

HLL LIFECARE LIMITED

(Government of India Enterprise)

Kakkand Factory, Cochin Special Economic Zone, Cochin – 37

Ph : 0484-2413999

Ref No: HLL/PUR/ COURIER -DOC/2016-17

Date: 01.08.2016

TENDER FORM

**Sub : Tender for Courier Service Contract - HLL Lifecare Limited.,
Kakkanad Factory, Cochin**

Competitive sealed and superscribed bids are invited in the prescribed format, for awarding the contract of Courier Service in HLL Lifecare Limited, Kakkanad Factory Cochin, CSEZ for a period of one year from 01st September 2016 to 31st August 2017 on the following terms and conditions.

Terms & Conditions

1. The rates given in the bid shall include all types of charges except any types of taxes. Since HLL Kakkanad is located inside the Special Economic Zone **all taxes are exempted** (Instead of that HLL would issue relevant documents to the contractor).
2. The bidder should have at least three consecutive years experience in courier service with reputed Organizations. Proof of experience is to be attached along with the bid. The bids without solid proof of experience will be summarily rejected.
3. The bidder should submit self-attested Service Tax Registration and PAN copy along with the Tender document.
4. EMD- DD/Banker's Cheque of Rs. 55, 000/- (Rs. Fifty Five Thousand only) from any Nationalized/Scheduled bank in favor of HLL Lifecare Ltd , Kakkanad payable at Ernakulam should be enclosed with the bid as EMD. Bids without EMD would be summarily rejected.
5. All types of letters/parcels ready for despatch or at the time intimated by telephone or otherwise to the party, should be collected by the party from the respective Sections/Factories of the company irrespective of destination.
6. The payment for the service will be on monthly basis subject to the submission of bills with solid acknowledgement for each proof of delivery. Bills for the parcels should be produced separately.

7. The letters/parcels, if cannot be delivered in time, are to be returned to the despatch section within 07 days of despatch date with reasons for non-delivery.
8. The Management reserves the right to discontinue the contract at any time during the Work Order period with/without assigning any reason thereof.
9. Penalty @ 2% of the total bill value will be imposed if the documents are not delivered within the time limit as per the quotation.
10. A complete set of bid document will be available during office hours at **Purchase Dept., Kakkanad Factory, HLL LIFECARE LIMITED, Cochin.** by paying Rs. 500 (OR) the bid document can be downloaded from our website 'www.lifecarehll.com' and a DD of Rs.500/- (Rs. Five Hundred only) from any nationalized/scheduled bank to be enclosed along with the bid as the bid documents cost. Bids would not be considered if the bidder has not paid the bid document cost.
11. Simultaneously with the execution of the contract successful bidder shall furnish Bank Guarantee from a scheduled bank or nationalized bank, for an amount of Rs 2.5 lakhs as performance guarantee with one year validity for his faithful execution of the contract.
12. The contract is for a period of ONE YEAR (01.09.2016 – 31.08.2017). However, HLL has the right to extend the contract for further period on mutually agreed terms & conditions.
13. The completed bid documents in sealed envelope super scribed "QUOTATIONS FOR COURIER SERVICE" should reach the office on or before 29/08/2016, 2 PM and the bids received till the prescribed time will be opened in the presence of interested bidders/ or their authorized representatives on the same day 3 PM at HLL Kakkanad. If the last date for tender submission is declared as a holiday to HLL, the tender submission & opening dates would be automatically postponed to the immediate next working day of HLL, the timing would be remain unchanged.
14. The tender in sealed cover, should be addressed to **The Unit Chief – HLL KFC, HLL Lifecare LIMITED, CSEZ, KAKKANAD, COCHIN- 682 037.** Any kind of delay in receipt of tenders will be at the tenderers risk and responsibility.
15. Quotes in e-mail/fax would not be considered.
16. Re-word-processed formats or tenderer's own formats for the technical bid/ price bid will disqualify the tender. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign and seal the form at each page and at

the end, in token of acceptance of all the terms and conditions of the tender.

