

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O.,
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005
PHONE NO: 0471 2437270 / 2539329
EMAIL: materialspft@lifecarehll.com / materialsnt@gmail.com

TENDER NO: HLL/PFT/PUR/OFFICE STAT/2025

01.04.2025



निविदा सूचना TENDER NOTICE

तिरुवनन्तपुरम में पेरूरकडा फैक्टरी (पी एफ टी), आक्कुलम फैक्टरी (ए एफ टी), कॉर्पोरेट मुख्य कार्यालय पूजप्पुरा (सी एच ओ), कॉर्पोरेट अनुसंधान एवं विकास प्रभाग आक्कुलम (सीआरडीसी), हाइटस पूजप्पुरा, एचएमए वेल्लयम्बलम और हिंद लैब्स मेडिकल कॉलेज तिरुवनन्तपुरम के हमारी यूनिटों में मई 2025 अक्टूबर 2025 अवधि के लिए मुद्रित स्टेशनरी की आपूर्ति के लिए सीमित बोली के तहत ई-निविदा (स्थान के साथ परिमाण ब्यौरा संलग्न शीट के अनुसार)। सामग्री की खरीद संबंधित इकाइयों से आवश्यकताओं के आधार पर कंपित किया जाएगा।

Limited Tender (Single Bid system) for the **Supply of Office Stationery** to our units in Thiruvananthapuram - Peroorkada Factory (PFT), Akkulam Factory (AFT), Corporate Head Office Poojappura (CHO), Corporate R&D Division Akkulam (CRDC), HITES Poojappura, HMA Vellayambalam and Hindlabs Medical College Thiruvananthapuram for the period from May 2025 to October 2025 (Quantity wise requirement is as per the attachment sheet). The procurement of materials shall be on staggered basis based on the requirements from the respective units.

बोलीदाता एचएलएल लाइफकेयर लिमिटेड के नाम में तिरुवनन्तपुरम में डिमांड ड्राफ्ट द्वारा निविदा शुल्क रु.560/- भुगतान करके निविदा में भाग ले सकता है। उद्योग आधार / उद्यम पंजीकरण के साथ पंजीकृत एम एस एम इ इकाइयाँ अपने मान्य पंजीकरण प्रमाणपत्र प्रदान करेंगी और पंजीकरण प्रमाणपत्रों के सत्यापन के अधीन सूक्ष्म और लघु श्रेणी की इकाइयों को निविदा शुल्क से छूट दी जाएगी।

Bidders can participate in the tender by paying Tender fee amount of Rs 560/- by demand draft drawn in favour of HLL LIFECARE LIMITED payable at Trivandrum. MSME units Registered with UDHYOG AADHAR/UDHYAM REGISTRATION shall provide their valid

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registration certificates and units under micro and small category will be exempted from Tender fee, subject to verification of the registration certificates.

निविदा लागत रुपये 560/- भुगतान करने पर, एचएलएल क्रय विभाग में निविदा दस्तावेज और विनिर्देश आदि उपलब्ध हैं।

Tender document and specification etc. are available in Purchase Department, HLL Lifecare Limited, Trivandrum upon payment of Rs.560/- as Demand draft as Tender cost.

बोली प्रस्तुत करने की अंतिम तिथि और समय

Last date and time for submission of bid

: 21/04/2025; 15:00 Hrs

बोली खोलने का दिनांक और समय

Date and time of opening bid

: 21/04/2025; 15:30 Hrs

बोलदाताओं के लिए निर्देश Instruction to Bidders

1. कृपया बोली देने के पहले बोलीधारक सहायक दस्तावेज देखें।

Please go through the tender document before proceeding for bidding

2. कृपया सुनिश्चित करें कि बोली शुरू करने से पहले सभी आवश्यक शर्तें यथावत हैं।

Please ensure that all prerequisites are in place before starting for bidding

प्रमुख (खरीद) HEAD(PURCHASE)

