

TENDER DOCUMENT

**SUPPLY & INSTALLATION OF
MODULAR WORK STATIONS
FOR MEDICAL COUNSELING SUPPORT CELL**

AT

**1ST FLOOR, NEW OFFICE BUILDING,
HLL LIFECARE LTD., SECTOR-62, NOIDA**

**PROJECTS DIVISION,
HLL LIFECARE LTD,
CORPORATE HEAD OFFICE, POOJAPPURA,
THIRUVANANTHAPURAM – 695 012,
KERALA, INDIA
PHN: ++91 471 2354949, 2775588**

FEBRUARY 2018

HLL LIFECARE LIMITED
 (A Government of India Enterprise)
 Projects Division
 Corporate Head Office, Poojappura.P.O,
 Thiruvananthapuram – 695012,
 Kerala, India
 Phn: 0471- 2354949, 2775588

INVITATION FOR BIDS (IFB)

IFB No : HLL/CHO/PROJ/MKT/MCS/MWS/2017-18

Date : 09-02-2018

HLL Lifecare Limited (HLL), a Government of India Enterprise is in the process of setting up Medical Counseling Support (MCS) Cell at 1st floor of its New Office Building at HLL Lifecare Ltd., Noida. 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.

Sl. No	Brief Description of Item/Work	Qty	EMD in Rs
1	Supply & Installation of Modular work stations for setting-up of Medical Counseling Support (MCS) Cell at 1st floor, HLL Lifecare Ltd., B-14-A, Block-B, Industrial Area, Sector – 62, Noida, Uttar Pradesh	As per Schedule III	Rs.10,000/-

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 - 09-02-2018 onwards
- b) Last date and time for receipt of bids - 20-02-2018 up to 15.00 Hrs.
- c) Date and time of opening of bids - 20-02-2018, 15.30 Hrs.
- d) Address for communication, receipt and place of opening of bids:

SENIOR MANAGER (PROJECTS),

PROJECTS DIVISION,
 C/o. MCS Division,
 HLL LIFECARE LIMITED,
 3rd Floor, HLL Lifecare Ltd.,
 B-14-A, Block-B, Industrial Area,
 Sector – 62, Noida
 Uttar Pradesh – 201301
 Ph.: +91-8330062249, +91-9037271843, 0120 4071500 (Extn. – 662)
 E-mail: harikrishnankp@lifecarehll.com, choprojects@lifecarehll.com

3. The completed and sealed bid documents should be submitted to Senior Manager (Projects), in the above address along with the EMD. The outer cover should bear the Enquiry No, closing date and General description of item tendered, and the words "DO NOT OPEN BEFORE" 15.30 Hrs (IST) on -----
 -- (Indicate the Closing Date).

4. EMD shall be submitted in the form of demand draft drawn from a nationalized bank in favor of **HLL Lifecare Limited payable at Thiruvananthapuram**. Bids received after due date and time will be rejected. Any bid not accompanied by EMD will be rejected.
5. 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.
6. 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.
7. 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.
8. 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.
9. The EMD should be enclosed in a separate envelope and super scribed as "EMD" and to be attached in the main cover.
10. SSI/MSME 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 / Udyog Aadhaar.
11. The bidder will be disqualified if they have any record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
12. 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.
13. 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.
14. 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 works

SENIOR MANAGER (PROJECTS)

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** 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 GST, 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 **7 DAYS** from the date of issuing the Letter Of Intent or Work Order.

5) PAYMENT TERMS

100% of the bill value will be paid on completion of work after issue of Work Completion certificate by Engineer In Charge/Officer In Charge of HLL Lifecare Ltd within 30 days after receipt of invoice.

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 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. For supply of capital items, duly certified delivery challan/supporting documents such as Warranty Certificates etc. shall be enclosed along with bill.

Tax Deduction: All statutory deductions like GST, 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) EARNEST MONEY

6.1 Each bid must be accompanied by E.M.D.

6.2 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 considered as security deposit and will be retained until the successful completion of work.

6.3 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
 - (iii) Fail to perform as per the tender conditions.

7) 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.

8) 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.

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

- 9.1) 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.
- 9.2) In case work is delayed due to non-availability of stores supplied by Owner 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.

10) 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.

11) 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/Hospital. 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.

