TENDER DOCUMENT

CIVIL WORKS FOR SETTING UP OF PERSONAL LUBE FACILITY AT PFT

HLL LIFECARE LTD,
CENTRAL ENGINEERING DIVISION
PEROORKADA FACTORY,
THIRUVANANTHAPURAM – 695 005,
KERALA, INDIA.
PHN: ++91 471 2437270

JUNE 2017

HLL LIFECARE LIMITED

(A Government of India Enterprise)
Central Engineering Division, Peroorkada. P.O,
Thiruvananthapuram – 695005,
Kerala, India
Phn: 0471- 2433374,2437270, 2435090
Fax No. (0471) 2432647

INVITATION FOR BIDS (IFB)

IFB No: HLL/CED/CIVIL/PFT/LUBE-FACILITY/2017-18 Dated 01.06.2017

HLL Lifecare Limited (HLL), a Government of India Enterprise is in the process of setting up Personal lube facility at Peroorkada Factory Thiruvanthapuram. For the said project, sealed and super scribed bids are invited from competent and experienced Suppliers/Contractors who are capable to do the following work meeting their requirements as per our tender.

SI. No	Brief Description of Item/Work	Quantity	EMD in RS
1	Setting up of Personal lube facility at HLL, Peroorkada Factory, Thiruvananthapuram	As per schedule of items	RS 30000

- 2. The bid documents will be available up to 15.00 Hrs. on the previous working day of the opening of the bids. The scheduled date for issue, receipt and opening of bids is as follows.
 - a) Date of issue of tender document 01.06.2017 onwards
 - b) Last date and time for receipt of bids 20.06.2017 up to 15.00 Hrs.
 - c) Date and time of opening of bids 20.06.2017, 15.30 Hrs.
 - d) Address for communication, receipt and place of opening of bids:

Dy General Manager (CED),
Central Engineering Division,
HLL Lifecare Limited (A Government of India Enterprise),
PB No 2, Peroorkada, Thiruvananthapuram – 695005,
Kerala State, India
Pb: (1.101.474) 2422274 2422270, 504.502

Ph: (++91 471) 2433374,2437270 -501,502

Tele Fax: (++ 91 471) 2432647

E-mail: rajeevrv@lifecarehll.com, rajeshkumar@lifecarehll.com.

3. The completed and sealed bid documents should be submitted to Dy General Manager (Central Engineering Division), in the above address along with the EMD.

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- 4. Bids will be opened in the presence of Bidders representative(s) who choose to attend on the specified date and time, at the office of HLL at the address given in Clause 2 (d) above.
- 5. In the event of the date specified for bid receipt and opening being declared as a closed holiday for the above purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
- 6. HLL may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 7. HLL will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.
- 8. The EMD should be enclosed in a separate envelope and super scribed as "EMD" and to be attached in the main cover.
- 9. SSI units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC.
- 10. The company reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.
- 11. The Bid must include the following information;
 - a. Enquiry No.
 - b. EMD
 - c. Promised Delivery/Completion Schedule
 - d. Price Schedule in Format For Quoting (Schedule III)
 - e. All other documents/certificate/information as specified in the bid document.
- 12. In addition to the invitation for bids, the bidding documents include the following schedules.

Schedule I - Conditions of Contract
Schedule II - Acceptance Form
Schedule III - Schedule of Work

Dy Genral Manager (CED)

SCHEDULE I

CONDITIONS OF CONTRACT

1) PRICE

The price quoted should be inclusive of all material cost, loading and unloading charges, all applicable taxes and other levies, labor charges, insurance etc. The **Schedule of Work** is enclosed as **Schedule III.**

Price quoted should be firm without any escalation till the order is completely executed.

2) TAXES/DUTIES/LEVIES

The contractor shall be entirely responsible for all applicable taxes including sales tax, work contract tax, service tax, entry tax, duties, license fees etc. incurred until successful completion of contract.

3) ESCALATION

The rates quoted by the Contractor in the contract documents shall be final and shall not be subjected to any change due to the increase in labour wages or inflation in the cost of materials or any other price variations due to any reason during the stipulated time period of the contract or during the extended time period of completion.

Rates quoted should be inclusive of all cost of materials, Tools/Equipments labor charges, conveyance to site, handling charges, loading and unloading charges, hiring charges, clearing of debris, statutory payments etc.

4) COMPLETION TIME

Work should be completed within **5 WEEKS** from the date of issuing the Letter Of Intent or Work Order.

