

**HLL LIFECARE LIMITED, IRAPURAM**

**(A GOVT. OF INDIA ENTERPRISE)**

**Tender No. HLL/IFC/PUR/AMMO/2020**

**17/03/2020**

**TENDER NOTICE**

1. Sealed and super scribed tenders under two bid systems are invited from manufacturers/authorized agents for the supply of Ammonium Hydroxide to our Irapuram Factory, Ernakulum for the year 2020-21.
2. The technical specification, approximate quantities and other terms and conditions are given in the TENDER DOCUMENT which can be obtained from our office on any working day from 17/03/2020 between 10.30am and 3.30pm by paying Rs 525 (including GST) by DD taken in favour of HLL Lifecare Ltd payable at Ernakulum. The tender documents can also be downloaded from the web site [www.lifecarehll.com](http://www.lifecarehll.com) and the cost of the tender document (Rs 525) shall be submitted along with the tender.
3. Bidders can participate in the tender by paying an EMD of Rs 25000/- *in the form of a Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Ernakulum.*
4. Last date and time for submission of bid: 31.03.2020. 14:00 Hrs
5. Date and time of opening technical bid : 31.03.2020; 16:00 Hrs

**INSTRUCTION TO BIDDERS**

1. The price bid of those tenderers who qualify in the technical bid only will be opened.
2. The date & time of opening the price bid will be intimated separately .The price bid of tenderers who do not qualify in the technical bid evaluation will be returned unopened.

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3. The price bid of new vendors and those under vendor development process will be opened only after submission of sample and successful completion of plant trial evaluation
4. SSI/MSE units Registered with UDYOG ADHAR shall provide their valid registration certificates and units under micro and small category will be exempted from tender fee and EMD amount subject to verification of the registration certificates.
5. The Unit Chief, Irapuram Factory reserves the right to cancel or reject this tender fully or partially, without assigning any reason and his decisions on this will be final and binding on all Tenderers

**UNIT CHIEF**  
**HLL Lifecare Limited**  
**Irapuram**

**CONTENT OF THE BID DOCUMENT**

**I. INSTRUCTION TO THE BIDDERS**

**II. TECHNICAL BID**

- A) Section 1- Specification & approximate quantity
- B) Section II –General information of the manufacturer/ Supplier
- C) Section III - Minimum eligibility criteria
- D) Section IV-Supply conditions
- E) Section V- Information to be provided by new vendor /vendor under development
- F) Section VI- Declaration by the Tenderer

**III. TERMS & CONDITIONS**

**IV. PRICE BID FORM**

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**I. INSTRUCTION TO THE BIDDERS**

1. The Bid is intended to procure ammonium hydroxide as per the specification in Section - I.
2. The bid consist of two parts :
  - a. Technical Bid
  - b. Price Bid
- 3 The technical specification, approximate quantities and other terms and conditions are given in the tender document which can be obtained from our office on any working day from 17/03/2020 between 10.30am and 3.30pm *by paying Rs 525 (including GST) in the form of DD ( from scheduled bank) taken in favour of HLL life care Ltd payable at Ernakulum..* The tender documents can also be downloaded from the web site [www.lifecarehll.com](http://www.lifecarehll.com) and the cost of the tender document shall be submitted along with the tender in separate cover marked \*Document Cost”.
4. Earnest Money Deposit of Rs 25000./ in the form of a Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Ernakulum, which should be placed in a separate sealed cover marked “Earnest Money” shall be submitted along with the tenders ,failure of which the tender will be rejected.
5. The technical bids & price bid shall be placed in separate sealed envelope. Technical and Price bid shall be super scribed as “TECHNICAL BID” and “PRICE BID” on respective covers. These two bids along with envelope containing document cost, EMD and the tender documents shall be submitted in a single cover to Unit Chief, HLL Lifecare Limited, Irapuram Factory, Plot no 1&2, Rubber Park, Valayanchirangara P.O. Eranakulam-683556, on or before the due date & time mentioned in the tender notification.. The quotations received after due date and time will not be accepted or considered under any circumstances. The company will not be responsible for any kind of delay in the transit of the Tenders.
6. In the event the date mentioned above is declared subsequently as holiday for the Company’s office, the due date for submission and opening of bids will be the next

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working day at the same venue and time. Bids received after the last date and time for submission shall not be considered

7. The Technical bid shall be opened at **HLL Lifecare Limited, Irapuram Factory, Plot no 1&2, Rubber Park, Valayanchirangara P.O, and Eranakulam-683556** in the presence of representatives from HLL Lifecare Ltd and bidders who choose to attend the opening at 16:00hrs on 31.03.2020

8. 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 bid not substantially responsive to the bidding document in every respect will be at the Bidder's risk and may result in rejection of the bid. Any clarification required will have to be obtained at least one week prior to the date of opening of the technical bid

9. A certificate/declaration as given in section VI stating that all terms & conditions of this tender is acceptable should accompany the tender, failing which the tender is likely to be summarily rejected.

