

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

पेरूरकडा PEROORKADA. P.O,

तिरुवनंतपुरम THIRUVANANTHAPURAM-695005

PHONE NO: 0471 2539329, 0471 2435013; EMAIL:indoresd@lifecarehll.com

e – TENDER No. HLL/BG/SOURCE/MEDKIT/2022-23

Date: 11.06.2022

निविदा दस्तावेज़ TENDER DOCUMENT

ई - निविदा E-TENDERING

ITEM: MEDICINE KITS FOR AWCs & MAWCs

ई -निविदा संख्या: HLL/BG/SOURCE/MEDKIT/2022-23

e-Tender No: HLL/BG/SOURCE/MEDKIT/2022-23

तकनीकी वाणिज्य बोली

TECHNO-COMMERCIAL BID

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ई-निविदा नोटिस NOTICE INVITING TENDER

01.07.2022 से 30.06.2024 तक भारत में विविध परेषितियों को MEDICINE KITS AWCs & MAWCs की आपूर्ति के लिए खुली दो बोली प्रणाली (तकनीकी और मूल्य) के तहत ई-निविदा आमंत्रित की जाती है।

e-Tender under open two-bid system (Technical and Price) are invited for the Supply of MEDICINE KITS AWCs & MAWCs to various consignees ANYWHERE IN INDIA for the period from 01.07.2022 to 30.06.2024 for our Indore Factory

SI No	Particulars	Description
1	Name of Item	1. Medicine Kits for AWCs 2. Medicine Kits for MAWCs
2	Location of Delivery	Various Consignee Places of Chhattisgarh State
3	EMD	Rs.10,00,000/-
4	Bid submission fee/Tender fee	Rs. 892/- + GST @12% = Rs 1000/-
5	Period of contract	JULY - 2022 to JUNE -2024
6	Eligibility criteria for Bidders	As per Tender document
7	Last date and time for online submission of bids	01.07.2022 at 15.00Hrs
8	Date and time of opening of e-tender	02.07.2022 at 15.30Hrs
9	HLL A/c Details for payment of Tender Fees and EMD (Payment mode: NEFT/RTGS)	Name of Bank: State Bank of India A/c number: 0030307558895 IFSC Code: SBIN0004350 Branch name: Commercial Branch, Thycaud, Trivandrum

ED (O) & UC (KFB)

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GENERAL INSTRUCTIONS TO BIDDERS

1. This tender is an e-Tender and is being published online in Government e Procurement portal, <https://etenders.gov.in/eprocare/app>
2. Bid documents including the Bill of Quantities (BoQ) can be downloaded by payment of Rs.1000/- (Inclusive of GST) by way RTGS/NEFT from the Central Public Procurement Portal of Government of India (e-portal). All Corrigendum/extension regarding this e-tender shall be uploaded on this website i.e. <https://etenders.gov.in/eprocare/app>.
3. The tendering process is done online only at Government procurement portal (URL address: <https://etenders.gov.in/eprocare/app>). Aspiring bidders may download and go through the tender document.
4. All bid documents are to be submitted online only and in the designated cover(s)/envelope(s) on the Government e Procurement website. Tenders/bids shall be accepted only through online mode on the Government e Procurement website and no manual submission of the same shall be entertained. Late tenders will not be accepted.
5. The complete bidding process is online. Bidders should be in possession of valid Digital Signature Certificate (DSC) of class II or above for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.
6. Bidders are advised to go through "Bidder Manual Kit", "System Settings" & "FAQ" links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal.
7. Bidders are advised to visit CPPP website <https://etenders.gov.in> regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.
8. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Government e Procurement Portal.

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8.1 Registration

- a) Bidders are required to register in the Government e-procurement portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home page after log in to the CPP Portal (URL: <https://etenders.gov.in/eprocure/app>), by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The bidders are required to have Class II or above digital certificate with both signing and encryption from the authorized digital signature Issuance Company. Please refer online portal i.e. - <https://etenders.gov.in/eprocure/app> for more details.
- e) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or above Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / e Mudhra etc.), with their profile.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- g) The Bidder intending to participate in the bid is required to register in the e-tenders portal using his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. He/ She have to submit the relevant information as asked for about the firm. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including all the Forms/Annexure of this tender.
- h) Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on the e-procurement portal.
- i) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

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- j) Ineligible bidder or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this tender.

8.2 Searching for Tender Documents

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Form of Contract, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

8.3 Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents.

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These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

e) Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

9. More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/e procure/app>

10. Tenderers are required to upload the digitally signed file of scanned documents. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

11. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The 24x7 Help Desk details are as below: -

For any technical related queries please call at 24 x 7 Help Desk Number:

0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787

E Mail Support: For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc@nic.in, Policy Related - cphp-doe@nic.in

12. Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact details.

13. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Address for communication and place of opening of bids:

ED(OPERATIONS) & UC

HLL Lifecare Limited,

Kanagala Factory

KANAGALA – 591 225 , Karnataka, India

Phn: 08333- 279244

E-mail: indoresd@lifecarehll.com

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14. The bids shall be opened online at the Office of the ED (Operations) & UC in the presence of the Bidders/their authorized representatives who wish to attend at the above address. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at same time and place.

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

16. A firm/bidder shall submit only one bid in the same bidding process. A Bidder (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.

17. Joint ventures or Consortiums of two or more registered bidders are not permitted.

18. Online Tender Process:

The tender process shall consist of the following stages:

- i. Downloading of tender document: Tender document will be available for download on Government e-procurement portal (URL: <https://etenders.gov.in/eprocare/app>). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Pre-bid meeting: Not Applicable for this tender
- iii. Publishing of Corrigendum: All corrigenda shall be published on Government e-procurement portal (URL: <https://etenders.gov.in/eprocare/app>) and HLL website (URL address: <http://www.lifecarehll.com/tender>) and shall not be available elsewhere.
- iv. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on Government e-procurement portal. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi. Opening of Financial Bids: Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

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19. Tender Document Fees and Bid Security(EMD)

Tender fee (Non-refundable) and EMD as per the tender conditions shall be paid separately, thru RTGS/NEFT transfer in the following HLL A/c details:

Name of Bank: State Bank of India
A/c number: 0030307558895
IFSC Code: SBIN0004350
Branch name: Commercial Branch,
Thycaud, Trivandrum

Document of the above transactions completed successfully by the bidder, shall be uploaded at the locations separately while submitting the bids online.

Note: Any transaction charges levied while using any of the above modes of payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment is effective on the date and time of bid opening.

20. HLL Lifecare Limited does not bind themselves to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.
21. The HLL Lifecare Limited reserves to themselves the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at his quoted rates.
22. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by HLL Lifecare Limited. including but not limited to forfeiture of EMD, Security Deposit, black listing etc., as deemed fit by HLL Lifecare Limited.
23. Conditional bids and bids not uploaded with appropriate/desired documents may be rejected out rightly and decision of HLL Life care Limited. In this regard shall be final and binding.
24. The technical bids should be uploaded as per the requirements of NIT and should not contain price information otherwise the bid will be rejected.
25. HLL Life care Limited, reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the HLL Life care Limited's decision shall be final in this regard.

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26. The bidders are required to submit SAMPLE KITS on or before 24.06.2022 before submission of Bids. Bids submitted without prior submission of SAMPLES will be summarily rejected.

27. Submission Process:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on Government e-procurement portal (URL: <https://etenders.gov.in/e procure/app>) along with tender document fees and EMD.

Note:- It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

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PART I

INSTRUCTIONS TO THE BIDDERS (ITB)

Instructions to bidder are broad guidelines to be followed while formulating the bid and its submission to the Purchaser. It also describes the methodology for opening and evaluation of bids and consequent award of contract.

1. DEFINITIONS

In this Contract, the following words and expressions shall have the meanings as stated below:

- a. **'Invitation for Bid'** shall mean and include the present document, and such other complements and agenda, which may subsequently be issued in this connection.
- b. **'Bidder/Tenderer'** shall mean the person, firm or Corporation submitting a bid against this invitation for bid and shall also include his agents and representatives.
- c. **'Purchaser/Owner'** shall mean HLL Lifecare Limited (HLL) (Thiruvananthapuram) or its units thereof.
- d. **'Supplier'** shall mean the successful bidder whose tender has been accepted by the purchaser/owner and to whom the order is placed by the purchaser/owner and shall include his heirs, legal representatives, successors etc.
- e. **'Acceptance Letter'**, shall mean written consent by a letter of purchaser/owner to the bidder intimating him that his tender has been accepted.
- f. **'Contract Period'**, shall mean the period specified in the tender documents during which the contract shall be executed.

2. SCOPE OF THE BID

HLL Lifecare Limited (HLL), a Government of India Enterprise, invites online bids from the eligible, competent and experienced manufacturers/sourcers/authorized agents who are capable of manufacturing/sourcing & supplying the kits as per our tender conditions and specification in Schedule B.

3. ELIGIBLE BIDDERS

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3.1 A Bidder should have eligibility criteria as per 9.2-b of this section to submit bids against this tender.

3.2 A firm/bidder shall submit only one bid in the same bidding process. A Bidder (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.

3.3 Joint ventures or Consortiums of two or more registered contactors are not permitted.

4. COST OF BIDDING

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4.2 Tender documents may be downloaded free of cost from the Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>). However, tender document fees, as mentioned in the NIT, is required to be submitted along with the online bid.

5. SITE VISIT- NOT APPLICABLE

6. Getting information from web portal

6.1. All prospective bidders are expected to see all information regarding submission of bid for the tender published in the e tender website during the period from the date of publication of NIT and up to the last date and time for submission of bid. Non observance of information published in the website shall not be entertained as a reason for any claim or dispute regarding a tender at any stage.