17. The Company reserves the right to reject/cancel any (or) all bids with /without assigning any reason thereof.
18. EMD of all the unsuccessful bidders would be returned within 7 days of the tender opening.
19. The Company reserves the right to award the contract to a single party or more at its discretion and the same shall be binding on all parties concerned.

Unit Chief, HLL KFC

HLL LIFECARE LIMITED
(Government of India Enterprise)
Kakkand Factory, Cochin – 37

TENDER FORM FOR COURIER SERVICE ON CONTRACT

QUESTIONNAIRE - GENERAL INFORMATION OF THE TENDERER

1. (a) Name and address of the Tenderer :

(b) Details of Key Personnel at your Cochin Office

Name / Designation	Tel. No.		Mobile No.	Fax No.	Email id
	Off.	Res.			

(c) Details of Key Personnel at your Head Office

Name & Designation	STD Code	Tel. No.		Mobile No.	Fax No.	email id
		Off.	Res.			

2. (a) Type of Firm : Partnership/ Proprietary / Pvt. Ltd./Public Ltd.

(b) PAN Card of the Tenderer : (Enclose copy)

(c) Service Tax Registration Certificate (ST-3): (Enclose copy)

3. Do you have Branch/Associate Offices at the destinations indicated in Schedule I? : Yes/No

(If yes, the details may be attached in the format below)

Address	Contact Person / Designation	Tel. No.		Mobile No.	Fax No.	Godown space (Sq. feet)
		Off.	Res.			

4. Have you undertaken similar works for Public Sector Undertakings/
Leading Private Companies during the last 3 years: Yes/No

(If Yes, the details may be attached in the given format.

Name & Address of the Customer	Value of Business done during the previous years

(Copies of the Contracts/Work Orders also be enclosed)

5. Details of service tax registration :-

6. Name & Address of your Banker(s) :

7. A/C No, IFSC Code of the Banker :

8. Any other details :

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE :

(WITH OFFICE SEAL)

HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
PLOT NO 16 A/A-1, CSEZ, KAKKANAD,
COCHIN -682 037
PHONE NO: 0484 241 3999
EMAIL: kfchll@lifecarehll.com

SCHEDULE I

Ref No: HLL/PUR/ COURIER -DOC/2016-17

Date: 01.08.2016

RATE SCHEDULE

DOMESTIC - DOCUMENTS				
TERRITORY	UPTO 500 GMS	501 GMS-1KG	ABOVE 1 KG	Expected time of Delivery
Northern States				
Southern States				
Eastern States				
Western States.				
Kerala				

DOMESTIC - NON-DOCUMENTS						
TERRITORY	UPTO 500 GM	501 GMS TO 1KG	1KG TO 5 KG	5 KG TO 10KG	ABOVE 10KG	Expected time of Delivery
Northern States						
Southern States						
Eastern States						
Western States.						
KERALA						

INTERNATIONAL - DOCUMENTS

SI No.	TERRITORY	UPTO 500 GMS	501 GMS- 1KG	ABOVE 1 KG	Expected time of Delivery
	EUROPE & CIS				
1	Albania				
2	Andorra				
3	Armenia				
4	Austria				
5	Azerbaijan				
6	Belarus				
7	Belgium				
8	Bosnia & Herzegovina				
9	Bulgaria				
10	Croatia				
11	Cyprus				
12	Czech Republic				
13	Denmark				
14	Estonia				
15	Finland				
16	France				
17	Georgia				
18	Germany				
19	Greece				
20	Hungary				
21	Iceland				
22	Ireland				
23	Italy				
24	Kosovo				
25	Latvia				
26	Liechtenstein				
27	Lithuania				
28	Luxembourg				

29	Macedonia				
30	Malta				
31	Moldova				
32	Monaco				
33	Montenegro				
34	The Netherlands				
35	Norway				
36	Poland				
37	Portugal				
38	Romania				
39	Russia				
40	San Marino				
41	Serbia				
42	Slovakia				
43	Slovenia				
44	Spain				
45	Sweden				
46	Switzerland				
47	Turkey				
48	Ukraine				
49	United Kingdom				
50	Vatican City (Holy See)				
	AFRICA				
1	Algeria				
2	Angola				
3	Benin				
4	Botswana				
5	Burkina Faso				
6	Burundi				
7	Cameroon				
8	Cape Verde				
9	Central African Republic				
10	Chad				

