HLL LIFECARE LIMITED

(A Government of India Enterprise)

AKKULAM PLANT, SREEKARIYAM P.O,

# THIRUVANANTHAPURAM-695017

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### 

### INVITATION FOR BID

# FOR

# SUPPLY, INSTALLATION & COMMISIONING

# OF

# AUTOMATIC STICKER LABELING MACHINE

Quantity: 1 Number

AT

AKKULAM FACTORY

HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NOTICE

Tender No: IFB No. HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 Date: 03/11/2016

**Sub: Supply, Installation, Testing & Commissioning of Automatic Sticker Labeling Machine reg:-**

1. Sealed and super scribed tenders under two bid systems are invited from manufacture(s) / Authorized Agent(s) for Supply, Installation, Testing & Commissioning of Automatic Sticker Labeling Machine One Nos. at HLL Lifecare Limited, Akkulam Plant, Thiruvananthapuram, Kerala.

|  |  |  |
| --- | --- | --- |
| Tender No: HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 | | |
| Details of Supply | EMD | Date & Time of Opening of Technical bids |
| Supply, Installation, Testing & Commissioning of  Automatic Sticker Labeling Machine | **Rs.20,000/- in the form of a DD drawn in favour of M/s.HLL LIFECARE LIMITED, and payable at Thiruvananthapuram from a nationalized bank** | 17/11/2016 at 15.30 Hrs |

1. A complete set of bid documents can be had from the office of the **Joint General Manager (Materials), HLL Lifecare Ltd, Engineering Division, Akkulam, Thiruvananthapuram – 695 017**, Kerala, India during office hours on any working day on submission of written application.

**The bid documents will be available up to 15.00 Hrs. on the previous day of the Opening of the bids.**

1. Date of issue of bid document: 03/11/2016
2. Last date and time for receipt of bids: 17/11/2016 at 15.00 Hrs
3. Date and time of opening of bids: 17/11/2016 at 15.30 Hrs
4. Address for communication, receipt and Place of opening of bids:

**Joint General Manager (Materials),**

HLL LIFECARE LTD,

(A Government of India undertaking)

AKKULAM, SREEKARIYAM.P.O

THIRUVANANTHAPURAM – 695 017

KERALA, INDIA

Ph. 2445930, Fax: (0471) 2445935

1. The completed bid documents and all schedules should be submitted to JOINT GENERAL MANAGER (Materials), Akkulam Factory, Sreekariyam, Thiruvananthapuram-17 in the above address along with sealed bids and the EMD. Bids received after due date and time will be rejected. Any bid not accompanied by EMD will be rejected.
2. Bids will be opened in the presence of Bidders representative(s) who wishes to attend on the specified date and time, at the office of HLL at the address given in Clause ‘3’ above.
3. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HLL’s office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
4. The HLL may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. HLL will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted. The company reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject / cancel the tender without assigning any reason thereof.
5. Any changes regarding extension of tender time etc. shall be communicated through our website only.

**JOINT GENERAL MANAGER (Materials)**

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

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# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016

##### INSTRUCTIONS TO BIDDERS

1. The Bid is intended to procure material as per specification in Schedule A.

2. This is a two Bid system comprising of:

1. Technical Bid
2. Price Bid
3. A complete set of bid documents can be had from the office of the JOINT GENERAL MANAGER (MATERIALS), HLL LIFECARE LTD, AKKULAM, THIRUVANANTHAPURAM-695 017 KERALA STATE, INDIA during office hours on any working day on submission written application and remitting a non-refundable fee of Rs. 520/- (including taxes) by cash at HLL Lifecare Limited, Akkulam, Thiruvananthapuram or in the form of Demand Draft drawn in favour of “HLL LIFECARE LIMITED” payable at Thiruvananthapuram, Kerala, India.

The Tender Documents can also be downloaded from our Website [**www.lifecarehll.com**](http://www.hindlatex.com). and cost of the Tender Documents as mentioned above should be furnished along with Technical Bid.