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CONTENTS OF BID DOCUMENT
BID FORMS

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3.	SCHEDULE -I	DECLARATION ACCEPTING TERMS AND CONDITIONS	18
4.	SCHEDULE -IA	BID SECURITY DECLARATION	20
5.	SCHEDULE - L	MAKE IN INDIA	21
6.	SCHEDULE -1	PRICE BID	23-35

Bidders are requested to attach following filled, duly signed and sealed documents as attachments:

1. SPECIFICATION – B
2. TERMS AND CONDITIONS - C
3. DECLARATION ACCEPTING TERMS AND CONDITIONS – I
4. BID SECURITY DECLARATION – IA
5. MAKE IN INDIA-L
6. PRICE BID- SCHEDULE -1

**Bidders are requested to submit hard copy of their price bid at
Purchase Department, HLL Peroorkada, TVM on or before
21.04.2025, 15.00 Hrs .**

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INSTRUCTIONS TO BIDDERS

1. The Bid is intended to procure **OFFICE Stationary** for our units in Thiruvananthapuram namely Peroorkada Factory (PFT), Akkulam Factory (AFT), Corporate Head Office Poojappura (CHO), Corporate R&D Division Akkulam (CRDC), HITES Poojappura, HMA Vellayambalam and Hindlabs Medical College Trivandrum for the period from May 2025 to October 2025.
2. MSME units Registered with UDHYOG AADHAR/UDHYAM shall provide valid registration certificates.

3. Bid submission / Bid opening dates:

- a. The last date & time of Submission of Bids : 21/04/2025; 15.00 hrs
- b. Date & Time of opening of Bid : 21/04/2025; 15:30 hrs

In the event of any change in the date mentioned above, the same will be published in our website.

4. Bids submitted after the closing date and time will not accepted.
5. The Bidder is expected to examine all specifications (Specification sheet is attached as Schedule A along with tender document), instructions, forms, terms and conditions given in the Bidding document. Failure to furnish all the 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
6. Any clarification required will have to be obtained one week prior to the Last Date of submission of the Bid
7. A certificate /Declaration as given in **Schedule C** stating that **ALL TERMS AND CONDITIONS** of this tender is acceptable, should be submitted failing which the tender is likely to be summarily rejected.

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8. The validity of the Price Bid is for a period of **6 Months (2025)**.
9. The quantity mentioned herein is approximate annual requirement with staggered delivery and in case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.
10. The Bidder shall furnish, as part of his Bid, a Bid Security Declaration as detailed in the Tender in schedule I.
11. Income Tax Returns for previous two Financial Years.

Tax Rate applicable for Corporate R&D Centre.

Based on the Government Notification No.45/2017 dtd.14.11.2017 and Certificate of Department of Scientific & Industrial Research (DSIR), our Corporate R&D Centre (CRDC) is eligible for availing Concessional CGST/SGST @ 2.5% each.

For availing this concessional CGST/SGST @2.5% each, CRDC will issue Essentiality Certificate along with Purchase Orders placed from there.

Hence, the Tax rate for items pertain to CRDC supply will be limited to CGST/SGST@ 2.5% each against the prevailing CGST/SGCT Rates.

The above will be considered for finalizing the rate for CRDC Supplies.