11	Comoros				
12	Congo				
13	Congo Democratic Republic				
14	Cote d'Ivoire				
15	Djibouti				
16	Egypt				
17	Equatorial Guinea				
18	Eritrea				
19	Ethiopia				
20	Gabon				
21	Gambia				
22	Ghana				
23	Guinea				
24	Guinea-Bissau				
25	Kenya				
26	Lesotho				
27	Liberia				
28	Libya				
29	Madagascar				
30	Malawi				
31	Mali				
32	Mauritania				
33	Mauritius				
34	Morocco				
35	Mozambique				
36	Namibia				
37	Niger				
38	Nigeria				
39	Rwanda				
40	Sao Tome & Principe				
41	Senegal				
42	Seychelles				
43	Sierra Leone				
44	Somalia				

45	South Africa				
46	Sudan				
47	Swaziland				
48	Tanzania				
49	Togo				
50	Tunisia				
51	Uganda				
52	Zambia				
53	Zimbabwe				
	NORTH AMERICA				
1	Antigua & Barbuda				
2	Bahamas				
3	Barbados				
4	Belize				
5	Canada				
6	Costa Rica				
7	Cuba				
8	Dominica				
9	Dominican Republic				
10	El Salvador				
11	Grenada				
12	Guatemala				
13	Haiti				
14	Honduras				
15	Jamaica				
16	Mexico				
17	Nicaragua				
18	Panama				
19	St. Kitts & Nevis				
20	St. Lucia				
21	St. Vincent & The Grenadines				
22	Trinidad & Tobago				
23	USA				

	SOUTH AMERICA				
1	Argentina				
2	Bolivia				
3	Brazil				
4	Chile				
5	Colombia				
6	Ecuador				
7	Guyana				
8	Paraguay				
9	Peru				
10	Suriname				
11	Uruguay				
12	Venezuela				
	ASIA & MIDDLE EAST				
1	Afghanistan				
2	Bahrain				
3	Bangladesh				
4	Bhutan				
5	Brunei				
6	Cambodia				
7	China				
8	East Timor				
9	India				
10	Indonesia				
11	Iran				
12	Iraq				
13	Israel				
14	Japan				
15	Jordan				
16	Kazakhstan				
17	Korea North				
18	Korea South				
19	Kuwait				

20	Kyrgyzstan				
21	Laos				
22	Lebanon				
23	Malaysia				
24	Maldives				
25	Mongolia				
26	Myanmar (Burma)				
27	Nepal				
28	Oman				
29	Pakistan				
30	The Philippines				
31	Qatar				
32	Russia				
33	Saudi Arabia				
34	Singapore				
35	Sri Lanka				
36	Syria				
37	Taiwan				
38	Tajikistan				
39	Thailand				
40	Turkey				
41	Turkmenistan				
42	UAE				
43	Uzbekistan				
44	Vietnam				
45	Yemen				
	AUSTRALIA & OCEANIA				
1	Australia				
2	Fiji				
3	Kiribati				
4	Marshall Islands				
5	Micronesia				
6	Nauru				

7	New Zealand				
8	Palau				
9	Papua New Guinea				
10	Samoa				
11	Solomon Islands				
12	Tonga				
13	Tuvalu				
14	Vanuatu				

INTERNATIONAL – NON DOCUMENTS							
	TERRITORY	UPTO 500 GM	501 GMS TO 1KG	1KG TO 5 KG	5 KG TO 10KG	ABOVE 10KG	Expected time of Delivery
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9	Papua New Guinea						
10	Samoa						
11	Solomon Islands						
12	Tonga						
13	Tuvalu						
14	Vanuatu						

** If any country missed in the above list, the rate would be taken as same as the amount quoted for the nearest destination country in the particular continent. The rates quoted shall include all types of charges except any type taxes.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE :

(WITH OFFICE SEAL)