10 a. The price bid of those tenderers who qualify in the technical bid only will be opened. The date and time of opening of price bid will be intimated separately.

b. The price bid of new vendors and those under vendor development process will be opened only after submission of sample and successful completion of plant trial as laid down in the vendor development protocol of HLL IFC.

c. The price bid of tenderers who do not qualify in the technical bid evaluation will be returned unopened.

11. a) SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udhdyog Aadhar registration certificate issued by the concerned DIC or NSIC along with technical bid. But the party has to provide Security Deposit of Rs.25000/- if 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

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due date as Per tender notice. But the party has to provide security deposit of Rs.25000/- if Tender is awarded to them.

b) 20% of 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. In the event of failure of SC or ST entrepreneurs to participate in tender or meet tender Requirements / conditions regarding price the same will be sourced from other MSE enterprises

12. HLL reserves the right to accept or reject any tender and to annul the Evaluation process and reject all tenders at any time, without assigning any reason or incurring any liability to the applicants. In case any doubt or dispute is arising out and in relation to this the decision of the **Unit Chief -IFC** will be final and binding on all the Tenders
13. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in HLL Lifecare Limited. In such cases the security deposit shall be forfeited.
14. The validity period of the Technical and Price Bid shall be One Year.

**II. TECHNICAL BID****SECTION I****SPECIFICATION & QUANTITY OF AMMONIUM HYDROXIDE**

|   |                                 |   |  |
|---|---------------------------------|---|--|
| <b>SPECIFICATION :</b>  |                                 | <b>PACKING MODE :</b>   |  |
| 1. Colour & appearance :<br>Clear transparent liquid<br>free from contamination                           |                                 | 50 kg reusable Plastic Carboys.<br>40 – 80 carboys of approximately<br>2000 - 4000 Liters in one load.  |  |
| 2. Concentration-<br>Minimum 20% by<br>weight   |                                 | At any point of time 40 to 80 Nos of 50 Kg Plastic<br>Carboys shall be maintained by the supplier at<br>their own cost for supply for ensuring timely<br>delivery.<br>-Delivery required within 48 hours of order /<br>intimation from factory. |  |
| Note: <b><u>The plastic carboys can be taken back<br/>by the party after consumption of material.</u></b> |                                 |   |  |
| APPROXIMATE QUANTITY REQUIRED PER ANNUM   |                                 |   |  |
| UNIT  | LOCATION                        | QUANTITY (KG)   |  |
| HLL IRAPURAM  | IRAPURAM,<br>ERNAKULAM DISTRICT | 70,000  |  |
|   | TOTAL                           | <b>70,000</b>   |  |

We hereby agree to supply the above materials as per the specification given above.

Place:

Date:

Name and signature of applicant  
(With Office Seal)

## SECTION II

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### GENERAL INFORMATION OF THE MANUFACTURER / SUPPLIER

1. Name & Address of the supplier with
  - a. Telephone No.
  - b. Fax No.
  - c. E-mail Address
  - d. Name of contact person
  - e. Whether proprietary/partnership/limited company
  - f. Specify whether SSI / MSME unit
  - g. If yes, pl specify if your unit is owned by:  
SC / ST entrepreneur
2. How many years have you been in the business of manufacturing / selling this product?
3. What is your annual production capacity?
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.a) 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 year (Attach separate sheet)
- b) The type of water used for manufacture of the product.  
DM water /Bore well water /Open well water/ water from other source.
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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8. What is your annual turnover during the last 3 years?

2016-17      Rs.....Lakhs

2017-18      Rs.....Lakhs

2018-19      Rs.....Lakhs

(Copy of P&L and balance sheet to be attached)

9. Details of tax registration:

a. CST No.

b. TIN No. and GST No.

10. Name & Address of your Banker(s)

11. A/C no. & Swift Code

12. Any other details

All the information provided herein is true & correct.

Place:

Date:

Name and signature of applicant  
(With Office Seal)

## SECTION – III

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### MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN THE TECHNICAL BID

#### **MATERIAL: AMMONIUM HYDROXIDE**

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 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 SECTION-1 of the tender.**
3. Manufactures/ authorized agents who has been previously a supplier of HLL for ammonium hydroxide are also eligible to submit the price bid & participate in the tender.
4. The minimum annual turnover of the bidder (Manufacturer/authorized agents) should be Rs.30Lakhs.Vendors shall submit copies of P&L and balance sheet relating to last three years in support of their claim.
5. The supply performance of exiting approved vendors will also be considered.
6. The manufacturer shall use DM water for manufacturing ammonium hydroxide ( the test report of the water shall be shared with HLL)

**Note:**

a) Vendors whose name appear in our list of approved vendors shall stand qualified in the technical bid if they meet the above minimum eligibility criteria & the quality of the material is approved for our consumption.

b (.i) Vendors other than (a) above fulfilling the minimum eligibility criteria shall be considered as vendor under development. They shall have to complete the vendor development protocol of HLL –IFC for enlistment as an approved vendor.