1. The technical bid should accompany an EMD as per the details are shown in clause 3 of Schedule G.
2. Technical Bid and Price Bid shall be submitted in sealed covers separately. **Tender Number shall be super-scribed** **on Technical Bid and Price Bids both covers** in order to clearly identify between the 2 Bids. The two separately marked Bids enclosed in a single cover with the respective Tender Number written thereon, complete in all respect and sealed, addressed to the **JOINT GENERAL MANAGER (Materials), HLL Lifecare Limited, Akkulam Factory, Trivandrum – 695017, Kerala, India** should reach us on or before the due date and time mentioned in the Tender Notification. Tender brought to the office after prescribed time will not be accepted. HLL will not be responsible for any delay in transit of tenders sent by post.
3. Tenders should be submitted in sealed cover properly sealed on sealing wax/packing PVC tape.
4. **a) The last date of receipt of Bid is: 17/11/2016 at 03 P.M (Local Time)**

**b) Date of Opening of Technical Bid is 17/11/2016 at 3.30 P.M. (Local Time)**

1. In the event of the date mentioned above being declared subsequently as holiday for the purchaser’s office, the due date for submission and opening of bids will be the next working day at the same venue and time.
2. The Purchaser may, at its discretion, extend the date & time for the submission of bids by amending the bid documents in which case, all rights & obligations of the Purchaser & bidders shall the subject to the extended date & time.
3. Bids received after the deadline for submission shall not be considered.
4. The Bidder is expected to examine all specifications, Instructions, Forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid. Any clarification required will have to be obtained within 5 days prior to the Date of opening of the Technical Bid.

12. A Declaration as given in **Schedule J** stating that **ALL TERMS** **AND CONDITIONS** of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.

1. The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened.
2. Those bidders who download the tender documents from our website should furnish the Name and address of the vendor, name of contact person, telephone & Fax numbers and Email details immediately by fax/Email.
3. Any changes/amendment pertains to this tender shall be communicated only through our website[**www.lifecarehll.com**](http://www.hindlatex.com)

SCHEDULE- A

# HLL LIFECARE LIMITED

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**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

TECHNICAL SPECIFICATION

Automatic sticker labeling machine should be suitable for label application on aluminum foils. It should have a SS channel type stacker for aluminum foil stacking, variable speed product conveyor, Foil feeding system to conveyor and micro processor controlled servo label applicator (labeling machine with label pressing sponge roller) should be mounted on SS frame.

**Powerized Belt**

Conveyor

Labeled Aluminum Foil collection tray

**Aluminum Foil stacker**

Label Applicator

Labels

Printer

* 1. Aluminum foil stacker & feeder

Automatic sticker labeling machine shall have a foil stacker, which is capable of loading minimum 100 nos. foil of sizes (1) 380mm (L) x 260mm (W) x 0.32 mm (T) & (2) 430 mm (L) x 260 mm (W) x 0.32 mm (T). Foils loaded in the stacker should be automatically fed to the powerized belt conveyor. Aluminum foils from foil stacker to be fed to the powerized conveyor by means of suitable mechanism like friction feeding, pick and place or other convenient mechanisms.

* 1. Label Applicator

Label Applicator applies the Printed Label on the aluminum foils. Applicator should in such a way that the label should be pasted on the top of aluminum foils. Rolls of Pre-Printed Label will be loaded on the machine. When the aluminum foils reaches the Label Applicator, one Label shall be pasted at the top of the foil. Structure of the Machine shall be Mild Steel with Powder Coat painted. Back Paper of the Label shall be rolled on a separate bobbin on the machine itself. Size of the Label to be pasted is 215mm Length and 95mm width.

