical and Price) are invited for the **Supply of ZINC OXIDE to** our **Irapuram Factory-Cochin for** 2 months.

Sl No	Particulars	Description
1	मद का नामName of Item	*Zinc Oxide*
2	Location of Delivery	Irapuram Factory-Cochin
3	Period of contract	2 months
4	Eligibility criteria for Bidders	As per Tender document
5	Last date and time for online submission of bids	**12.11.2026 , 2:30 PM**
6	Date and time of opening of e-tender	**12.11.2026, 3:00 PM**
7	HLL A/c Details for payment of Tender Fees and EMD (Payment mode: NEFT/RTGS)	Name of Bank: State Bank of India A/c number: 67266462046 IFSC Code: SBIN0070558 Branch name: Valayanchirangara

Unit Chief (IFC)

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SCHEDULE A

TECHNICAL BID

Minimum Eligibility Criteria for qualifying in the Technical Bid

Material: ZINC OXIDE

1 The vendor should have in-house testing facility to check the product for HLL Parameters and should be able to issue test certificate for each batch/lot either from themselves or from the manufacturer.

2) The minimum annual turnover of the bidder (Manufacturer/Authorized Agents) should be Rs.12 Lakhs. Vendors are required to submit P & L & balance sheet relating to the last three years in support of their claim.

3) The vendor should be a manufacturer/authorized agent. In the case of an authorized agent, the following documents to be enclosed.

a. Letter from the manufacturer authorizing them to participate in the tender should be furnished.
b. Letter from the manufacturer stating that the product being offered is as per the specification given in the Schedule B

NOTE: -

a. **Vendors whose name appear in our list of approved vendors shall stand qualified in the Technical Bid. (They have to submit Schedule I, Schedule J, Schedule L, MSE UDHYAM certificate (if applicable), Self-certified environment friendly certificate for product offered (On letter head). Income tax return details for the last two years to be provided and Latest ISO certification/declaration regarding the same.**
b. **Vendors who are new to HLL will be considered as vendor under development and their Price Bids will be opened if they meet the minimum eligibility criteria and the vendor development protocol (sample and two plant trial) is completed before the opening of Price Bid.**
c. **Vendors who do not meet the minimum eligibility criteria will be disqualified and their Price bids will not be opened.**

More details can be had from the Office of the Unit Chief (IFC) during working hours. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.

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SCHEDULE B

SPECIFICATION: ZINC OXIDE (Irapuram Factory)

SPECIFICATION :	**PACKING MODE**
1. Appearance - White powder 2. Zinc Oxide Content - 99% minimum by weight 3. Ignition Loss - 1% maximum by weight. 4. Insoluble matter against HCL -0.1% maximum	25kg bag (Bag in two layer packing, ie. Inner layer with polythene and outer layer with inner lined plastic sack).

Quantity required : 2000 Kg

At HLL Irapuram factory, Cochin :

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SCHEDULE – C

TERMS & CONDITIONS

1. EMD/e PBG is applicable for this tender. EMD will be INR 10000/- and will be converted to Security Deposit, which will be refunded at the end of Contract Period. Security deposit for this tender will be 5 % of order value subject to a maximum of Rs. 200000/- In case if a new vendor is qualified by HLL as approved vendor, they have to remit the EMD amount to HLL account (SBI Valayanchirangara bank account number of HLL Lifecare Irapuram, Account No. 67266462046, IFSC Code: SBIN0070558) which will be further converted to Security deposit. If the existing approved suppliers have no EMD available with HLL, then they also have to pay the same to HLL.

2. The bidder has to pay an amount of Rs.590 as tender fee to HLL.

3. The bidder shall intimate the Purchase department of HLL regarding changes in manufacturer name, production facilities/process and other changes if any during contract period.

4. The quantity mentioned herein is approximate 2 months requirement and in case the company requires less/more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.

5. HLL reserves the right to split up the quantity and place the order on more than a supplier and also reserves the right to accept or reject the offer without assigning any reason.

5. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

6. In the event of placing Orders: -

a. Sample should be submitted and got approved before effecting bulk supply.

b. The remaining period of shelf life of material on arrival at our stores should be minimum 5/6th of the total shelf life.

c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.

Inspection: Each consignment of incoming material will be checked against the specification and the functional requirements according to in house procedure before its acceptance /rejection. In case of rejection, the material should be taken back and replaced at

supplier's cost within 7 days of intimation, failing which alternate arrangements will be made at supplier's risk and cost.

SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a **valid copy of their Udyam certificate** issued by the Concerned DIC or NSIC along with technical bid. But the Party has to provide 5% of total contract value as Security Deposit if the tender is awarded to them. Start-up units interested in availing exemption from payment of tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion on or before due date as Per tender notice. But irrespective of SSI/MSE units, the party has to provide 3% of contract value as security deposit if tender is awarded to them.

d. Final decision on the acceptance /rejection of the material supplied shall be based on the results of Tests done by HLL.

e. 6. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

d. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL. The procedure in this regard would be as follows:-

(i) Material shall be returned through the Transporter indicated in Schedule F or through our approved Transporter on freight to-pay basis.

(ii) Alternatively, the rejected material shall be destroyed at our end.

The cost incurred for disposal of the rejected material shall be recovered from supplier.

(iii) The supplier is required to replace the rejected material failing which HLL reserves the right to procure the material from alternate source(s) at supplier's risk and cost.

f. A self certified certificate in the letter head of the firm confirming that the product offered is environment friendly i.e., non-hazardous to the environment is to be enclosed in Envelope II.

f. The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. HLL reserves the right not to receive material beyond the delivery date given in the order.

g. The tender validity for a period of three months.

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h. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the excess quantity shall be returned back through the Transporter indicated in Schedule F or our authorized transporter on freight to pay basis.

i. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period

j. HLL reserves the right to inspect the facilities for GMP by their officials or by an independent third party agency authorized by HLL for compliance.

k. All dispatch documents like delivery note/challan, packing list and invoice should contain the following details

i. Supply Order No.& date
ii. Description of items as contained in the supply Order.
iii. Quantity dispatched
iv. Manufacturing date.
v. Expiry date.
vi. Total Number of packages/ serially numbered
vii. Test certificate
viii. HLL's GST No.
ix. Batch No

The L.R No. should be intimated immediately after dispatch of the material by e-mail.

l. The following information shall be stenciled or labelled on the exterior of the packing in bold letters, clearly visible, at least 50mm high with waterproof ink.

a. Name of Product (as given in supply Order)
b. Date of Manufacture (Monthly/Yearly)
c. Date of expiry.
d. Batch No.
e. Quantity
f. Instruction of storage and handling
g. Name & Address of Manufacturer
h. Company's address in full
i. All packages should be separately numbered and it should appear on top of the packages with proper labelling.

m. The following documents should accompany the consignment

a. Invoice in triplicate
b. Delivery Note/Challan
c. Packing List
d. LR/AWB
e. Material Safety Data Sheet(MSDS)
f. Environment clearance certificate
g. COA/Test Report

n. Mode of Transport shall be by road, unless otherwise specified. The materials shall be sent through the Transporter who has been granted a Certificate of Registration for transportation of goods as per Carriage by Road Act 2007.

o. Payment shall be made by RTGS within 30 days after receipt subject to acceptance of the material.

p. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram/Cochin as the case may be.

q. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises. All rules and regulations as per guidelines of Government of India shall be applicable for MSME. Micro and Small category MSE's only will be given exemption from tender fee and EMD. MSE vendors who are not providing proper supporting documents to prove their claim will not be provided with MSE relaxations or claims if any.

7.1 Start up units interested in availing exemption from payment of tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion on or before due date as per tender notice. But the party has to provide security deposit if Tender is awarded to them.

7.1.2 **Preference to Make in India**

Preference shall be given to local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders / Notifications issued by concerned Nodal Ministry for specific Goods / Products. The minimum local content to qualify as a local supplier, should be as per relevant notification / order issued by the nodal ministry as available on the website of Department of Promotion of Industries and Internal Trade (DPIIT). If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

Verification of Local Content:

a) The supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self certification that the items offered meets the local content requirement for supplier, as the case may be. They shall also give the details of the locations (s) at which the local value addition is made.

b) In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 and subsequent amendment dated 16.09.2020 and any other amendments which may be made from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

Rule 144 (xi) of the GFR regarding restrictions on procurement from a bidder of a which mandates the bidder from a country sharing land border with India

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Regarding restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

7.1.3 The Bid Security may be forfeited:

1) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity including extended period of validity; or
2) If any modification is effected to the tender documents or
3) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
   a) Accept the LOI/purchase order; or
   b) Furnish the required Security Deposit.

7.1.4 In such cases, material will be procured from alternate sources at the risk and cost of the selected bidder. In such cases, the additional cost incurred will be recovered from the supplier.

7.1.5. HLL will increase or decrease the order quantity as per the requirement.

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7.1.7 **THE BIDDERS SHALL ENTER THE LANDED RATE INCLUDING, TRANSPORTATION, GST PER KG FOR DELIVERY AT HLL STORES IRAPURAM IN THE GEM PORTAL**.

8.0 Amendment to bidding documents:

8.1 Before the deadline for submission of bids, the Tender Inviting Authority may modify the bidding document by issuing amendment.

8.2 Any amendment thus issued shall be a part of the bidding documents which will be published in the our website..

8.3 If the amendment thus published does involves major changes in the scope of supply, the Tender Inviting Authority may at his own discretion, extend the deadline for submission of bids for a suitable period to enable prospective bidders to take reasonable time for bid preparation taking into account the amendment published.

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SCHEDULE – C

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 supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

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

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

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SCHEDULE- D

SPECIFIC CONDITIONS FOR SUPPLY OF ZINC OXIDE

I. **Mode of Packing**

PACKING MODE:

In 25 kg bag

We hereby agree to supply the material as per the conditions mentioned above.

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SCHEDULE – E

QUALITY TESTING INFORMATION OF THE SUPPLIER

The supplier shall submit the self-certified list of testing equipments which they are having (if any).

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SCHEDULE -F

TECHNICAL BID
QUESTIONNAIRE
(General information of the manufacturer / supplier)

1. Name & Address of the Supplier with :
(a) Telephone No.
(b) E-mail Address
(c) Name of contact person
(d) Whether proprietary/partnership/ Limited company.
(e) Specify whether SSI / MSE unit
(f) If Yes, please specify if your unit is owned by : SC/ST /Women entrepreneur
(g) Specify whether Startup unit :
2. How many years have you been in the business of manufacturing/selling? :
3. a) What is your annual production capacity :
b) What is the shelf life of product being offered ?
4. Indicate the quantity you can supply HLL per month :
5. What would be the minimum period required to deliver the ordered quantity from the date of confirmed purchase order? :
6. Have you been a supplier to any Condom Manufacturer, if so give details of the name, address, quantity and values of orders received and executed during the last three years? (Attach separate sheet) :
7. Kindly furnish the name and address of the Transporter through whom the rejected material is to be returned on freight to pay basis :

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SCHEDULE – F

TECHNICAL BID

QUESTIONNAIRE

8. What is your Annual Turn Over during the last 3 years? :
9. Details of Tax Registration: -

   a) GST NO :
   b) PAN No.

All the information provided herein is true & correct.

PLACE: NAME & SIGNATURE OF THE APPLICANT
DATE : (WITH OFFICE SEAL)

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SCHEDULE G

QUESTIONNAIRE FOR VENDOR DEVELOPMENT
(TO BE FILLED BY NEW VENDORS)

NAME OF PRODUCT:

1. Name & Address of the Manufacturer :

(a) Telephone No.
(b) E-mail Address
(c) Name of contact person
(d) (i) Whether proprietary/partnership/ Limited company.
(ii) Furnish Name/'s, address, phone nos. of Proprietor/ Managing partner/ M.D / Director's
(e) Specify whether SSI / MSE unit
(f) If Yes, pl specify if your unit is owned by : SC/ST /Women entrepreneur
(g) Specify whether start up unit?

2) Details of tax registration :-

a) GST No. :

3) Name & Address of your Banker(s)
Account no. :
Swift Code

4) Annual Turn over :

5) Do you have a Quality Control department. If yes, give the details of the facilities. : Yes/No

6) a) Do you have inspection for incoming materials : Yes/No

b) Do you have in process inspection facilities : Yes/No

c) Do you have final inspection of the product : Yes/No

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SCHEDULE – G

7) Do you have any accreditation : Yes/No
(a) ISO 9001
(b)Any National/International Laboratory/Authority Certification
If 'Yes', give details along with a copy of certificate issued by them.

8) Do you have an environmental policy / ISO 14001 certification? : Yes / No
If yes, please give the details.

9) Furnish the details of testing equipment's:

10) Have you been assessed previously by HLL : Yes/No

11) List of customers

a) Government Dept. / PSU's
b) Private Sector

12) Have you furnished the sample to HLL? : Yes/No

Place :
Date :

NAME AND SIGNATURE OF THE VENDOR
Office Seal)

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This is to be filled up by **HLL LIFECARE LIMITED**, **IRAPURAM, COCHIN**

Recommendation/Remarks of the committee

Committee Members:

1.Head of Quality Control/Head of Technical Services and Material Testing
2.Head of User Department
3.Head of Purchase Department

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E- Tender No**. HLL/ IFC/PUR/ZO/2026-27/3** **Dated 04.11.2026**

SCHEDULE - H

TECHNICAL BID

LIQUIDATED DAMAGE CLAUSE

The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period

एचएलएललाइफकेयरलिमिटेड **HLL LIFECARE LIMITED**
(भारतसरकारउद्यम) **(A GOVT.OF INDIA ENTERPRISE)**
ऐरापुरम फ़ैक्टरी, **IRAPURAM FACTORY,**
कोचिन **COCHIN - 683 556**
PHONE No: 0484-2597200, 2597106; EMAIL: ifchll@lifecarehll.com

E- Tender No**. HLL/ IFC/PUR/ZO/2026-27/3** **Dated 04.11.2026**

SCHEDULE - I

TECHNICAL BID

Item: ZINC OXIDE

DECLARATION ACCEPTING TERMS AND CONDITIONS OF TENDER

To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

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

SEAL OF THE APPLICANT **SIGNATURE**

NAME AND ADDRESS OF APPLICANT

एचएलएललाइफकेयरलिमिटेड **HLL LIFECARE LIMITED**
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SCHEDULE – I-A

BID SECURITY DECLARATION

To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

From,

To,

The Unit Chief (IFC)
HLL Lifecare Limited
(A Government of India Enterprise),
Irapuram Factory, Cochin – 683 556

Dear Sir,

I / We, hereby declare that if we withdraw or modify the bids during the period of Validity, we agree to be suspended for the time specified in the Tender Documents.

SEAL OF THE APPLICANT **SIGNATURE**

NAME AND ADDRESS OF APPLICANT

एचएलएललाइफकेयरलिमिटेड **HLL LIFECARE LIMITED**
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SCHEDULE – K

QUESTIONAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA
Material ZINC OXIDE

Sl no:	Description	
1.	Can you supply material as per our specification given in Schedule B	YES/NO
2.	Are you a Manufacturer/ Authorized Agent	Agent/ Manufacturer
3.	In the case of Authorized Agent, i. Have you enclosed a letter of confirmation from the manufacturer appointing you as the authorized Agent?. ii. Have you enclosed a letter from the manufacturer/ Principal stating that they agree to abide by all the terms & conditions of this tender?	YES/NO YES/NO
4.	i, Do you have in-house testing facility to check HLL parameters? ii, Will you be issuing Test Certificate for each batch/lot ?	YES/NO
8.	a) Do You have a minimum annual turnover of Rs.12 Lakhs ?. b) If so, have you attached P & L statements during the last 3 years, ending 31st March of the previous financial year (31.3.2026)?	YES/NO YES/NO
9.	Have you attached declaration confirming that the product offered is environment friendly i.e., non-hazardous to the environment?	YES/NO
10.	Can you provide test report of the product with each consignment batch wise specifying therein the readings of the final test?	YES/NO
11.	Have you attached questionnaire for Minimum eligibility criteria as per Schedule K with supporting documents as applicable?	YES/NO
12.	Have you attached duly signed acceptance form as per Schedule I?	YES/NO
13.	Have you attached bid security declaration as per as per Schedule I – A?	YES/NO
14.	Have you attached duly filled and signed declaration for	

	Make In India as per Schedule L?	YES/NO
15.	Have you attached duly filled General information of the vendor as per Schedule F, Vendor Development form as per Schedule G (Only for new vendors)	YES/NO
16.	Have you attached ISO Certificate /Declaration regarding the same?	YES/NO
17.	Have you attached the *copy of the income tax returns for the previous two financial years.?*	YES/NO
18.	a) Are you an SSI/ MSE/ Start up units interested in availing exemption from payment of Tender Fee and EMD? b)If answer for 'a' above is YES, have you attached required supporting documents as per tender clause for you claim?	YES/NO YES/NO
19	What is the minimum shelf life of Zinc Oxide being offered by you?	
20	DM water is used for the manufacture of ammonium hydroxide	YES/NO

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SCHEDULE - L

TECHNICAL BID

DECLARATION FOR MAKE IN INDIA

Dear Sir/ Madam,

With reference to the above tender for the supply of ....., we confirm the product offered is with a percentage of local content more than 20% / 50%.

Name & signature of Tenderer

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SCHEDULE M

PRICE BID

RATE SCHEDULE FOR THE SUPPLY OF ZINC OXIDE TO IRAPURAM FACTORY COCHIN

PRICE PARTICULARS	PER UNIT (KG) (IN RS.)	REMARKS
BASIC PRICE (INCLUDING UNIT PRICE+ PACKING AND FORWARDING CHANRGES+INSU. ETC.) FREIGHT GST TOTAL DELIVERED RATE AT HLL STORES		
(Rupees……)		

MINIMUM TIME REQUIRED TO START THE SUPPLY AFTER RECEIPT OF LETTER OF INDENT/SUPPLY ORDERS :

VALIDITY : For 2 months

Certified that the rate quoted will hold good for the above period during which period no Upward revision will be asked for.

PLACE: **NAME AND SIGNATURE OF THE TENDERER**