

No.HLL/BG/HR/QC Parcel Courier/2025-26

Date:05.07.2025

निविदा सूचना / TENDER NOTIFICATION

Quotations are invited from competent and registered Courier agencies for booking and delivery of letters, documents, articles and parcels through courier service all over India on day to day contract basis for a period of two Years from the date of work order. Details of the Tender are as follows:

S.No.	Particulars	Description
1	Name of the work	Booking and Delivery of letters, documents, articles and parcels through courier service all over India on day to day contract basis.
2	Approx. Tender value for one year (Rs.)	2.5 Lakhs per year
4	Period of contract	01.08.2025 to 31.07.2027
5	EMD (EMD is exempted for MSME as per guidelines issued by Government time to time)	Rs.5,000/- shall be paid separately through RTGS/NEFT / BANK GURANTEE transfer to - State Bank of India A/c Number: 11130285123 IFSC Code: SBIN0000888 Branch name: Ashok Nagar, Nipani
6	Security Deposit	5% of the work order value. However SD rate declared thereafter by Govt. of India will be made applicable
7	Eligibility criteria for Tenderer	As per Tender document
8	Start date of submission of quotation	05/07/2025
9	Last date to receive quotation	19/07/2025
10	Date of opening of quotation	21/07/2025

Minimum Eligibility criteria for qualifying

Agencies intending to participate shall fulfill the following qualification criteria:

1. The Tenderer should have a minimum experience of One year in the field of providing courier services. Experience certificate is to be attached with quotation.
2. The Tenderer should have a valid PAN Number issued by Income Tax Authority. (Attach photo-copy of PAN Card).
3. The Tenderer should be registered with Goods & Service Tax Authority and should have a valid GST Number issued by Statutory Authority and should be ready to issue GST Compliant Bills/Invoices for release of payment. (Attach self-attested photo-copy of GST Registration with GST number).
4. The Tenderer should have an On-line Developed Software available on its Official Website so as to enable the Company to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.
5. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises. All rules and regulations as per guidelines of Government of India shall be applicable for MSME Copies of the above certificates shall be produced as a proof along with tender document.

NATURE OF WORK

Booking of letters, documents, articles and parcels through courier service from HLL Lifecare Limited, Kanagala, Belagavi and deliver it at all over India on day to day basis and delivering of consignments received in the name of HLL Lifecare Limited, Kanagala.

Procedure for deciding L1 party

L1 rates quoted for the destinations specified in this tender notification will be considered as L1 Party subject to fulfillment of other terms and conditions.

GENERAL INSTRUCTIONS TO TENDERER

1. Full care is to be taken for safe delivery of the letter/ article/document/Parcel within the scheduled time.
2. POD (Proof of Delivery) should be submitted to HLL Lifecare Limited, Kanagala along with monthly bills. Payment will be released on submission of PODs only.
3. The Tenders without E.M.D will be rejected.
4. Couriers must have internet network.
5. Contractor has to ensure compliance of Safety & Quality Policy of Company
6. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Address for communication: DGM (HR), HLL Lifecare Limited, Kanagala – 591 225, Tahasil Hukkeri, District Belagavi, State Karnataka, India Ph:08333-279244, 279209 E-mail:veerendra@lifecarehll.com
7. More details can be had from the above Office during working hours. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Tenderer during the above tender process.
8. **Tender submission:** Tenderers have to submit their bids along with supporting documents to support their eligibility.
9. EMD: as per the tender conditions shall be paid separately, thru RTGS/NEFT /BANK GURANTEE transfer in the following HLL A/c details:

Name of Bank: State Bank of India
A/c number: 11130285123
IFSC Code: SBIN0000888
Branch name: Ashok Nagar, Nipani
10. HLL Lifecare Limited reserves to themselves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at his quoted rates
11. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the tenderer or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by HLL Lifecare Limited including but not limited to forfeiture of EMD, Security Deposit, black listing etc., as deemed fit by HLL Lifecare Limited.
12. Conditional bids not supported with appropriate/desired documents will be rejected out rightly and decision of HLL Lifecare Limited in this regard shall be final and binding.

13. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the tenderers and to carry out the capability assessment of the tenderers and the HLL Lifecare Limited's decision shall be final in this regard.
14. If the Tenderer / s back out from the commitment their EMD and Security Deposit will be forfeited followed by Blacklisting.
15. Section 101 (Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948 (All LXIII of 1948) (23rd September 1948) is applicable
16. Payment will be released on monthly basis on submission of proper bills attaching the documents specified by the Company.
17. Taxes and duties if applicable are to be borne by the contractor only.
18. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest etc.
19. HLL Lifecare Ltd. has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
20. In the event of unsatisfactory services rendered by the contractor, the contract may be cancelled by the HLL by giving one month's notice. In case the contractor is having any difficulty to continue the contract he /she should give a two-month notice in writing to HLL for short closing the contract. In case the contract is short closed, HLL may forfeit the EMD and Security deposit / levy penalty as decided by the HLL authority.
21. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in neither HLL nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of HLL. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at HLL.
22. The total HLL Campus is 'NO SMOKING ZONE'. Smoking, chewing tobacco / pan masala, consuming liquor etc. is strictly prohibited inside the premises. Violation of the same shall attract a penalty up to Rs.5000/- for each instance. Such penalty shall be recovered from the contractor's Bills.
23. The contractor shall take applicable insurance or cover all the workmen under the provisions of ESI as the case may be.
24. On award of contract, Security Deposit (SD) of 5% of work order value in cash OR Bank guarantee of equivalent amount is to be submitted. OR SD will be recovered @5%. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable. However SD amount will be applicable as per Govt. of India guidelines issued from time to time.

25. In case of any damages caused to HLL property by contractor/his/her men while executing the job, the cost of the same shall be recovered from the contractor.
26. The rates quoted should be valid till the completion of contract and will not be enhanced during the period of the contract on any account. Sub contract is not allowed.
27. The Contractor has to ensure that all precautions are taken for safety of his employees and equipment.
28. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
29. Transport / conveyance of workers engaged by the contractor is to be arranged by the contractor at his cost only wherever and whenever required or insisted.
30. Contractor to ensure that the employees deployed in the premises of HLL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification and experience etc. acceptable to concerned department.
31. It is the contractors' responsibility for the safety aspects of his/her employees deployed for the work. He/she should provide necessary safety equipments like Shoes, Gloves, and Mask etc. at his/her own cost to his/her employees deployed for the said work wherever necessary. The safety and quality policy of the Company shall be complied by the contractor
32. The contractor shall be responsible for the discipline of his/her own laborers deployed under the service contract. In case of any loss to HLL on account of indiscipline of contract labour then such loss shall be assessed and recovered from the contractor's bills or from the security Deposit.

LEGAL COMPLIANCE

The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his/her agents or servants or workers to any property of the Institute HLL reserves the option to make good the damage or loss by charging the contractor with the expenses.

Dispute if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by HLL at Hukkeri Court as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under.

Any Arbitrator appointed shall not have the jurisdictions to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts or amounts payable to either party. No dispute arising of the execution, implementation or termination of the present contract, as also any other dispute with respect to the present contract be entertained by any court and shall be subject matter of Arbitration under the Indian Arbitration and Conciliation Act, 1996 and rules framed there under.

All legal disputes shall be subject to jurisdiction of Hukkeri court (Belagavi Dist. Karnataka) only.

Unless otherwise stipulated in the Tender Notification, conditional offers, alternative offers, multiple bids by a tenderer shall not be considered.

Bids are liable to be rejected as nonresponsive if a Tenderer fails to provide and/ or comply with the required information, instructions etc., incorporated in the Tender Document or gives evasive information/ reply against any such stipulations

Furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejection of the bid as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the Tender Document for violation of the Code of Integrity.

UNDERTAKING
(To be attached with Price Bid Form)

I, Shri/Smt. _____ R/o

_____ hereby solemnly agree to abide by the Terms and Conditions and the rates enumerated above. Any break of the Clause/Clauses will render my contract null and void. I have understood completely about this tender document and the terms and conditions therein.