5) PAYMENT TERMS

The contractor can submit two running account bills during the work period and payment made as below:

- a) 80% of the bill value will be paid on each running account bill submitted by the
- b) Balance 15% will be paid along with the final bill only after issue of Work Completion certificate by Engineer In Charge/Officer In Charge of HLL Lifecare Ltd.

5% amount of the Bill will be retained as retention money and will be released only after the Defect liability period of 12 months.

The running account bills are to be submitted detailing the work description, quantity and rate as per the Work Order. Payment will be made against actual measurements recorded and certified jointly by HLL Engineer in charge and the Contractor's representative.

Tax Deduction: All statutory deductions like Income Tax, Works Contract Tax, E.S.I., P.F. or any other government-imposed liabilities shall be borne by the Contractor (as applicable at the time of execution of job) and shall be deducted from each bill submitted by the Contractor.

6) SECURITY DEPOSIT

- 6.1 Simultaneously with the execution of the contract successful bidder shall furnish a Security deposit in the form of a Demand Draft from a nationalised bank drawn in favour of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram or a Bank Guarantee from a nationalised bank, for an amount equal to 5% of the total contract value as Security Deposit for his faithful execution of contract. The Security deposit should be valid until successful completion of the contract and acceptance of the Equipment/works by the Purchaser/Owner and will be released after acceptance of the Equipment/works by the Purchaser/Owner. In case of a delay in the works the validity of security deposit shall be extended.
- 6.2 Within 10 days of the receipt of notification of award from the Purchaser/Owner; the successful Bidder shall furnish the security deposit in the form of a Demand Draft or Bank Guarantee in the security deposit form to be sent along with the Notification Of Award.
- 6.3 Failure of the successful Bidder to accept the notification of award or submission of security deposit within the timeframe shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which even the Purchaser/Owner may make the award to the next lowest evaluated bidder or call for new bids.

7) EARNEST MONEY

- 7.1 Each bid must be accompanied by E.M.D.
- 7.2 The EMD is required to protect the Purchaser/Owner against risk of Bidder's conduct, which would warrant the security's forfeiture.
 - a. The EMD shall be in the form of cash deposit or demand draft from a nationalized bank drawn in favour of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram.
 - b. E.M.D. from unsuccessful bidders will be returned after the acceptance of order by the L1 party.
 - c. In the case of successful bidder, the Earnest Money will be returned after signing the contract, and submission of Security Deposit, which they will have to offer for the faithful execution of the contract.

7.3 The EMD may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bidding Document; or
- (b) In case of the successful Bidder, if the Bidder fails:
 - (i) to sign the Contract
 - (ii) to furnish security deposit

8) DEFECT LIABILITY PERIOD:

The defect liability period of the work shall be 12 months from the date of completion of the work and this date will start from successful completion and handing over. If any damage or defect occurs in the work during this period then the Contractor shall rectify the damage or defect at his own expense to the satisfaction of the Purchaser/Owner. If the Contractor fails to do so, then the Purchaser/Owner shall have the authority to get the work done by other means and the expenditure incurred shall be recovered from the Contractor.

Even if Inspection and/or tests are fully carried out by Purchaser/Owner or their representatives, the Contractor is not absolved to any degree of his responsibility to ensure that all equipment fabricated comply strictly with the requirements as per specifications given in the order, and the Purchaser/Owner shall be free to point out any defect till the defect liability period is over.

9) FORCE MAJEURE

- a. Neither the Contractor nor the Purchaser/Owner shall be considered in default in the performance of their obligations as per the Contract so long as such performance is prevented or delayed because of strikes, war, hostilities, revolution, civil commotion, epidemics, accidents, fire, cyclone, flood or because of any law and order proclamation, regulation or ordinance of Government or subdivision thereof or because of any act of God. The proof of existence of force majeure shall be provided by the party claiming it to the satisfaction of the other.
- b. The Contractor shall advise Purchaser/Owner initially by a Fax, followed by post, the beginning and end of any of the above causes of delay, failing which Purchaser/Owner shall not be liable to consider delays due to the above reasons. Notice as stated above should be given even in case where only the Contractor's bids are under the consideration of the Purchaser/Owner and no acceptance of the same has been given and detailed order issued.
- c. In the event of definite delay even if arising out of reasons due to force majeure, Purchaser/Owner shall have the right at their discretion to cancel the Order or part of the Order without any liability on their part to make any payment to the Contractor while reserving the right to claim refund of and any payment if advanced or paid to Contractor.

