

**TENDER FOR SUPPLY OF DRINKING WATER
AT HLL LIFECARE LIMITED,
IRAPURAM FACTORY, ERNAKULAM**

TENDER NO. HLL/IFC/PUR/DW/2025-26 dated 26.09.2025

**HLL LIFECARE LIMITED
IRAPURAM FACTORY**

DISCLAIMER

HLL Lifecare Limited ,Irapuram Factory, Kochi (HLL-IFC) has prepared this document to give interested parties background information on the Proposed Services. While HLL Lifecare Limited have taken due care in the preparation of the information contained herein and believe it to be accurate, HLL Lifecare Ltd, any of its authorities or agencies nor any of their respective officers, employees, agents or advisors do not give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own enquiries and applicants will be required to confirm in writing that they have done so and they do not rely on the information in responding to the tender. The information is provided on the basis that it is non – binding on HLL Lifecare Limited, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

HLL Lifecare Limited reserves the right not to proceed with the work or to change the configuration of the work, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities applying to the tender.

SCHEDULE FOR SUBMISSION OF TENDER

EVENT	DATE
Start date of downloading of documents	26.09.2025
Last date and time for submission of completed tender	16.10.2025 15:00 hrs
Date and time for Opening of Bid	16.10.2025 15:30 hrs

The completed tender should be submitted before the due date and time of submission at the following address.

**UNIT CHIEF
HLL Lifecare Limited,
Irapuram Factory ,
Plot no 1&2, Rubber Park
Valayanchirangara P.O
Ernakulam-683556
Tel;0484-2597200**

**HLL LIFECARE LIMITED
(A GOVT. OF INDIA ENTERPRISE)**

Tender No. HLL/IFC/PUR/DW/2025-26

26.09.2025

NOTICE INVITING TENDER

HLL Life care Limited invites tender for the following work:

Name of work	Resources to be provided	Document Cost	Earnest money deposit (EMD)
The scope of work includes: 1. Supply of Drinking water at HLL Lifecare Limited, Irapuram unit, Ernakulam	372 cans (appx.) per month	Rs.590/-	Rs.2,000/-

SSI/MSE units Registered with UDYOG AADHAAR shall provide their valid registration certificates along with the bid

Important date details

Start date of downloading of documents	: 26.09.2025
Last Date and time of submission	: 16.10.2025, 15:00hrs
Date and time of opening	: 16.10.2025 15:30hrs

**UNIT CHIEF
HLL Lifecare Limited
Irapuram factory, Cochin**

Terms & Conditions

1. Application is invited from reputed dealers / manufacturers for the supply of drinking water at HLL Lifecare Limited, Irapuram unit, Ernakulam
2. The tender documents can be downloaded from the web site www.lifecarehll.com and can also be collected from the Purchase department of the unit.
3. The bidder shall pay a tender fees of Rs.590/- (Rs.500+18%Tax) along with the tender. The payment can be made online to our SBI account number.Details of Account number is listed below. HLL Lifecare Limited, Ernakulam or e-payment to the SBI Valayanchirangara bank account number of HLL Lifecare Irapuram, Account No. 67266462046, IFSC Code: SBIN0070558
4. EMD/e PBG is applicable for this tender. Security deposit for this tender will be 3 % of the order value subject to a maximum of Rs. 200000/-. In case if a new vendor is qualified by HLL as approved vendor, they have to remit the EMD amount to HLL account which will be further converted to Security deposit. If the existing approved suppliers have no EMD available with HLL, then they also have to pay the same to HLL. The bidders who wish to participate in the tender shall also need to pay (other than the tender fee mentioned in above) an EMD of Rs. 2000/- in the form of Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Ernakulam or e-payment to the SBI Valayanchirangara bank account number of HLL Lifecare Irapuram, Account No. 67266462046, IFSC Code: SBIN0070558 or may also be furnished in the form of Bank guarantee (including e- Bank guarantee) from a commercial bank.
5. All tender documents, **should be placed in sealed envelopes, and** shall be submitted to Unit **Chief, HLL Lifecare Limited, Irapuram Factory, Plot no 1&2, Rubber Park, Valayanchirangara P.O. Ernakulam-683556, on or before 15:00 hrs on 16/10/2025**. The quotations received after due date and time will not be accepted or considered under any circumstances. The company will not be responsible for any kind of delay in the transit of the Tenders.
6. The bids shall be opened on 16/10/2025 at 3:30 pm at **HLL Lifecare Limited Irapuram Factory, Plot no 1&2, Rubber Park, Valayanchirangara P.O. Ernakulam-683556** in the presence of representatives from HLL Lifecare Ltd and bidders who choose to attend the opening.
7. The successful bidder shall deposit an amount equal to 3% of the tendered value of the work as security deposit in the form of a DD / bank remittance to the HLL bank account from any scheduled bank or State Bank of India in accordance with the details prescribed by HLL, within 10 days of issue of letter of award of work.

