

एचएलएल लाइफ़केयर लिमिटेड /HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)
आक्कुलम फैक्टरी , श्रीकार्यम पी. ओ / AKKULAM FACTORY, SREEKARIYAM P.O.
तिरुवन्नतपुरम -695 017 / THIRUVANANTHAPURAM-695 017
फोन नं : 0471 2442642 फ़ाक्स नं : 0471 2441383 / PHONE NO:0471 2442642;
FAX NO:0471 2441383;
EMAIL: materialsft@lifecarehll.com

TENDER NO HLL/AFT/PUR/Cu-T/ PAT & PRES/2022-23

Dtd. 17/03/2022



INVITATION FOR PRICE BID

FOR

Supply of Patient & Prescribing Information Sheet Cu-T 380A & 375 “Govt”
& Information Sheet 375 “Govt”

AT

AKKULAM FACTORY
THIRUVANANTHAPURAM

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
AKKULAM FACTORY, SREEKARIYAM P.O.
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TENDER NO HLL/AFT/PUR/Cu-T/ PAT & PRES /2022-23 Dated 17/03/2022

TENDER FORM

Sealed Price bid in the prescribed form are invited for the **Supply of Patient & Prescribing Information Sheet Cu-T 380A & 375 “Govt” & Information Sheet 375 “Govt”** to our Akkulam Factory, Trivandrum (AFT) for a period of one year (April 2022 to March 2023).

The specification, approximate quantities, packing mode are given in **Annexure A** and other terms & conditions in **Annexure C**

The detailed Tender Document can be downloaded from our Website at <http://www.lifecarehll.com/tender>.

Date of publishing of Tender documents	: 17/03/2022
The Last date of receipt of Tenders	: 31/03/2022, 2.00 PM
Date of opening of Tenders	: 31/03/2022, 3.30 PM
Tender Fee	: Rs 590/-
EMD	: Rs 5,000/-

Note: This tender schedule should be returned with all papers intact without detaching any part of the document. HLL reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan HLL website as corrigendum/amendments etc., if any, will be notified on the HLL web site and separate advertisement will not be made for this regard.

Joint General Manager (Materials)

HLL LIFECARE LIMITED
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ANNEXURE A

SPECIFICATION & QUANTITY OF INFORMATION SHEET 1110314012

PATIENT INFORMATION SHEET CU-T 380A (Govt.) 1110314028

SPECIFICATION :

- "1. A white rectangular sheet(folded) of paper with black printing on both sides for 380A.
2. Dimensions: 227mm x 292mm
3. Printing and illustrations must be clear, neat and readily legible.
4. Should be free of gross particulate matter and cuttings should be non-adherent.
5. Ink should be medical grade as specified in Indian Pharmacopoeia and should be lead free.
6. The ink should withstand Gamma radiation.
7. Printing: As per HLL approved Art work.
8. GSM shall be more than 50

APPROXIMATE QUANTITY REQUIRED PER ANNUM		
UNIT	LOCATION	QUANTITY (Nos.)
AKKULAM	TRIVANDRUM	4,00,000

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

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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ANNEXURE A

**"Item Name: PRESCRIBING INFORMATION SHEET CU-T 380A "GOVT"
1110314005**

1. A white rectangular sheet (folded) of paper with black printing on both sides for 380A.
2. Dimensions: 289mm x 365mm.
3. Printing and illustrations must be clear, neat and readily legible.
4. Should be free of gross particulate matter and cutting should be non-adherent.
5. Ink should be medical grade as specified in Indian Pharmacopiea and should be lead free.
6. The ink should withstand Gamma radiation.
7. Printing : As per HLL approved artwork
8. GSM : shall be more than 50

APPROXIMATE QUANTITY REQUIRED PER ANNUM		
UNIT	LOCATION	QUANTITY (Nos.)
AKKULAM	TRIVANDRUM	4,00,000

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

PLACE:
DATE:

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INFORMATION SHEET Cu 375 (Govt.) 1110314055

1. White rectangular four-folded leaf let
2. Dimension: 35.5cm x 25 cm
3. Should be free from dust, dirt, and fibrous protrusion at edges.
4. Printing ink used should be non-toxic, free from lead and radiation. Printing should be clear and legible
5. Printing colour : As per HLL art work
6. Packing: Should be packed in bundles of 100 nos
7. Paper: Paper with GSM 80+/-10

APPROXIMATE QUANTITY REQUIRED PER ANNUM		
UNIT	LOCATION	QUANTITY (Nos.)
AKKULAM	TRIVANDRUM	2,50,000

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

PLACE:
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Annexure B

Minimum Eligibility Criteria

Material: INFORMATION SHEETS

- 1) The Annual production capacity should be sufficient to meet HLL requirement.
- 2) The vendor should have at least 3 year of experience in Manufacturing in the relevant field.
- 3) Vendors are required to submit documents relating to Annual Turnover for the last three years.
- 4) The vendor should be a manufacturer.

