

HLL LIFECARE LIMITED
(A Govt. of India Enterprise)
PEROORKADA FACTORY PB. NO.2, PEROORKADA
THIRUVANANTHAPURAM, Kerala-695005 Ph:
0471 2437270Mail:materials@lifecarehll.com
TIN NO: CST NO:

[Registered & Corporate Office: HLL Bhavan, Poojappura, Thiruvananthapuram - 695012, Kerala.
Ph: 0471-2354949. Web: www.lifecarehll.com CIN:U25193KL1966GOI002621.]

ENQUIRY LETTER FOR ETD SECTION SERVICES

Collective No. : 1110141879

Date:25.06.2016

Your offer shall reach us on or before 06.08.2016 15.00 hrs, which will be opened at 06.08.2016 15.30 hrs

Description of work:

We proposed to complete the said works by 31.08.2017

A). **Cleaning of 8 filter bags of 4AHU - Period of contract : 31-08-2016 to 31-08-2017.**

B). **Cleaning/washing of flap - Period of contract : 11-12-2016 to 31-08-2017**

Work Description

1. Collect the flap from the designated area
2. Rinse the flap in water containing a detergent (quantity and type of the detergent will be specified in the SOP) for about 1 hour. ensure that the rubber flaps are not damaged while cleaning
3. Wash the rubber flaps using hand (Thin gloves will have to be used at the time of washing).
4. wash the flaps in sufficient quantity of water
5. Dry the flaps in dry air. Fan may utilized for the same.
6. Arrange the cleaned flaps in the designated area (rack will be provided).

Terms and conditions:

1. All the consumables will have to be brought by the party.
2. Water and electricity will be given by the company
3. 70 nos of flaps will have to be cleaned daily. 18900 will be the maximum number of flaps to be cleaned in a year. .
4. A register has to be maintained by the party to record the details of the cleaning and should be duty attested by the supervisor and officer in charge. Payment will be deducted proportionately if cleaning is found unsatisfactory. also a work permit will have to be obtained before cleaning of the flaps from the section officer in charge
5. payment will be made on the monthly basis

C). **cleaning of 8 suction trenches of ahus**
Period of contract: 13.09.2016 to 31-08-2017

D). **cleaning of moulds and machines - CLEANING OF MACHINES AND MOULDS.**

Period of contract: 28.09.2016 to 31-08-2017

1. Air vent holes in the metal moulds are to be cleaned with the help of metal pins.
2. Cleaning of the moulds with compressed air jets to remove the silica dust accumulated inside.
3. The dust blown out should be collected simultaneously using vacuum cleaner.
4. Cleaning and stain removal of machine platform.
5. All the works mentioned above are to be completed without causing any damage to machine and accessories attached to the machine. The certificate for same has to be obtained from the section officer.
6. The rate quoted should be per cleaning per machine for the works mentioned above.
7. The maximum no of cleaning approximately to be 156 times per machine per year.
8. Total 7 machines are available and hence maximum no.of cleaning is 930.
9. Work permit and safety permit are to be obtained from the concerned section officers as per rule
- 10 All tools and accessories required for carrying out the above works will be provided by the party.

E). cleaning of dry testing machine - Work Description :-

CLEANING OF DRY TESTING MACHINE

Period of contract: 13.01.2017 to 31-08-2017

Details of Work:

Periodic cleaning of dry testing machine

Details of work for the dry testing machine cleaning.

Description of work

1. Chain and mould cleaning with petrol.
 - a. Chain is to be cleaned on bothsides using with petrol.
 - b. After cleaning the chain is to be wiped with cotton cloth to remove the dirt.
 - c. The rolling brushes are to be covered properly while cleaning the chain.

Competitive rate shall be quoted as per the template given below :

CURRENCY:

Sl.No	Activity Code	Description	UOM	Qty	Period of contract	Basic Rate	Amount
1	50000003	CLEANING OF 8 FILTER BAGS OF 4 AHU's - CLEANING AS PER THE SOP Service tax	NO	2,920	31.08.2016 To 31.08.2017		
2	50002018	CLEANING/WASHING OF FLAP - Service tax	NO	18900	11.12.2016 To 31.08.2017		
3	50000002	CLEANING OF 8 SUCTION TRENCHES OF AHU'S - CLEANING AS PER THE SOP Service tax	NO	736	13.09.2016 To 31.08.2017		
4	50000005	CLEANING OF MOULD & MACHINE - CLEANING AS PER THE SOP Service tax	NO	930	28.09.2016 To 31.08.2017		
5	50002016	CLEANING OF DRY TESTING MACHINE - Service tax	NO	105	13.01.2017 To 31.08.2017		

Total amount

Special Instructions:

TERMS& CONDITIONS:

1. ALL STATUTORY LEVIES, IF APPLICABLE, WILL BE DEDUCTED FROM CONTRACTOR'S BILL AS PER RULES.
2. THE PARTY SHALL TAKE ALL SAFETY PRECAUTIONS RELATING TO THE WORK ON CONTRACT AND IN THIS RESPECT NECESSARY SAFETY PERMIT SHALL BE OBTAINED BY THE PARTY FROM THE SAFETY DEPARTMENT OF THE COMPANY BEFORE COMMENCING THE SERVICE/REPAIR WORK.
3. THE WORK SHOULD BE CARRIED OUT WITH OUT CAUSING ANY INCONVENIENCE TO THE FACTORY WORK AND SHALL ENSURE THAT NO DAMAGES OCCURRED TO THE EXISTING PLANT AND MACHINERY.
4. THE WORK SHOULD BE CARRIED OUT IN CONSULTATION WITH THE AUTHORIZED OFFICER ASSIGNED.

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If the contractor is a registered dealer under VAT Act and pertain to civil works. the rate of works contract tax is 2%.In respect of other works the rate is 5%.

If the contractor is not a registered dealer under VAT Act. the rate applicable 70% to the rates

1. INCOME TAX

Income tax @2% will be deducted on the total contract amount plus applicable surcharge

2. PROVIDENT FUND

PF will be recovered @25.605% on the labour statement to be given by the contractor

3. ESI

ESI on the rate of 6.5% will be deducted from the labour charges as submitted by the contractor

4. PENALTY CLAUSE

This will be applicable as per company rules

5. PAYMENT TERMS

Prefereably within 30 days after satisfactory completion of work duly certified by Competent Authority

6. SECURITY DEPOSIT

For placing orders, the bidders shall furnish Security Deposit @5% of total value of order in the form of DD favoring HLL Lifecare Ltd.

7. EMD

2%of quoted amount shall be furnished in the form of DD.

The above tender/order is liable to be suspended/cancel at any time at the discretion of the company with/without assigning any reason You shall have to provide a certificate confirming that the machine/recruitment/product/ process being offered by you that environment friendly, i.e. it is non-hazardous to the environment.

The contractor shall be liable for ensuring the compliance on various Acts and Rules applicable to the employees engaged in Building/construction activities including the Building and other construction workers(Regulations of the employment and conditions of service)Act 1996,Rules 1998. the building and other construction workers Welfare Cess Act 1996,Rules 1998.

The Cess leviable under this Act shall be collected /deducted at source in relation to a building or other construction work. The proceeds of the class collected shall be deposited to the Board constituted under this Act by the State Govt.

For HLL LIFECARE LIMITED

Authorised Signatory

Visit www.lifecarehll.com for HLL's Safety, Health & Environment Policy & Quality policy.