

एचएलएललाइफकेयरलिमिटेडHLL LIFECARE LIMITED  
(भारतसरकारउद्यम)(A GOVT.OF INDIA ENTERPRISE)  
पेरूरकडापिओ.PEROORKADA. P.O,  
तिरुवनंतपुरम- ६९५००५THIRUVANANTHAPURAM-695 005  
PHONE NO:0471-2435013, 2539329,2437270; EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com)

निविदासंख्या:क्रय/08/आर1/ पीक्यू/सीसी/09-A/2022-23

Tender No. PUR/08/R1/PQ/CC/09-A/2022-23

Dated 13.07.2022

**निविदा दस्तावेज़  
TENDER DOCUMENT**

**मद: सिलिकॉनइमलशन  
ITEM:SILICONE EMULSION**

निविदासंख्या:क्रय/08/आर1/ पीक्यू/सीसी/09-A/2022-23  
e-Tender No: PUR/08/R1/PQ/CC/09-A/2022-23

**तकनीकीवाणिज्यबोली  
TECHNO-COMMERCIAL BID**

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### निविदा आमंत्रित नोटिस NOTICE INVITING TENDER (NIT)

जुलाई 2022 सेमार्च 2023 तक की अवधि के लिए हमारे पेरूरकडा फैक्टरी, तिरुवनंतपुरम , ऐरापुरम फैक्टरी, कोचिन के लिए **सिलिकॉनइमलशनकीसप्लाई** के लिए खुली दो बोली प्रणाली (तकनीकी और मूल्य) के तहत ई-निविदा आमंत्रित हैं।

E-tender under open two bid system (Technical and Price) are invited for the **Supply of SILICONE EMULSION**to our **Peroorkada Factory-Thiruvananthapuram,&Irapuram Factory-Cochin** for the period from July 2022 to March 2023.

SI No	Particulars	Description
1	मद का नामName of Item	<b>सिलिकॉनइमलशनSILICONE EMULSION</b>
2	Location of Delivery	PeroorkadaFactory- Thiruvananthapuram,&Irapuram Factory-Cochin
3	EMD	Rs.200000/-
4	Bid submission fee/Tender fee	Rs. 560/- (including GST)
5	Period of contract	July 2022 to March 2023
6	Eligibility criteria for Bidders	As per Tender document
7	Last date and time for submission of bid	25.07.2022 – 11.00 hrs
8	Bid opening date and time	25.07.2022-11.30 hrs
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: 0030307535628 IFSC Code: SBIN0004350 Branch name: Commercial Branch, Thycaud, Trivandrum

**General Manager (Commercial)**

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### 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 portal of 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 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.
8. Registration
  - 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

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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.
- i) 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.
- j) 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. 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.
- 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.

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 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](mailto:materialspft@lifecarehll.com)

12. 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

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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.

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

14. 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.

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

16. 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.

15. Tender Document Fees and Bid Security:

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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.

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.

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### **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/authorized agents who are capable of supplying the material as per our tender conditions and specification in Schedule B.

#### **3. ELIGIBLE BIDDERS**

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



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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-Marketplace portal (URL: <https://gem.gov.in>). However, tender document fees, as mentioned in the NIT, is required to be submitted along with the online bid.

#### 5. SITE VISIT- NOT APPLICABLE FOR THIS TENDER

#### 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-Marketplace portal as per the type of tender. No manual submission of bids shall be entertained for the tenders published through Government e-Marketplace portal under any circumstances.

6.3. The Government e-Marketplace 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 department shall not be responsible for any kind of such issues faced by bidder.

#### 7. Bidding Documents

7.1. The Bidder is required to login to the Government e-marketplace 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.

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7.1.1. The bidder is expected to examine carefully all instructions, terms and conditions of Contract, Forms, Technical Specifications 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 web site. 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

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 /Udyam Certificate as detailed in the e-tender web site.
- iii. EMD payment / UdyogAdhar / Udyam Certificate details.
- iv. Copy of Documents in proof of eligibility criteria.

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- v. Copy of Documents in proof of Financial turnover.
- vi. Other documents specified in tender document.

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 Gem Portal (price bid including all charges).

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 HLL STORES which includes cost of all materials ,freight charges and packing and forwarding charges.

8.3.4. GST applicable shall be extra.

8.3.6. 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 of nine months from **July 2022 to March 2023**. A bid valid for a shorter period shall be rejected by HLL as non-responsive.

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

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- 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 SSI/MSE units interested in availing exemption from payment of Tender Fee &EMD should submit a valid copy of their Udyam Certificate as mentioned in the NIT. All bidders including SSI/MSE units have to provide Security deposit if Tender is awarded to them. Security deposit will be 3 % of the order value.
- 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.
- 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. 2,00,000/-. All rules and regulations as per guidelines of Government of India shall be applicable for Startup.
- 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

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

**Verification of Local Content:**

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

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

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

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.

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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 them.

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

8.6.12. As per the government guidelines there is no Bid Security /EMD for this tender but the bidder has to provide "Bid Security Declaration" and in case if the bidder withdraws or modify the bids during the bid validity period, the bidder will not be allowed to participate in HLL Tenders for a period of 2Years from the date of this tender.