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SPECIFICATION

SCHEDULE - B

SL. NO.	ITEM CODE	ITEM DESCRIPTION	ITEM SPECIFICATION
1	1251710765	CALCULATOR	CITIZEN 12 DIGIOTS, casio /good brand,
2	1310110000	REGISTER RULED 100 PAGE	Length- 32.7cm, Width- 20.6 CM, GSM- 63, Ruled
3	1310110001	REGISTER RULED 200 PAGE	Length- 32.7 CM, Width-20.6 CM, GSM- 63, Ruled
4	1310110002	REGISTER RULED 300 PAGE	Length- 32.7 CM, Width- 20.6 CM, GSM- 63, Ruled
5	1310110003	REGISTER RULED 400 PAGE	Length- 32.7 CM, Width-20.6 CM, GSM- 63, Ruled
6	1310110004	REGISTER RULED 500 pages	Length- 32.7 CM, Width- 20.6 CM, GSM- 63, Ruled
7	1310110005 /1310110006	PAPER PHOTOSTAT A4 75 GSM	210 x 297 mm, 500 sheets per packet Brands-TNPL copier,GST
8	1310110019	PAPER PHOTOSTAT A4 ,80 GSM	210 x 297 mm, 500 sheets per packet Brands- Blit matrix/J.K , A4
9	1310110008	PAPER PHOTOSTAT A3	SIZE-297 X 420, 500 sheets per packet Brands- JK Matrix, Bilt A3
10	1310210161	PAPER BILT COPIER 80 GSM (Copygold/TNPL/Bilt)	Copygold/TNPL/Bilt/ JK Matrix A4 size 80 gsm (500 paper in a
11	1310110016	BOOK SHORTHAND	Rulled Side binding lengthwise leftside Luxor/ Marshal) ,
12	1310210006	BOOK-NOTE BOOK-200 PAGE (PLAIN)	200 Page(plain)20cm*15cm, 63 GSM
13	1310210013	DUSTER FOR WHITE BOARD (STD.SIZE)	Size: 5" x 2"
14	1310210014	ERAZER PENCIL	Nataraj/Camlin/Apsara
15	1310210016	ERAZER EX WHITENER (CORRECTION FLUID)	Camlin/ Artline

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SL. NO.	ITEM CODE	ITEM DESCRIPTION	ITEM SPECIFICATION
16	1310210159	CORRECTION PEN	(KORES) /(CAMEL)
17	1310210052	PAPER-CARBON BLUE (PENCIL CARBON) FULL	Kores or any similar brand
18	1310210060	HIGH LIGHTER PEN (DIFFERENT COLOURS)	Yellow/Orange/blue/green/Pink/ Fluorescent green (CAMLIN/Artline/faber castell)
19	1310210064/ 1310210068	PEN WHITE BOARD MARKER (DIFFERENT COLOURS)	BLUE/BLACK/RED/GREEN (CAMLIN/Artline)
20	1310711191	Permanent Marker(DIFFERENT COLOURS)	Red/Black/Blue/Green (Brands- Camlin/Artline/Reyolds)
21	1310210075, 1310210059	PEN	Brand:Cellogripper/ Lexi/Pin point,Camlin/ Pentonic Artline/Reynolds/Champ/Hauser germany (BLUE/BLACK/RED)
22	1310210079	PEN (CELLO PAPER SOFT -BLUE-BLACK-RED)	CELLO PAPER SOFT
23	1310210106	PEN-MICROTIP-BLUE (UNI-BALL - FINE)	UNI-BALL - FINE Brand
24	1310210165	CELLO GEL PEN ACHIEVER	Cello Brand (GEL ACHIEVER)

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SCHEDULE - B

SPECIFICATION

SL. NO.	ITEM CODE	ITEM DESCRIPTION	ITEM SPECIFICATION
25	1310210086	PEN-SKETCH PEN	12 shades in packets (LUXOR/camlin/ANY GOOD BRAND)
26	1310210132	SCALE PLASTIC 30 CM	Camlin/Nataraj 30 cm
27	1310210133	SCALE STEEL 30 CM	Camlin
28	1310210137	SPIRAL PAD (small)	14.8 cm Width x 21 cm Length, Brand: Luxor/Marshal, Ruled 40 PAGES, Spiral binding legthwise leftside
29	1310210138	SPIRAL PAD [MEDIUM]	7.25 x 8.75 inch Luxor/Marshal
30	1310210139	SPIRAL PAD (LARGE)	8.5 X 11.75 INCHES - LEGAL
31	1310310021	PENCIL-HB	Nataraj/Camlin/Apsara/matrix
32	1310510148	CD Writer Pen	Camlin /faber castell/camlin - (Red/Blacck/Blue)
33	1310710826	PLASTIC CARD HOLDER	Trio Card Holder (visiting cards)
34	1310710074	CLIP-GEM CLIP-PLASTIC	Plastic 28mm - Each box contains 100 gem clips,Pilot
35	1310710093	CUTTER-PENCIL CUTTER	Sharpner Plastic - Faber castell
36	1310710094	CUTTER-PAPER CUTTER	Horse