6.2. All bids shall be submitted online on the Government e-procurement portal only in the relevant envelope(s)/ cover(s), as per the type of tender. No manual submission of bids shall be entertained for the tenders published through Government e-procurement portal under any circumstances.

6.3. The Government e-procurement portal shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In this regard, the HLL shall not be responsible for any kind of such issues faced by bidder.

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7. Bidding Documents

7.1. The Bidder is required to login to the e-procurement portal and download the listed documents from the website. He shall save it in his system and undertake the necessary preparatory work off-line and upload the completed bid at his convenience before the closing date and time of submission.

7.1.1. The bidder is expected to examine carefully all instructions, terms and conditions of Contract, Forms, Technical Specifications and Bill of Quantities in the Bid Document. Failure to comply with the requirements of Bid Document shall be at the Bidder's own risk.

7.2 Clarification of Bidding Documents:

7.2.1. A prospective bidder requiring any clarification of the bidding documents shall contact the office of the Tender Inviting Authority on any working day between 10 AM and 5 PM.

7.2.2. In case the clarification sought necessitates modification of the bid documents, being unavoidable, the Tender Inviting Authority may effect the required modification and publish them in the website through corrigendum.

7.3 Amendment to bidding documents:

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

7.3.2. Any amendment thus issued shall be a part of the bidding documents, which will be published, in the e-tender website/company's website. The Tender Inviting Authority will not be responsible for the prospective bidders not viewing the website in time.

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

8 Preparation of Bids

8.1 Language of the Bid

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पेरूरकडा PEROORKADA. P.O,

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PHONE NO: 0471 2539329, 0471 2435013; EMAIL:indoresd@lifecarehll.com

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8.1.1. All documents relating to the bid shall be in the English language.

8.2. Documents Comprising the Bid

8.2.1. The online bid submitted by the bidder shall comprise the following:

- i. Details required for e-payment (Details of bank account having core banking facility and e-mail address of the bidder) in the prescribed format.
- ii. Payment of tender fee/Udyog Adhar as detailed in the e-tender web site.
- iii. EMD payment/ Udyam certificate details.
- iv. Copy of Documents in proof of eligibility criteria.
- v. Copy of Documents in proof of Financial turnover.
- vi. Other documents specified in Part III.
- vii. Priced Bill of Quantities.

8.2.2. Bidders shall not make any addition, deletion or correction in any of the bid documents. If tampering of documents is noticed during tender evaluation, the bid will be rejected and the bidder will be blacklisted.

8.3. **Bid Prices :**

8.3.1. The Bidder shall bid as described in the Bill of Quantities.

8.3.2. For item rate tenders, the bidder shall fill in rates in figures and should not leave any cell blank. The line item total, in words and the total amount shall be calculated by the system and shall be visible to the Bidder.

8.3.3 The rates quoted by the Bidder shall be FOR : ANYWHERE IN INDIA which includes cost of all materials, freight charges and packing and forwarding charges and applicable GST charges at actual.

8.3.4. The rates and prices quoted by the bidder shall remain firm during the entire period of contract.

8.4. **Currencies of Bid and Payment :**

8.4.1. The currency of bid and payment shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees only.

8.5. **Bid Validity :**

8.5.1. Bids shall remain valid for the period from 01.06.2022 to 31.05.2024. A bid valid for a shorter period shall be rejected by HLL as non-responsive.

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8.5.2. In exceptional circumstances, prior to expiry of the original bid validity period, the Tendering Authority may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by e mail. A bidder may refuse the request without forfeiting its bid security. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its bid security for the period of the extension.

8.6. EMD

8.6.1. The Bidder shall furnish, as part of his Bid, a Bid Security for an amount as detailed in the Notice Inviting Tender (NIT). For e-tenders, Bidders shall remit the Bid Security using the payment options given in e-tender under Government e-Procurement system only.

8.6.2. Each bid must be accompanied by E.M.D. Any Bid not accompanied by an acceptable Bid Security (EMD) shall be rejected as non-responsive.

8.6.3. The Bid Security (EMD) of the unsuccessful Bidder shall become refundable as promptly as possible after opening of Price Bid and finalization of the tender.

8.6.4. The Bid Security (EMD) of the successful Bidder will be converted to Security deposit on request from the bidder and acceptance of LOI/purchase order.

8.6.5. MSE units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their Udyam registration certificate as mentioned in the NIT. But the Party has to provide Security deposit if Tender is awarded to them. Security deposit will be 3 % of the order value subject to a maximum of Rs. 20, 00,000.

8.6.6 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises. All rules and regulations as per guidelines of Government of India shall be applicable for MSME

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8.6.7. 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. Security deposit will be 3 % of the order value subject to a maximum of Rs. 20,00,000/-. All rules and regulations as per guidelines of Government of India shall be applicable for Startup Units.

8.6.8 Preference to Make in India

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

Verification of Local Content:

- a) The supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self certification that the items offered meets the local content requirement for supplier, as the case may be. They shall also give the details of the locations (s) at which the local value addition is made.
- b) In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 and subsequent amendment dated 16.09.2020 and any other amendments which may be made from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

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

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

8.6.9. The Bid Security may be forfeited:

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

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

8.6.11. The Bid Security deposited will not carry any interest.

8.7. Tender fee

8.7.1. For e-tenders, the mode of remittance of Tender Fee shall be the same as detailed for remitting Bid Security. For e-tenders, Bidders shall remit the Tender fee using the payment options as mentioned in the e-tender in Government e Procurement portal only.

8.7.2. Any bid not accompanied by the Tender Fee as notified, shall be rejected as nonresponsive.

8.7.3. Tender Fee remitted will not be refunded.

8.8 Alterations and additions

8.8.1. The bid shall contain no alterations or additions, except those to comply with instructions, or as necessary to correct errors made by the bidder, in

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which case such corrections shall be initialized by the person or persons signing the bid.

8.8.2. The bidder shall not attach any conditions of his own to the Bid. Any bidder who fails to comply with this clause will be disqualified.

9. Submission of Bids

The Bidder shall submit their bid online only through the Government e Procurement portal (URL: <https://etenders.gov.in/e procure/app>) as per the procedure laid down for e-submission as detailed in the web site. For e tenders, the bidders shall download the tender documents including the Bill of Quantity (BOQ) file from the portal. The Bidder shall fill up the documents and submit the same online using their Digital Signature Certificate. On successful submission of bids, a system generated receipt can be downloaded by the bidder for future reference. Copies of all certificates and documents shall be uploaded while submitting the tender online.

9.1 The tender is invited in **3 Envelope system** from the registered and eligible firms at CPP Portal.

9.2 Pre-qualification Criteria for bidders: Following 3 envelopes shall be submitted online at CPP-portal by the bidder.

a) Envelope - I (Tender Fee and EMD):

Tender fee (Non-refundable) and EMD as per the tender conditions shall be paid separately, thru RTGS/NEFT transfer in the following HLL A/c details:

Name of Bank: State Bank of India
A/c number: 0030307558895
IFSC Code: SBIN0004350
Branch name: Commercial Branch,
Thycaud, Trivandrum

Document of the above transactions completed successfully by the bidder, shall be uploaded separately while submitting the bids online.

Note:-

SSI/ MSE units interested in availing exemption from payment of Tender Fee and EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC/Udyam. If the bidder is a MSE, it shall declare in the bid document the Udyog

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Aadhar/Udyam Memorandum Number issued to it under the MSME D Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012. But the Party has to provide Performance Security/Security Deposit if Tender is awarded to them.

25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises. All rules and regulations as per guidelines of Government of India shall be applicable for MSME.

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 as per NIT. But the party has to provide security deposit if Tender is awarded to them. All rules and regulations as per guidelines of Government of India shall be applicable for Startup Units.

b) Envelope - II (Technical bid):

Technical Bid should contain signed and scanned soft copy of documents duly filled and signed as specified in Part III.

Qualification Criteria for contractors / firms

The bidder should be fulfilling the following preconditions and must also upload / submit documentary evidence in support of fulfillment of these conditions while submitting the bid.

SI No	Eligibility Criteria
1	Questionnaire for Minimum eligibility criteria as per Schedule K with supporting documents as applicable.
2	Average Annual financial turnover of the bidder during the last 3 years, ending 31st March of the previous financial year (31.03.2021).
3	The duly signed acceptance form as per Schedule I of Part-III to be attached
4	Duly filled and signed declaration for Make In India as per Schedule L.

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5	General information of the vendor as per Schedule F of Part III & Vendor Development form as per Schedule G (Only for new vendors) & Integrity Pact as per Schedule J of Part -III
6	1. Latest ISO Certificate /Declaration regarding the same 2. Self certified Environment friendly Certificate as per Schedule C

c) Envelope – III (Financial Bid): The Financial e-Bid through CPP portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the file, open it and complete the colored (Unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the file is found to be modified by the bidder, the bid will be rejected.

Note:-

1. HLL Lifecare Limited reserves the right to verify the credentials submitted by the agency at any stage (before or after the award of order). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then HLL shall take the following action:
 - a) Forfeit the entire amount of EMD submitted by the firm.
 - b) The agency shall be liable for debarment from tendering in HLL Lifecare Limited, apart from any other appropriate contractual /legal action.
2. On demand of the Tender Inviting Authority, this whole set of certificates and documents shall be send to the Tender Inviting Authority's office address (as given in the NIT) by registered post/Speed post of India Post in such a way that it shall be delivered to the Tender Inviting Authority before the deadline mentioned. The Tender Inviting Authority reserves the right to reject any bid, for which the above details are not received before the deadline.
3. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.

10. Deadline for Submission of the Bids

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10.1 Bid shall be received only online on or before the date and time as notified in NIT.

The Tender Inviting Authority, in exceptional circumstances and at its own discretion, may extend the last date for submission of bids, in which case all rights and obligations previously subject to the original date will then be subject to the new date of submission. The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time).