10) DELAY IN WORK EXECUTION DUE TO REASONS BEYOND CONTRACTOR'S CONTROL

- 10.1) Force majeure: If the execution of work is delayed due to force majeure, then Purchaser/Owner as per the affected period may extend the time period.
- 10.2) In case work is delayed due to non-availability of site or any decision by Owner holding the progress of work, the contractor then upon any such happening causing delay shall immediately but not later than 10 days, give notice thereof in writing to the Owner, but nevertheless use constantly his best effort to prevent or make good delay. The Owner may in his discretion grant such extension of time as may appear reasonable to him and the same shall be communicated to the contractor in writing and shall be final and binding on him and the contractor shall be bound to complete the work within such extended time.

11) LIQUIDATED DAMAGES FOR DELAYS

If the work is not completed and handed over to the Purchaser/Owner within the time stipulated in the Order, Purchaser/Owner may at their option, either (1) recover from the Contractor liquidated damages at the rate of 0.5 % of the total contract value for every week of delay, subject to a maximum of 7.5 % of the total contract value, or (2) at the risk and cost of the Contractor and without prejudice to the other remedies/rights as per the Contract, terminate the order wholly or partially and complete it themselves or reassign it to other contractors.

12) SPECIAL INSTRUCTIONS

- a) The bidder shall visit the site before quoting for the work and also take their own assessments before quoting of bids.
- b) The work should be carried out without causing any inconvenience to the public and shall ensure that no damages are caused to the existing site premises.
- c) During the execution of work, the contractor or authorized representative should be present at site.
- d) All Materials, Equipment's/ Tools required for the work should be arranged by the contractor and brought to site for the timely completion of the work.
- e) The materials used shall be as per specification and of good quality.
- f) The Contractor has to arrange necessary insurance coverage for the machine, workmen etc. deployed by him. He shall arrange all safety measures to protect his workmen and also the properties of HLL. The work site safety of all employees, their ESI, PF etc will have to be borne by the contractor.
- g) The work should be carried out in truly professional manner, neatly finished with proper line, level and plumb. Cleanliness and finishing of the job is of utmost importance. Hence the job should be done most carefully with best workmanship.

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For all finishing jobs samples should be approved from the Purchaser/Owner before completely executing the work.

- h) The Purchaser/Owner should be immediately informed for any discrepancy in drawings, specifications and instructions in the execution of job before actual execution of particular item having discrepancy
- i) Any item found to be having been executed with poor workmanship then the Contractor shall have to rectify /reconstruct the work as specified by Purchaser/Owner. No extra charge will be admissible in such case.
- j) The schedule of activities as submitted by the Contractor shall have to be strictly adhered to. Regular progress reports shall have to be submitted by the Contractor giving all details for monitoring of the schedule.
- k) Special care is to be taken for cleanliness of the site. After the end of day's work, the site should be cleaned immediately.
- I) The Contractor shall have to co-operate with the agencies executing other works in the same area.
- m) While executing the work, the Contractor shall ensure safety and security of the property of the Purchaser/Owner so as to avoid theft etc.
- n) Measurement & Payment terms:

The method of measurement of completed work shall be in accordance with the standard measurement. Payment will be made on satisfactorily completion of work as per the order. Interim or running account bills shall be submitted by the contractor for the work executed on the basis of such recorded measurements in the format of HLL. All such interim payments shall be regarded as payment by way of advances against final payment only, and shall not preclude the requiring of bad, unsound and imperfect or unskilled work to be rejected, removed, taken away and reconstructed or re erected. Any certificate given by the officer relating to the work done or materials delivered forming part of such payment, may be modified, or corrected by any subsequent such certificate(s) or by the final certificate and shall not by itself be conclusive evident that any work or material so which it relates is /are in accordance with the contract and certificate. Any such interim payment,/any part there of shall not in any respect conclude, determine or affect in any way powers of the engineer in charge under the contract or any of such payment s be treated as final settlement and adjustment of accounts or in any way vary or affect the contract.

o) If contractor is executing any extra items as per direction of Engineer in charge / Officer in charge, the rates shall be worked out as per the latest CPWD Schedule of Rates and in case, the item is not included in the CPWD schedule, the rate shall be arrived as per prevailing Market rates.

- p) The Quantity shown in the schedule is an approximate estimated quantity. No rate revision will be entertained if the quantity increases/decreases due to the site condition while executing the work.
- q) Water and Electricity: The contractor shall make his own arrangement for water and electricity required for the works. HLL will not be responsible for the supply of either electricity or water. If any exigency, the same can be availed from HLL against payment.
- r) During the execution of work, the contractor or authorized representative/s at least one person having technical qualification should be present at site.
- s) Final payment shall be paid only after clearing the site as per direction of Engineerin-charge/ Officer in charge.

13) CORRESPONDENCE

All correspondence relating to this Order shall be in English, to:

Dy General Manager (CED), Central Engineering Division, **HLL Lifecare Limited (A Government of India Enterprise)**, PB No 2, Peroorkada, Thiruvananthapuram - 695005, Kerala State, India Ph: (++91 471) 2433374,2437270 -501,502

Tele Fax: (++ 91 471) 2432647

E-mail: rajeevrv@lifecarehll.com, rajeshkumar@lifecarehll.com.

14) SETTLEMENT OF DISPUTES

Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or any thing connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation.

The Courts at Thiruvananthapuram alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract.

SCHEDULE II

ACCEPTANCE FORM

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

From

To

Dy General Manager (CED), Central Engineering Division, HLL Lifecare Limited (A Government of India Enterprise), PB No 2, Peroorkada, Thiruvananthapuram – 695005, Kerala State, India

Ph: (++91 471) 2433374,2437270 -501,502

Tele Fax: (++ 91 471) 2432647

E-mail: rajeevrv@lifecarehll.com, rajeshkumar@lifecarehll.com.

Dear Sir,

I / We, hereby offer to supply/construct/erect/install/commission the work as detailed in schedules/drawings hereto or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open till 90 days after the date of bid opening prescribed by the purchaser/Owner. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document/drawings hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

Yours faithfully,

SIGNATURE OF THE BIDDER

	SCHEDULE OF WORK- III					
Sub	Civil work for Personal Lube Manufacturing Facility at HLL, Peroorkada Factory, Thiruvananthapuram.					
SL. NO	Description	Unit	Qty.	Rate	Amount	
1	Dismantling existing wiring/fitting,un wanted materials from the site etc	L/S	L/S			
2	Brick masonry in cm 1:6 with common burnt clay F.P.S (non modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level.	Cum	12.00			
3	Laying polished vitrified floor tiles laid on 20mm thk cement mortar 1:4 (1 cement :4 coarse sand) including grouting of joints with white cement and matching pigments etc (Vitrified tiles will be supplied by HLL) complete					
(a)	size of tile 60cm x 60cm	Sqm	370.00			
4	Plastering wall with cm 1:4 12mm thick one coat floated hard and trowelled smooth including all costs of materials, conveyance labour charges, watering, curing etc complete.					
(a)	New work	Sqm.	175.00			
5	PLASTIC EMULSION - Applying plastic emulsion paint on walls, columns & ceilings. The rate shall include scrapping, levelling & preparing the surface. Applying approved Putty then Primer coat + (minimum) 2 coats to get evenly spread quality finish (roller finish) of approved make , quality & finish shall be provided. PAINT- ASIAN/BERGER/NEROLAC PUTTY - ASIAN/BIRLAWHITE/JK WALLCARE PRIMER- ASIAN/BERGER/NEROLAC					
(a)	Providing & Applying white cement based putty of average thickness 1 mm of approved manufacturer brand over the plastered wall surface to prepare the surface even smooth and complete.Old work	Sqm.	350.00			
(b)	Providing & Applying primer based putty of average thickness 1 mm of approved manufacturer brand over the plastered wall surface to prepare the surface even smooth and complete.New work	Sqm.	150.00			
(b)	Wall painting with acrylic emulsion paint, having VOC (Volatile Organic Compound) content less than 50 grams/ litre, of approved brand and manufacture including applying additional coats wherever required, to achieve even shade and colour. Two coats . Old work	Sqm.	350.00			
(c)	Wall painting with acrylic emulsion paint, having VOC (Volatile Organic Compound) content less than 50 grams/ litre, of approved brand and manufacture including applying additional coats wherever required, to achieve even shade and colour. Two coats . New work	Sqm.	150.00			
6	Providing & fixing good quality PVC pipe having 20mm dia nominal bore including all fittings required	Metre	20.00			
(a)	Providing and fixing gun metal Gate valve with CI wheel of approved quality (screwed end) 25mm dia nominal bore	Each	1.00			
6	Providing and fixing P.V.C waste pipe for sink or wash basin including P.V.C waste fittings complete 40 mm dia of 60cm long	Each	2.00			