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SL. NO.	ITEM CODE	ITEM DESCRIPTION	ITEM SPECIFICATION
37	1310710113	FILE BOARD	A4 Size - File Board with two flaps
38	1310710116	FILE-BOX FILE	FILE-BOX FILE
39	1310711165	Box file SNS 7302	SNS 7302 (Plastic Blue)
40	1310711166	FILE BOX TYPE (SNS 7825)	SNS 7825 (Card Board)
41	1310711027	FILE FOLDER PLASTIC	FILE FOLDER PLASTIC
42	1310711167	FILE STICK A4	Set of 10 files
43	1310710118	FILE COVER PLASTIC FILE FOLDER	L folder
44	1310710119	FILE COVER TRANSPARENT PLASTIC	Khadi folder
45	1310710301	SHEET PROTECTOR A4 SIZE	A4 Size , 100 sheets per pac
46	1310711442	FILE SEPERATOR SET	FILE SEPERATOR SET
47	1310710138	GUM STICK 25 gms	Fevi stick, Glue stick as like (25 grms) 12 mm* 5 mm
48	1310710139	GUM 10 ML (TUBE TYPE)	Camel
49	1310710141	GUM 150 ML	Camel
50	1310710244	PAPER WEIGHT GLASS	GLASS type

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SL. NO.	ITEM CODE	ITEM DESCRIPTION	ITEM SPECIFICATION
51	1310710245	PAPER WEIGHT RUBBER	RUBBER type
52	1310710254	PIN-STAPLER NO: 10	Max/Kangaroo
53	1310710255	PIN-STAPLER PIN NO: 24/6	No: 24/6/Kangaroo
54	1310710275	PUNCH DOUBLE	Kangaroo
55	1310710276	PUNCH SINGLE	Kangaroo
56	1310710278	PUNCH-HEAVY DUTY (KANGAROO) DP-800	Kangaroo DP800
57	1310710296	SCISSORS(SMALL)	Small 6", Stainless Steel
58	1310711171	SCISSORS DELI 175 mm 7"	SCISORS DELI 175 mm 7"
59	1310710341	STAPLER MACHINE NO 10	Max/Kangaroo
60	1310711172	STAPLER (MEDIUM) (KANGARO HP 45)	Max/Kangaroo
61	1310710419	TAG	TAG SHORT (PAPER TAG) - Metal - ended (Green) , 5 Inch Length, Pack of 100 tags
62	1310710420	TAG(PAPER/FILE TAG)	TAG LONG (PAPER TAG) - Metal - ended (Green) , 9 Inch Length, Pack of 100 tags
63	1310710440	TRAY-FILE TRAY [PLASTIC]	TRAY (RAJA PLASTIC)
64	1310710917	RUBBER BAND LARGE SIZE	200 gram