10.2 Modification, Resubmission and Withdrawal of Bids

10.2.1 Resubmission or modification of bid by the bidders for any number of times before the date and time of submission is allowed. Resubmission of bid shall require uploading of all documents including price bid afresh.

10.2.2 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

10.2.3 The Bidder can withdraw his/her bid before the last date and time of receipt of the bid. The system shall not allow any withdrawal after the last date and time of submission.

11. Bid Opening and Evaluation

11.1. Bid Opening

Bids shall be opened on the specified date & time, by the tender inviting authority or his authorised representative in the presence of bidders or their designated representatives who choose to attend.

11.2 Bid Opening Process

11.2.1. Opening of bids shall be carried out in the same order as it is occurring in invitation of bids or as in order of receipt of bids in the portal. The bidders & guest users can view the summary of opening of bids from any system. Bidders are not required to be present during the bid opening at the opening location if they so desire.

a) Envelope -I: Envelope-I Opening date shall be mentioned in NIT Document. (Envelop – I shall contain scanned copy of Tender Fees and EMD

b) Envelope -II: Envelop-II opening date shall be as mentioned in NIT Document. The intimation regarding acceptance / rejection of their bids will be intimated to the bidders through e-tendering portal. (Envelop-II shall contain scanned copy of Pre-qualification document.)

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If any clarification is needed from bidder about the deficiency in his uploaded documents in Envelope- I and Envelope-II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by HLL Lifecare Limited, failing which tender will be liable for rejection.

c) Envelope -III: The financial bids found to be meeting the qualifying requirements shall be opened as per NIT Document. (Depending on evaluation of Envelop I & II, the date shall be intimated through CPP Portal)

11.2.2. In the event of the specified date of bid opening being declared a holiday for HLL, the bids will be opened at the same time on the next working day.

11.3. Confidentiality

11.3.1. Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of orders shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award has been announced in favour of the successful bidder.

11.3.2. Any effort by a Bidder to influence the Purchaser during processing of bids, evaluation, bid comparison or award decisions shall be treated as Corrupt & Fraudulent Practices and may result in the rejection of the Bidders' bid.

11.4. Clarification of Bids

11.4.1. To assist in the examination, evaluation, and comparison of bids, the Tender Inviting Authority may ask the bidder for required clarification on the information submitted with the bid. The request for clarification and the response shall be in writing or by e-mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

11.4.2. No Bidder shall contact the Tender Inviting Authority on any matter relating to the submitted bid from the time of the bid opening to the time the order is awarded. If the Bidder wishes to bring additional information to the notice of the Tender Inviting Authority, he shall do so in writing.

11.5. Examination of Bids, and Determination of Responsiveness

11.5.1. During the bid opening, the Tender Inviting Authority will determine for each Bid whether it meets the required eligibility as specified in the NIT; is accompanied by the required EMD, Tender fee and the required documents and certificates.

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11.5.2. A substantially responsive bid is one which conforms to all the terms, conditions, and requirements of the bidding documents, without material deviation or reservation.

11.5.3. If a Bid is not substantially responsive, it may be rejected by the Tender Inviting Authority, and may not subsequently be made responsive by correction or withdrawal of the nonconforming material deviation or reservation.

11.5.4. Non submission of legible or required documents or evidences may render the bid non-responsive.

11.5.5. Bidder can witness the principal activities and view the documents/summary reports for that particular tender by logging on to the portal with his DSC from anywhere.

11.5.6. Single tender shall not be opened in the first tender call.

11.6. Negotiation on Bids

11.6.1. The Tender Inviting Authority reserves the right to negotiate with the lowest evaluated responsive bidder.

12. Award of Order

12.1. HLL will award the order to the Bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.

12.2. In the eventuality of failure on the part of the lowest successful bidder to produce the original documents, or submit the security deposit, or acceptance of order within the specified time limit, the Bidder shall be debarred in future from participating in Bids for two years and will be recommended for blacklisting by the competent authority. In such cases, the material will be procured from other responsive bidders at the risk and cost of nonresponsive L1 bidder.

12.3 The rates for the various items quoted by the Bidder shall be rounded to two decimal places. The decimal places in excess of two will be discarded during evaluation.

12.4 The Tender Inviting Authority reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the finalization of tender, without thereby incurring any liability to the affected Bidder or Bidders or

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any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Inviting Authority's action.

12.5 Notification of Award and Order Acceptance

12.5.1 The Bidder, whose Bid has been accepted, shall be notified of order by HLL prior to expiration of the Bid validity period by e-mail.