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. Being Medical Grade product the Vendors who are new to HLL will have to undergo vendor development process as per HLL protocol for the qualification of material, even if they fulfil 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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ANNEXURE C
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TERMS & CONDITIONS

1. The Tender should be complete in all respects and submitted along with EMD. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected, so necessary precautions should be taken in this regard by the Tenderer.
3. **Rate :**
 - (i) The rate quoted should be all inclusive rate (freight and taxes etc.) for delivery at our Stores at Trivandrum in the Price bid format attached as Schedules G, H & I
 - (ii) The quoted rate shall be valid for a period of one year during which no price escalation or change in terms and conditions will be allowed on any grounds.
 - (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 and the risk & cost involved will be borne by the defaulting supplier. **In such cases, the additional cost incurred will be recovered from the supplier.**
 - (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.
4. The Technical Bid should be accompanied by Earnest Money Deposit (EMD) of Rs.5,000/- and Tender fee of Rs. 590/- in the form of either DD drawn in favour of M/s. HLL Lifecare Limited payable at Trivandrum/ or by NEFT/ RTGS in the HLL account given below:

Name of Bank: State Bank of India
A/c number: 30307559515
IFSC Code: SBIN0004350
Branch name: Commercial Branch, Thycaud, Thiruvananthapuram

Document of the above payment shall be kept along with bid document, failing which the tender is likely to be summarily rejected.

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SSI/MSME units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their MSME /Udyog Aadhaar registration certificate as mentioned in the NIT and also have to submit the Bid Security Declaration. 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.2,00,000.00.

NOTE: MSME bidders have to sign a Bid Security Declaration form in (Schedule - F) accepting that if they with draw or modify the bids during period of validity etc , they will be suspended for the time specified in tender documents.

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.

Startup 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.

5. **Payment** : Within 30 days from the date of receipt, and acceptance of material at our stores.
6. The Purchaser may, at its discretion, extend the date & time for the submission of bids by amending the bid documents in which case all rights & obligations of the Purchaser & bidders shall the subject to the extended date and time.
7. The quantity mentioned herein is approximate annual requirement and in case the company require less / more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, 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.

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9. SSI / MSME units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC. But the Party has to provide Security deposit if Tender is awarded to them.
10. Conditional tenders / tenders with deviation **will not be considered.**
11. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.
In the event of placing orders: -

The EMD of successful bidders will be adjusted against Security Deposit and will be refunded at the end of contract period. **The EMD of others (non-qualified) will be returned immediately after awarding of Tender.** Security deposit will be 3 % of the order value subject to a maximum of Rs.2 Lakhs

- a. The remaining period of shelf life of material on arrival at HLL stores should be minimum 5/6th of the total shelf life.
- b. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
- c) 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 To-pay basis.
 - 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 reserves the right to procure the material from alternate source(s) at supplier's risk and cost.
- d) A certificate confirming that the product offered by you and packing material is environment friendly i.e., non-hazardous to the environment is to be enclosed with tender document.

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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 & PAN No.

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

k) The following information shall be stencilled or labelled 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.

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- 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 Dept.

- 1. Tax Invoice in triplicate
- 2. Delivery Note/Challan
- 3. Packing List
- 4. LR/AWB/----
- 5. Material Safety Data Sheet (MSDS)
- 6. Environment clearance certificate
- 7. Transport Emergency Card (TREM Card if applicable)
- 8. Guarantee Certificate
- 9. Preshipment of certificate
- 10. OEM Certificate

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 cheque/RTGS 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.

12. Annual purchase quantity will be shared to the suppliers @ ratio, as below.

Normally 60% of quantity will be allocated to L1 party, and balance 40% shall be allotted among the vendors who are matching the L1 rate. However, the company reserves the right to decide on the allocation of Order Quantity on case to case basis.

13. The Vendor / Manufacturers shall notify HLL regarding the changes in the purchasing product prior to the implementation of any changes or deviations in the internal process of product parameters. Since it may affect quality of product, to meet HLL's specified purchase requirement.