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b .(ii) The price bid of vendors under development [b(i)] shall be retained unopened. The price bid shall be opened only after the successful completion of the plant trial as laid down in the vendor development protocol of HLL –IFC. Order on such vendors shall be placed either at their quoted rate or the final L1 rate whichever is lower.

c). Vendors who do not meet the minimum eligibility criteria shall be considered as disqualified in the tender. Their *price bid shall be returned unopened.*

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**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA**

**Material: Ammonium Hydroxide**

|   |        |
|---|--------|
| 1.Can you supply material as per our specification given in Section-I   | YES/NO |
| 2.Are you a manufacturer / Authorized Agent   | YES/NO |
| 3.In the case of an Authorized Agent,<br>a. Have you enclosed a letter of confirmation from the manufacturer appointing you as the authorized agent valid for 2016-17 | YES/NO |
| b. Also have you enclosed a letter from the manufacturer / principal that the product being offered is as per the specification given in Section-1                    | YES/NO |
| 4.What is the minimum shelf life of Ammonium Hydroxide being offered by you   |        |
| 5.a. Will you be issuing Test Certificate of each batch/lot   | YES/NO |
| b. Do you have in – house testing facility to check HLL parameters  | YES/NO |
| 6.What is your annual production capacity   |        |
| 7.What is your annual turnover<br>(Please enclosed copy of annual report)   |        |
| 8.DM water is used for the manufacture of ammonium hydroxide.   | YES/NO |

All the information provided here is true & correct

PLACE:

NAME & SIGNATURE OF THE APPLICANT

(WITH OFFICE SEAL)

DATE:

## Section IV

### **SUPPLY CONDITIONS FOR THE SUPPLY OF AMMONIUM HYDROXIDE**

Packing mode: 50kg Reusable plastic carboy

The supply will be made in reusable good quality plastics of 50Kg capacity. The sealing of the container shall be suited for maintain the cap intact during transportation and loading/unloading activity. The supplier shall always maintain a stock of 40-80 SUITABLE EMPTY carboys at their premises at their own cost to supply and rotate with carboys owned by HLL. After consumption of the material the bidder can take back the carboys at their cost for affecting further supply. The supply has to be made against order in staggered quantities within 48 hrs of intimation from HLL-IFC.

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

PLACE:

NAME & SIGNATURE OF THE APPLICANT

Date

(WITH OFFICE SEAL)

**Section V**

**QUESTIONNAIRE FOR VENDOR DEVELOPMENT**

**(TO BE FILLED BY NEW VENDORS)**

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**NAME OF PRODUCT: Ammonium hydroxide**

**1. Name & Address of the Manufacturer:**

a. Telephone No.

b. Fax No.

c. Email Address

d. Name of contact Person

e. 1. Whether proprietary/partnership/limited company.

2. Furnish Name/s, address, phone nos. of Proprietor? Managing Partner / M.D / Director's

(Attach separate sheet)

f. Specify whether SSI / MSME unit

g. If Yes, pl specify if your unit is owned by :

SC/ST entrepreneur

**2. Details of tax registration:-**

c. CST No.

d. TIN No. & GST No.

**3. Name & Address of your Banker(s)**

Account no.

Swift Code

**4. Annual Turnover of past three years (Provide P&L and balance document)**

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5. Do you have a quality control department?

Yes/No

If yes, give the details of the facilities.

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

7. Do you have any accreditation?

Yes / No

a) ISO 9000

Yes / No

b) Any national/international laboratory certification

Yes/No

If yes, provide copy of certificate.

8. Do you have an ISO 14001 certification?

Yes/no

If yes, provide copy of certificate.

9. Have you been assessed previously by HLL

Yes/no

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10. List of customers

a) Govt.dept/PSU

b) PRIVATE SECTOR

11. Have you furnished sample along with this document.

Yes/No

All the information provided here is true & correct

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

**Section VI**

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**DECLARATION BY THE TENDERER**

**Material: Ammonium Hydroxide**

We confirm having read and understood all specifications, instructions, forms, terms & 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

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

### **III 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 Tenderer. Bids received after the deadline for submission shall not be considered
3. The Tender should be submitted along with EMD of Rs.25000/- in the form of DD drawn in favour of HLL Lifecare Limited, Ernakulam failing which the Tender will be summarily rejected
4. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period. Successful MSME/ SSI unit shall deposit security deposit of Rs 25000 in the form of a DD of a scheduled bank issued in favour of HLL Lifecare Limited, Ernakulam.

**5. RATE:**

- (i) The rate quoted should be all inclusive rate (including all taxes, duties, freight, insurance etc.) for delivery at our Stores at Irapuram.
- (ii) The quoted rate shall be valid 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.
- (iii) 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 the supplier. In such cases, the additional cost incurred will be recovered from the supplier.

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(iv) Failure to supply the material for any of the above reasons will also entail Forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of two years.

6. Conditional tenders / tenders with deviation will not be considered.

7. The quantity mentioned herein is approximate annual requirement with staggered delivery and in case less or more quantity is required, the supplier should be prepared to effect supply at short notice on the same terms and conditions.

8. 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.

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

**10. IN THE EVENT OF PLACING ORDERS: -**

- a. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period. SSI /MSME/Start Up units who hasn't submitted EMD shall deposit Rs 25000/- as security deposit in the form of an irrevocable bank guarantee of any scheduled bank or state bank of India.
- b. The remaining period of shelf life of material on arrival at HLL stores should be minimum 5/6<sup>th</sup> 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.
- 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 by the supplier or through our approved Transporter on freight to-pay basis.
  - ii. Alternatively the rejected material shall be destroyed at our end.

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- iii. The cost incurred for disposal of the rejected material shall be recovered from supplier.
- iv. 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.
- e. The supplier agrees to supply strictly as per the order terms in respect of quantity, quality and delivery schedule. HLL reserves the right not to receive material beyond the delivery date given in the order.
- f. Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL. In the case of excess supply the quantity shall be returned back through the Transporter proposed by you or our authorized transporter on freight to pay basis.
- g. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% of value of item per week delay subject to a maximum of 7.5% of value of supply will be imposed for material supplied after the stipulated delivery period.
- h. However HLL reserves the right to return the material if the same is not delivered as per the schedule given for the supply. In the event of delay in supply of material HLL reserve the right to procure the material from alternate sources at your risk and cost.
- i. HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency for compliance.
- j. All dispatch documents like delivery note/Challan, packing list and invoice should contain the following details.

- 1. Supply Order No.& date**
- 2. Description of items as contained in the supply Order.**
- 3. Quantity dispatched**
- 4. Batch/lot No.**
- 5. Manufacturing date.**
- 6. Expiry date.**
- 7. Total Number of Cylinders/Carbouys/bags/box/bundles.**
- 8. Test certificate**
- 9. HLL's GST/TIN NO.**

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

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- k. The following information shall be stenciled or labeled 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. Batch NO.
  - c. Date of Manufacture (Month/Year)
  - d. Date of expiry (Month/Year).
  - e. Quantity
  - f. Instruction of storage and handling
  - g. Name & Address of Manufacturer
  - h. Company's address in full
- l. The following documents should accompany the consignment and shall be handed over to Stores Department.
- 1. Tax Invoice in triplicate**
  - 2. Delivery Note/Challan**
  - 3. Packing List**
  - 4. LR/AWB/----**
  - 5. Material Safety Data Sheet (MSDS) along with first supply**
  - 6. Transport Emergency Card (TREM Card if applicable)**
  - 7. Preshipment of certificate/COA**
- m. 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.
- n. Payment shall be made by RTGS/Cheque within 30 days of receipt, inspection and acceptance of the material.**
- o. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram as the case may be.
- p. A certificate confirming that the product offered is environment friendly i.e. nonhazardous to the environment is to be enclosed with the tender document.

10. The tender shall be submitted to the following address.

**Unit Chief**

**HLL LIFECARE LIMITED**

Plot No.1& 2, Rubber Park

Irapuram, Valayanchirangara.P.O

Ernakulam -683 556;Ph -0484 2597200

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**11. 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 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.

12. 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 APPLICANT  
(WITH OFFICE SEAL)

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IV. PRICE BID

RATE SCHEDULE FOR THE SUPPLY OF AMMONIUM HYDROXIDE  
TO IRAPURAM FACTORY, ERNAKULAM.

| PRICE PARTICULARS  | PER UNIT (KG) (IN RS.) | REMARKS |
|--|------------------------|---------|
| <b><u>BASIC PRICE</u></b><br><br>(INCLUDING UNIT<br>PRICE+FREIGHT+PACKING AND<br>FORWARDING CHARGES+INSU.<br>ETC.) |                        |         |
| GST  |                        |         |
| TOTAL DELIVERED RATE AT HLL<br>STORES  |                        |         |
| (Rupees.....)  |                        |         |

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



VALIDITY : From April 2020 to March 2021

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

PLACE:  
DATE:

NAME AND SIGNATURE OF THE TENDERER  
(WITH OFFICE SEAL)