**NOTICE INVITING TENDER**

Sealed Tenders under Two Bids System (Technical & Price Bid) in the prescribed Tender form are invited from experienced contractors to carry out the **ETD Covering (Covering of Naked Condoms on Electronic Testing Machine)** for the Period of **ONE Year**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Scope of work** | **Approx. Quantity**  **(1 Year)** | **Estimated Cost ONE Year** | **Tender Document Cost** | **Earnest Money Deposit (EMD)** |
| ETD Covering  (Covering of Naked Condoms on Electronic Testing Machine) | 100 M.Pcs | Rs. 45 Lakhs Approx. | Rs. 3,000/- | Nil |

1. Blank Tender Forms will be issued in the office of HLL Lifecare Kanagala during office hours on all working days from **31.12.2020** to **14.01.2021.** Tender documents can also be downloaded from our website [www.lifecarehll.com](http://www.lifecarehll.com/). Those who are downloading the Tender Forms from website should invariably pay the cost of tender form along with the Technical bid (DD for tender cost should be enclosed separately). DD should be drawn in the name of HLL Lifecare Ltd, payable at SBI Nipani / **E- Payment** (*Beneficiary’s Name: HLL Lifecare Limited, State Bank of India, Nipani, Account No: 11130285123, IFSC Code. SBIN0000888*).

1. *MSME units registered with UDHYOG Adhaar / UDYAM shall provide their valid registration certificates and units under the Micro and Small category will be exempted from tender fee and EMD amount subject to verification of the registration certificate.*
2. Tender /s will be rejected in case cost of Tender Form is not paid / enclosed.
3. **Preference will be given to L1 party. However, HLL reserves the rights to allot the contract to the other parties other than L1.**
4. Party should be ready to attend negotiation at their own expenses at Kanagala (Belgaum Dist, Karnataka) or Trivandrum (Kerala) or at the place fixed by the Company.

**LAST DATE FOR SUBMISSION OF TENDERS : 14.01.2021 14:00 Hrs.**

**DATE OF OPENING TECHNICAL BID : 14.01.2021 15:00 Hrs.**

**DATE OF OPENING OF PRICE – BID : Will be Intimated to**

**Qualified Bidders.**

**Manager (HR)**

***HLL LIFECARE LTD.***

*A GOVT. OF INDIA ENTERPRISE*

***KANAGALA – 591225, BELGAUM DIST***

**TENDER DOCUMENT**

**FOR**

**ETD Covering**

**(Covering of Naked Condoms on Electronic Testing Machine)**

**PART - I**

**TECHNICAL BID**

**REF: HLL/BGM/HR/ETD-COVERING/2020-2021 Date: 31.12.2020**

CONTENTS OF BIDDING DOCUMENTS

I. INSTRUCTION TO BIDDERS:

II. TECHNICAL BID FORMS

|  |  |  |
| --- | --- | --- |
| **1** | **Schedule - A** | General Eligibility Criteria for Qualification & Brief Particulars of the Work Profile |
| **Schedule - B** | General Terms and Conditions. |
| **Schedule - C** | Bid Securing Declaration |
|  | |
| **2** | **Schedule - D** | Technical Bid Form Questionnaire–General Information of the Tenderer. |
|  | | |
| **3** | **Schedule - E** | Declaration accepting Terms & Conditions by the Tenderer. |

III. PRICE BID FORMS

1. Schedule - F : Rate Schedule for ETD Covering

1. INSTRUCTION TO BIDDERS
2. This tender is intended to finalize the contract to carry out the ETD Covering work through outsourcing at the agreed rates on contract basis for a period of **One** **Year**.
3. This is a two bid system comprising of **(a) Technical bid & (b) Price bid**.
4. *MSME units registered with UDHYOG Adhaar / UDYAM shall provide their valid registration certificates and units under the Micro and Small category will be exempted from tender fee and EMD amount subject to verification of the registration certificate.*
5. Both the Bids shall be submitted in sealed covers separately. Tender numbers of the Technical and Price Bids shall be superscribed on the respective covers in order to clearly identify between the two Bids. The two separately sealed and superscribed Bids enclosed in a single cover and superscribed with the respective Tender No. Complete in all respects, addressed to the **General Manager (Operations) / Unit Chief, HLL Lifecare Ltd., Kanagala – 591225.** Should reach us on or before the due date and time mentioned in the Tender Notification. HLL Lifecare Ltd shall not be responsible for delay, if any, in the delivery of the bidding documents or non-receipt of the same.
6. In case the date mentioned above is declared subsequently as holiday for the Company’s office, the due date for submission and opening of bids will be the next working day at the same venue and time. However opening of the technical bid may be extended to a convenient date without intimation to the bidders and can be opened in absence of any bidder, which will be binding on all the bidders.
7. Bids received after the deadline for submission shall not be considered.
8. The Bidder is expected to examine all work requirements, Instructions, Forms, Terms and conditions given in the Bidding documents. Failure to furnish all information required in Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
9. The price bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately in usual course.
10. The company shall have the right to inspect the quality and existence of the technical details mentioned in the Techno commercial bid to determine whether the Tenderers/Bidder qualifies in the Techno commercial bid and the Tenderer shall extend all co-operations for this.
11. Any item of information mentioned in the Techno commercial bid is found false at the stage of inspection or at any time after the tender is awarded to a party shall result in termination to contract with the party, disqualification of the party from future tendering and EMD/SD will be forfeited followed by blacklisting.
12. In the price bid, the Tenderer shall quote the rate for the items mentioned.
13. In case various Tenderers quote the same rate, then the decision of the Management in this regard shall be binding on all Tenderers.
14. The Company reserves the right to accept fully or partly, reject fully or partly any tender without assigning any reason and the same will be binding on all the Tenderers. Further the company also reserves the right to completely cancel the said tender at any stage without assigning any reason and the decision of the Management will be final and will be binding on all the Tenderers.
15. The tender can be cancelled at any stage without assigning any reasons & reference to the participants.
16. The contractor should ensure applicable Minimum Wages to the employees deployed by him at his premises for the said work.
17. In case the party backs out from the commitment, their SD will be forfeited followed by blacklisting.
18. **On award of contract, Security Deposit (SD) of Rs. 2 Lakhs or 3% of the Tender Value whichever less in cash OR Bank Guarantee of equivalent amount is to be submitted. OR SD will be recovered @3% from each bill, subject to maximum of Rs. 2 Lakhs. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.**
19. On award of contract, the contract can be terminated by HLL Lifecare Ltd., Kanagala at any time during the contract period without paying any compensation&the decision of the HLL Lifecare Ltd., with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
20. The company reserves the right to issue tender form to any body and also to reject the tender without assigning any reasons and the matter cannot be referred to any court.
21. Preference will be given to L1 Party and allotment of the orders to matched party will be at discretion of HLL Lifecare Ltd.

**Schedule - A**

**General Eligibility Criteria for ETD Covering:**

1. The Tenderer / Contractor should able to provide sufficient Manpower as per the requirements for ETD Covering activity.
2. The Tenderer / Contractor should have a minimum of one year of experience in Manpower Supply in Medical device manufacturing industry / Pharmaceutical / Male Contraceptive / Industries where similar nature of work carried.
3. The Tenderer / Contractor should have Registration with EPF, ESI, Income Tax, GST, and Labour authorities.

**Brief Particulars of the Work Profile:**

**The Covering of Naked Condoms on Electronic Testing Machine:**

1. Collecting the naked condoms from HP Stores, as per the instructions.
2. Naked condoms are to be covered on the steel moulds.

**Target Per Day:** 0.38 M.Pcs Per shift. / 0.75 M.Pcs Per Two Shifts.

*Subject to targets will be varied based on ETD Covering requirement.*

**Rate:** Should be quoted for covering 1000 Pcs.

**Schedule - B**

**General Terms & Conditions**

1. Section 101(Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948(AII LXIII of 1948)(23rd sept.1948) is applicable.
2. The contractor should have a valid license issued by the Authorities (ALC, Hubli) under the Contract labour (Regulation & Abolition) Act 1970 and also hold due Registration as an Establishment under the Shops & Commercial Establishment Act wherever required.
3. On award of contract, the contract can be terminated by HLL Lifecare Limited at any time during the contract period without paying any compensation & the decision of the HLL Lifecare limited with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
4. Every contract workman deployed by you for the said work shall be allowed by the contractor in each week a holiday with wages for one whole day for every 6 days of continuous work.
5. On award of contract, **Security Deposit (SD)** of Rs. 2 Lakhs or 3% of the Tender Value whichever less in cash OR Bank Guarantee of equivalent amount is to be submitted. OR SD will be recovered **@3%** from each bill, subject to maximum of Rs. 2 Lakhs. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.
6. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
7. Workers engaged by contractors for aforesaid work shall be Contractors employee only and not of HLL Lifecare Limited, Kanagala
8. It will be contractor’s responsibility to maintain proper discipline and control among the person deployed by him within the premises of the Company.
9. There will not be any Employee Employer relationship between HLL Lifecare Limited and the persons employed by contractor for aforesaid work.
10. Labour / Worker list should be furnished well in advance at the Security personnel of HLL Lifecare limited at Main gate.
11. HLL Lifecare Limited has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said work.
12. Transport / conveyance of workers engaged by the contractor is to be arranged by the contractor at his cost only wherever and whenever required or insisted.
13. HLL Lifecare Limited will not be liable for any accident happened to contractors’ workmen while on work during the contract period. The contractor has to buy at his cost EDLI/personal accident insurance policy in respect of the employees deployed by him as per the Payment of Workmen compensation Act.
14. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Limited.
15. In case of any damages caused to our property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
16. **If wastage % crosses more than norms (i.e.0.4%) the product cost will be recovered from the contractor / Service provider bills.**
17. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest.
18. Contractor shall disburse the wages to his employees deployed by him for the concerned contract work on or before 7th day of subsequent month following, irrespective of whether HLL Lifecare Limited has settled any of contractor’s bills or not before that date. Contractor shall disburse the payment to his deployed employees in the presence of personnel of HLL Lifecare Limited.
19. Contractor should have valid PAN and GST registration wherever required.
20. It is the contractor’s responsibility to ensure that all employees engaged by him will follow the safety requirements. Safety measures wherever required are to be provided by the contactor only at his cost.
21. It is the responsibility of contractor that none of employee/supervisor engaged by him should work more than 8 hours.
22. Contractor is responsible for any major damage to the machinery due to mishandling or improper operation of machinery. This loss will be recovered from the contractor only.
23. Medical examination report of all employees attending work shall be submitted for fitness to HR department before starting the operation and at the end of the year / Completion of the order / as directed by the officer in charge.
24. Contractor has to ensure compliance of Safety & Quality Policy of Company.
25. Sub contract is not allowed.

**Schedule - C**

**Bid Securing Declaration**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tender No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To

HLL LIFECARE LTD.

A GOVT. OF INDIA ENTERPRISE

KANAGALA – 591225, BELGAUM DIST

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 **ONE YEAR** from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

1. 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
2. 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.

Signature

Name & Address of Applicant

**Date:**

Place:

(Seal of Applicant)

*(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)*

Schedule – D

Technical Bid-Questionnaire to be filled for Minimum Eligibility Criteria for ETD Covering

|  |  |  |
| --- | --- | --- |
| 1 | Can you undertake the contract for ETD Covering work as given in Schedule A, B, C, D | YES/NO |
| 2 | Are you registered with PAN, Income Tax, GST Authorities | YES/NO\* |
| 3 | Are you having Licence under the Contract Labour (R&A) Act 1970 | YES/NO\* |
| 4 | Are you having registered with ESI, EPF authorities and have independent establishment code | YES/NO\* |
| 5 | Have you any experience with HLL in the same work? | YES/NO\* |
| 6 | Have you any experience with HLL in works other than ETD Covering? | YES/NO\* |
| 7 | Have you attached the Declaration (as in schedule E) along with the Technical Bid | YES/NO |
| 8 | Will you ensure the GMP requirements | YES/NO |
| 9 | Will you meet all the legal/statutory requirements with respect to this contract | YES/NO |
| 10 | Turn over certificate to be obtained from a Chartered Accountant | YES/NO\* |

\* *Proof of the documents are should be enclosed.*

All the information provided herein is true and correct.

Signature & Seal of the Bidder

Name of the Bidder:

Place:

Date:

**FORMAT FOR TURN OVER CERTIFICATE TO BE OBTAINED FROM A CHARTERED ACCOUNTANT**

***TURN OVER CERTIFICATE***

*We have verified the books & records of M/s………………………………………….*

*………………………………….of……………………………………………………and*

*accordingly we do hereby certify the Turnover as below:*

*Sl. No Year Turnover (Rs.)*

*1*

*2*

*3*

*This certificate is issued on specific request of the party for the participation in Tender of Hindustan Latex Ltd., Kanagala-591 225, Dist.: Belgaum.*

*Date: Chartered Accountant Name & Signature*

*Place: M. No…………………*

*Seal & Address:*

Schedule – E

DECLARATION ACCEPTING TERMS & CONDITIONS BY THE TENDERER

I/we confirm having read and understood all the work requirements, instructions, forms, terms and conditions an all other requirements of the above tender Notification No. Tender No: ……………………………….. Date:……………….. (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/we agree to abide by all without any deviation.

SIGNATURE

NAME & ADDRESS OF APPLICANT

Date:

Place:

(Seal of Applicant)

***HLL LIFECARE LTD.***

*A GOVT. OF INDIA ENTERPRISE*

***KANAGALA – 591225, BELGAUM DIST***

**TENDER DOCUMENT**

**FOR**

**ETD Covering**

**(Covering of Naked Condoms on Electronic Testing Machine)**

**PART - II**

**PRICE BID**

**REF: HLL/BGM/HR/ETD-COVERING/2020-2021 Date: 31.12.2020**

**Schedule - F**

**Rate Schedule**

1. Name & Address of the Tenderer:

1. Rates Quoted

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Covering of Naked Condoms on Electronic Testing Machine (ETD Covering)** | **Rate Details**  **(In Rs.)** |
| **1** | **Rate Per 1000 Pcs** | 28**\*** |
| **2** | Employer PF 13% (on Sl. No 1) | 3.64 |
| **3** | ESI 3.25% (on Sl. No 1) | 0.91 |
| **4** | **\*\***Contractor Commission **\_\_\_\_\_\_\_** % (on Sl. No 1) |  |
| **5** | Sub Total (Sl. No 1+2+3+4) |  |
| **6** | GST 18% (Sl. No 5\*18%) |  |
| **7** | Final Rate Per 1000 Pcs Payable to the Contractor  (Sl. No 5+6) |  |

**Note:**

1. *\*Rate mentioned above is as per the existing applicable Minimum wages. However, rate may vary / revise from time to time as per Central Govt Notification.*
2. *\*\*Service charges / Contractor Commission shall include the Administration overheads, Safety Shoe, and Payment of Supervisory Staff, Profit margin and all other charges, if any.*
3. *The payment shall be released based on the No. of Pcs covered irrespective of the manpower deployed for the work.*
4. *The contractor should deploy the manpower as per requirement of HLL Lifecare Limited.*
5. ***If wastage % crosses more than norms (i.e.0.4%) the product cost will be recovered from the contractor / Service provider bills.***

**Place: Signature of Contractor**

**Date:**

(Seal of Applicant)