Dated

Signature of the Contractor

Witness No. 1

(Name and full address)

Witness No. 2

(Name and full address)

I accept the above condition
(Full signature of the Tenderer with seal of the Agency)

TENDERER DETAILS FORM
(If required separate sheet can be enclosed)
(To be attached with Price Bid Form)

Sl. No.	Subject	Details
1	Name of Tenderer	
2	Address of Tenderer / Contact Number / Mobile number / E-mail id	
3	Experience / work completion certificate	Yes / No (Copy to be uploaded)
4	GST Number	Yes / No (Copy to be uploaded)
5	PAN No. / PF and ESI registration code	Yes / No (Copy to be uploaded)
6	Turn over details for last 01 Year	Yes / No / NA (Copy to be uploaded)
7	Labour License No under CLRA Act.1970	Yes / No / NA (Copy to be uploaded)
8	Banker Details	Yes / No (Copy to be uploaded)
9	Are you ready to follow the terms and conditions of tender notification?	Yes / No

घोषणापत्र DECLARATION

I / we confirm having read and understood all the specifications, instruction, forms, terms and conditions and all relevant information regarding the above Tender and agree to abide by all without any deviation from what are stated above.

स्थान Place:

दिनांक Date:

निविदाकर्ता के हस्ताक्षर एवं मुहर
Signature of Tenderer along with seal

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LTD.
भारत सरकार का उद्यम A GOVT. OF INDIA ENTERPRISE
कणगला KANAGALA – 591225, बेलगावि जिला BELAGAVI DIST.

कीमत बोली फॉर्म PRICE BID FORM

Work: Delivery of letters, documents, articles and parcels through courier service all
Over India on day to day contract basis.

FORMAT FOR QUOTING RATE

1) LETTERS / ARTICLES / DOCUMENTS BY – AIR MODE

Sl. No	Weight		(In Rs.)					
	From	To	Bangalore	Kolkata	Chennai	Hyderabad	Delhi	Rest of India
1	1 Kg	5 Kg						
2	6 Kg	10 Kg						
3	11 Kg	15 Kg						
4	16 Kg	20 Kg						
5	21 Kg	25 Kg						
6	26 Kg	30 Kg						

- Rate quoted by the tenderer should be inclusive of all.
- Delivery time required to deliver the item after booking at HLL Kanagala to various destinations are mentioned below :
 - Delhi : Within 04-days
 - Hyderabad : Within 02-days
 - Bangalore : Within 02-days
 - Kolkata : Within 03-days
 - Chennai : Within 03-days
 - Rest of India : Within 04-days

स्थान Place:

दिनांक Date:

निविदाकर्ता के हस्ताक्षर एवं मुहर
Signature of Tenderer along with seal

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LTD.
भारत सरकार का उद्यम A GOVT. OF INDIA ENTERPRISE
कणगला KANAGALA – 591225, बेलगावि जिला BELAGAVI DIST.

कीमत बोली फॉर्म PRICE BID FORM

Work: Delivery of letters, documents, articles and parcels through courier service all
Over India on day to day contract basis.

FORMAT FOR QUOTING RATE

2) LETTERS / ARTICLES / DOCUMENTS BY – SURFACE MODE

Sl. No	Weight		(In Rs.)					
	From	To	Bangalore	Kolkata	Chennai	Hyderabad	Delhi	Rest of India
1	1 Kg	5 Kg						
2	6 Kg	10 Kg						
3	11 Kg	15 Kg						
4	16 Kg	20 Kg						
5	21 Kg	25 Kg						
6	26 Kg	30 Kg						

- Rate quoted by the tenderer should be inclusive of all.
- Delivery time required to deliver the item after booking at HLL Kanagala to various destinations are mentioned below :
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 - Chennai : Within 03-days
 - Rest of India : Within 04-days

स्थान Place:

दिनांक Date:

निविदाकर्ता के हस्ताक्षर एवं मुहर
Signature of Tenderer along with seal