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 eProcurement 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 which case such corrections shall be initialed 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-marketplace portal (URL: <https://gem.gov.in>) 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 from the portal. The Bidder shall fill up the documents and submit the same online. On successful submission of bids, a system

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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 Pre-qualification Criteria for bidders: tender fee , EMD and technical bid shall be submitted online at Gem -portal by the bidder.

**a) 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: 0030307535628  
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/MSME 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/Udyog Aadhaar /Udyam. If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar /Udyam Memorandum Number issued to it under the MSME 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.

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**b) Technical bid:**

Technical Bid should contain signed and scanned soft copy of documents duly filled and signed.

**Qualification Criteriafor 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 unless otherwise specified.

SI No	Eligibility Criteria
1	Questionnaire for Minimum eligibility criteria as per Schedule Kwith supporting documents as applicable.
2	Annual financial turnover of the bidder during the previous 3 years, ending 31st March of the financial year 2022 (31.03.2022) with ITR details for previous 2 years.
3	The duly signed acceptance form and Bid Security Declaration as per Schedule I and I-A to be attached.
4	Make in India Declaration as per Schedule L.
5	General information of the vendor as per Schedule F & Vendor Development form as per schedule G (Only for new vendors)
6	Latest ISO Certificate /Declaration regarding the same, Environment friendly Certificate.

**c) Financial Bid: The Financial e-Bid through Gem portal.**

**In the case of Silicone Emulsion, bidders are requested to quote the Basic rate per KG, Freight per KG (if any), Others per KG (if any) and GST amount per KG in INR. The domestic suppliers shall bid in INR for landed rate per KG to HLL stores.**

All rates shall be quoted in the format provided and no other format is acceptable.

Note:-

1. HLL Lifecare Limited reserves the right to verify the credential 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.



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- 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

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 date and time of receipt of the bid. The system shall not allow any withdrawal after the date and time of submission.

## 11. Bid Opening and Evaluation

11.1. Bid Opening

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

### 11.1 Bid Opening Process

11.1.1. 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) Opening date shall be mentioned in NIT Document.
- b) The intimation regarding acceptance / rejection of their bids will be intimated to the bidders through e-tendering portal.

If any clarification is needed from bidder about the deficiency in his uploaded documents he will be asked to provide it through GEM 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) The financial bids found to be meeting the qualifying requirements shall be opened as per NIT Document. (Depending on evaluation of the date shall be intimated through Gem Portal.

11.1.2. 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.

### 11.2. Confidentiality

11.2.1. 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.

11.2.2. 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.

### 11.3. Clarification of Bids

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- 11.3.1. 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.
- 11.3.2. 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.
- 11.4. Examination of Bids, and Determination of Responsiveness
- 11.4.1. 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.
- 11.4.2. A substantially responsive bid is one which conforms to all the terms, conditions, and requirements of the bidding documents, without material deviation or reservation.
- 11.4.3. 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.
- 11.4.4. Non submission of legible or required documents or evidences may render the bid non-responsive.
- 11.4.5. 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.
- 11.4.6. Single tender shall not be opened in the first tender call.
- 11.5. Negotiation on Bids
- 11.5.1. The Tender Inviting Authority reserves the right to negotiate with the lowest evaluated responsive bidder.

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## 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 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:

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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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## **TECHNICAL BID**

### **Minimum Eligibility Criteria for qualifying in the Technical Bid**

#### **Material: SILICONE EMULSION**

- 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/Authorized Agents) should be Rs.30 lakhs. Vendors are required to submit documents relating to the last three years in support of their claim.
- 3) The vendor should be a manufacturer/authorized agent. In the case of an authorized agent, the following documents to be enclosed.
  - a. Letter from the manufacturer authorizing them to participate in the tender should be furnished.
  - b. Letter from the manufacturer stating that the product being offered is as per the specification given in Schedule A of the tender.

#### **NOTE: -**

- a. Vendors whose name appear in our list of approved vendors shall stand qualified in the Technical Bid. They have to submit the declaration as per Schedule-I and I- A, Latest ISO Certificate /Declaration regarding the same, Shelf Life of the product offered and Self certified Environment friendly Certificate and Make In India Declaration.
- 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 if completed before the opening of Price Bid and 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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पेरूरकडापिओ.PEROORKADA. P.O,  
तिरुवनंतपुरम- ६९५००५THIRUVANANTHAPURAM-695 005  
PHONE NO:0471-2435013, 2539329,2437270; EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com)

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SCHEDULE- B  
Page 1 of 1

**SPECIFICATION: SILICONE EMULSION(Peroorkada Factory &Irapuram Factory)**

<b><u>SPECIFICATION:</u></b>	<b><u>PACKING MODE</u></b>
1. Colour-milky white emulsion 2. Specific gravity (at 25deg.C) :0.980 to 1.000 3. pH (at25deg.C)-6.50 to 8.50 Solid content (Non volatile content)-35.5 to 38.0%	25 Kg carbuoy

Quantity required

a. Peroorkada, Thiruvananthapuram:11000 Kg.

b. Irapuram,Cochin : 12000Kg

**Total :23000 kg**

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## 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. MSE units interested in availing exemption from payment of 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.
2. The bidder shall intimate the Purchase 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 annual requirement 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 a 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 any time 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 our stores should be minimum 5/6<sup>th</sup> of the total shelf life.
  - c. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
  - d. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL. The procedure in this regard would be as follows:-
    - (i) Material shall be returned through the Transporter indicated in Schedule F or through our approved Transporter on freight to-pay basis.



