



Kakkanad Factory, Cochin

Tender No: HLL/KFC/PUR/MATERIAL SHIFTING/2025-2026

Date: 18.10.2025

TENDER FOR SHIFTING OF MATERIALS INSIDE CSEZ

**AT
HLL LIFECARE LIMITED,
KAKKANAD, COCHIN**

Kakkanad Factory, Cochin

Tender No: HLL/KFC/PUR/MATERIAL SHIFTING/2025-2026

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Sealed Tenders are invited in prescribed format for material shifting for the period from 6th December 2025 to 31st December 2026 from HLL premises to Company **Godowns in various floors** inside CSEZ (Plot No :17). Approximate one-way distance is 1 km.

SERVICE REQUIREMENT

Sl.No	Type of Materials	
1	Finished Goods Box Shifting up to 25 Kg(No wise)	KFC <-> Godowns in various floors of Plot -17 (One way)
2	Material Shifting (Kg wise)	KFC <-> Godowns in various floors of Plot -17 (One way)
3	Finished Goods Box shifting up to 25 Kg (Nos Wise)	Godowns in various floors of Plot -17 <->- loading area Plot-17 (One way)
4	Material Shifting (Kg wise)	Godowns in Various floors of Plot -17 <-> Loading Area(Plot17) (One way)
5	Finished Goods Box Shifting up to 12 Kg (No wise)	KFC <-> Godowns in various floors of Plot -17 (One way)
6	Finished Goods Box shifting up to 12 Kg (No Wise)	Godowns in various floors of Plot -17 <->- loading area Plot-17 (One way)

The tender documents can be downloaded from our Website: www.lifecarehll.com. The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.590/- (including GST) drawn in favor of HLL Lifecare Ltd., payable at Kochi towards the cost of tender documents, along with the Bid.

Last date & time of submission of Tender : 10.11.2025, 3 PM
Date of opening of tender : 10.11.2025, 3.30 PM
Tender fee : Rs.590/- (Including GST)
EMD : Rs.10000/-
HLL Bank Details : Bank: State Bank of India
A/c no. 10295187178
IFSC Code. SBIN0009485
Branch: CEPZ Kakkanad

SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate. The Tenders not accompanied by the DD for Rs.590/- or copy of Udyog Aadhar will be summarily rejected. The terms and conditions, format for quoting rates etc., are given in the tender document

Deputy General Manager (P&S)

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Bidders are requested to submit filled and signed tender document.

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SCHEDULE A

TECHNICAL BID FORMS

SCOPE OF SERVICE REQUIREMENT

Sl.No	Type of Materials		Estimated Quantity *	UoM
1	Finished Goods Box Shifting (up to 25 Kg)	KFC <-> Godowns in various floors of Plot -17 (One way)	70,000	No
2	Material Shifting	KFC <-> Godowns in various floors of Plot -17 (One way)	1,50,000	Kg
3	Finished Goods Box shifting (up to 25 Kg)	Godowns in various floors of Plot -17 <->- loading area PL-17 (One way)	20,000	No
4	Material Shifting	Godown in Various floors of Plot -17 <-> Loading Area(Plot17) (One way)	10,000	Kg
5	Finished Goods Box Shifting (up to 12 Kg)	KFC <-> Godowns in various floors of Plot -17 (One way)	20,000	No
6	Finished Goods Box shifting (up to 12 Kg)	Godowns in various floors of Plot -17 <-> loading area Plot-17 (One way)	15,000	No

***The quantity mentioned above is indication only and may increase or decrease based on actual requirement from user department.**

- The ware houses /godowns are located in different floors in Plot No-17, the rate should be same for the material/FG shifting from/to any warehouses in Plot No-17.
- Taking the Boxes / Materials from the pickup location and arrange batch wise at the delivery location would be in the scope of the awarding party.
- The material shifting includes, finished goods boxes, packaging materials and miscellaneous materials from HLL- KFC to KFC godowns in CSEZ Plot no :17 and return. Also transfer of goods from dispatch area of CSEZ godown to dispatch bay in Plot 17.