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. If CONTRACTORS fails to do so, the Purchaser/Owner reserved the right to rectify/reconstruct the work through some other agency at the expenses of Contractor.
- 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.
- l) 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 and subject to vary as per each site conditions. 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.
- 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 Engineer-in-charge/ Officer in charge.

12) CORRESPONDENCE

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

SENIOR MANAGER (PROJECTS),

PROJECTS DIVISION,

HLL LIFECARE LIMITED (A Government of India Enterprise)

Corporate Head Office, Poojappura.P.O,

Thiruvananthapuram – 695012,

Kerala, India

Phn: 0471- 2354949, 2775588

E-mail: harikrishnankp@lifecarehll.com, choprojects@lifecarehll.com

13) 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.)

To

SENIOR MANAGER (PROJECTS),
PROJECTS DIVISION,
HLL LIFECARE LIMITED (A Government of India Enterprise)
Corporate Head Office, Poojappura.P.O,
Thiruvananthapuram – 695012,
Kerala, India
Phn: 0471- 2354949, 2775588
E-mail: harikrishnankp@lifecarehll.com, choprojects@lifecarehll.com

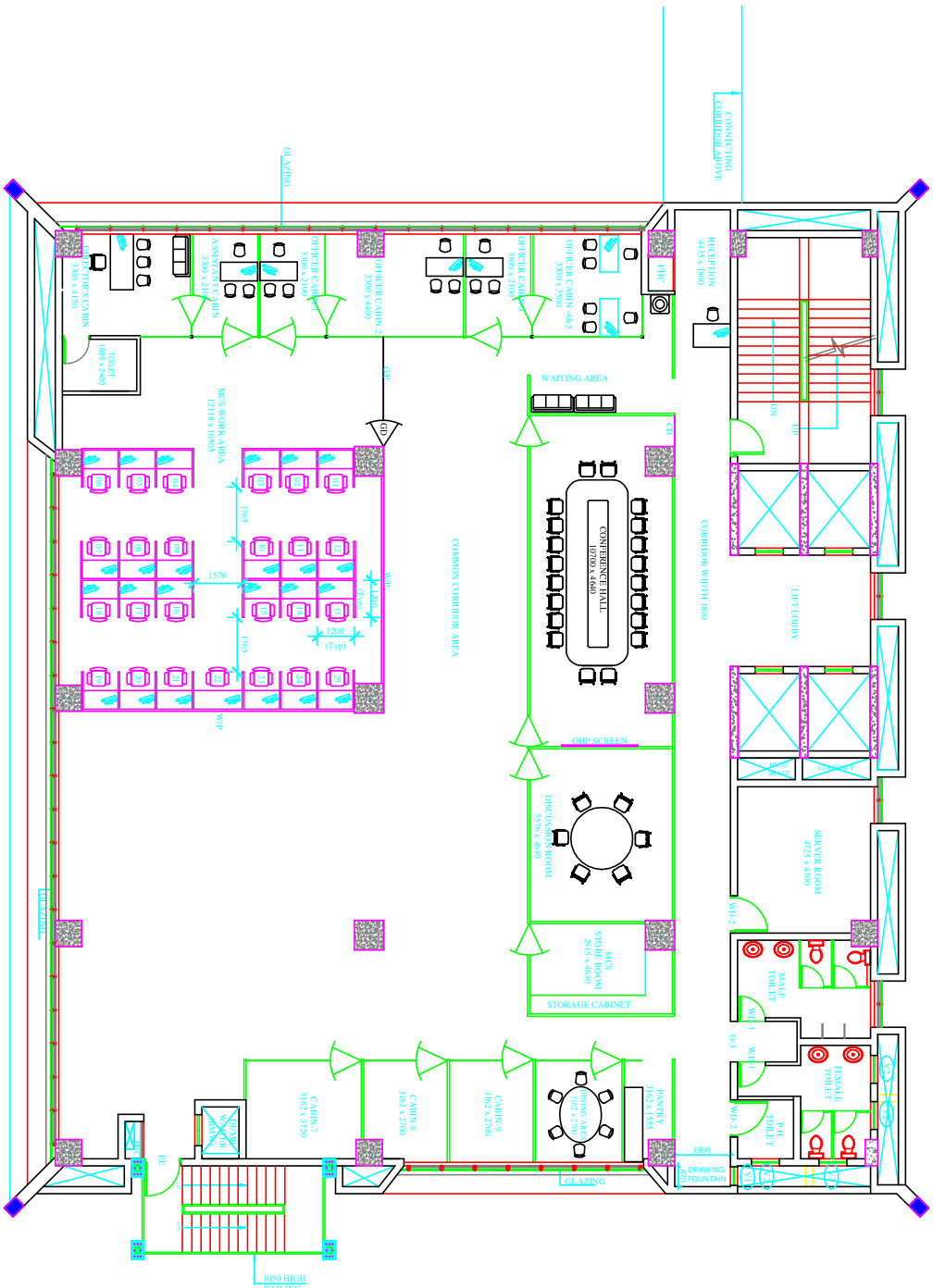
Dear Sir,

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 III					
SCHEDULE OF WORK					
Sub: Design, Fabrication, Supply and Installation of workstation for setting-up of Medical Counseling Support (MCS) Cell at 1st floor, HLL Lifecare Ltd., B-14-A, Block-B, Industrial Area, Sector – 62, Noida Uttar Pradesh – 201301					
Sl No	Specification	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1	Design , Fabrication, Supply at Site & Installation of modular type work station segments as per the following:				
	Side and Centre Partition : 60mm thick aluminium base frame made up of minimum 1.2mm thick powder aluminium profile sections as per approved design, color and profile. The base frame shall be firmly mounted on floor with suitable rubber bushings, PVC end caps shall be provided for covering all ends of aluminium sections. Front and top facia of aluminium sections shall be provided with aluminium facia plates to provide smooth formed ends. Front and back pannelling shall be provided with 12mm thick prelam board of approved color and design upto a height of 750mm from FFL . Rest of the height upto 1200mm level shall be provided with fabric faced pin-board made up of approved fabric over 6mm thick synthetic foam and soft board for a horizontal length of 600mm. Next horizontal segment of 600mm length shall be provided with white marker-board placed over particle board as base, only on front side. For drawing data cables and electric wires , two seperate race ways of 100mm width shall be provided at a height of 100mm from FFL and 300mm from FFL with corrugated,clip-on type aluminium cover plate.Necessary grooves and clits shall be provided for fixing table top segments at a height of 750mm top level. Plse refer Work Station details Drawing enclosed.	Sqm	40		
2	End Partition : 60mm thick aluminium base frame made up of 1.2mm thick powder aluminium profile sections as per approved design, color and profile. The base frame shall be firmly mounted on floor with suitable rubber bushings, PVC end caps shall be provided for covering all ends of aluminium sections. Front and top facia of aluminium sections shall be provided with aluminium facia plates to provide smooth formed ends. Front side pannelling shall be provided with 12mm thick prelam board of approved color and design upto a height of 750mm from FFL . Rest of the height upto 1200mm level shall be provided with fabric faced pin-board made up of approved fabric over 6mm thick synthetic foam and soft board for a horizontal length of 600mm. Next horizontal segment of 600mm length shall be provided with white marker-board placed over particle board as base. For drawing data cables and electric wires , two seperate race ways of 100mm width shall be provided at a height of 100mm from FFL and 300mm from FFL with corrugated,clip-on type aluminium cover plate on front side. Back pannelling shall be provided with 12mm thick prelam board of approved color and design upto the full height of 1200mm from FFL . Necessary grooves and clits shall be provided for fixing table top segments at a height of 750mm top level. Plse refer Work Station details Drawing enclosed.	Sqm	40		
3	Work bench : The table top of work bench shall be made up of 25mm thick prelaminated particle board with PVC edge band. The work bench shall be firmly supported on all three sides from the partition boards along with running supports on the underside. The width of work bench shall be 600mm. Cable outlets of 75mm dia shall be provided at suitable locations with PVC rotary covers. Retractable keyboard tray shall be provided with good quality telescopic drawer slides on both ends.	Sqm	20.00		
4	Drawer pedestal : Free-standing desk made of prelaminated particle board with one drawer and one filing cabinet with flap door. The drawer and cabinet shall be provided with suitable locks, SS handles, good quality telescopic drawer slides on both ends, SS hinges and all accessories complete. The dimesion of drawer pedestal are 500mm x 500mm x 600mm (L x B x H). The pedestal shall be provided with 50mm height legs with suitable rubber bushing.	Nos.	25.00		
5	Under desk CPU holder : Fixed type, adjustable height under-desk, vertical type, CPU holder made up of powder coated MS sheet metal. The width of CPU holder shall of adjustable type so as to mount all major types of CPUs.	Nos.	25.00		
Amount in Rs					
GST @ 18% in Rs					
Total Amount in Rs. (Incl. of applicable Taxes)					
Total Amount in words					
Rupees.....					
I AGREE TO EXECUTE THE WORKS AS PER THE RATES QUOTED AS ABOVE					
SEAL & SIGNATURE OF BIDDER					



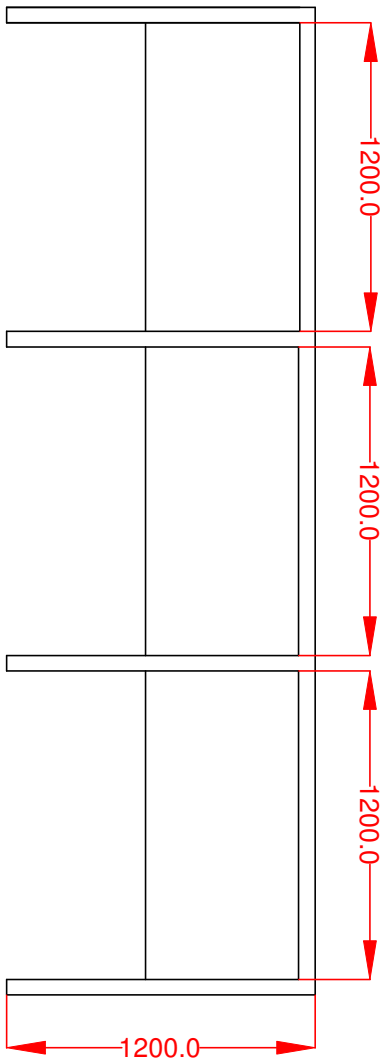
FIRST FLOOR - PROPOSED PLAN

ALL DIMENSIONS ARE IN MILLIMETER

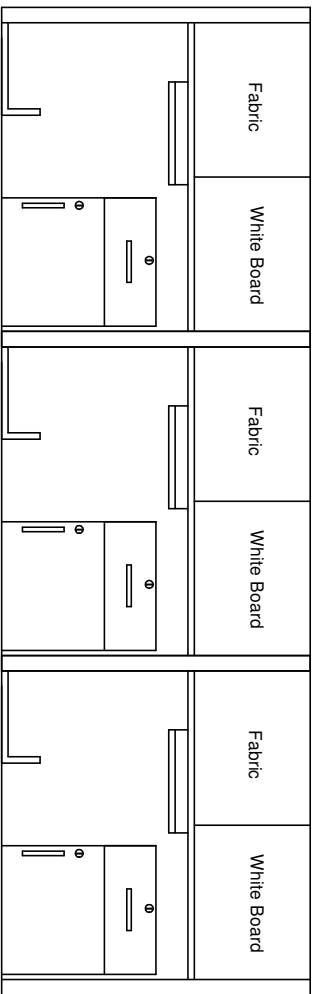
DETAILS	
G/D	Glass Door T 12 mm x W 1000 x H 2100 mm
G/P	12 mm Thick Toughened Glass Partition
W/P	75 mm Thick Wooden Partition
P	Pillar 950 x 950 mm
CD	Closed Door
GDD	12 mm Thick Glass Double Door W 1200 x H 2100 mm
	Desktop Computer
	Water Dispenser

AREA SUMMARY IN SQ. FT.		
SPACE	MCS AREA	COMMON AREA
RECEPTION	85	-
WAITING AREA	134	-
DIRECTORS CABIN	147	-
TOILET	43	-
ASSISTANT CABIN	75	-
OFFICER CABIN-1	75	-
OFFICER CABIN-2	156	-
OFFICER CABIN-3	75	-
OFFICER CABIN-4&5	125	-
MCS WORK AREA	1320	-
MCS STORE ROOM	145	-
CONFERENCE HALL	-	530
DISCUSSION ROOM	-	278
PANTRY	-	53
DINING AREA	-	92
SERVER ROOM	-	218
TOILET BLOCK	-	326
TOTAL	2380 Sq. Ft.	1497 Sq. Ft.

PLACE: HLL LIFECARE LTD. NOIDA	TITLE: HLL Lifecare Limited Thiruvananthapuram
DRAWN BY: SARATH	
CHECKED BY: HARIKRISHNAN K P	
APPROVED BY: HARIKRISHNAN K P	
DATE: 12-02-2018	DRG NO.: HLL-PRO-MCSC-NOIDA-002
SCALE: NTS	SHEET NO.: 01 OF 01
ALL DIMENSIONS ARE IN MILLIMETER	REV:-00 DATE:- 12.02.2018



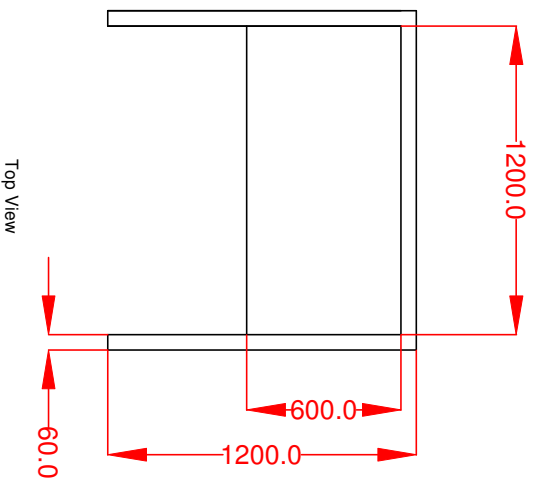
Top View



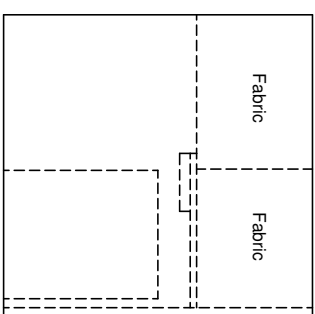
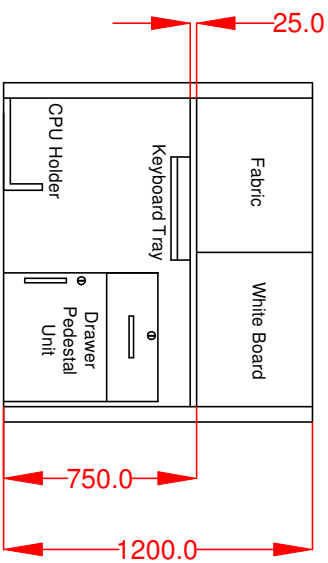
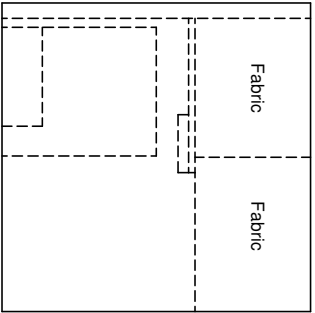
Front View

All Dimensions are in Millimeter

HLL Lifecare Limited Thiruvananthapuram			
TITLE:- MCS NOIDA WORK STATION - DETAILS		DRG NO.: HLL-PROJ-MCS-NOIDA-003	
DRAWN BY: SARATH	CHECKED BY: ARUN	APPROVED BY: HARIKISHANKAR P	DATE: 14-02-2018
SCALE: NTS		SHEET NO : 01 OF 02	
ALL DIMENSIONS ARE IN MILLIMETER		REV:-00	DATE:- 14.02.2018



Material : As Per Tender Specifications



All Dimensions are in Millimeter

HLL Lifecare Limited		Thiruvananthapuram	
TITLE:-			
MCS NOIDA WORK STATION - DETAILS			
DRAWN BY:	SARATH	DRG NO.:	HLL-PROJ-MCS-NOIDA-003
CHECKED BY:	ARUN	SHEET NO.:	02 OF 02
APPROVED BY:	HARIKISHANKR P	DATE:	14.02.2018
DATE:	14.02.2018	REV:-00	DATE:- 14.02.2018
SCALE:	NTS		
ALL DIMENSIONS ARE IN MILLIMETER			