8. Along with the bid submission, the applicant shall also submit a letter of undertaking as per the prescribed format to pay an amount of Rs. 2000/- to HLL if they withdraw from the tender at any point of time
9. The price bid shall remain open for acceptance for a period of 90 **days** from the date of opening of the application. If any applicant withdraws from this tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to HLL, then HLL shall, without prejudice to any other right or remedy, be at liberty to ask the bidder to pay the amount as Rs.2000/- as penalty or the same will be deducted from the security deposit.
10. The bidder shall submit supporting documents like ESI/PF or any other mandatory documents if requested by HLL.
11. The contract will be for a period of two years from the date of award of contract/workorder. The work order shall be issued for a period of 1 year initially and the same shall be extended for 1 more year if the performance during the first year is satisfactory.
12. This tender shall be a part of the contract. A letter of acceptance shall be issued first in favour of the successful Applicant.
13. If any information furnished by the applicant found to be incorrect either immediately or during a later period, would render him liable to be debarred from tendering and forfeiting of the security deposit.
14. The payment will be released on a monthly basis on submission of bill by the applicant. The applicant has to submit the detailed bill consisting of the supply details, and after evaluation of the details, payment will be released.
15. Canvassing directly or indirectly, in connection with the tender is strictly prohibited and the application submitted by the bidder who resort to canvassing will be liable for rejection.
16. HLL Lifecare Ltd. has the right to reject or cancel the tenders without assigning any reason. In case any doubt or dispute is arising out the decision of the **Unit Chief -IFC** will be final and binding on all the Tenders.
17. This tender is liable to be cancelled if the applicant is unable to comply/violated any of the terms and conditions of the tender.
18. Bidder shall either be a manufacturer of drinking water or a dealer of the drinking water. If the bidder is a dealer, then the bidder has to provide a self-declaration regarding the same in the prescribed format along with the bid.
19. Delivery Schedule: The daily requirement of drinking water is approx. 12 cans (240 Ltrs) and the bidder has to supply 12 cans of drinking water on daily basis.

If the bidder is interested to supply in other delivery frequencies like alternate days or once in 3 days, equivalent quantity has to be supplied each time (24 cans for delivery on alternate days and 36 cans for delivery once in 3 days). In such cases, prior approval from HLL has to be taken by the bidder.

20. All the water cans should be neat, clean & transparent. Each should carry labels with details including Batch No., Mfg date, Exp date etc in legible printing.
21. **Specifications & test reports:** The water supplied should be portable and should meet IS 10500:2012 specification. Test reports shall be submitted to HLL once in every 6 months or as and when requested by HLL. HLL reserves the right to test the water supplied by the bidder at any external laboratory as desired by HLL and if the water fails such tests conducted at external laboratory, appropriate action including termination of the contract and blacklisting from participating in any future tenders/ forfeiting the security deposit or both shall be taken against the bidder.
22. If requested by HLL, the bidder has to supply additional quantity of drinking water at the same rate and terms and conditions as specified in this tender document.
23. Rates shall be quoted on door delivery basis and inclusive of all taxes, transportation costs, miscellaneous expenses etc. Price quoted shall be valid for a period of 2 years for the entire duration of the contract and no increase in rates or terms and conditions of the contract shall be made during this entire period.
24. The vehicle bringing the drinking water shall strictly follow the company protocols and speed limit inside the company premises.
25. **Penalty Clause:**
 - a) **Delayed delivery:** All expenses incurred to HLL on account of delayed delivery shall be borne by the supplier and HLL has every right to deduct this amount from the supplier
 - b) **Quality issue:** IF at any point of time, any quality issue is noticed in the water supplied by the bidder, HLL reserves the right to terminate the contract and forfeit the security deposit.
 - c) **Poor performance:** If the bidder fails to execute/perform the assigned work/service or a part thereof, to the full satisfaction of the company, HLL shall be authorized to deduct an amount as deemed fit by HLL from the bills of the applicant and penalty would be charged to the extent of loss.
26. Documents of experience in similar fields shall be produced by the bidder when requested by HLL.

27. The applicant may furnish any additional information, which he thinks is necessary for the tender. No information shall be entertained after submission of pre-qualification document unless it is called for by the HLL.
28. HLL reserves the right to accept or reject any tender without assigning any reason or incurring any liability to the tenderer.
29. Any information furnished by the tenderer found to be incorrect either immediately or at a later period, would render him liable to be debarred from tendering/taking up of work in HLL Lifecare Limited.
30. Bidder should clearly provide the Name of contact person, Mobile number, E-mail and complete address, and he shall be available to be contacted by HLL any time during the period of the contract
31. The applicant is expected to examine carefully all the contents of the tender documents including instructions, conditions, forms, terms etc. and take them fully into account before submitting the offer. Failure to comply with the requirements as detailed in these documents shall be at the applicant own risk.
32. HLL reserves the right to inspect the manufacturing site if required. In such cases, the bidder shall make necessary arrangements for the same.
33. The applications should be addressed to the below address.
34. HLL may, at its discretion, extend the deadline for the submission of tender, in which all rights and obligations of HLL will be final. Tenderer has no right to question the same.

**UNIT CHIEF
HLL Lifecare Limited
Irapuram Factory
Plot no 1& 2
Rubber Park
Valayanchirangara P.O
Ernakulam -683556**

1. Documents to be submitted

- a. Proof of PAN And GST registration certificate
- b. Proof of the Experience from other reputed organizations in carrying out similar service within the past 1 year
- c. Signed copies of tender document
- d. Quality certificate
- e. Financial document for proving financial stability

2. Validity of Applications

Application shall be valid for a period of 180 days from the last date of submission of Applications. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

3.0 Amendment of Tender Documents

- 3.1 At any time prior to the deadline for submission of Applications, HLL either on its own or on request of the Applicant may amend the Tender Documents by issuing addenda.
- 3.2 An addendum issued shall be part of the Tender Documents and shall be posted at the website of HLL as per the date specified in Schedule for submission of tender. The applicants are advised to check the websites specified above after the last date of issue of addendum and download the addendum issued, if any.
- 3.3 To give Applicants reasonable time to take an addendum into account in preparing their Applications, HLL may, at its discretion, extend the deadline for the submission of Applications.

4.0 Withdrawal of Tenders

- 4.1 No modification or substitution of the submitted application shall be allowed.
- 4.2 An applicant may withdraw its Tender after submission, provided that written notice of the withdrawal is received at HLL before the due date for submission of tender. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.
- 4.3 The withdrawal notice shall be prepared in Original only and each page of the Notice shall be signed and stamped by authorized signatories. The copy of the Notice shall be duly marked "WITHDRAWAL".

5.0 Price Bid Opening

The price bid of only the qualified applicants will be opened. Evaluation of the financial offer will be based on price quoted by the applicant. Any subsequent alteration in prices shall not be entertained.

6.0 Award Criteria

HLL will award, the contract to the applicant, whose tender has been determined to be subsequently responsive, complete and in accordance with the tender documents, and whose total evaluated price for undertaking the entire project as per the tender documents is the lowest.

7.0 HLL's Right to accept and to reject any or all Tenders

7.1 The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:

- A. Amend the scope and value of contract to the applicant.
- B. Reject any or all of the applications without assigning any reason.

19.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

20.0 Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Ernakulam, India and will be governed by the laws of India.

SUBMISSION OF PRICE BID

1) The price bid shall clearly mention the amount quoted for the service (including all taxes and duties as applicable) in both words and figures. In the event of any difference between the figures and words, the amount indicated in words shall be taken into account. Similarly, if there is any difference between the rates quoted and total amount, the rate quoted shall be taken into account.

The applicant should indicate the rate quoted for each water can for the activity for which they have applied.

- 2) Income Tax: Any payment to the applicant as per contract will be made after deducting income tax as per the rules and regulations.
- 3) The tendered rate shall remain firm and free from variation due to rise in the cost of materials/equipment, or any other reasons whatsoever during the contract period of two years and valid extension.

CHECKLIST

Name, E-mail and mobile number of Tenderer:

No	Criteria	Yes	No
1	Do the applicant have minimum ONE year experience in carrying out supply of drinking water service in large Factories/State/Central/PSU/ Large Commercial establishments.		
3	Do the applicant have a valid Pan and GST registration?		
4	Has any misleading information been given by the applicant?		
5	Has the applicant abandoned any work in the last five years or has it been blacklisted by any Government Department/PSU or have any of its contract terminated for failure to perform?		
6	Has the Applicant involved in more than one litigation in the last five years		
7	Has the applicant suffered bankruptcy/insolvency in the last 5 years?		

All the information provided herein are true and correct

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

PRICE BID

Sl.No	Description/ Name	Unit	Qty per month	Unit Rate per can (Rs)	GST %	Total rate (Rs)
1	Water Can (20 L)	Nos	210 (appx.)			

Period of contract: Oct 2025 – Oct 2027

Total cost for 2 years: (in figures Rs.)

..... (in words Rs.)

Name, E-mail, mobile number of the bidder

Signature of Bidder

UNDERTAKING

I (name of the bidder) hereby submit an undertaking to pay an amount of Rs.2,000/- to HLL if I withdraw from this tender at any point of time.

PLACE:

NAME & SIGNATURE OF THE TENDERER

DATE:

(WITH OFFICE SEAL)

Declaration of the bidder being original Manufacturer / Dealer

I (name of the bidder) hereby state that we are the original manufacturers / dealers (tick whichever is applicable) for the supply of drinking water to HLL Irapuram factory, Ernakulam

If dealer, please mention below the complete address of original manufacturer.

PLACE:

DATE:

NAME, E-MAIL AND MOBILE NO. &
SIGNATURE OF THE TENDERER

(WITH OFFICE SEAL)