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SCHEDULE B

MINIMUM ELIGIBILITY CRITERIA

- 1) The bidder shall be the owner of the vehicle. In case of Firm/Company the vehicle can be owned by the Firm/Company Proof of the same shall be provided.
- 2) Valid fitness certificate of the vehicle, issued by RTO
- 3) Copy of RC Book
- 4) Records of having paid Road Tax and Insurance to carry out transportation of Goods and Materials as mentioned. Goods carriage permit.
- 5) Pollution Certificate duly attested
- 6) GST Registration Certificate
- 7) Proof of experience certificate for last 2 years (01.01.2023 to 31.12.2024) in similar activities / transportation

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SCHEDULE C

TERMS AND CONDITIONS

1. The vehicles should be roadworthy, in good condition, and should have valid registration, road permit, records of having paid road tax and insurance, to carry out Transportation of Goods and materials as mentioned. The vehicle should be provided with a covered body. It is the responsibility of the contractor to ensure all legal requirements of the vehicle like valid registration, pollution certificate, fitness certificate, tax payment or any other relevant documents etc and HLL won't be liable for any lapses in this regard.
2. The vehicle offered should have valid fitness certificate issued by RTO and the bidder should submit copy of RC Book, Road Tax and Insurance paid Certificate, Fitness Certificate, Goods carriage permit and Pollution Certificate duly self-attested along with Tender document.
3. The Contractor should ensure that the goods and materials transported is protected from dust, rain, pilferage, etc by proper covering till the materials are unloaded at the locations specified from time to time. In case of any loss or damage to the goods in transit, the cost of the material along will be recovered from the contractor, from the amount payable to him/her or from security deposit made by him/her to the Company.
4. In case of any accident or loss or damage that happens either to the vehicle or to the driver or any persons within or not within the company, shall be taken care of by the contractor. The contractor alone will be liable for compensation if any to be paid and the company shall not have any liability in this regard.
5. The Contractor should have GST Registration (if applicable) and shall produce a copy of the Registration Certificate to the Company before commencement of the Work.
6. Collecting the Boxes/Materials from the pickup location (inside plant area, warehouses or any other location etc.), safely loading in the vehicle, safely unloading and arrange batch wise at the delivery location as per the instruction from the concerned HLL officer would be in the scope of the awarding party without any extra payment. Man power arrangement for the works to be in the scope of awarding party without any extra payment.
7. The breakup of the rate should be furnished in the price bid. Income tax as applicable will be deducted. (HLL Lifecare Limited, Kakkanad Factory, Kochi is situated in Cochin Special Economic Zone, hence GST is Zero rated for us.)

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8. The Contractor shall submit bills for payment on monthly basis and the bills will be paid within 30 days of receipt of the bills.
9. Tender forms duly completed should be submitted along with EMD by way of DD favoring HLL Lifecare Limited, Kakkanad Factory, Ernakulam as detailed below:
10. Tender received without EMD & Tender Fee shall be rejected. (Those bidders exempted from EMD shall submit copy of Udyog Aadhar/MSME Certificate)
11. Forfeiture of EMD: The EMD will be forfeited if the Bidder withdraws the bid after opening of the tender or fails to sign the Contract/Agreement or fails in providing the vehicle during the currency of the period of agreement.
12. The Drivers engaged by the contractor should be experienced and should have valid driving license. They should have good character and conduct. In case the Company desires to change the driver, the contractor should provide substitute immediately. Necessary Insurance coverage should be taken by the contractor for the drivers and cleaners engaged by him. To ensure the validity of driving license of the driver would be the responsibility of the contractor and HLL won't be liable regarding the license validity of the driver.
13. There shall be no employer employee relation between the HLL and the driver and cleaner. The whole supervision and control of driver and cleaner shall be with the contractor. They shall be employees of the owner of the vehicle (Contractor).
14. In case of failure to place vehicle on any working day, HLL shall arrange another vehicle and the expense incurred will be deducted from the transporter. If any such cases repeated frequently, HLL has the right to cancel the contract. In case of any urgency, HLL shall inform the contractor to arrange the shifting on holidays and out of normal office hours. In those situations, also, the contractor should arrange the material shifting with the same price.
15. The company retains the right to have a panel of transporters and allocate loads to the transporter in the panel as per requirement.
16. HLL reserves the right to examine and accept / reject any documents after the tender opening without assigning any reason.
17. **Security deposit for this tender will be 3 % of the work order value subject to maximum of Rs.20,000/-.** The EMD of the successful bidder will be adjusted against Security Deposit and the bidders are required to remit the balance amount. The successful bidder/s are required to furnish the Security Deposit within 15 days of award of work.