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SL. NO.	ITEM CODE	ITEM DESCRIPTION	ITEM SPECIFICATION
65	1310711092	DOUBLE SIDE TAPE	Wonder double side tap, 1 inc roll
66	1310711015	BINDER CLIPS 19 MM	19mm, 12 Pcs in One PAC
67	1310711161	BINDER CLIPS 32MM	32mm - 12 Pcs in One PAC
68	1310711162	BINDER CLIPS 41 MM	41mm - 12 Pcs in One PAC
69	1310711363	BINDER CLIP 53 MM	53mm - 12 Pcs in one Pac
70	1310711364	BINDER CLIPS 25MM	25mm - 12 Pcs in One Pac
71	1310711168	TAPE CELLO BROWN - 5 CM (FOUR PILLERS)	WONDER 555 TAPE
72	1310711169	TAPE CELLO 2.5 CM WHITE	2.5cm
73	1310711170	Cellotape tape (white) 1 cm	1 cm
74	1310711175	STIC PAD SIZE 3 in 1 PACK (VARIOUS COLOURS) 76mmX25mm	76mmX25mm VARIOUS COLOUR 3 PAD/PACK
75	1310711176	STIC PAD SIZE 50mmx75mm	50mmx75mm(Small) pad
76	1310711177	STIC PAD SIZE 3'X4'	76mmx101mm (3"x4") Medium - pad
77	1310711178	STIC PAD SIZE 3'X5'	125x75mm(Large) (3"x5") - pad
78		STIC PAD SIZE 3 X3 (VARIOUS COLOURS)	75mmx75mm(Small)
79	1310711189	PEN STAND	RUBBER/steel type

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80	1310711197	WASTE BASKET 240*(diameter * height)8 ltr capacity)	PLASTIC(Top Open, net type) 240 - (Diameter - Height) 8 Ltr Capacity)
81	1310710919	SCISSORS	200mm GENERAL PURPOSE SCISSORS, FISKARS Make SS Blades
82	1310110029	NOTE BOOK PREMIUM A6	SIZE-297 X 420
83		PAPER FILE	A4 SIZE
84		NOTE BOOK PREMIUM A5	size-297x420
85		WHITE BOARD	Dry Erase White Marker Board for Writing 3x4 Feet
86		ZIP LOCK COVERS	Zip Lock Pouch Bags 10" X 12" inch,100 Pieces, Transparent
87		Wooden Exam Board	Size - 24 cm x 34.5 cm
88		Jute file zip type	
89		BOOK NOTE BOOK	200 page (Ruled)
90		Legal Paper	216*356mm,80gsm,500sheets

We hereby agree to supply the above material as per the specification listed herein.

Name & Signature of the Bidder
(With office seal)

Place:

Date:

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e-mail: materialspt@lifecarehll.com,

TENDER NO: HLL/PFT/PUR/OFFICE STAT/2025

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TERMS & CONDITIONS

1. (a) In the event of failure on the part of the supplier to supply the material as per the delivery schedule or supply material at the agreed rate during the contract period, HLL would procure the material from alternate source at the risk and cost of supplier.
(b) Failure to supply the material after participating in the Tender will result in blacklisting of the supplier for a minimum period of one year.
2. Conditional tenders/tenders with deviation will not be accepted.
3. The quantity mentioned herein is approximate annual requirement and in case the company requires more/less quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
4. The tenderer shall be in a position to supply the items as and when ordered within 10 days of placement of order/LOI.
5. HLL reserves the right to split up the quantity and place the order on more than one supplier and also reserves the right to accept or reject the offer without assigning any reason.
6. Each consignment of incoming material will be checked against the specification and the functional requirement 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.
7. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.
8. Units Registered with UDHYOG ADHAR/UDHYAM shall provide valid acknowledgement certificate.
9. Units Registered with UDHYOG AADHAR/ UDHYAM belonging to SC/ST Owners shall mention the same separately

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10. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSME'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.
11. 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. The shall submit a valid copy of Registration certificate from Department of Industrial policy & Promotion.
- 12. Indemnity clause shall be signed, sealed by the bidder and submitted.**

In the event of placing orders: -

- a) 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.**
- b) The supplier shall 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.
- c) The supplier shall supply as per the rate quoted and other terms and conditions for a period of one year during which period no price escalation and no change in terms and conditions will be allowed on any ground

