

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 - 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

TENDER DOCUMENT

मद: सिलिकॉन तेल

ITEM: SILICONE OIL

सिलिकॉन तेल की आपूर्ति के लिए ई-निविदा

E-TENDER FOR THE SUPPLY OF SILICONE OIL

तकनीकी वाणिज्य बोली

TECHNO-COMMERCIAL BID

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 - 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

निविदा आमंत्रण नोटिस(एनआईटी) NOTICE INVITING TENDER (NIT)

2022 सितंबर से 2023 मार्च तक के लिए हमारे पेरूरकडा फैक्टरी, तिरुवनंतपुरम, कनगला फैक्टरी-बेलागवी और कक्कानाड फैक्ट्री-कोचीन को सिलिकॉन तेल 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 SILICONE OIL** to our **Peroorkada Factory-Thiruvananthapuram, Kanagala factory-Belagavi & Kakkanad Factory-Cochin** for the period from September 2022 to March 2023.

SI No	Particulars	Description
1	Name of Item	SILICONE OIL
2	Location of Delivery	Peroorkada Factory- Thiruvananthapuram, Kanagala factory- Belagavi & Kakkanad Factory-Cochin.
3	Tender Fee	Rs.560/-
4	EMD	Rs.200000/-
4	Period of contract	September 2022 to March 2023
5	Eligibility criteria for Bidders	As per Tender document
6	Last date and time for online submission of bids	27.08.2022 at 12.00 hrs
7	Date and time of opening of e-tender	27.08.2022 at 12:30 hrs
8	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: 0030307535628 IFSC Code: SBIN0004350 Branch name: Commercial Branch, Thycaud, Trivandrum

General Manager(Commercial)

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 - 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

GENERAL INSTRUCTIONS TO BIDDERS

1. This tender is an e-Tender and is being published online in Government e Marketplace (GeM)., <https://gem.gov.in>
2. Bid documents can be downloaded free of cost from the Government e Marketplace (GeM). All Corrigendum/extension regarding this e-tender shall be uploaded on this website i.e.. <https://gem.gov.in>
3. The tendering process is done online only at Government e Marketplace (GeM) (URL address: <https://gem.gov.in>). 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 Marketplace (GeM). Tenders/bids shall be accepted only through online mode on the Government e Marketplace (GeM). website and no manual submission of the same shall be entertained. Late tenders will not be accepted.
5. Bidders are advised to go through “Training module”, & “FAQ” available on the login page of the GeM portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the GeM portal.
6. Bidders are advised to visit <https://gem.gov.in> website regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.
7. The bidders are required to submit soft copies of their bids electronically on the GeM Portal,. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Government e Marketplace Portal.

9.1 Registration

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 - 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

- a) Bidders are required to register in the GeM portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home page after log in to the GeM Portal (URL: <https://gem.gov.in>), on the GeM 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 GeM Portal.
- d) The process normally takes 07 days' time. Please refer online portal i.e. - <https://gem.gov.in> for more details.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password.
- f) The Bidder intending to participate in the bid is required to register in the GeM portal using his/her Login ID and attach 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 accept that they have clearly understood and agreed the terms and conditions including all the Forms/Annexure of this tender.
- g) Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on the GeM portal.
- h) 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.

- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. This would enable the GeM 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.

9.3 Preparation of Bids

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 – 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

- 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.
 - 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.
8. 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.
9. 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:

General Manager (Commercial),

HLL Lifecare Limited,

Peroorkada Factory

Thiruvananthapuram – 695012, Kerala, India

Phn: 0471- 2437270, 2539329, 2435013, 2431037,2432880

E-mail: materialspft@lifecarehll.com

10. The bids shall be opened online at the **Office of the General Manager (Commercial)** 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.
11. More details can be had from the Office of the General Manager (Commercial) during working hours. The Tender Inviting Authority shall not be responsible for any failure, malfunction or

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 - 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.

12. 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.

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

14. Online Tender Process:

The tender process shall consist of the following stages:

- i. Downloading of tender document: Tender document will be available for free download on Government e-Marketplace portal (URL: <https://gem.gov.in>). 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-Marketplace portal (URL: <https://gem.gov.in>) 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-Marketplace 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.

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 - 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

15. Tender Document Fees and Bid Security:

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: 0030307535628
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.

16. 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.

17. 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.

18. 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.

19. Conditional bids and bids not uploaded with appropriate/desired documents may be rejected out rightly and decision of HLL Lifecare Limited in this regard shall be final and binding.

20. The technical bids should be uploaded as per the requirements of NIT and should not contain price information otherwise the bid will be rejected.

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

पेरूरकडा.पि.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम-६९५००५ THIRUVANANTHAPURAM-695 005

CIN:U25193KL1966GOI002621

PHONE NO:0471 - 2437270, 2539329, 2435013; EMAIL: materialspft@lifecarehll.com

Tender No. PUR/08/R1/PQ/SO-3/2022-23

Dated 06.08.2022

21. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the HLL Lifecare Limited's decision shall be final in this regard.

22. 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-Marketplace portal (URL: <https://gem.gov.in>) along with tender document fees and EMD