

**e-TENDER ENQUIRY DOCUMENT (e-TED)
FOR THE SUPPLY OF 3-TON DIESEL FORKLIFT UNDER BUYBACK SCHEME”**

e-TED NO: PUR/08/R1/PQ/FORKLIFT 3 TON/2025-26

Dated: 26/09/2025



BY

**HLL Lifecare Limited
(A Government of India Enterprise)**

AT

HLL Lifecare Limited,
Peroorkada Factory
Thiruvananthapuram – 695005, Kerala, India

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SECTION I**NOTICE INVITING e-TENDER (NIT)****e-TED NO: PUR/08/R1/PQ/FORKLIFT 3 TON/2025-26****Dated: 26/09/2025**

HLL Lifecare Limited (HLL)), a Mini Ratna Government of India Enterprise, under the Ministry of Health & Family Welfare, invites tender from interested & experienced vendors for the supply of 3-ton diesel forklift under buyback scheme.

The details can also be had from our Website at <http://www.lifecarehll.com/tender>, & <https://etenders.gov.in/eprocure/app>. The tender can be submitted only through CPP Portal. The Bid Document can download from our website. Schedule of Tender is as detailed below:

Date of commencement of e-TED	: 26/09/2025
Last date for submission of Bid	: 17/10/2025 by 03.00 pm
Date of opening of Technical Bid	: 18/10/2025 by 03.30 pm

(1) e-TED timeline:

Sl. No.	Description	Schedule
a.	Tender Fee	Rs.560.00 (Including GST)
b.	Earnest Money Deposit (EMD)	Rs.26,000.00 (Including GST)
c.	Last date for submission of Pre-bid queries	10/10/2025 by 03.00 pm
d.	Closing date & time for submission of online bids	17/10/2025 by 03.00 pm
e.	Closing date & time for submission of bid	17/10/2025 by 03.00 pm
f.	Time and date of opening of online bids	18/10/2025 by 03.30 pm

SPECIFIC Instructions for e-TED Participation:-

(2) The Applications shall be submitted online only.

(3) DO NOT'S

Applicants are requested NOT to submit the hard copy of the bid documents. In case any document is submitted in physical form (hard copy), the document shall be straightaway rejected.

Note:

It is the responsibility of tenderer to go through the e-TED Document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION of tender and would not be considered at a later stage at any cost by HLL.

(4) In case of any queries, all prospective Applicants may send their queries, if any on the email id: materialspft@lifecarehll.com, within 15 Days from publishing this e-TED (i.e. on or before 10.10.2025). Any query received after the scheduled time will not be considered.

(5) In the event of any of the above-mentioned dates being declared as a holiday in the organisation, the next working day will be considered as per prescribed venue & time.

- (6) There is NO PROVISION of uploading late tender beyond stipulated date & time in the e-tendering system. HLL reserves the right to accept or reject all/or any of the tenders in full or part without assigning any reason thereof.
- (7) Amendments, if any, to the tender will be published only in HLL website / portal of www.lifecarehll.com , and CPP portal only.

(8) SPECIFIC Instructions for e-Tender Participation:-

8.1 This tender is an e-Tender and is being published online in Government e-Procurement portal, <https://etenders.gov.in/eprocure/app>

8.2 Bid documents including the Bill of Quantities (BoQ) can be downloaded free of cost from the Central Public Procurement Portal of Government of India (e-portal). All Corrigendum/extension regarding this e-tender shall be uploaded on this website i.e. <https://etenders.gov.in/eprocure/app>.

8.3 The tendering process is done online only at Government e-Procurement portal (URL address: <https://etenders.gov.in/eprocure/app>). Aspiring bidders may download and go through the tender document.

8.4 All bid documents are to be submitted online only and in the designated cover(s)/envelope(s) on the Government e-Procurement website. Tenders/bids shall be accepted only through online mode on the Government e-Procurement website and no manual submission of the same shall be entertained. Late tenders will not be accepted.

8.5 The complete bidding process is online. Bidders should be in possession of valid Digital Signature Certificate (DSC) of class II or above for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.

8.6 Bidders are advised to go through “Bidder Manual Kit”, “System Settings” & “FAQ” links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal.

8.7 Bidders are advised to visit CPPP website <https://etenders.gov.in> regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.

8.8 The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Government e-Procurement Portal.

8.9.1 Registration

- a) Bidders are required to register in the Government e-procurement portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home page after log in to the CPP Portal (URL: <https://etenders.gov.in/eprocure/app>), by clicking on the link "Online bidder Enrolment" on the CPP 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 CPP Portal.
- d) They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The bidders are required to have Class II or above digital certificate with both signing and encryption from the authorized digital signature Issuance Company. Please refer online portal i.e. –<https://etenders.gov.in/eprocure/app> for more details.
- e) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or above Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- g) The Bidder intending to participate in the bid is required to register in the e-tenders portal using his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. He/ She have to submit the relevant information as asked for about the firm/contractor. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including all the Forms/Annexure of this tender.
- h) Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on the e-procurement portal.
- i) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- j) 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.

8.9.2 Searching for Tender Documents

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Form of Contract, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- c) 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.

8.9.3 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. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection 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.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- e) Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

8.10. More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>

8.11. Tenderer 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.

8.12. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The 24x7 Help Desk details are as below: -

For any technical related queries please call at 24 x 7 Help Desk Number:

0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787

Note: - International Bidders are requested to prefix +91 as country code

E-Mail Support: For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical –support-eproc@nic.in, Policy Related –cppp-doe@nic.in

8.13. Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact details.

8.14. 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:

HEAD (PURCHASE)

HLL Lifecare Limited,

Peroorkada Factory

Thiruvananthapuram – 695005, Kerala, India

Phn : 0471- 2539329, 2435013, 2437270

E-mail : materialspft@lifecarehll.com

8.15. The bids shall be opened online at the Office of the HEAD (PURCHASE) at the above 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.

8.16. 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.

8.17. 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.

8.18. 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-procurement portal (URL: <https://etenders.gov.in/eprocure/app>). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
 - ii. Publishing of Corrigendum: All corrigenda shall be published on Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>) and shall not be available elsewhere.
 - iii. 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-procurement portal. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
 - iv. 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.
 - v. 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.
- (9) All the e-TED related documents to be scanned in .pdf format with lower resolution and 100% readability and submitted online.
- (10) Prospective bidders may send their queries within the last date for submission of the pre-bid queries as given in the NIT. No queries/ representations will be entertained after scheduled date.
- (11) The reply to the queries (consolidated) will be posted in the website of HLL, wherever needs to be addressed at the sole discretion of HLL.
- (12) Bidders shall ensure that their bids complete in all respects, are submitted **online through e-portal (as described above) ONLY. No DEVIATION is acceptable.**
- (13) Bidders may simulate bid submission (technical & financial) at least one week in advance of the bid submission deadline. No clarifications/troubleshooting regarding any problems being faced during online bid submission shall be entertained in the last week of bid submission.
- (14) The bidder shall furnish, as part of this bid, Earnest Money Deposit (EMD) for an amount of Rs.26,000/- as Bid Security. The Bid Security is required to protect the HLL against the risk of

bidder's conduct, which would warrant the forfeiture of bid security. The bid security shall be in the form of through RTGS/NEFT transfer or a Bank Guarantee from Scheduled Banks.

(15) HLL Bank A/c details as follows:

Name of Bank : State Bank of India
A/c number : 0030307535628
IFSC Code : SBIN0004350
Branch name : Commercial Branch, Thycaud, Trivandrum

(16) HLL Lifecare Limited, Peroorkada Factory reserves right to cancel this bid at any point of time without assigning any reason.

HEAD (PURCHASE)
HLL Lifecare Limited,
Peroorkada Factory
Thiruvananthapuram – 695005, Kerala, India