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- (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.
- 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 September 2022 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 and excess quantity is solely at the discretion of HLL. In the case of excess supply the excess quantity shall be returned back through the Transporter indicated in Schedule F (clause 7) or our authorized transporter on freight to pay basis.
- 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 after the stipulated delivery period.
- j. HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency 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.

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**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.
- Name of Product (as given in supply Order)
  - Date of Manufacture (Monthly/Yearly)
  - Date of expiry.
  - Quantity
  - Instruction of storage and handling
  - Name & Address of Manufacturer
  - Company's address in full
  - 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
- Invoice in triplicate**
  - Delivery Note/Challan**
  - Packing List**
  - LR/AWB**
  - Material Safety Data Sheet(MSDS)**
  - 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 by RTGS within 30 days after receipt subject to acceptance of the material.**
- p. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram / Cochin as the case may be.

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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 on this shall be entertained.

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

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SCHEDULE- D

**SPECIFIC CONDITIONS FOR SUPPLY OF SILICONE EMULSION**

**I. Mode of Packing**

PACKING MODE:

25 kgCarbuoy

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

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**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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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, pls 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 Silicone Emulsion  
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 :

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the Transporter through whom the rejected material is to be returned on freight to pay basis

SCHEDULE – F

TECHNICAL BID

QUESTIONNAIRE

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

All the information provided herein is true & correct.

PLACE:  
APPLICANT  
DATE :

NAME & SIGNATURE OF THE  
(WITH OFFICE SEAL)

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**SCHEDULE G**  
Page 1 of 2

**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 for incoming materials : Yes/No



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b) Do you have in process inspection facilities : Yes/No

c) Do you have final inspection of the product : Yes/No

**SCHEDULE – G**  
Page 2 of 2

7) Do you have any accreditation : Yes/No  
(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 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 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:

1.Head of Quality Control/Head of Technical Services and Material Testing

2.Head of User Department

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3.Head of Purchase Department

**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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SCHEDULE –I  
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Item: SILICONE EMULSION

DECLARATION

*(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.

SEAL OF THE APPLICANT

SIGNATURE  
NAME AND ADDRESS OF APPLICANT

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SCHEDULE – I A  
Page 2 of 2

**BID SECURITY DECLARATION**

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

From,

To,

**General Manager (Commercial)  
HLL Lifecare Limited  
(A Government of India Enterprise),  
PEROORKADA FACTORY, Thiruvananthapuram – 695 005,**

Dear Sir,

I / We, hereby declare that if we withdraw or modify the bids during the period of Validity, we agree to be suspended for the time specified in the Tender Documents.

**SEAL OF THE APPLICANT**

**SIGNATURE**

**NAME AND ADDRESS OF APPLICANT**

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SCHEDULE – K  
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TECHNICAL BID

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

**Material: SILICONE EMULSION**

1.	Can you supply material as per our specification given in Schedule B	YES/NO
2	Are you a Manufacturer/Authorized agent?	YES/NO
3	In the case of an Authorized agent, a. Letter from the manufacturer authorizing them to participate in the tender should be furnished.	YES/NO
	b. Letter from the manufacturer stating that the product being offered is as per the specification given in Schedule A of the tender.	YES/NO
4	i, Do you have in-house testing facility to check HLL parameters?	YES/NO
	ii, Will you be issuing Test Certificate for each batch/lot ?	YES/NO
8.	What is your Annual Turnover for the last 3 years ending 31 <sup>st</sup> March 2022.(Documents relating to the above shall be enclosed with ITR details for the previous 2 years )	2019-20 2020-21 2021-22

All the information provided herein are true & correct

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

NOTE: Forms must be completed in all respect and supported by relevant documents.

एचएलएललाइफकेयरलिमिटेडHLL LIFECARE LIMITED  
(भारतसरकारउद्यम)(A GOVT.OF INDIA ENTERPRISE)  
पेरूरकडापिओ.PEROORKADA. P.O,  
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PHONE NO:0471-2435013, 2539329,2437270; EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com)

निविदासंख्या:क्रय/08/आर1/ पीक्यू/सीसी/09-A/2022-23

Tender No. PUR/08/R1/PQ/CC/09-A/2022-23

Dated 13.07.2022

**SCHEDULE -L**

**Make In India Declaration**

**Tender No-**

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

I / We, hereby declare that the material ..... offered contain  
.....% more than local content .

**SEAL OF THE APPLICANT**

**SIGNATURE**

**NAME AND ADDRESS OF APPLICANT**