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- d) Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL.
- e) 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
- f) **All dispatch documents like delivery note/challan, packing list and invoice should contain the following details**
 - i. **Purchase Order No.& date**
 - i. **Description of items as contained in the Purchase Order along with HSN Code.**
 - ii. **Quantity dispatched**
 - iii. **Total Number of packages/ serially numbered**
 - iv. **HLL's GST No & Suppliers GST No.**

The LR no. should be intimated immediately after dispatch of the material by email/fax

g) The following documents should accompany the consignment

- a. Invoice in triplicate
- b. Delivery Note/Challan
- c. Packing List
- d. LR/AWB/----

h) Mode of Transport shall be by road, unless otherwise specified.

- i) Payment will be made by RTGS within 30 days of receipt, inspection subject to acceptance of the material.
- j) The jurisdiction of any disputed, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram.

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k) **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

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.

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SCHEDULE – C

INDEMNITY 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 within 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:
DATE:

NAME AND SIGNATURE OF THE BIDDER
(WITH OFFICE SEAL)

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SCHEDULE - I

DECLARATION

We confirm having read and understood all the specifications (schedule A), instructions, forms, terms and conditions (schedule C) 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

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ANNEXURE-1

OFFICE STATIONERY - TENDER ACCEPTANCE FORM

Full Name and address of the Tenderer :

Telephone No. with STD Code :

Mobile Number :

E-mail Address :

Fax No.(if any) :

GST NO :

PAN NO :

To
GENERAL MANAGER (COMMERCIAL&BO)
HLL LIFECARE LIMITED,
Peroorkada P.O.,
Trivandrum – 695005.

Dear Sirs,

We, hereby offer to supply **OFFICE Stationery** as detailed in price bid. We shall be bound by a communication of acceptance dispatched within the prescribed time.

We have understood the conditions mentioned in the invitation to tender and conditions of contract furnished by you and have thoroughly examined the specification quoted in the Tender form hereto and are fully aware of the nature of the material required and our offer is to supply strictly in accordance with the requirement and the terms and conditions mentioned above and in this tender.

Place:

Date:

Signature With Office seal

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SCHEDULE -IA

BID SECURITY DECLARATION

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

From

To
The General Manager (Purchase)
HLL Lifecare Limited
(A Government of India Enterprise),
PEROORKADA FACTORY, Thiruvananthapuram – 695 005,

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.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

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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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PRICE BID FORMS

For

SUPPLY OF OFFICE STATIONERY ITEMS

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SCHEDULE 1

PRICE BID

CONTENTS

Bidders are requested to enter the rates in the respective column provided for Rate/Unit and taxes in percentage and submit hard copy of their Price Bid. Please note that details of price and tax have to be entered in the form provided and no other format is to be used for the same.

Rate quoted shall be the Basic rate (Inclusive of all charges) and Taxes separately (should be mentioned in Percentage) in the price bid.

The attached price bid may duly be filled as indicated with you offered rates and submitted.

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SCHEDULE -1

PRICE BID

PRICE BID FOR OFFICE STATIONERY 2025(90 Items)

SUPPLY TO -Peroorkada Factory (PFT), Akkulam Factory (AFT), Corporate Head Office Poojappura (CHO), Corporate R&D Division Akkulam (CRDC), HITES Poojappura, HMA Vellayambalam and Hindlabs Medical College Thiruvananthapuram

SL. NO.	ITEM CODE	ITEM DESCRIPTION	UOM	TOTAL QTY	BASIC PRICE PER UNIT (RS)	GST (%) (RS)	LANDED COST PER UNIT	TOTAL AMOUNT (RS)
1	1251710765	CALCULATOR	NO	53				
2	1310110000	REGISTER RULED 100 PAGE	NO	833				
3	1310110001	REGISTER RULED 200 PAGE	NO	1298				
4	1310110002	REGISTER RULED 300 PAGE	NO	795				
5	1310110003	REGISTER RULED 400 PAGE	NO	510				
6	1310110004	REGISTER RULED 500 pages	NO	280				
7	1310110005 / 1310110006	PAPER PHOTOSTAT A4 75 GSM	PAC	1625				
8	1310110019	PAPER PHOTOSTAT A4 ,80 GSM	PAC	300				
9	1310110008	PAPER PHOTOSTAT A3	PAC	20				