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18. Forfeiture of Security Deposit: The security deposit shall be forfeited, in the event of failure on the part of contractor to place vehicle regularly as per requirement / make available the required number of vehicle or failure to execute the work during the contract period. Further such contractor may also be blacklisted / barred from participating in HLL's future tenders for a period of two years.
19. The rate quoted should be firm for a period of one year from the date of work order and no revision/escalation will be considered.
20. Sealed covers, duly super-scribed as "TENDER FOR SHIFTING OF MATERIALS INSIDE CSEZ" should be addressed to the DGM(P&S), Kakkanad Factory, Cochin, Plot No.16-A/1 CSEZ, Kakkanad P.O. Ernakulam – 682 037, Kerala, India. Ph: +91 484 2414202/212 and reach **on 3PM on. 10.11.2025**. The Tender will be opened at **3:30** hours on **10.11.2025**.
21. Tender by email will not be accepted.
22. The Company shall not be liable for the delay in submission of tenders after the due date specified above due to any reason including Postal delays etc.
23. The Unit Chief of HLL Kakkanad Factory, CSEZ, Ernakulam, reserves the right to cancel or reject the Tender fully or partially, without assigning any reason and his/her decisions will be final and binding on all Tenderers.
24. HLL will have the right to cancel the contract at any point of time, after giving 3 months' notice.
25. HLL reserves the right to get clarifications/documents from bidders as and when required
26. SSI/MSE units interested in availing exemption from payment of Tender fee/EMD should submit a valid copy of their Udyog Adahar registration certificate
27. HLL LIFECARE LIMITED shall not be responsible for postal delay, if any, in the delivery of the bidding documents or non-receipt of the same.
28. The last date of receipt of Bid and Date of opening of bid is as per tender notice.
29. In the event of the date mentioned above being declared subsequently as holiday for the Purchaser's Office, the due date for submission and opening of bids will be following working day at the same time.
30. The tenders shall be complete in all respects. Incomplete tenders are likely to be rejected.



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31. Bids received after the deadline for submission shall not be considered.
32. The Bidder is expected to examine all instructions, forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid.
33. When the contractor fails to carry out the work at any time of the contract, the company may get the work done by other means at the risk and cost of contractor and recover the cost from the pending bills, Bank guarantee/SD, sales of movable & immovable properties etc. of the contractor without prejudice to the rights available under the contract.
34. In case of any change in vehicle or driver after the issue of Purchase Order (PO), the contractor shall submit valid documents (such as RC, insurance, fitness certificate, driver's license, etc.) of the new vehicle/driver to HLL/KFC for approval, prior to deployment

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SCHEDULE D

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA FOR MATERIAL SHIFTING

1.	Do you have required number of own Vehicles?	Yes/No
2	Do you agree to provide Security Deposit as per tender within 15 days of award of contract?	Yes/No
3.	Have you attached the Declaration (as in SCHEDULE -G) along with this Bid?	Yes/No
4.	Have you enclosed DD towards EMD along with Technical Bid? If No, Copy of MSME certificate/Udyog Adhar shall be submitted showing that you belong to MSE	Yes/No
5.	Do you hold PAN CARD and have enclosed copy?	Yes/No
6.	Do you have GST and have enclosed copy	Yes/No
7	Do you have submitted copy of Experience certificate	Yes/No