13. Corrupt or Fraudulent Practices

13.1 The purchaser requires that the bidders and suppliers observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sl. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	Means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

13.2 The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the order in question.

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SCHEDULE -A

MINIMUM ELIGIBILITY CRITERIA

Minimum Eligibility Criteria for qualifying in the Technical Bid

Material: MEDICINE KITS FOR AWCs & MAWCs

- 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.
- 2) The minimum annual turnover of the bidder (Manufacturer/Approved Agents) should be Rs.10 Crore. Vendors are required to submit copies of P & L and balance sheet relating to the last three years in support of their claim.
- 3) The vendor should be a manufacturing firm//sourcing firm
- 4) The party should have Valid GMP & ISO certificates for manufacturing facilities. Copies of relevant certificates shall be attached
- 5) The party/bidder should have necessary licences for carrying out kitting activities. Copies of necessary licences shall be attached
- 6) The party should have No-conviction certificate for last 3 years (self attested copies shall be enclosed)
- 7) The party should have experience in kitting business of pharma products worth not less than Rs.500 lakhs during the period from 2019-20 to 2021-22. The work order copy/s with certificate from Chartered Accountant for having executed the order/s shall be enclosed. However, START UPs Medium Enterprises are eligible for relaxation for this condition as per Govt. Guidelines.
- 8) The tenderer shall agree to sign the attached Form of Contract Agreement, if the work is awarded
- 9) The tenderer should agree to replace the Kits/Part of Kits 3 months before shelf life expiry. (Letter to be attached)

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
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पेरूरकड़ा PEROORKADA. P.O,

तिरुवनंतपुरम THIRUVANANTHAPURAM-695005

PHONE NO: 0471 2539329, 0471 2435013; EMAIL:indoresd@lifecarehll.com

e - TENDER No. HLL/BG/SOURCE/MEDKIT/2022-23

Date: 11.06.2022

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.
- b. Vendors who are new to HLL will be considered, as vendors under development and their Price Bids will be opened only after completion of vendor development protocol before the opening of Price Bid, if they meet the minimum eligibility criteria.
- c. Vendors who do not meet the minimum eligibility criteria will be disqualified and their Price bids will not be opened.

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Date: 11.06.2022

Schedule -B

SPECIFICATION

Annexure - I

MEDICINE KITS FOR AWCs:

INITIAL QUANTITY : 45880 KITS

Sl. No.	Item	Packing	Qty/Kit	Total Qty
1	Paracetamol Tabs I.P 500 mg	Each Blister contains 10 Tablets. Packed with Aluminium & PVC Foil.	500 Tabs (50 Strips)	22940000
2	Paracetamol Syrup/Suspension IP 125mg/5ml	60 ml per Bottle (Glass/Pet Bottle)	8 Bottles	367040
3	Albendazole Tabs IP 400mg	Each blister contains 10 Tablets Packed with Aluminium & PVC Foil.	100 Tabs (10 Strips)	4588000
4	Benzyl Benzoate Application 25% w/w	100 ml per Bottle (Glass/Pet Bottle)	5 Bottles	229400
5	Chloramphenicol Eye Ointment 1% w/w	Each Tube contains 5gm	10 Tubes	458800
6	Sulphacetamide Sodium Eye Drops I.P. 10% w/w	Each vial contains 10 ml	6 vials	275280
7	Gention violet solution 2% w/V	100 ml per Bottle (Glass/Pet Bottle)	1bottle	45880
8	Povidone Iodine Ointment USP 5% w/w	Each Tube contains 20 gm with carton	3 Tubes	137640
9	Absorbent 400 gm cotton roll	Each roll of 400 gm	2 roll	91760
10	Cotton Bandage 5 cm x 5 mtr.	Each roll of 5 cmx5mtr	12 Nos.	550560
11	Booklet in Hindi	1	1	45880

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Annexure – II

MEDICINE KITS FOR MAWCs :

INITIAL QUANTITY : 5616 KITS

Sl. No.	Item	Packing	Qty/Kit	Total Qty
1	Paracetamol Tabs I.P 500 mg	Each Blister contains 10 Tablets. Packed with Aluminium & PVC Foil.	250 Tabs (25 Strips)	1404000
2	Paracetamol Syrup/Suspension IP 125mg/5ml	60 ml per Bottle (Glass/Pet Bottle)	4 Bottles	22464
3	Albendazole Tabs IP 400mg	Each blister contains 10 Tablets Packed with Aluminium & PVC Foil.	50 Tabs (5 Strips)	280800
4	Sulphacetamide Sodium Eye Drops I.P. 10% w/w	Each vial contains: 10 ml	3 vials	16848
5	Gention violet solution 2% w/w	Each bottle contains: 100 ml (Glass/Pet Bottle)	1bottle	5616
6	Povidone Iodine Ointment USP 5% w/w	Each tube contains 20 gm with carton	1 Tube	5616
7	Absorbent cotton roll	Each roll of 400 gms	1 roll	5616
8	Cotton Bandage 5 cm x 5 mtr.	Each roll of 5 cmx5mtr	6 Nos	33696
9	Booklet in Hindi	1	1	5616

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

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PART II

SCHEDULE - C

TERMS & CONDITIONS

1. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of Contract Period. Security deposit for this tender will be 3 % of the order value subject to a maximum of Rs. 20,00,000/-. The same has to be paid by successful bidder
2. The bidder shall intimate the Sourcing department of HLL regarding changes in manufacturer name, production facilities/process and other changes if any during contract period.
3. The quantity mentioned herein is approximate quantity and in case the company requires less/more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
4. 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.
5. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.
- 6. In the event of placing Orders: -**
 - a. Sample should be submitted and got approved before effecting bulk supply.
 - b. The remaining period of shelf life of material on arrival at consignee place should be minimum 5/6th of the total shelf life.
 - c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
 - 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 taken back by the supplier at their cost
 - (ii) Alternatively, the rejected material shall be destroyed at our end.
 - (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

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reserves the right to procure the material from alternate source(s) at supplier's risk and cost.