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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 with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

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

Bid pronounced Non Responsive by HLL shall be summarily rejected.

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

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

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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

NAME OF PRODUCT:

1. Name & Address of the Manufacturer :
- Telephone No.
 - Fax No.
 - E-mail Address
 - Name of contact person
 - Whether proprietary/partnership/ Limited company.
Furnish Name/'s, address,
Phone nos. of Proprietor/Managing partner/ M.D /
Director's
(Attach separate sheet)
Specify whether SSI / MSME unit
If Yes, pl specify if your unit is owned by :
SC/ST entrepreneur
- 2) Details of tax registration :- :
- a) GST No.
 - b) PAN 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 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

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SCHEDULE - D
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- 7) Do you have any accreditation :
Yes/No
(a)ISO 9000
(b)Any National/International Laboratory/Authority
Certification
If 'Yes', give details along with a copy of certificate issued
by them.
- 8) Do you have an environmental policy / ISO 14001 certification? :Yes
/ No
If yes, please give the details.
- 9) Furnish the details of testing equipments.
- 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 along with this format :
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:

- 1.Head of Quality Control/Head of Technical Services and Material Testing
- 2.Head of User Department
- 3.Head of Purchase Department

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Annexure E
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Item: PATIENT / PRESCRIBING /INFORMATION SHEET

DECLARATION

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

NAME AND ADDRESS OF APPLICANT

SEAL & SIGNATURE OF THE APPLICANT

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SCHEDULE F

Bid Security Declaration Form (For MSME bidders)

Date: _____

TenderNo. _____

To

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of THREE years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed :

Designation :

Name :

(Duly authorized to sign the bid for an on behalf of
.....)

Date:

Corporate Seal

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PRICE BID

CONTENTS OF PRICE BID FORM

1	SCHEDULE - G	RATE SCHEDULE TO SUPPLY OF Patient Information Sheet Cu-T 380A "Govt" TO AFT
2	SCHEDULE - H	RATE SCHEDULE TO SUPPLY OF Prescribing Information Sheet Cu-T 380A "Govt" TO AFT
3	SCHEDULE - I	RATE SCHEDULE TO SUPPLY OF Information Sheet Cu 375 "Govt" TO AFT

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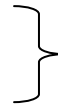
SCHEDULE G

PRICE BID

RATE SCHEDULE FOR THE SUPPLY OF Patient Information Sheet Cu-T 380A
“Govt” TO AKKULAM FACTORY, TRIVANDRUM.

PRICE PARTICULARS	PER UNIT (pcs) (IN RS.)	REMARKS
BASIC PRICE		
FREIGHT		
GST % WITH HSN CODE		
TOTAL DELIVERED RATE AT HLL STORES		
(Rupees.....)		

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



VALIDITY

: From April 2022 to March 2023

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

PLACE:

NAME AND SIGNATURE OF THE TENDERER

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
AKKULAM FACTORY, SREEKARIYAM P.O.
THIRUVANANTHAPURAM-695 017
PHONE NO:0471 2442642; FAX NO:0471 2441383;
EMAIL: materialsft@lifecarehll.com, materialsafhll@gmail.com
www.lifecarehll.com

TENDER NO HLL/AFT/PUR/Cu-T/ PAT & PRES /2022-23 Dated 17/03/2022

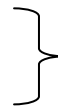
SCHEDULE H

PRICE BID

RATE SCHEDULE FOR THE SUPPLY OF Prescribing Information Sheet Cu-T 380A
“Govt” TO AKKULAM FACTORY, TRIVANDRUM.

PRICE PARTICULARS	PER UNIT (pcs) (IN RS.)	REMARKS
BASIC PRICE		
FREIGHT		
GST % WITH HSN CODE		
TOTAL DELIVERED RATE AT HLL STORES		
(Rupees.....)		

MINIMUM TIME REQUIRED TO START THE
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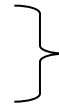
SCHEDULE I

PRICE BID

RATE SCHEDULE FOR THE SUPPLY OF Information Sheet Cu 375 “Govt” TO
AKKULAM FACTORY, TRIVANDRUM.

PRICE PARTICULARS	PER UNIT (pcs) (IN RS.)	REMARKS
BASIC PRICE		
FREIGHT		
GST % WITH HSN CODE		
TOTAL DELIVERED RATE AT HLL STORES		
(Rupees.....)		

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



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PLACE:

NAME AND SIGNATURE OF THE TENDERER