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

Name & Signature of the applicant
(With office seal)

Place:

Date:

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10	1310210161	PAPER BILT COPIER 80 GSM (Copygold/TNPL/Bilt)	PAC	750				
11	1310110016	BOOK SHORTHAND	NO	3				
12	1310210006	BOOK-NOTE BOOK-200 PAGE (PLAIN)	NO	388				
13	1310210013	DUSTER FOR WHITE BOARD (STD.SIZE)	NO	8				
14	1310210014	ERAZER PENCIL	NO	118				
15	1310210016	ERAZER EX WHITENER (CORRECTION FLUID)	NO	28				
16	1310210159	CORRECTION PEN	NO	162				
17	1310210052	PAPER-CARBON BLUE (PENCIL CARBON) FULL	PAC	1				

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18	1310210060	HIGH LIGHTER PEN (DIFFERENT COLOURS)	NO	215				
19	1310210064 /1310210068	PEN WHITE BOARD MARKER (DIFFERENT COLOURS)	NO	142				
20	1310711191	Permanent Marker (DIFFERENT COLOURS)	NO	274				
21	1310210075, 1310210059	PEN(XO/LINC)	NO	2255				
22	1310210079	PEN (CELLO PAPER SOFT - BLUE-BLACK-RED)	NO	25				
23	1310210106	PEN- MICROTIP- BLUE (UNI-BALL - FINE)	NO	100				

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

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24	1310210165	CELLO GEL PEN ACHIEVER	NO	70				
25	1310210086	PEN-SKETCH PEN	PAC	8				
26	1310210132	SCALE PLASTIC 30 CM	NO	60				
27	1310210133	SCALE STEEL 30 CM	NO	43				
28	1310210137	SPIRAL PAD (small)	NO	35				
29	1310210138	SPIRAL PAD [MEDIUM]	NO	673				
30	1310210139	SPIRAL PAD (LARGE)	NO	28				
31	1310310021	PENCIL-HB	NO	388				
32	1310510148	CD Writer Pen	NO	523				
33	1310710826	PLASTIC CARD HOLDER	NO	13				
34	1310710074	CLIP-GEM CLIP-PLASTIC	PAC	200				
35	1310710093	CUTTER-PENCIL CUTTER	NO	90				

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

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Place:
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36	1310710094	CUTTER-PAPER CUTTER	NO	36				
37	1310710113	FILE BOARD	NO	50				
38	1310710116	FILE-BOX FILE	NO	425				
39	1310711165	Box file SNS 7302	NO	88				
40	1310711166	FILE BOX TYPE (SNS 7825)	NO	600				
41	1310711027	FILE FOLDER PLASTIC	NO	55				
42	1310711167	FILE STICK A4	NO	130				
43	1310710118	FILE COVER PLASTIC FILE FOLDER	NO	45				

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

Name & Signature of the applicant
(With office seal)

Place:
Date:

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PRICE BID

PRICE BID FOR OFFICE STATIONERY 2025(90 Items)

SUPPLY TO -Peroorkada Factory (PFT), Akkulam Factory (AFT), Corporate Head Office Poojappura (CHO), Corporate R&D Division Akkulam (CRDC), HITES Poojappura, HMA Vellayambalam and Hindlabs Medical College Thiruvananthapuram