Place

NAME & SIGNATURE OF THE BIDDER

Date

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SCHEDULE E

GENERAL INFORMATION OF THE VENDOR

1. Name and address of the Tenderer :

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

(b) PAN Card no. of the Tenderer :

(c) GST Number of the Tenderer :

3. (a) No. of vehicles under your ownership :..... NOs
(Attach a statement of details of vehicles/ Ownership. Copy of RC to be enclosed) :

b) No. of vehicles attached with you. : Nos.
(Attach a statement of details of vehicles/ Ownership. Copy of RC to be enclosed)

4. Have you undertaken similar works for
Public Sector Undertakings/ Leading
Private Companies during the last 2 calendar years : Yes/No
(If Yes, furnish details) :-

SN	Name and address of the customer	Value of Business done during the previous years
1		
2		

Copies of the Contracts/Work Orders to be enclosed

5. Name & Address of your Banker,
A/C no.& IFC Code :

6. The credit Limit provided to you by your Bank. (Copy of Certificate from the Bank duly attested to be enclosed) :



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7. Have you had Litigation/Arbitration in any
Commercial contract during last
three years? if YES give details : YES / NO

N.B.:- The statements specified in Sl. No. 3, 4, 5 above must be signed & sealed stating that the details furnished are true/correct.

Place:
Date:

Name and Signature of the Tenderer
(with Office Seal)

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SCHEDULE – F

QUESTIONNAIRE FOR VENDOR DEVELOPMENT

NAME OF PRODUCT/SERVICE:

1. Name & Address of the Manufacturer / Service Provider :

(a) Telephone No. :
(b) E-mail Address :
(c) Name of contact person And Contact number :
(e) (i) Whether proprietary/partnership/ Limited company. :
(ii) Furnish Name/'s, address, phone nos. of Proprietor/ Managing partner/ M.D / Director's : (Attach separate sheet)
(f) Specify whether SSI / MSE unit :
If Yes,specify if your unit is owned by SC/ST entrepreneur
- 2) Details of tax registration: - :
a) GST No.
- 3) Name & Address of your Banker(s)

A/c no.
IFSC Code.



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4) Annual Turnover :

5) Have you been assessed previously by HLL Yes/No :

6) List of customers

a) Government Dept. / PSU's :

b) Private Sector

Place :

Date :

NAME AND SIGNATURE OF THE VENDOR
(Office Seal)



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SCHEDULE – G

DECLARATION

I/We confirm having read and understood all the requirements, terms and conditions of the above tender (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 BIDDER
(Seal of the Bidder)**

Place:

Date:

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PRICE BID FOR SHIFTING OF MATERIALS INSIDE CSEZ

1. Name & Address of the Tenderer :

Email :
Phone : Res: Mob.:
PAN No :
GST registration No. :

2. Details of EMD paid :

Sl.No	Type of Materials		Basic Rate / in INR*
1	Finished Goods Box Shifting (up to 25 Kg) (No wise)	KFC <-> Godowns in various floors of Plot -17 (One way)	
2	Material Shifting (Kg wise)	KFC <-> Godowns in various floors of Plot -17 (One way)	
3	Finished Goods Box shifting (up to 25 Kg) (No Wise)	Godowns in various floors of Plot -17 <->- loading area Plot-17 (One way)	
4	Material Shifting (Kg wise)	Godowns in Various floors of Plot -17 <-> Loading Area(Plot-17) (One way)	
5	Finished Goods Box Shifting (up to 12 Kg) (No wise)	KFC <-> Godowns in various floors of Plot -17 (One way)	
6	Finished Goods Box shifting (up to 12 Kg) (No Wise)	Godowns in various floors of Plot -17 <->- loading area Plot-17 (One way)	

***Being a SEZ unit, GST is zero rated.**

The rate quoted should be firm for a period of One year from the date of Work Order. No escalation in rate will be considered during the contract period.

Date:

**Signature of Tenderer
(Name & address with Seal)**