Size of the Aluminum foil 1: 380 mm (L) x 260 mm (W) x 0.32 mm (Thickness)

Size of the Aluminum foil 2: 430 mm (L) x 260 mm (W) x 0.32 mm (Thickness)

* 1. Powerized Belt Conveyor

Powerized Belt Conveyor moves the aluminum foils to the labeling machine. Powerized Belt Conveyor is operated with electric power and should have variable speed control. Structure of the system shall be Mild Steal with Powder Coat painted and Belt shall be Endless Pharma Grade Poly Urethane. Pneumatic Centering facility shall also be provided for centering the aluminum foils on the conveyor. Width of the conveyor should be minimum 300mm (Width of the conveyor belt).

Technical details are as shown below.

|  |  |  |
| --- | --- | --- |
| Sl No | Description | Specification |
| 1 | Effective width | Min 300 mm |
| 2 | Length of the conveyor | Min 1000mm |
| 3 | Working height | 900 (+-50)mm (with studs) |
| 4 | Load Bearing Capacity | 5 Kgs /meter |
| 5 | Conveyor speed | Variable speed |
| 6 | Power Supply | 1Ph,220v,50Hz / 3Ph,415V ,50Hz |

* 1. Pasted foil collector

A tray should be placed for collecting the pasted foils at the end of the conveyor. Dimension of the tray can be suitable for collecting the mentioned aluminum foils and the required numbers.

* 1. Printer

Printer should be provided for online printing of labels. This printer should be suitably integrated with the label applicator for getting the required output and quality. Customized software has to be provided for bar-coding cum label designing.

Printing process should be direct thermal or thermo transfer printing technology

Printer Specification:

|  |  |  |
| --- | --- | --- |
| Sl No | Description | Specification |
| 1 | Print Head Type | Corner Edge |
| 2 | Resolution | 300 dpi |

MAKE OF PRINTER:

AVERY DENNISON & MODEL NO: 6404

OR

TOSHIBA & MODEL NO: B – SX5

All the machine/printer controls should be incorporated in HMI.

OPERATION LOGIC & CONTROLS

100 nos. of aluminum foils will be kept manually in the foil stacker. When the machine is in on condition, the foils will be fed to powerized belt conveyor with the foil feeding mechanism. When the aluminum foils reaches the label applicator, the label will be suitably pasted on the top of aluminum foil with the help of label pressing sponged rollers (sponged rollers if required). At the same time, the printed labels should be ready at the dispensing location of label applicator. After labeling the labeled foils will be collected in a tray (collecting should be in auto).

1. Label Sensor shall be provided in Label Applicator and this Station shall be ready for next cycle only if the Label is present for dispensing on the top of aluminum foil.
2. Product Sensors shall be provided in for sensing aluminum foil at label dispensing position & label stacker.
3. Tower Light shall be provided for Trip/Emergency Stop not ready for operation
4. Entire operations shall be integrated with a PLC and shall be operated in sequential pattern. PLC programming shall be designed with effective and energy efficient operation as per industrial standard.
5. Label counter should be incorporated in the PLC

The machine should be protected with necessary safety covers, safety switches, emergency switches & warning alarms.

Technical Details

|  |  |  |
| --- | --- | --- |
| SL NO | ITEM | DESCRIPTION |
| 1 | Label dispensing Speed | Min 22 Labels/Minutes |
| 2 | Size of the Label | 215mm Length and 95mm width |
| 3 | Size of the Aluminum foil | Size of the Aluminum foil 1: 380 mm (L) x 260 mm (W) x 0.32 mm (Thickness)  Size of the Aluminum foil 2: 430 mm (L) x 260 mm (W) x 0.32 mm (Thickness) |
| 4 | Product Conveyor | Variable speed powerized belt conveyor |
| 5 | Foil stacker capacity | 100 Foils |
| 6 | Tray for collecting the pasted foils | SS tray with suitable dimension & capacity |

APPROVED MAKES

|  |  |  |
| --- | --- | --- |
| Sl No | Item | Make/Vender |
| 1 | SOLENOID VALVE | ASCO / AVCON / ROTEX / FESTO |
| 2 | AIR FILTER REGULATORS | FESTO / SHAVO NORGEN |
| 3 | PLC | MITSUBISHI / ALLEN BRADELY |
| 4 | HMI | MESSUNG / ALLEN BRADELEY |
| 5 | Contactor/ OLR | SIEMENS |
| 6 | RELAYS | SIEMENS / OMORON |
| 7 | MCB | SIEMENS |
| 8 | PID CONTROLLER | FUJI |
| 9 | SERVO SYSTEM (SERVO MOTOR+SERVO DRIVE) | MITSUBISHI |
| 10 | PUSH BUTTON | SIEMENS/ L& T |
| 11 | SENSORS | SICK / OMRON / TELEMECANIQUE / JAIBALAJI/LEUZE |
| 12 | SELECTOR SWITCH | KAYCEE / PRAGATI / SIEMENS/ BANNER |
| 13 | TRANSDUCERS | EMERSON / HONEYWELL / YOKOGAWA / MOORE CONTROLS |
| 14 | WIRES | HAVELLS / RR / V-GUARD / POLYCAB / FINOLEX /LAP |
| 15 | INDICATION LAMPS | SIEMENS / TELEMECANIQUE / BCH / JAIBALAJI / TECNIK |
| 16 | GEARED MOTOR BOX | LENZE/NORD/SEW/BONFIGLIOLI/ROSSI/ SIEMENS/ABB |
| 17 | LINEAR BEARINGS | THK |
| 18 | BEARINGS | SKF/NTN |
| 19 | FLANGE BEARINGS | YSK/EQUIVALENT |
| 20 | CHAIN (IF REQUIRED) | ROLLON |
| 21 | BELT | HABASIT |
| 22 | PRINTER | AVERY DENNISON/ TOSHIBA |

1. **SUPPLY, VALIDATION, COMMISSIONING & TRAINING**

# Supplier shall under take supply, testing, commissioning of Automatic Sticker Labeling Machine

1. **CALIBRATION**

Initial Calibration of instruments (Pressure gauges, sensors etc,) to be covered by the supplier and Calibration certificate is also to be produced.

1. **CRITERIA FOR PERFORMANCE QUALIFICATION**

HLL shall conduct FAT at the works of manufacturer/ supplier. HLL shall conduct SAT IQ, OQ and PQ once the machine reaches at HLL. FAT, SAT, IQ, OQ and PQ shall be carried out as per the protocol fixed by HLL. HLL shall accept the machine after successful performance of SAT, IQ, OQ and PQ.

Operational Qualification: Operational Qualification shall be conducted by the bidder during the commissioning of the system to ascertain whether the system can attain the functional guarantees specified in the technical specification.

Performance Qualification: The performance test shall occur in respect of the system when the Operation Qualification has been successfully completed and the functional performances are met.

1. **WARRANTY (DEFECT LIABILITY PERIOD)**

Minimum 12 months from the date of successful Commissioning and acceptance of the machine at HLL site and it should cover all the manufacturing defects, spare parts, worn out parts, Electrical & Electronic Equipments/ Components and Service charges, etc. all free of cost during this period

1. **DRAWINGS**

The bidder should submit the drawings of Automatic Sticker Labeling Machine along with the technical bid.

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1. **OPERATION MANUAL, MAINTENANCE MANUAL & DRAWINGS**

Three copies of Operation Manual comprising GA Drawing and Control Wiring Drawing shall be supplied after successful commissioning of the System.

1. **UTILITY**

* Power :- 230 V, 50 Hz, Single Phase / 415 V, 50 Hz, Three Phase AC
* Air :- 4 - 6 Kg/cm2

1. **CRITICAL SPARES**

Minimum set of spare parts should be provided for each machine. List of all critical spares and rate for these shall be submitted along with the quotation. The rate of spares shall be fixed for a period of minimum 3 years.

1. **BROUHT OUT ITEMS**

Brought out items should be as per relevant Indian standards approved certifications. Detailed Specification, Model No, Venders Name, etc of these items shall be included in the Operational / Maintenance Manual.