SL. NO.	ITEM CODE	ITEM DESCRIPTION	UOM	TOTAL QTY	BASIC PRICE PER UNIT (RS)	GST (%) (RS)	LANDED COST PER UNIT	TOTAL AMOUNT (RS)
44	1310710119	FILE COVER TRANSPARENT PLASTIC	NO	45				
45	1310710301	SHEET PROTECTOR A4 SIZE	PAC	18				
46	1310711442	FILE SEPERATOR SET	PAC	2				
47	1310710138	GUM STICK 25 gms	NO	125				
48	1310710139	GUM 10 ML (TUBE TYPE)	NO	90				
49	1310710141	GUM 150 ML	NO	19				
50	1310710244	PAPER WEIGHT GLASS	NO	3				

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

Name & Signature of the applicant
(With office seal)

Place:
Date:

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)

पेरूरकडापी.ओ. PEROORKADA. P.O.,
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005
PHONE NO : 0471 2437270; FAX NO:0471 2435013;
e-mail: materialspt@lifecarehll.com,

TENDER NO: HLL/PFT/PUR/OFFICE STAT/2025

01.04.2025

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51	1310710245	PAPER WEIGHT RUBBER	NO	23				
52	1310710254	PIN-STAPLER NO: 10	PAC	942				
53	1310710255	PIN-STAPLER PIN NO: 24/6	NO	99				
54	1310710275	PUNCH DOUBLE	NO	75				
55	1310710276	PUNCH SINGLE	NO	30				
56	1310710278	PUNCH-HEAVY DUTY (KANGAROO) DP-800	NO	23				

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57	1310710296	SCISSORS(SMALL)	NO	43				
58	1310711171	SCISSORS DELI 175 mm 7"	NO	55				
59	1310710341	STAPLER MACHINE NO 10	NO	115				
60	1310711172	STAPLER (MEDIUM) (KANGARO HP 45)	NO	33				
61	1310710419	TAG	BUNDLE	12				
62	1310710420	TAG(PAPER/FILE TAG)	BUNDLE	5				
63	1310710440	TRAY-FILE TRAY [PLASTIC]	NO	28				

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64	1310710917	RUBBER BAND LARGE SIZE	PAC	9				
65	1310711092	DOUBLE SIDE TAPE	NO	23				
66	1310711015	BINDER CLIPS 19 MM	PAC	1366				
67	1310711161	BINDER CLIPS 32MM	PAC	566				
68	1310711162	BINDER CLIPS 41 MM	PAC	363				
69	1310711363	BINDER CLIP 53 MM	PAC	213				
70	1310711364	BINDER CLIPS 25MM	PAC	916				

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71	1310711168	TAPE CELLO BROWN - 5 CM (FOUR PILLERS)	NO	105				
72	1310711169	TAPE CELLO 2.5 CM WHITE	NO	203				
73	1310711170	Cellotape tape (white) 1 cm	NO	35				

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74	1310711175	STIC PAD SIZE 3 in 1 PACK (VARIOUS COLOURS) 76mmX25mm	NO	153				
75	1310711176	STIC PAD SIZE 50mmx75mm	NO	105				
76	1310711177	STIC PAD SIZE 3'X4'	NO	91				
77	1310711178	STIC PAD SIZE 3'X5'	NO	81				
78		STIC PAD SIZE 3 X3 (VARIOUS COLOURS)	NO	28				
79	1310711189	PEN STAND	NO	38				
80	1310711197	WASTE BASKET 240*(diameter * height)8 ltr capacity)	NO	18				
81	1310710919	SCISSORS	NO	5				
82	1310110029	NOTE BOOK PREMIUM A6	NO	10				

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83		PAPER FILE	NO	60				
84		NOTE BOOK PREMIUM A5	NO	10				
85		WHITE BOARD	NO	5				
86		ZIP LOCK COVERS	NO	2500				
87		Wooden Exam Board	NO	25				
88		Jute file-Zip Type	NO	13				
89		Book Note Book 200 page (Ruled)	NO	38				
90		Legal Paper	PAC	2				

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