

**TENDER DOCUMENT FOR QA LAB FURNISHING  
AT HLL IFC, IRAPURAM, COCHIN**



**HLL Lifecare Limited**

**(A Govt. of India Enterprise)**

Rubber Park, Plot No.1 &2, Irapuram,  
Valanchirangara P.O, Ernakulam, Kerala – 683 556

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## NOTICE INVITING TENDER

Tender No.: HLL/IFC/HR ADMN 2014-15 Tend-02

Dated 17/07/2014

**Sub: QA Lab Furnishing at HLL IFC.**

HLL Lifecare Ltd, a Government of India Undertaking, invites sealed and superscribed quotation from interested contractors having minimum twenty years of experience in the relevant field for the following works at HLL Lifecare Limited, Irapuram Factory, Rubber park, Irapuram.

The estimated value of the present purchase is around Rs.500000.00 (Rupees Five Lakhs only).

***Publishing date of the bid*** : ***17-07-2014***  
***Last Date of submission*** : 2.00 pm, 24.07.2014  
***Address*** : Deputy Vice President (Commercial)  
HLL Lifecare Limited, Irapuram Factory,  
Rubber Park, Irapuram.

***Opening of Bid*** : 2.30 pm, 24.07.2014 at HLL Irapuram  
Factory Rubber Park, Irapuram.

Interested applicants may download the tender from company website or collect the tender documents from the Deputy Vice President (Comm), HLL Lifecare Limited, Plot No 1&2, Rubber Park, Irapuram, from 17.07.2014 till 23.07.2014 between 9.30 AM to 5.00 PM.

Interested applicants can participate in the bid.

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 through HLL's website as corrigendum / amendments etc., if any, will be notified on the HLL's website and separate advertisement will not be made in this regard.

## **GENERAL TERMS & CONDITIONS**

1. The estimated cost of the works is Rs.500000.00 (Rupees Five Lakhs Only)
  
2. Minimum Eligibility criteria:
  - Experience of having successfully completed works during the last 20 years ending last day of the month previous to the one in which applications are invited:-
    - a. Two similar completed works each consisting not less than the amount equal to 60% of the estimated cost of the work for which the bid is submitted.
    - b. One similar completed work consisting not less than the amount equal to 80% of the estimated cost of the work for which the bid is submitted.
    - c. Documentary proof for the above eligibility criteria should be submitted along with the offer.
    - d. Proof for experience to be submitted along with the Offer.
  
3. The schedule of works (ANNEXURE - A) is appended. Tenderers are advised to go through the entire general terms and conditions of this contract carefully.
  
4. Earnest money of Rs.20000/- (Rupees Twenty thousand only) in the form of a Demand Draft of a scheduled bank issued in favor of HLL Life care Limited, Perumbavoor, which should be placed in a separate sealed cover marked "Earnest money" shall be submitted along with the tender.
  
5. Documents to be submitted in the tender.
  - a. Covering Letter
  - b. Copy of the tender document duly signed on all pages
  - c. EMD by way of demand draft

- d. Copy of two work orders with individual value of not less than 60% of the estimated cost of this work.
  - e. Copy of one work order with individual value of not less than 80% of the estimated cost of this work.
  - f. Proof of experience of having successfully completed similar works for 20 years.
  - g. Copies of all statutory registrations like PAN, TIN No., Service tax registration, PF & ESI registration etc.
  - h. Financial bid document – Duly filled Annexure A
6. The filled & duly signed sealed tender should be addressed to Deputy Vice President (Comm.) and should be submitted at following address

HLL LIFECARE LTD  
Plot No 1 &2,Rubber Park, Plot No.1 &2, Irapuram,  
Valayanchirangara P.O,Ernakulam, Kerala – 683 556

on or before 14.00Hrs on 24.07.2014.The tender will be opened at 14.30Hrs on 24.07.2014 in the presence tender opening committee and interested bidders or their authorized representatives who choose to attend at the time of opening of tender.

- 7. The work shall be completed within 30 days from the date of receipt of Work Order or LOA (Letter of acceptance).
- 8. The tender for the work shall remain open for acceptance for a period of 3 days from the date of opening of tender.
- 9. The contractor shall visit the site before quoting the rates and clarifications if any required can be had from the undersigned before submitting the tenders.

Deputy Vice President (Comm.)  
HLL LIFECARE LTD  
Plot No 1&2 ,Rubber Park, Irapuram,  
Valayanchirangara P.O,Ernakulam, Kerala – 683 556

10. Rates quoted should be inclusive of all taxes, cost of materials, Tools/Equipment's, labor charges, conveyance to site, handling charges, loading and unloading charges, hiring charges, statutory payments, etc.
11. The Management reserves the right to accept or reject the Tender either partially or fully without assigning any reason what so ever.
12. The work should be carried out without causing any inconvenience to the public and shall ensure that no damages are caused to the existing site premises.
13. During the execution of work the contractor or authorized representative should be present at site.
14. All Materials, Equipment's/ Tools required for the work should be arranged by the contractor and brought to site for the timely completion of the work.
15. The materials used shall be as per specification and of good quality.
16. The Contractor has to arrange necessary insurance coverage for the machine, workmen etc. deployed by him. He shall arrange all safety measures to protect his workmen and also the properties of HLL.
17. Security Deposit and Defect liability period: Shortlisted bidder is required to furnish Security Deposit @5% of the tendered amount for execution of the work along with the EMD submitted. The security deposit will be released after the defect liability period of one year. Statutory deductions like Income tax(2%), work contract tax (4%) etc will be deducted from the bill as per the rules of the company. The work site safety of all employees, their ESI, PF etc will have to be borne by the contractor. After the successful work completion, the Security Deposit shall be converted into Performance Guarantee and will be released after successful completion of Defect Liability period of one year.
18. Penalty for delay: Penalty shall be imposed at 0.5% per week to a maximum of 7.5% of the contract value for any delay committed by the contractor in completing the work as per the order.
19. Measurement & Payment terms: The method of measurement of completed work shall be in accordance with the standard measurement. Payment will be

made on satisfactory completion of work as per the order. The method of measurement of completed work shall be in accordance with the standard measurement. Interim or running account bills shall be submitted by the contractor for the work executed on the basis of such recorded measurements in the format of HLL. All such interim payments shall be regarded as payment by way of advances against final payment only, and shall not preclude the requiring of bad, unsound and imperfect or unskilled work to be rejected, removed, taken away and reconstructed or re-erected. Any certificate given by the engineer in charge relating to the work done or materials delivered forming part of such payment, may be modified, or corrected by any subsequent such certificate(s) or by the final certificate and shall not by itself be conclusive evidence that any work or material so which it relates is /are in accordance with the contract and certificate. Any such interim payment,/any part there of shall not in any respect conclude, determine or affect in any way powers of the engineer in charge under the contract or any of such payments be treated as final settlement and adjustment of accounts or in any way vary or affect the contract.

20. Payment Schedule: 20% of the total work order amount will be released on supply of materials on the site with subject to the HLL officers verification of the items, 40% will be paid subjected to the completion of work of the technical area and the remaining percentage of amount will be paid after the deductions shown in Clause 16 and 17.
21. The Quantity shown in the schedule is an approximate estimated quantity.No extra rate will be entertained if the quantity exceeds due to the site condition while executing the work.
22. Final payment shall be paid only after clearing the site as per direction of Engineer-in-charge/ officer in charge.
23. Settlement of Dispute: Arbitration shall not be the means of settlement of dispute or claims or anything on account of this Contract. If any disputes and

difference arising out of the contract are to be settled by a civil court at Thiruvananthapuram.

For HLL Lifecare Limited

Deputy Vice President (Commercial)



## Annexure A

S..NO:	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>GROUND FLOOR</u></b>				
	<b><u>LAB-1</u></b>				
<b>I</b>	<b><u>WORKSTATIONS</u></b>				
	<b><u>52mm partitions</u></b>				
	525x1200mm	2	Nos		
	600x1200mm	1	Nos		
	25mm Work Top-1050mmx600mm	1	Nos		
	25mm Side leg -525 x750	1	Nos		
	Mobilepedestal	1	Nos		
	CPU Trolley	1	Nos		
	PVC Key Board Tray	1	Nos		
	Workstation chairs-Y-17	1	Nos		
	<b>TOTAL-I</b>				
<b>II</b>	<b><u>TABLE</u></b>				
	Chair-Meluha-HB	1	Nos		
	Visitors-Meluha-VI	2	Nos		
	25mm Work Top-1200mmx750mm	1	Nos		
	25mm Side leg -725 x750	2	Nos		
	18mm front modesty-1150x710mm	1	Nos		
	Mobile-pedestal	1	Nos		
	CPU Trolley	1	Nos		
	PVC Key Board Tray	1	Nos		
	<b><u>52mm partitions-1200mm</u></b>				
	900x1200mm	1	Nos		
	750x1200mm	1	Nos		
	790x1200mm	1	Nos		
	800x1200mm	1	Nos		
	Postupto a height of 1200mm	3	Nos		
	<b><u>OPENABLE STORAGE</u></b>				
	Openable storage-900x450x2100mm	2	Nos		
	Openable storage-900x450x900mm	1	Nos		
	<b>TOTAL-II</b>				
	<b><u>Carpentry</u></b>				

	Storage with shutters below counter top in lab with 18 mm ply and 1mm laminate inside with putty and high quality paint finish.	55	Sq.ft		
	<b>Carpentry work</b>				
	<u>LAB-1</u>				
	<b><u>LAB-2</u></b>				
	Storage with shutters below counter top and overhead units in lab with 18 mm ply and 1mm laminate inside with putty and high quality paint finish.	245	Nos		
	<u>LAB-2</u>				
	-				
	<b>TOTAL-LAB1 AND 2</b>				

Sign.

Official Seal of the Vendor

Full address of the Vendor