1. **DELIVERY SCHEDULE**

Entire System shall be supplied, Tested, Installed & Commissioned within 90 days from the date of Purchase Order / Letter Of Intent (LOI)

1. **PRICE BID**

As per the price bid format

1. **PAYMENT TERMS**
2. 30% advance payment shall be released against BG (Bank Guarantee) from a scheduled bank valid for a period of One year or till completion ofDesign, Manufacture, Supply, Installation, Validation and Commissioning of the System.
3. 40% of the payment shall be released within 15 days, against receipt of goods at HLL site and certified by HLL Officials,
4. 20% of the payment shall be released after Installation, Commissioning and acceptance of the system by HLL Officials
5. Balance 10% will be retained as Retention Money which shall be released only after one year from the date of commissioning or against a Performance Bank Guarantee from a scheduled bank for an amount equivalent to 10% value of supply part, valid for a period of one year (warranty period) from the date of the issue of final machine commissioning and acceptance certificate issued by HLL.

**SCHEDULE – B**

# HLL LIFECARE LIMITED

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**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

QUALIFICATION CRITERIA

1. The tenderer should have minimum 5 years’ experience in the relevant field. ( Documentary evidence should be submitted)
2. The tenderer should have completed at least five purchase orders similar in nature in single contracts during the last 5 years. ( Documentary evidence like Purchase orders & completion certificates should be submitted)
3. Average annual financial turnover of the bidder during the last 3 years, ending 31st March of the previous financial year, should be furnished. (Documentary evidence should be submitted)
4. The tenderer should submit Earnest Money Deposit in the manner specified along with the tender document.
5. The duly signed **Acceptance Form** conforming that All terms & conditions, technical specifications, volume of supply are understood by the bidder .Certificate that bid is in total conformity with the specifications and terms and conditions mentioned in the bid document and certificate on period of validity (sheet enclosed)
6. Deviation if any, giving reasons for the deviation.

Note:

1. ‘*Similar work’ shall mean preferably the supply, installation, testing and commissioning of labeling machines. Certificate of satisfactory completion of work obtained from an officer not below the rank of an executive engineer in the case of Government departments or from an officer of equivalent position in the case of other organization shall be produced. The certificate will clearly indicate the name of item supplied, period during which completed (giving date of commencement and date of completion of cost of supply). The certificate should bear the name, signature and seal of the officer. In the absence of such a certificate the tender may not be considered.*
2. *The bidder should furnish Registration Certificate and Certificate of Incorporation.*
3. *Bidders shall invariably furnish documentary evidence (Client’s Certificate/installation report) in support of the satisfactory operation of the equipment as specified above.*
4. *The bidder should furnish the copy of Audited balance sheet in proof of financial strength.*
5. *Conditional Bid will be summarily rejected*

**SCHEDULE – C**

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

### QUESTIONNAIR FOR PREQUALIFICATION

(General information of the supplier)

# SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF

# AUTOMATIC STICKER LABELING MACHINE

A. Name of Firm/Company :

1. Postal address :

2. Telephone No :

FAX :

E-Mail :

3. Year of commencement of Contract/

Year of establishment of firm/Company :

B. In the case of Firm

1. Whether proprietary of partnership firm:

2. Name of Managing partner :

3. Name of other partners :

Note: Attested copy of partnership deed to be enclosed

C. In the case of Company

1. Whether Private Limited or Public Limited

Company :

2. Name of Managing Director :

3. Name of other Directors :

Note: Attested copy of Company Registration need to be enclosed.

D. 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

E. How many years have you been in the business :

of Manufacturing of Labeling Machine

as per the HLL specification enclosed

F. What would be the minimum period required to :

deliver from the date of confirmed Purchase order?

G. Have you been a supplier / manufacturer, :

No. of major supplies of similar item supplied

successfully in India, specify. Enclose two

completion certificates from the client

certified that the similar item supplied

successfully. The client list shall be enclosed.

Note: Details to be furnished in **SCHEDULE -D**

H. What is your :- :

a) CST No :

b) VAT NO /TIN NO :

c) Central Excise Registration No: :

d) PAN No

1. Name & Address of your Banker(s) :

J. Has the Supplier/Firm/Company ever been black :

listed by the Govt./or the registering authority.

1. if so, give the period and details.

K. Average annual financial turn over of the bidder during the last 3 years, ending 31st March of the previous financial year.

a. Annualized turnover of the Contractor/Firm/Company in the last 3 years ending 31.03.2016

1. 2013-2014: Rs
2. 2014-2015: Rs
3. 2015-2016: Rs

(Bio data with willingness letters to be enclosed in **SCHEDULE -C**)

L. Acceptance Form in **SCHEDULE – F**

M. CERTIFICATE as per **SCHEDULE - H**

I/We hereby certify that the details given in the application form is correct to the best of my/our knowledge. I /We have no objection in contacting any of our clients for reference.

Signature:

Place:

Date: **Name and address of the bidder with seal:**

**SCHEDULE-D**

# HLL LIFECARE LIMITED

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**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DETAILS OF MAJOR WORK ORDER SUCCESSFULLY EXECUTED BY THE TENDERER AS PRIME CONTRACTOR DURING THE LAST 5 YEARS** | | | | |
| Sl. No. | Name of Client with full address, telephone numbers and nature of item supplied | Details of item supplied | Value of items supplied  (in lakhs) | Period of Completion with dates  (in months) |
|  |  |  |  |  |

#### SIGNATURE OF BIDDER WITH SEAL

#### SCHEDULE-E

# HLL LIFECARE LIMITED

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TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **DETAILS OF ONGOING PURCHASE ORDERS OF SIMILAR NATURE** | | | |
| Sl. No. | Name of Client with full address, telephone numbers and nature of item | Description of work | Value of purchase order  (in lakhs) |
|  |  |  |  |

**SIGNATURE OF BIDDER WITH SEAL**

#### SCHEDULE-F

# HLL LIFECARE LIMITED

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**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

### ACCEPTANCE FORM

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

From

To

**Jt. General Manager (Materials)**

**HLL Lifecare Limited**

**(A Government of India Enterprise),**

**AKKULAM FACTORY, Sreekariam, Thiruvananthapuram – 695017,**

**Ph: (++91 471) 2442641, 2442642, 2445930**

**E-mail: materialsaft@lifecarehll.com**

Dear Sir,

I / We, hereby offer to supply as detailed in schedule hereto at the price given in the price bid and agree to hold this offer for 90 days from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document hereto and are fully aware of the nature of the scope of supply of item required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

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

Yours faithfully,

#### SIGNATURE OF THE BIDDER WITH SEAL

#### SCHEDULE-G

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

### 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. **Earnest Money deposit (EMD)**

a) Technical Bid should accompany a DD drawn in favour of M/s.HLL Lifecare Limited, and payable at Thiruvananthapuram for a sum of Rs. 20,000/- (Rs. Twenty Thousand only).

* 1. Release of EMD: The EMD of unsuccessful tenderers will be refunded soon after finalization of tender, or after two months from the date of opening of tender whichever is earlier. The EMD will not bear any interest.
  2. Forefeiture of EMD: The EMD will be forfeited by the HLL in case, after submitting the tender, the tenderer withdraws his offer or fails to supply after the receipt of Purchase Order.

EMD exceptions will be considered subject to submission of copies of **valid** SSI Registration Certificate, which **specifies** exception of Tender Fee and EMD for the **specified item as well as specific capacity/model of the item** in the tender. But the Party has to provide Security deposit if Tender is awarded to them.

1. PERIOD OF VALIDITY OF TENDER:

The tender will valid for 90 days from the date of opening of the tender and the rate quoted shall be firm and valid for a period of one year from the date of opening of the price bid.

5) TERMINATION OF CONTRACTS:

1. 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 Supply Order, and even fails to complete the supply within the extended period if any given in writing by HLL Lifecare Limited, Thiruvananthapuram, 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 tender submitted or to any other address which may be recorded in the office at the request of the of tenderer. The period of 21 days will be counted from the date of issue of the notice

(ii). HLL Lifecare Limited, Thiruvananthapuram reserves the right to terminate the contract without assigning any reason by giving a notice of 21 days to the successful tenderer by Regd Post to the address given in the tender submitted, 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 dispatch of the notice. In such cases, the Security Deposit of the successful tenderer will be refunded soon on getting 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.

#### (iii). 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.

(iv). 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.

**6. PRICE**

1. **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 Excise Duties, Sales Tax, VAT etc. should be shown separately. Rates in Rupees quoted should be strictly as per HLL’s format- Schedule - K (Price Bid).**
2. **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.**
3. HLL Lifecare Limited, shall not be responsible if the bids are delivered elsewhere.

**8. 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.

#### 9.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 eligible bidders, after technical evaluation has been completed.

10. 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.

**11. 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 and whose product(s) have been found proven as per the vendor development protocol.

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

**13. PAYMENT TERMS**

1. 30% advance payment shall be released against BG (Bank Guarantee) from a scheduled bank valid for a period of One year or till completion ofDesign, Manufacture, Supply, Installation, Validation and Commissioning of the System.
2. 40% of the payment shall be released within 15 days, against receipt of goods at HLL site and certified by HLL Officials,
3. 20% of the payment shall be released after Installation, Commissioning and acceptance of the system by HLL Officials
4. Balance 10% will be retained as Retention Money which shall be released only after one year from the date of commissioning or against a Performance Bank Guarantee from a scheduled bank for an amount equivalent to 10% value of supply part, valid for a period of one year (warranty period) from the date of the issue of final machine commissioning and acceptance certificate issued by HLL.
5. Dispatch documents like delivery note/challan, packing list and invoice should contain the following details, and the same to be intimated immediately with the LR No/Shipping Bill No /Air way Bill No/Bill of Lading etc.

The supplier shall be entirely responsible for all taxes including entry tax, duties, license fees, etc. incurred until successful completion of contract. All central, state, municipal taxes, duties and levies payable shall be shown by the bidder separately in the Bid. The Purchaser will issue necessary ‘C’ Form, if required.

1. Penalty

If the contractor fails to complete and hand over the work within the specified period, the penalty shall be charged at 0.5% of the contract amount for every week that the whole or the part of the work remains incomplete, subject to a maximum of 7.5% of the contract value.

16. TECHNICAL EVALUATION OF FIRST STAGE BIDS

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.

* + - * 1. Overall completeness and compliance with the Technical specification and Drawings; suitability of the facilities offered; quality function and operation of any process control concept included in the bid and competency of the bidder to execute the work
        2. Compliance with the time schedule called for
        3. Type, quantity and long-term availability of spare parts and maintenance services
        4. Any other relevant technical factors that the bidder deems necessary or product to take into considerate.
        5. Any deviation to the commercial and contractual provisions stipulated in the bidding documents.

**17. OPENING AND EVALUATION OF SECOND STAGE (PRICE) BIDS**

17.1 The purchaser will open the price bids of only those who are found qualified in the Technical Bid evaluation. The venue, date and time of opening of price bids will be intimated to the qualified bidders.

17.2 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 opening.

17.3 Bids not opened and read out at bid opening shall not be considered for further for evaluation, at any circumstances.

**18. 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.

**19. PERFORMANCE SECURITY**

The successful supplier shall furnish performance security within 10 days from the date of issue of LOI to the purchaser for an amount equal to 10% of the value of purchase order. The Security amount may either in cash or Bank Guarantee issued by Natural / Scheduled Bank.

The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the supplier’s failure to complete its obligations under the contract.

The performance security / security Bond will be discharged by the Purchaser after completion of the supplier’s performance obligations including any warranty obligations under the contract.

**20. COMMISSIONING**

Design, manufacture, assembly, testing, delivery and commissioning of Automatic Sticker Labeling Machine shall be made by the supplier in accordance with the terms and technical specifications made by the purchaser.

**21. OPERATIONAL ACCEPTANCE**

***Party has to prove at site conditions that all parameters shall be within the limits as specified in the tender or else the items will be rejected.***

1. Performance Test: The performance test shall be conducted by the supplier during the commissioning of the facilities to ascertain whether the facilities can attain the functional guarantees.
2. Operational Acceptance: Operational Acceptance shall occur in respect of the facilities when the performance test has been successfully completed and the functional performances are met.

**22. TRAINING**

. a) The bidder shall provide training for the technical staff of the purchaser free of cost where required.

b) The bidder shall provide all training material and documents.

c) Conduct of training of the purchaser’s personnel shall be on-site.

**23. MODE OF TRANSPORT:** By road for Indian Suppliers unless otherwise specified

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

25. “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.

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

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

**JOINT GENERAL MANAGER (Materials)**

Ph No: +91 471 2445930

# Fax No: +91 471 2445935

Email: [materialsaft@lifecarehll.com](mailto:materialsaft@lifecarehll.com)

**SCHEDULE – H**

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

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 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 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 of this shall be entertained.

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

PLACE: NAME AND SIGNATURE OF THE BIDDER

DATE: (WITH OFFICE SEAL)

**SCHEDULE – I**

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017** 03/11/2016

QUESTIONNAIRE FOR SUPPLIER DEVELOPMENT

NAME OF PRODUCT:

1) Furnish briefly the particulars & name of your Organizational status:

a) No. of employees

b) Annual turnover

2) Do you have a Quality Control department? If yes, give the

details of the facilities. : Yes/No

3) 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

4) (a) Would you issue Conformance Certificate, if yes please

furnish a copy of the same : Yes/No

(b) If yes, please specify (ISI/ISO/Any Other)

5) Do you have any accreditation : Yes/No

(a) ISO 9000

(b) Any National/International Laboratory/Authority Certification

If ‘Yes’, give details along with a copy of certificate issued by them.

6) Furnish the details of testing facility with details of testing

equipment

7) Have you been assessed previously : Yes/No

8) List of customers

a) Governmental

b) Non Governmental

9) Sample furnished along with this or not

(in the case of new vendors) : Yes/No

Date :

Place : NAME & SIGNATURE OF THE BIDDER

(office seal)

(This is to be filled up by HLL LIFECARE LIMITED, Thiruvananthapuram)

Recommendation/Remarks of the committee

Committee Members:

1.Head of Quality Control/Head of Technical Services

2.Head of User Department

3.Head of Purchase Department

SCHEDULE - J

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

### 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 BIDDER SIGNATURE

NAME AND ADDRESS OF BIDDER

SCHEDULE - K

# HLL LIFECARE LIMITED

**(A Government of India Enterprise)**

**AKKULAM PLANT, SREEKARIYAM P.O,**

**THIRUVANANTHAPURAM-695017**

TENDER NO. **HLL/AFT/PUR/ENGG/AUTO STICKER LABELM/N/2016-2017 03/11/2016**

### PRICE BID

# SUPPLY & COMMISSIONING OF

**AUTOMATIC STICKER LABELING MACHINE**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | PRICE PARTICULARS | PER UNIT (IN RS.) | REMARKS |
| ! | BASIC PRICE FOR SUPPLY |  |  |
| 2 | Excise DUTY (% to be furnished) |  |  |
| 3 | CESS ON EXCISE DUTY |  |  |
| 4 | CST/VAT (% to be furnished) |  |  |
| 5 | Freight |  |  |
| 6 | Insurance |  |  |
| 7 | OTHERS, IF ANY (please specify) |  |  |
| 8 | OTHERS, IF ANY (please specify) |  |  |
|  | GRAND TOTAL |  |  |

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

Statutory levies if any :

Any other Remark (s) :

NAME OF TENDERER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: ADDRESS AND SIGNATURE OF THE TENDERER Date: (WITH OFFICE SEAL)