7	Supplying fabricating and fixing Aluminum powder coated partitions/doors using section of size 100x44.50x1.85mm(9246-@1.504kg/m)for bottom horizontal frame and 50x44.50x1.50mm(9284-@0.765kg/m) for verticals and 50x40.50x1.50mm(9247-@0.796kg/m) for top horizontal frame and 50x44.50x1.50mm(9286-@0.905kg/m) for middle frames and providing 12mm thick eco board or prelaminated sheet for bottom panel and 5.50mm thick plain glass for top panel fixed with glazed clip of size 19.70x17.60x0.90mm (4682-@0.113kg/m) on both side and all fitting such as 2nos pivot,2nos door handle,1nodoor lock and 1no door closer etc including 'L' angles and corners and steel screws, rubber beeding and all cost of materials, labour charges etc complete	sq.mtr	83	
8	Supplying and fixing false ceiling using with Aluminum powder coated 'L' angle of size 25.40x25.40x1.10mm (1767) for alround frame and 25x25x1.27mm(3135) T section for intermediate joints and providing anodized aluminum square tube of size 24x24x1.20mm (9810) at 60cm c/c hanging with GI wire and fixed with 4 mm thick Hylam sheet with steel screws to the frames in correct line and level including all cost of materials, labour charges etc and hire and labour for scaffolding etc completed.	sq.mtr	270	
9	Point wiring in PVCconduit, with modular type switch: Point wiring in PVC conduit, with Modular type switch: Wiring for light point/fan point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable in surface / recessed medium class PVC conduit, with modular switch, modular plate, suitable GI box and earthing the point with 1.5 sq.mm. FRLS PVC insulated copper conductor single core cable etc as required	point	23	
10	Power plug wiring in PVC conduit (3x4 sq.mm): wiring for light/power plug with 3x4 sq.mm FR PVC insulated copper conductor single core cable in surface /recessed medium class PVC conduit with earthing.	Metre	30	
11	Wiring for circuit/ submain wiring alongwith earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed medium class PVC conduit as			
а	2 X 1.5 sq. mm + 1 X 1.5 sq. mm earth wire	Metre	80	
b	2x2.5sq.mm+1x2.5sq.mm earth wire	Metre	40	
12	S/F PVC conduit: Supplying and fixing of following sizes of medium class PVC conduit along with accessaries in surface/recess including cutting the wall and making good the same in case of recessed conduit as required. Make:Reputed Make(IP55)owing sizes of medium class PVC conduit along with accessaries in surface/recess including cutting the wall and making good the same in case of recessed conduit as required. Make:Reputed Make(IP55)		lot	
13	S/F Modular type switch: Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections switch/ socket on the existing modular plate. Make:ar type switch: Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections switch/ socket on the existing modular plate. Make:Schneider/L&T	Each	29	

14	S/F Modular type socket: Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections switch/ socket on the existing modular plate. Make:Schneider/L&T	Each	7	
15	S/F Power plug point with modular type switch: Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 15/16& 5/6 amps modular socket outlet and 15/16 amps modular switch, connection, painting etc as required. Make: Schneider/L&T	Each	6	
16	S/F 'C'series,MCB: Supplying and fixing 5A to 32Arating ,240/415 volts, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, commissioning etc. as required.			
а	Double pole and neutral	Each	1	
b	Single pole and neutral	Each	3	
17	Supply conveyance, installation, testing and commissioning the followingtypes of light fittings with all accessories on false ceiling, true ceiling or wall asdirected and giving connections with 16/0.20 mm 3 core PVC insulated andsheathed round copper conductor flex wire or extending the original wiring and giving connections as required. All recessed type fixtures are to besupported independently with chains or GI wire anchored to the ceiling withanchoring bolt of necessary size. All loose wires above the false ceiling are to be neatly concealed by flexible conduits.			
а	40W tubelight with all accessories with make:Philips/Havells	Nos.	10	
18	Supply, Installation, testing and commissioning of 75W ceiling fan (600mm sweep), with fan regulator including wiring the down rods of standard length (upto 30 cm) with 1.5 sq.mm FRLS PVC insulated, copper conductor, single core cable etc. as required. The Ceiling fan shall be double ball bearning type. (Make: Cromption /Havells)	Nos.	6	
19	Supply and installation of single core 1.5Sq.mm Armoured FRLS cable including clamping the cables, provding cable terminations with cable glands, etc. complete. make :Havells	Metre	350	
20	Supply and installation of single core 2.5Sq.mm Armoured FRLS cable including clamping the cables, provding cable terminations with cable glands, etc. complete. make: Havells	Metre	170	
21	Supply and installation of three core 4Sq.mm Armoured FRLS cable including clamping the cables, provding cable terminations with cable glands, etc. complete. make: Havells	Metre	70	
22	Supply and installation of three core 6 sq.mm Armoured FRLS cable including clamping the cables, provding cable terminations with cable glands, etc.	Metre	60	

	complete. make :Havells			
23	Panel board	Nos.	1	
24	Static Pass box of Size 4'(W)x5'(H)x5'(L)	Nos.	2	
25	Total			
28	Grand Total			