(v) The tenderer should agree to replace the Kits/Part of Kits 3 months before shelf life expiry. (Letter to be attached)

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

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

g. The supplier has to supply as per the rate quoted /agreed and other terms & conditions for a period up to May 2024 during which period no price escalation and no change in terms and conditions will be allowed on any ground.

h. Acceptance of the delayed supplies is solely at the discretion of HLL/customer.

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

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

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

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

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

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

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Date: 11.06.2022

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

m. The following documents should accompany the consignment

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

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

o. Payment shall be made after receipt of HLL payment from customer

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

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

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actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

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

Bid pronounced Non Responsive by HLL shall be summarily rejected.

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

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

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e – TENDER No. HLL/BG/SOURCE/MEDKIT/2022-23

Date: 11.06.2022

SCHEDULE - D

TECHNICAL BID

SPECIFIC CONDITIONS FOR SUPPLY OF MEDICINE KITS FOR AWCs & MAWCs

1. The supplier shall not, at any time, assign, sub-let or make over the kitting contract or the benefit thereof or any part thereof to any person or person what so ever.
2. The date of manufacturing should not precede the date of order.
3. The supplier must submit Batch Wise Test (NABL) Analysis report of the drug and pharmaceuticals from reputed laboratories only in original along with each consignment.
4. The supplier shall submit batch wise samples of drug/medicines supplied in the kit to the undersigned before the commencement of supply.
5. The Drug and medicines shall be supplied in the package specified and the package shall carry the logograms specified.
6. No advance payment towards costs of drugs, medicines etc. shall be made to the supplier. The payment against part supply will not be entertained.
7. On completion of supplies of ordered quantities bills/Invoices should be raised in triplicate in the name of HLL Lifecare Limited, Indore- 452015.
8. If any time a particular drug/medicine is found damaged or the packaging has deteriorated or the test reports has failed, then the supplier has to replace the whole quantity of item at his own cost within 30 days.
9. During the two years' price validity period further order received from any govt. institutions for any quantity selected bidder shall supply with the same price & same terms & conditions.
10. Pre-dispatch verification will be done by HLL/Customer.
11. Kitting Activity shall be carried out at HLL premises only in the presence of HLL representative.
12. The bidders are required to submit SAMPLE KITS on or before 24.06.2022 before submission of Bids. Bids submitted without prior submission of SAMPLES will be summarily rejected.
13. **The supplier should agree to replace the Kits/Part of Kits 3 months before shelf life expiry. (Letter to be attached)**

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

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

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पेरूरकडा PEROORKADA. P.O,
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PHONE NO: 0471 2539329, 0471 2435013; EMAIL:indoresd@lifecarehll.com

e – TENDER No. HLL/BG/SOURCE/MEDKIT/2022-23

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PART III

SCHEDULE – E

QUALITY TESTING INFORMATION OF THE SUPPLIER

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

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e – TENDER No. HLL/BG/SOURCE/MEDKIT/2022-23

Date: 11.06.2022

SCHEDULE -F

TECHNICAL BID
QUESTIONNAIRE

(General information of the manufacturer / supplier)

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

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Date: 11.06.2022

TECHNICAL BID

QUESTIONNAIRE

8. What is your Annual Turn Over during the last 3 years? :
9. Details of Tax Registration: -
 - a) GST NO :
 - b) PAN No.

All the information provided herein is true & correct.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE :

(WITH OFFICE SEAL)

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SCHEDULE G

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

NAME OF PRODUCT:

1. Name & Address of the Manufacturer :
 - (a) Telephone No.
 - (b) E-mail Address
 - (c) Name of contact person
 - (d) (i) Whether proprietary/partnership/
Limited company.
(ii) Furnish Name/'s, address,
phone nos. of Proprietor/
Managing partner/ M.D / Director's
 - (e) Specify whether SSI / MSE unit
 - (f) If Yes, pl specify if your unit is owned by :
SC/ST /Women entrepreneur
 - (g) Specify whether start up unit?
- 2) Details of tax registration :-
 - a) GST No. :
- 3) Name & Address of your Banker(s)
Account no. :
Swift Code
- 4) Annual Turn over :
- 5) Do you have a Quality Control department. If yes, give the
details of the facilities. : Yes/No
- 6) a) Do you have inspection set up for incoming materials : Yes/No
b) Do you have in process inspection facilities : Yes/No
c) Do you have set up for final inspection of the product : Yes/No
- 7) Do you have any accreditation : Yes/No

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- (a) ISO 9001
(b) Any National/International Laboratory/Authority Certification
If 'Yes', give details along with a copy of certificate issued by them.
- 8) Do you have an environmental policy / ISO 14001 certification? : Yes / No
If yes, please give the details.
- 9) Furnish the details of testing equipment's:
- 10) Have you been assessed previously by HLL : Yes/No
- 11) List of customers
a) Government Dept. / PSU's
b) Private Sector
- 12) Have you furnished the sample to HLL? : Yes/No

Place : NAME AND SIGNATURE OF THE VENDOR

Date : (Office Seal)

This is to be filled up by HLL LIFECARE LIMITED, THIRUVANANTHAPURAM

Recommendation/Remarks of the committee

Committee Members:

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Date: 11.06.2022

SCHEDULE - H

TECHNICAL BID

LIQUIDATED DAMAGE CLAUSE

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

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Date: 11.06.2022

SCHEDULE - I

TECHNICAL BID

Item: MEDICINE KITS FOR AWCs & MAWCs

DECLARATION ACCEPTING TERMS AND CONDITIONS OF TENDER

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

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

We also confirm that our product is environment friendly & non hazardous to the environment

SEAL OF THE APPLICANT

**SIGNATURE
NAME AND ADDRESS OF APPLICANT**

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SCHEDULE - I A

BID SECURITY DECLARATION

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

From

To

ED(OPERATIONS) & UC
HLL Lifecare Limited,
Kanagala Factory
KANAGALA – 591 225 , Karnataka, India

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

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
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Date: 11.06.2022

SCHEDULE - K

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

Material: MEDICINE KITS FOR AWCs & MAWCs

Sl no:	Description	
1.	Can you supply material as per our specification given in Schedule B ?	YES/NO
2.	Are you a Manufacturer ?	YES/NO
3.	In the case of Sourcer/ Authorized Agent, i. Have you enclosed a letter of confirmation from the manufacturer appointing you as the authorized agent ? ii. Have you enclosed a letter from the manufacturer/ Principal stating that they agree to abide by all the terms & conditions of this tender ?	YES/NO YES/NO
4.	a) Do You have a minimum annual turnover of Rs.10 Crores ?. b) If so, have you attached certificates issued by Chartered Accountants mentioning the annual financial turnover during the last 3 years, ending 31st March of the previous financial year(31.3.2021) ?	YES/NO YES/NO
5.	Have you attached declaration confirming that the product offered is environment friendly i.e., non-hazardous to the environment ?	YES/NO
6.	Can you provide test report of the product with each consignment batch wise specifying therein the readings of the final test ?	YES/NO
7.	Have you attached questionnaire for Minimum eligibility criteria as per Schedule K with supporting documents as applicable ?	YES/NO
8.	Have you attached duly signed acceptance form as per Schedule I. ?	YES/NO

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

पेरूरकडा PEROORKADA. P.O,

तिरुवनंतपुरम THIRUVANANTHAPURAM-695005

PHONE NO: 0471 2539329, 0471 2435013; EMAIL:indoresd@lifecarehll.com

e - TENDER No. HLL/BG/SOURCE/MEDKIT/2022-23

Date: 11.06.2022

9.	Have you attached bid security declaration as per as per Schedule I - A. ?	YES/NO
10.	Have you attached duly filled and signed declaration for Make In India as per Schedule L. ?	YES/NO
11.	Have you attached duly filled General information of the vendor as per Schedule F, Vendor Development form as per Schedule G (Only for new vendors) & Integrity Pact as per Schedule J. ?	YES/NO
12.	Have you attached ISO Certificate /Declaration regarding the same ?	YES/NO
13.	a) Are you an SSI/ MSE/ Start up units interested in availing exemption from payment of Tender Fee and EMD ? b)If answer for 'a' above is YES, have you attached required supporting documents as per tender clause for you claim ? c) If answer for 'a' above is NO have you attached payment receipt/transaction acknowledgement from bank for Tender Fee & EMD as per the tender clause ?	YES/NO YES/NO YES/NO

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SCHEDULE - L

TECHNICAL BID

DECLARATION FOR MAKE IN INDIA

Dear Sir/ Madam,

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

Name & signature of tendered

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
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e - TENDER No. HLL/BG/SOURCE/MEDKIT/2022-23

Date: 11.06.2022
SCHEDULE M

SELF-DECLARATION

To,
Executive Director (Operations)& UC
HLL Lifecare Limited
Kanagala - 591225
Belagavi Dist, Karnataka.

Dear Sir,

This is to certify that our Company has not been Black Listed either by State Government or Government of India in connection with Manufacturing or Sourcing, Packaging & Distribution of Pharma Products & other related medical devices.

Date:
Place:

Signature:

Name:
Designation:

Common Seal: