

**UPGRADATION OF
EXECUTIVE CABIN AT 2ND FLOOR,
CENTRAL MARKETING OFFICE, CHENNAI**

HLL/CMO/HCD/EXCBN-2/TN/2024-25, DT. 10.03.2025



HLL LIFECARE LIMITED

(A GOVT. OF INDIA ENTERPRISE)

HLL Bhavan, No26/4, Tambaram-Velachery Main Road,
Pallikaranai, Chennai 600 100, Tamilnadu pskerala@lifecarehll.com

Web:www.lifecarehll.com

MARCH 2025

HLL Lifecare Limited,
HLL Bhavan, No26/4, Tambaram-Velachery Main Road, Pallikaranai, Chennai 600
100, Tamilnadu
Mail: pskerala@lifecarehll.com

INVITATION FOR BIDS (IFB)

HLL Lifecare Limited (HLL), a Government of India Enterprise, invites sealed and super-scribed tenders from interested firms Tender for Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai.

The tender document can be downloaded from the website, <http://www.lifecarehll.com>

The tender estimate cost of **Rs. 4,23,599/ (Excl. of GST)**

The tender document will be available up to 17.00 Hrs. on 17.03.2025.

- | | | |
|----|---------------------------------------|---------------------------|
| a) | Issue of tender document | - 10.03.2025 at 17.00 hrs |
| b) | Last date and time of receipt of bids | - 17.03.2025 at 17.00 hrs |
| c) | Date and time of opening of bids | - 18.03.2025 at 17.30 hrs |

Associate Vice President (MD & Prj.)

**TENDER NOTICE FOR UPGRADATION OF EXECUTIVE CABIN AT 2ND FLOOR,
CENTRAL MARKETING OFFICE, CHENNAI**

Ref: HLL/CMO/HCD/EXCBN-2/TN/2024-25, DT. 07.03.2025

1. HLL Lifecare Limited (HLL), a Government of India Enterprise is in the process of Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai. For the said project, sealed and super scribed bids are invited on two bid basis from eligible, competent and experienced firms who are capable to do the following work meeting the requirements as per our tender.
2. The tender documents available on the web site www.lifecarehll.com and submit the tender before the due date.
3. HLL reserves the right to reject any or all tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
4. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
5. The technical bid submitted by the parties shall be opened on the next day of tender closed date. The price bids of technically qualified parties shall be opened at a later date and the technically qualified parties shall be informed well in advance about the opening of their price bid.

Associate Vice President (MD & Prj.).

**UPGRADATION OF EXECUTIVE CABIN AT 2ND FLOOR, CENTRAL
MARKETING OFFICE, CHENNAI**

CONTENTS

SN	Description	Page No.
1	Instructions to Bidders	5
2	Project Brief and Site- work Details	8
3	Scope of Work	9
4	General Conditions of Contract	15
5	Financial Statement Format	21
6	Price Bid	22
7	Drawings & Pictures	23

INSTRUCTIONS TO BIDDERS

1. GENERAL

- (i) Name of the work is “Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai”.
- (ii) Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting the tenders and obtain all necessary information which they feel is necessary to submit their tender.
- (iii) The bidders are advised to quote their rates for executing the work in the format enclosed as Annexure -V.

2. SUBMISSION OF TENDER

Tenders shall be submitted in two parts in the following manners: -

i) **“Part-I- Technical Bid”**

The envelope shall be marked Part-I- Technical Bid and shall contain the information/ documents as per clause No. 3 below.

ii) **“Part-II- Price Bid”**

The envelope shall be marked Part-II- i.e. Price Bid will contain Estimated Quantities that are given in the Schedule of Quantities against for which the agency shall quote the rates in figures as well as in words in the format enclosed.

3. QUALIFYING CRITERIA

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. The HLL reserves the right to cancel or award the work to any party/tenderers.

- i) Contractors having experience in the relevant field along with the documents supporting their eligibility and experience in the respective field.
- ii) Certified copies of Award letters/completion certificates etc proving their eligibility should be enclosed.

iii) The Bidders should have valid GST Registration Certificate and Income Tax PAN. Copies of supporting documents to be attached.

4. The price bids of the bidders who do not meet the qualifying requirements in the technical bid will not be opened.

5. VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 120 days, to revoke or cancel their Tender or to vary the Tender given or any term thereof, without the consent in writing of the Owner. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of owner in writing, HLL shall forfeit Earnest money paid by them along with their tender without giving any notice.

6. ACCEPTANCE/ REJECTION OF TENDER

- a. HLL does not bind itself to accept the lowest tender.
- b. The HLL also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- c. HLL also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of HLL regarding the same shall be final and conclusive.

It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded he will have to enter into an agreement on Performa to be provided by the HLL for work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

PROJECT BRIEF AND SITE DETAILS

HLL Lifecare Limited, Chennai invites sealed quotations for Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai.

Brief Description of Project:

HLL Lifecare Ltd (A Government of India Enterprise) with Regional office at HLL Bhavan, Poojappura, Thiruvananthapuram – 12.

1) Site-Work Details:

The work involves Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai.

It is requested to submit your offer (format attached) for renovation of the following along with certified copies of Award letters, completion certificates etc proving eligibility.

SCOPE OF WORK:

The scope of work for the Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai. as follows as,

- 1. Gypsum False Ceiling:** Dismantle the existing false ceiling and install a new gypsum false ceiling, including G.I. perimeter and intermediate channels, with screw-fixed tapered edge Gypsum board and two coats of acrylic emulsion paint.
- 2. Flooring (Wooden Homogeneous):** Provide and fix homogeneous wooden flooring that resists scratches, slips, and prevents the growth of fungi and bacteria, with Clean Room Class A certification, and is 100% recyclable.
- 3. Ply Panelling (Opposite DM Table):** Provide and install 12mm thick plywood panelling, clad on aluminium and G.I. channels, ready to receive finishes.
- 4. Frost Film Installation:** Supply and fix frost film as per the approved design, including necessary cutting to match the design specifications.
- 5. Paneling and Painting Behind DM Cabin:** Apply one coat of primer and two coats of selected acrylic emulsion paint to the walls, including putty application to fill any gaps, and fix 12mm thick plywood panelling on aluminium and G.I. framework.
- 6. Roman Blinds Installation:** Remove existing blinds and supply and install Roman blinds with speed fabric and channels as specified.
- 7. Storage Unit Fabrication:** Provide, fabricate, and fix a 1200mm high storage unit with 450mm depth, 19mm thick commercial ply shelves with lipped edges, 12mm thick ply backing, and laminate finishes in the approved shade.
- 8. Furniture (Table, Chairs, Sofa):** Supply and install a 25mm thick PLPB table top with PVC edge banding, a high-back chair with lumbar support and stainless steel base, a medium-back chair with lumbar support, and a three-seater sofa with high-density foam and quality fabric.
- 9. Electrical Works (Sockets, Wiring, Light Fixtures):** Supply and install various electrical components, including socket outlets, light points with necessary wiring and switches, and backlit luminaires, downlights, and spotlights. Additionally, provide and install CAT 6 cables and RJ data points.

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are as under:

1.1 Delay and extension

If the work is delayed by force majeure or any other cause in the absolute discretion of Employer, which is beyond the Agency's control, the agency shall immediately upon the happening of such event contributing to delays give notice thereof in writing to HLL/Engineer-in-Charge but shall nevertheless use constantly their best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of HLL to proceed with the work.

Request for extension of time shall be made by the Agency in writing within seven days of the happening of the event causing delay. The survey Agency shall also indicate with any such request, the period for which extension is required. In any such case HLL may give a fair and reasonable extension of time for completion of individual items or group of items of work for which separate period of completion is specified in the contract as a whole, but it shall be the sole discretion of the Employer to grant or refuse such extension.

The decision of HLL in regard to the extension will be communicated to the Agency in writing within a reasonable time but no compensation or any extra amount shall be paid for such extension granted by HLL.

1.2 Compensation payable for delay in completion and risk prejudice clause

The Agency shall be liable to pay compensation to HLL in case of delay in fulfilling obligation under this agreement for causes solely attributable to the Agency @ 1% (One percent) of contract amount per week of delay subject to maximum of 5%(five percent only) of the total contract price towards their contract.

1.3 Risk Prejudice Clause

In case progress of any part of Agency's work is found to be unsatisfactory by HLL at any time during the execution vis-à-vis the terms of contract, HLL shall give the Agency a fortnight's notice in writing asking for their plans for remedying the situation and to complete the job within the time decided by Engineer in Charge/HLL, subject however to the conditions that the entire work falling within their scope of work shall be completed within the stipulated time. On the failure to remedy the situation as per agreed time with HLL, HLL shall have the right to withhold that portion of the work and get the same done at the risk and cost of the Agency after giving one weeks' notice.

1.4 Arbitration

If at any time any doubt, question, dispute or difference whatsoever, shall arise between the

Agency and HLL upon or relating to or in connection with this contract, either of the parties may give the other notice in writing of the existence of such doubt, question, dispute or difference and the same shall be referred to the Engineer-In- Charge, HLL or his nominee as Sole Arbitrator. The decision of the sole arbitrator thereon shall be final, conclusive and binding upon the parties to dispute. The party invoking arbitration shall specify the dispute or disputes to be referred to the arbitration under the clause together with the amount or amounts claimed in respect of each of dispute.

1.5 Jurisdiction of Court

The courts at Thiruvananthapuram shall have jurisdiction to entertain and adjudicate any disputes.

1.6 Termination of Contract

HLL reserves the right to terminate, or postpone the work on account of fulfillment of contractual obligation(s) or any sufficient cause, HLL being sole judge of the same. The Agency shall be paid for the useful work done up to the date of termination. HLL shall determine the credit to be given to the agency for the value of the work executed by the Agency. The Agency shall give HLL all the data, compiled report, drawings etc. prepared by them till the date of termination before the final dues are paid to the Agency. Even after the termination of agreement, the Agency shall continue to cooperate with HLL to such a reasonable extent as may be necessary to clarify or explain any reports or recommendations in documents or detailing made by them.

1.7 Breach of Trust

Unless otherwise directed by HLL specifically, the Agency shall not contact directly or indirectly the client or any other authorities connected with the project. Non-compliance of this clause shall be treated as breach of trust resulting in the termination of contract between HLL and the Agency for which without any prior notice to him. In such event, no job will be entrusted to him in future by HLL.

1.8 Discussions with HLL and Approvals

The Agency shall make themselves available at reasonable notice to be present for discussions with HLL. The Agency shall also provide assistance, advice and information to HLL as may be required from time to time for discussions with HLL officials connected with the work other agencies or

The Agency shall get approved the work done by him at every stage throughout the period from HLL. However, such approval by HLL shall not be deemed to absolve the Agency of the total responsibility of the correctness and soundness of the work and other obligations under this contract.

1.9 Guarantee and liability of the Agency

The Agency shall be liable for all consequence of errors and omissions arising from errors solely attributable to Agency or on the part of their employees to the extent and with the limitation specified by HLL.

1.10 Periodical Progress Report

The Agency shall prepare and submit periodical progress reports and status of works being performed by them. Such submissions of reports and review and approvals, if any, thereof by HLL shall not be deemed to absolve the responsibilities of the completion of the assignment.

1.11 Unit Rates

Contractor must ensure to quote rate of each item, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "**0**" (**ZERO**). The Unit rates quoted shall remain firm throughout the validity of the contract. The rate shall include cost of materials, machineries, labour (including lodging and boarding charges), removal of bushes and vegetation as required to carry out and complete the scope of work without any hindrances, tools and equipment's, transport charges, taxes, royalties, octroi, GST etc. payable on all transactions for the due performance of work under this contract. The rates shall be given in the schedule, as specified **herein itself positively**. No additional cost or escalation shall be paid on whatever accounts it maybe.

Rate quoted shall be binding for any quantity of each of the items.

1.12 Variation in scope of work and schedule of quantity

The scope of work & schedule of quantities may vary to any extent. The rates quoted by the Agency shall remain firm for the complete job as directed by the Engineer in Charge.

1.13 Mobilization Advance

No Mobilization advance shall be paid.

1.14 Tax

Tax shall be deducted from Agency's bill as per rules.

1.15 Computerized output

The Agency shall prepare a CD of the complete work assigned to them including drawings, report work, data, and other documents & the same shall be submitted to HLL after completion of job. All drawings shall be on AUTOCAD and in A0 sizes only. All Reports/ investigation. Data in 03 (three) sets to be attached in copy including Drawings etc. complete. If any.

1.16 Submission of Tender:

Sealed Quotations (Hard Copy) with tender reference number addressed to **Associate Vice President (MD & Prj.)** are to be submitted **before 17.00 Hrs. by 17.03.2025** at following address:

**HLL Lifecare Limited,
HLL Bhavan, No26/4,
Tambaram-Velachery Main Road, Pallikaranai,
Chennai 600 100,
Tamilnadu**

The bid will be valid for **60 days** from the date of submission of quote.

The date & time of opening of Bids is on **18.03.2025 at 17.30 Hrs.** The venue of opening of bids shall be Chennai Office, HLL at the above address.

All pages of the NIQ documents and supporting documents if any and quotation sheet (Annexure-1) to be signed & sealed by authorized representative of Agency. Multiple forms can be submitted for different projects.

1.17 Completion Time

Total time period for completion of job will be **45 days** from the date of the work order issued to party

1.18 Terms of Payment

- I. 70% of the payment shall be released upon submission of the Running Account Bill 1 with respect to completed upgradation works and supply of furnitures (inspected and verified by Engineer In-charge), and original invoices.
- II. 25% of the payment shall be released upon satisfactory completion of the work, along with completion certificates from the concerned authorities.
- III. All statutory payments should be made by the contractor and the same shall be reimbursed on recipient of valid documents.

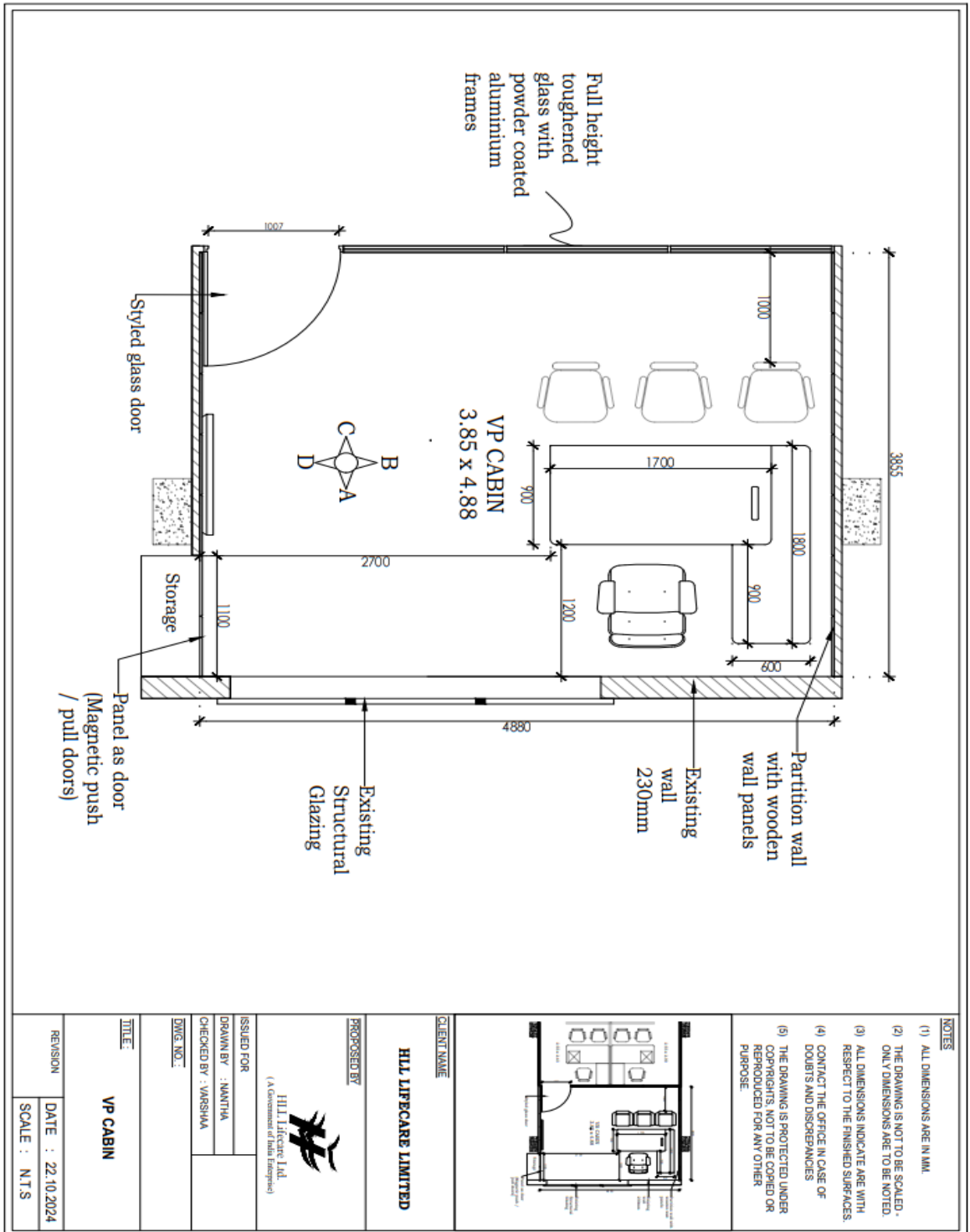
Retention: Retention money shall be deducted at 5% from each bills. Retention shall bear no interest and this amount will be released after passing the satisfactory completion of **defect liability period of 12 months.**

**PRICE BID FOR UPGRADATION OF EXECUTIVE CABIN AT 2ND FLOOR, CENTRAL
MARKETING OFFICE, CHENNAI.**

Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai					
S.No	Description	Units	Qty	Rate	Amount
1	False Ceiling				
1.01	Dismantling of existing false ceiling, Providing and fixing Gypsum False Ceiling of which includes G.I.Perimeter Channels of size .55mm thick, G.I. intermediate channels of size 45mm (0.9mm thick with 2 flanges of 15mm each). 12.5mm tapered edge Gypboard (conforming to IS 2095-1982) is then screw fixed to ceiling section with 25mm dry wall screws. Rate inclusive of two coats of Acrylic Emulsion paint.	Sqft	203		
2	Roman Blinds				
2.01	Supply and Fixing of Roman Blinds with speed fabric and Channels .	Sqft	73.6		
3	Storage Unit				
3.01	Providing, fabricating & fixing of 1200mm ht storage of 450mm depth as per details. Shelves to be made out of 19mm thick comm ply with lipped edges. Storage to have 12mm thk ply backing and ply surface to be finished with laminate of approved shade as per details.	Sqft	24.9		
4	Paneling and painting				
4.01	Providing and applying one coat of primer and two coats of selected shade paint of acrylic emulsion paint of approved brand on walls as per the provided views. The rates includes providing and applying of putty to fill gaps on walls wherever necessary.	Sqft	51.4		
4.02	Providing & Fixing of Ply panelling made of 12mm thick plywood ready to receive finishes. Plywood shall be cladded on Aluminium , G.I Channel and Plywood framework.	Sqft	199		
4.03	Providing & fixing of Frost Film as per approved design.Cost to include necessary cutting in the frost film as per design.	Sqft	63		
5	Furnitures				

Upgradation of Executive Cabin at 2nd Floor, Central Marketing Office, Chennai					
S.No	Description	Units	Qty	Rate	Amount
5.01	Table Top is Made up 25mm Thick with PLPB with 2mm PVC Edge Banding ,Modesty and Aluminium flip up box 450mm wire manager with Side Storage and Rear Storage made up of 18mm thick PLPB With 2mm PVC Edge Banding , C Handle & Regular lock .	Nos	1		
5.02	High back chair with lumbar support S.S. finish base on twin wheel casters , Gas lift height adjustment, synchrotilt mechanism with locking facility having P.U. arms.	Nos	1		
5.03	Medium Back with lumbar support Netted Chair with five wheel base, revolving, back tilting and hydraulic adjustment.	Nos	4		
6	Electrical				
6.01	Supply and installation of 6 A, 3/5 pin - 2 Nos Socket And switch 2nos outlet in suitable Out let box with cover plate as required including the termination of wires with Suitable PVC Conduits and necessary power cables..(UPS)	Nos	2		
6.02	Supply and installation of 6/16 A, socket outlet in G.I or moulded outlet box with cover plate as required including the termination of wires and controlled by a 16A SP switch (Raw Power sockets)	Nos	1		
6.03	Supplying materials for Light Points by using 3 x 1.5 sq.mm wire through 20/25 mm PVC conduit with the control of 1no 5 A SP switch with all accessories.	Nos	6		
6.04	Supply and Fixing of Kombat 2' x 2' Backlit Luminaire suitable for recessed rid 36W 6500k.	Nos	2		
6.05	Supply and Fixing of Aluminium Slim Round Panel 16W 6500K Down Light.	Nos	2		
6.06	Supply and Fixing of Aluminium Slim Panel 16W Spot Light.	Nos	2		
6.07	Supply and laying of CAT 6 Cable and Supply commissioning &Installation in RJ Data points	Nos	2		
7	AVP Cabin				
7.01	AVP Cabin Glass Sticker and Wall Painting.	Sqft	240		
	Total (Excl GST)				
	GST %				
	Grand Total				

Proposed Plan:



Proposed Cabin Pictures:



