

NOTICE INVITING

EXPRESSION OF INTEREST

**SELECTION OF PROJECT MANAGEMENT CONSULTANT FOR
HEALTHCARE RELATED PROJECTS**

HLL/CMO/HCD/PMC/2019-20/EOI 001

13th November 2019



HICARE DIVISION

HLL Lifecare Limited

**(A GOVERNMENT OF INDIA ENTERPRISE),
CENTRAL MARKETING OFFICE, HLL BHAVAN, #26/4,
TAMBARAM-VELACHERY MAIN ROAD, PALLIKARANAI,
CHENNAI-600 100**

www.lifecarehll.com

CIN No U25193KL1966GOI002621

NOVEMBER 2019

HLL LIFECARE LIMITED

(A GOVT. OF INDIA ENTERPRISE)

Central Marketing Office at #26/4, Tambaram-Velachery Main Road,,
Pallikaranai, Chennai 600 100.Registered Office: [HLL Bhavan](#) at Mahilamandiram Road, Poojappura
Thiruvananthapuram - 695 012, Kerala**HLL/CMO/HCD/PMC/2019-20/EOI 001****Dt. 13.11.2019****SECTION – I****NOTICE INVITING EOI**

HLL Lifecare Limited hereby invites Expression of Interest (EOI) in sealed bid from eligible and competent firms for providing comprehensive support for the commencement, implementation & completion of projects related to Healthcare undertaken in India.

SI No	Description of work	Tender Fee	EMD amount
A	Project Management Consultant Providing comprehensive support & facilitating to commence, implement & complete the project related to Healthcare	Rs. 5,000/- (Incl GST)	Rs. 5,00,000

EOI will be issued from the Office of the Vice President (Marketing), HLL Lifecare Limited, Central Marketing Office, HLL Bhavan, #26/4, Tambaram-Velachery Main Road, Pallikaranai, Chennai-600 100, from 13.11.2019 to 03.12.2019 on all working days between 11.00 AM and 4.00 PM, on payment of non-refundable fee of Rs. 5,000.00 (Rupees Five Thousand only) (Including tax). The tender may also be downloaded from our web site www.lifecarehll.com and the tender cost shall be submitted along with the tender in the form of Demand Draft taken in favour of HLL Lifecare Limited payable at Chennai. Failing to submit the tender document fee, the bid is liable to be rejected. SSI/MSME units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC and mandatorily shall provide Udyog Aadhar Number. All MSME bidders shall declaration UAM number on CPPP, failing which such bidders will not be able to enjoy the benefits as per PP policy for MSMEs order, 2012.

Last date and time of receipt of Tender

: - 13.11.2019 at 14.00 PM.

Date and time of opening of Tender

: - 03.12.2019 at 15.00 PM.

Vice President (Marketing)

SCHEDULE FOR SUBMISSION OF APPLICATION

Date of opening Notice Inviting EOI	13-11-2019 10.00 Hrs.
Pre Bid Meeting	22-11-2019 11.00 Hrs
Last date for submission of the application	03.12-2019 14.00 Hrs.
Date & Time of Opening Eol	03-12-2019 15.00 Hrs.
Venue of opening Eol	Application submission Address
Tender Fee	Rs. 5,000/- (Rupees Five Thousand only)- Incl GST
Earnest Money Deposit (EMD)	Rs. 5,00,000/- (Rupees Five Lakhs only)
Scrutiny and selection of applicants, Opening of Price Bid & Issue of Letter of Intent etc.	Will be notified separately
Address for pre-Bid meeting	HLL Lifecare Ltd Central Marketing Office, HLL Bhavan, #26/4, Tambaram-Velachery Main Road, Pallikaranai, Chennai-600 100 Ph: +91-44-2981 3732/34 Email: hcdcmo@lifecarehll.com
Address for submission of Applications	Vice President (Marketing), Central Marketing Office, HLL Bhavan, #26/4, Tambaram-Velachery Main Road, Pallikaranai, Chennai-600 100 Ph: +91-44-2981 3732/34 Email: hcdcmo@lifecarehll.com

* EOI application money & EMD shall be submitted as bank guarantee/ Bank Draft / Bankers cheque from any Schedule Bank in favor of "HLL Lifecare Limited" payable at Trivandrum.

SECTION I

NOTICE INVITING EXPRESSION OF INTEREST

Invitation of “Expression of Interest (EOI) for selection of Project Management Consultant for the various turnkey projects undertaken by HLL Lifecare Ltd.

HLL Lifecare Limited (HLL) is a public sector undertaking under the administrative control of the Ministry of Health & Family Welfare, Government of India. HLL’s purpose of business is “to be a globally respected organization focusing on inclusiveness by providing affordable and quality healthcare solutions through continuous innovations”. In its quest to become a comprehensive health care solutions provider, HLL diversified into hospital products, healthcare and retail services, while nurturing its core business of providing quality contraceptives.

HLL has grown into a multi-product, multi-location company specializing in manufacturing and marketing of wide range of contraceptives, hospital products, pharmaceutical products and provide healthcare solutions.

A company aimed at realizing the government’s family planning programme, HLL Lifecare Limited started as a manufacturer of natural rubber latex condoms. The foundation paved the way for a big dream that was in a nascent stage, aimed at changing the lives of a number of people. The company spread its wings to diversify into a healthcare major, with great emphasis over healthcare services. As the company successfully completes 50 years of consistent quality performance, HLL is entrusted with greater responsibilities – the affordable pharmacy network across the nation, healthcare services outlets, vaccine security of the nation and much more.

HLL has independent business divisions offering various products and services to different segments. HICARE division of HLL markets a wide range of hospital products and equipment. Projects and Services segment of Hi-CARE division views the customer requirements not in a compartmentalized approach but in a holistic platform. We have adopted the philosophy of “providing solutions” beyond just supplying products.

The segment mainly concentrates on setting up/renovation/up gradation/re modeling of Blood Storage Centers, Blood Banks, Blood Component Separation Units, Neonatal Intensive Care Units, New Born Care Corner, New Born Stabilization Unit, Special Care Newborn Units, IVF Labs (In-vitro Fertility), Trauma care centers, Burn care centers, Modular Operation Theatres, Operation Theatres, ICUs, NICU’s, Viral Lab, Labor Room, District Early Intervention Centre (DEIC), Burn ICU, Dialysis unit, BMT Unit (Bone Marrow Transplant Unit), Procurement and supply of Medical/Non-Medical Equipment, NRC etc. on a TURNKEY basis.

HLL now invites the Expression of Interest for selection of competent Project Management Consultant (PMC) for the various healthcare related Projects across the country. For the purpose of Projects, 5 Zones are classified as follows:-

Sl.No.	Zone	State/UT	No. of State
1	East	Chhattisgarh, Bihar, Jharkhand, Odisha, West Bengal	5
2	North East	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland Sikkim, Tripura	8
3	North	Haryana, Himachal Pradesh, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand, Chandigarh, Delhi, Jammu & Kashmir, Ladakh	10
4	South	Andhra Pradesh, Karnataka, Kerala, Tamilnadu, Telangana, Andaman & Nicobar island, Lakshadweep, Pondicherry	8
5	West	Madhya Pradesh, Goa, Gujarat, Maharashtra, Dadra & Nager Haveli, Daman & Diu	6

As and when there is a scope of projects to HLL in any State/UT, HLL will invite the financial bid from the technically qualified bidders. It is the sole discretion of HLL to invite Financial Bid for the Project in which the service of PMC is necessarily required.

The nature of services to be provided by the PMC will include, but will not be limited to, Coordinate with HLL and the hospitals for preliminary works for conducting GAP Analysis, conducting GAP Analysis, Consolidation & assessment of Gap survey, preparation of technical data (Architectural drawing, schedule of work, technical specification of Medical/Non-Medical equipment), Arranging necessary documents viz GAP analysis reports, DPR for release of order/Signing MoU, Arrange necessary permission and clearance to take possession of site,, Material movements within the hospital for taking over the project at site, Project implementation, Addressing the concerns of the client to HLL arising during the time of project implementation and also Collect completion certificate from the hospitals and submit to HLL.

The PMC should provide sufficient technically qualified and experienced staff for providing the required level of service.

1) TENDER DETAILS

Tender Fee	Rs. 5000.00 (Incl GST)
Earnest Money Deposit	Rs. 5.00 Lakhs
Last date & time of submission of Tender	14.00 hrs IST on 03.12.2019
Date & Time of opening of technical Bid	15.00 hrs IST on 03.12.2019

2) GENERAL INSTRUCTION

Bidders shall submit a Power of Attorney authorizing the signatory (ies) of the tender to commit the tender. The authorized signatory of the bidder shall sign each page of tender. Cancellation or creation of a document such as Power of Attorney, Partnership deed, constitution of firm etc., which may have bearing on the Tender / Contract, shall be communicated forthwith in writing by the bidder to HLL.

3) BID DOCUMENTS

The offers /bids shall be submitted in a sealed envelopes and addressed to the **Vice President (Marketing), HLL Lifecare Limited, Central Marketing Office, HLL Bhavan, 26/4, Tambaram-Velachery Main Road, Pallikaranai, Chennai – 600 100** duly super scribing on top “EOI for Selection of Project Management Consultant”, on or before the last date and time for submission. The envelope should also bear the name and address of the bidder.

The firm(s) must include in their Technical Bid the following information in the format given in the Terms of Reference:

- a) The general and overall experience of the firm including the number of years of operations, in undertaking projects, planning, implementation, facilitation services, supervision of similar works or in a construction business.
- b) Annual turnover of the firm(s) for the last three years duly audited by a Chartered Accountant.
- c) Nature, cost, area, employer, location and specific services for works presently at hand and likely date of completion.
- d) Organogram containing list of professional employees and Key personnel indicating the nature of specialization, qualifications and experience considering requirements.

4) BID EVALUATON

The bids will be evaluated based on the eligibility criteria and responsiveness to the tender requirements. The Financial Bids of firm(s) will be invited separately who fulfill the technical tender requirements. The Financial bid for each Zones will be invited whenever there is a scope of projects for HLL in that particular zone.

The successful bidder shall be required to execute a Contract Agreement as prescribed by HLL within Twenty One (21) days of issue of Letter of Acceptance, failing which the Earnest Money shall be forfeited and the offer cancelled.

The Terms of Reference and Conditions of Contract (Bid Document) can be downloaded from HLL website www.lifecarehll.com.

The Offers /bids must be delivered to the address below on or before 14.00 hrs of 03.12.2019. The envelope should be duly super scribed as “EOI for Selection of Project Management Consultant” along with EMD in the form of a Bank **Draft for Rs.5,00,000 in favor of HLL Lifecare Limited payable at Chennai**. The Earnest Money Deposit of Rs.5,00,000 shall be refunded in case of firm(s) whose offers/bids are not accepted.

Further information if any, may be obtained from the address and telephone no. given below:

**Vice President (Marketing),
Central Marketing Office,
HLL Bhavan, #26/4, Tambaram-Velachery Main Road,
Pallikaranai, Chennai-600 100
Ph: +91-44-2981 3732/34
Email: hcdcmo@lifecarehll.com**

SECTION II INSTRUCTION FOR BIDDERS (ITB)

1) BRIEF DESCRIPTION OF PROJECT

HLL Lifecare Limited wishes to engage competent PMC for the various healthcare projects undertaken by HLL on turnkey basis across the country. The nature of services to be provided by the PMC will include, but will not be limited to, Coordinate with HLL and the hospitals for conducting GAP Analysis, Consolidation & assessment of Gap survey, preparation of technical dates (Architectural drawing, schedule of work, technical specification of Medical/Non-Medical equipment), Arranging necessary documents viz GAP analysis reports, DPR for release of order/Signing MoU, Arrange necessary permission and clearance to take over the site,, Material movements within the hospital for taking over the project at site, Project implementation, Addressing the concerns of the client to HLL arising during the time of project implementation and also Collect completion certificate from the hospitals and submit to HLL.

The PMC will be required to provide sufficient technically qualified and experienced staff for providing the required level of service.

2) SCOPE OF WORK

The services to be provided by the PMC shall inter alia include the following:

Sl. No.	Description of work
1	Conducting GAP Analysis.
2	Consolidation & Assessment of GAP survey
3	Preparation of Architectural Drawing
4	Preparation of schedule of work/BOQ
5	Preparation of technical specification of Medical/Non-Medical Equipment
6	Arranging necessary documents viz Gap Analysis report, DPR for release of order/ Signing MoU
7	Arranging permission and clearance to take over the site
8	Material movements within the hospital for commencing the works
9	Facilitating Project Implementation
10	Collection of completion certificate from the hospitals.

a) Responsibility of PMC**i) Conducting GAP Analysis.**

PMC shall co-ordinate with HLL and the concerned hospitals for conducting GAP analysis for the respective projects. All the permissions/statutory approvals/written communications from the hospitals shall be obtained by the PMC for conducting the GAP analysis smoothly. Visit the site for assessing, taking necessary measurements, examine the Site of Work & its surroundings and obtain all information. For Equipment & other items, separate GAP analysis report shall be prepared as per the Guideline/list provided by HLL and also the existing Equipment details shall be considered. PMC shall obtain the GAP analysis report for Civil & Electrical works and Equipment/other items duly certified by the authority of HLL and hospital concerned. The GAP analysis report in original shall be submitted to HLL.

ii) Consolidation & Evaluation of GAP survey

After examining all the aspects including site constrains/ potentials the PMC shall prepare a site evaluation and recommend the works from the Gap analysis report for preparation of Site Drawing & BOQ. For Equipment & other items, the GAP analysis reports shall be consolidated and prepare the supply quantity based on the GAP analysis report ensuring the Guideline/list provided by HLL. The consolidated details shall be submitted to HLL.

iii) Preparation of Architectural Drawing.

Architect shall be responsible for planning, preparation of site plan, schedule of work & cost estimate in respect of the work. Preparation of various recommendations for site plan, based on the detailed operational/ functional requirements and preliminary data collected from the site/consolidated details, confirming to CPWD specification, requirements stipulated by local authorities like HLL Engineer/ Hospital Medical officers/NHM and other Govt. Authorities. Architect shall take entire responsibility for designing of renovation work, and other various repair and maintenance forming part of the work. The Architect shall carryout the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services, will conduct themselves in a manner consistent herewith.

iv) Preparation of schedule of work/BOQ.

Prepare schedule of work & cost estimate etc. based on the detailed operational/ functional requirements and preliminary data collected from the site/consolidated details, confirming to CPWD specification, requirements stipulated by the authorities like HLL Engineer/Hospital Medical officers/NHM and other Govt. Authorities. The scope of detailed engineering of various repair and maintenance involves mainly the Painting for exterior and interior, flooring, wall cladding, repairs to plastering, water proofing, replacing the damaged sanitary and plumbing items and replacing/ repairing electrical fittings & fixtures (if required) as per latest sound engineering practice and confirming to latest IS rules & bye-laws etc. Preparation of Bills of quantities for preparing the detailed project proposal from the HLL Engineers and follow-up on all the nature of work related queries/requirements till the permission is granted by the authority.

- v) Preparation of technical specification for Medical/Non-Medical Equipment**
The technical specification for the Medical/Non-Medical Equipment and other items shall be prepared in accordance to the latest Guideline issued by GOI. The technical specification prepared shall be a common, not a company specific and shall not restrict the competitiveness during bidding. The specification prepared shall be approved by HLL Engineer.
- vi) Arranging necessary documents viz GAP analysis report, DPR for release of order/Signing MoU.**
PMC shall prepare the Detailed Project Proposal (DPR) consolidating all the technical data prepared in terms of Architectural Drawing, BOQ, Equipment list with specification. The DPR shall contain all the required information for the said project. Necessary related documents like DPR, GAP Analysis report shall be arranged in co-ordination with HLL & hospital for release of order/signing MoU. The DPR in triplicate shall be submitted to HLL.
- vii) Arranging permission and clearance to take over the site.**
PMC shall arrange necessary statutory approvals from Engineer In Charge from HLL & Hospital, approvals from Centre In-charge/ Medical Officer/ Chief Medical Officer/District In-charge/ Govt. Engineer at HQ etc to take over the site. The detailed scope of project shall be explained/ presented to the client before commencing the work and the clearance shall be obtained from the respective authorities for taking over the site.
- viii) Material movements within the hospital for taking over the project at site.**
For taking possession of site and commencing the works at site, if material movement/material relocation/ material re-arrangement required, that shall be done by the PMC. If renovation works are the scope of work, then the PMC shall do the material movements with the consent of HLL Engineer and Hospital In-Charge for scrapping/ demolishing of walls/ removal of wall/floor tile etc. If space is not available within the hospital, then PMC shall arrange temporary storage area within the hospital premises for storing the materials. Any damage arises during the material movement that shall be the sole responsibility of the PMC and the loss incurred shall be recovered by HLL from PMC.
- ix) Facilitating the project implementation.**
PMC shall co-ordinate with HLL for implementation of the project. For smooth implementation of projects, PMC shall be present till the completion of project. The liabilities of PMC is to facilitate for implementation and not liable for any works/purchase which will incur additional expenses. PMC shall have the responsibility of completing the project as per the time period provided. As and when the inspection of site is done by HLL/Client, PMC shall arrange their Engineer/Supervisor at site. At any time, any day, inspection will be done and the PMC shall be capable to explain the work execution/implementation. PMC shall address the concerns of the client to HLL, arising during the time of project implementation and also
- x) Collection of completion certificate from the hospitals**
On completion of projects at each site, PMC shall collect the completion certificate (CC) on HLL's behalf and handover to HLL's Regional Manager (North-P&S)/ Business Manager (P&S)/ Deputy General Manager (Mktg). Any expenses towards collecting the completion certificate shall be within the scope of the PMC.

The completion certificate will be accepted by HLL only, if the CC certified as satisfactory by the client. If any remarks or comments written by the client shall not be accepted, then the completion certificate is invalid, then PMC shall intimate to HLL in writing for the rectification/re works to be done if any. The completion certificate format will be provided by HLL.

The team deputed by the PMC shall be prepared to travel extensively throughout the project period or over the period, if required. Any expenses incurred towards boarding, lodging, travel, stationeries, Manpower etc shall be within the scope of the PMC.

b) Reporting

A report shall be generated every fortnightly and the Status shall be updated to HLL's Regional Manager / Business Manager / Deputy General Manager (Mktg). The report format is specified in the Annexure.

c) Project Presentation

As and when required by HLL/HLL's client, the PMC shall have to prepare the presentation on detailing the project on all aspects. The presentation shall be upto satisfactory level HLL and in the format prescribed by HLL.

3) ELIGIBILITY CRITERIA

Bidders shall enclose as part of its Bid, relevant details and documents establishing its eligibility and qualification to perform the contract. Following are the eligibility criteria

- a) The firm should be in the capacity of a Proprietorship or Partnership firm or Limited Liability Partnership or a Company or consortium partner (not more than 2 partners).
- b) The firm should have its registered office anywhere in the country.
- c) Trust/ Association are not allowed to submit the bids.
- d) The bidder should be in the business of construction for a minimum period of three years as on the last date of submission of bid.

For the consortium, the Lead partner and secondary partner, collectively shall have executed the contracts valuing for atleast Rs. 30 Cr in the construction business/ similar consultancy works, out of which contracts valuing for atleast Rs. 5 Cr from either one of the partner or together shall be from/ with any Govt. Institution/ Govt. Hospitals/ Govt. Organization. The proof of orders or completion certificate shall be submitted along with the bid.

For other than consortium, the bidders shall have executed the contracts for a total valuing Rs.20 Cr in the construction business, out of which contracts valuing for Rs. 3 Cr shall be from/with any Govt. Institution/ Govt. Hospitals/Govt. Organization. The proof of orders or completion certificate shall be submitted along with the bid.

- e) Annual turnover of the firm(s) for the last three financial years (FY 2016-17, 2017-

18 & 2018-19) shall duly audited by a Chartered Accountant.

For consortium, both the partners shall collectively have atleast Rs. 30 Cr as annual turnover in any one the last 3 financial years shall be duly audited by a Chartered Accountant and out of which the Lead partner shall have atleast Rs. 3 Cr as annual turnover in any one of the last 3 financial years.

Other than consortium, the Annual turnover of the firm shall be atleast for Rs. 20 Cr in any one of the last three financial years shall be duly audited by a Chartered Accountant.

4) TERMS & CONDITIONS

a. General Instructions to Bidders

- aa. Prospective Bidders may visit or may seek any clarification by mail on or before 5.00 PM on 22.11.2019
- bb. Bidders shall ensure that their tenders are complete in all respects and are received at the office of Vice President (Marketing), HLL Lifecare Limited, Central Marketing Office, HLL Bhavan, 26/4, Tambaram-Velachery Main Road, Pallikaranai, Chennai – 600 100, Email: hcdcmo@lifecarehll.com on or before the closing date and time as indicated in the Notice Inviting Tender, failing which the tenders will be treated as late and rejected.
 - I. Bids received after the due date may not be considered
 - II. Bidders who are participating have to do all the mentioned scope of services in the tender.
 - III. At any time, prior to the date of submission of Bids, HLL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify tender documents by amendments.
 - IV. The amendments shall be notified in the website (www.lifecarehll.com) of HLL only and these amendments will be binding on the bidder
 - V. In order to afford prospective bidders a reasonable time to take the amendment in to account in preparing their bids, HLL may, at its discretion, extend the deadline for submission of the bid suitably.
 - VI. Conditional offers are liable for rejection.
 - VII. The Bidders should give clause by clause compliance of Notice of Tender with references to supporting documents; otherwise the offers are liable for rejection.
 - VIII. The Bidder to indemnify HLL from any claims / penalties / statutory charges, liquidated damages, with legal expenses etc as charged by the Client/third parties.
 - IX. While the tender has been prepared in good faith, HLL does not make any commitment or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statement or omission herein, or the accuracy, completeness or reliability of information contained herein, and shall incur no liability under any law, statue, rules or regulations as to the accuracy, reliability or completeness of this request, even if any loss or damage is caused by any act or omission on its part.
 - X. Bidders are requested to keep the information and details strictly confidential. We are looking for your support and co-operation in getting fully responsive tenders.

- XI. HLL shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their Tender and other expenses.
- XII. Offers should be valid for 2 years from the date of opening of tenders for acceptance by HLL.
- XIII. HLL reserves the right to reject any or all the Tenders without assigning any reason thereof.
- XIV. HLL reserves the right to deal with the proposal in any manner without assigning any reasons for the same. The decision of HLL in this regard shall be final.
- XV. HLL reserves the right to extend due date of tender opening without assigning any reason.
- XVI. In the event of unsatisfactory performance and failure to perform the obligations as per agreed terms or breach of any or all terms, HLL shall terminate the contract without giving notice and assigning any reason thereof and in that case the Performance guarantee deposited by the bidder shall be forfeited.
- XVII. All notices and communications shall be sent to the authorized representatives identified by the bidder for the purpose.

Interested parties qualifying the above conditions may submit their bids in sealed envelopes as explained in the NIT to the following address along with relevant documents.

**Vice President (Marketing),
Central Marketing Office,
HLL Bhavan, #26/4, Tambaram-Velachery Main Road,
Pallikaranai, Chennai-600 100
Ph: +91-44-2981 3732/34
Email: hcdcmo@lifecarehll.com
Web: www.lifecarehll.com**

b. Performance Security

- I. On award of contract for each project, PMC shall submit the Performance Security by way of Bank Guarantee for 10% of the total value of the contract, valid till the completion of Project period as informed.
- II. Performance guarantee shall be submitted within 10 days of receiving of Award of contract, failing which the EMD may be forfeited and the contract may be cancelled.
- III. If the Bidder violates any of the terms and conditions of contract, the Performance Guarantee shall be liable for forfeiture, wholly or partly, as decided by HLL and the contract shall also be cancelled.
- IV. HLL will release the Performance Guarantee without any interest to the firm / contractor within 90 days after the successful completion of contract/ contractual obligations.

5) SUBMISSION OF OFFER.

The intending PMC shall submit their Offer as mentioned below:-.

5.1 Bid

The bid, clearly labeled as “EOI for Selection of Project Management Consultant”,

shall consist of following information /details for eligibility criteria of bidders.

- a. Covering letter for the Bid.
- b. Earnest Money Deposit in the form of a Demand Draft for Rs.5,00,000 in a separate sealed envelope duly marked "Earnest Money Deposit".
- c. Income tax returns for the last three years
- d. Notarized Power of Attorney (in favour of the Authorized Signatory of the Bidder) to submit the Bid,
- e. Relevant Experience certificates for the projects undertaken
- f. Annual turnover of the firm(s) for the last three financial years duly audited by a Chartered Accountant as per Annexure VIII
- g. The Bidder should validate the data provided as above using suitable documentary evidence such as client certificates, audited balance sheets, audited profit & loss statement (with no loss in any year), annual reports etc clearly giving the reference to the evidence in front of the relevant portion.
- h. Confirmation regarding furnishing Performance Security in case of award of contract.
- i. Copy of GST registration certificate
- j. Copy of PAN Card
- k. Certificate of incorporation / Memorandum & Articles of Association
- l. Form of Bid – Annexure I
- m. General Information – Annexure II
- n. Proforma for Details of bidder – Annexure III
- o. Proforma for performance statement – Annexure IV
- p. Pre-contract Integrity pact – Annexure V
- q. Indemnity Clause – Annexure VI
- r. Declaration – Annexure VII
- s. Technical and organizational capability
 - i. Number of staffs (excluding support staff) proposed for this project.

In addition to above, following information shall also be furnished in Part-I of technical bid:

- (a) An organization chart with assignment of each key staff member (identified by name), duration & timing together with clear description of the responsibilities of each key staff member within the overall work program.

All the above documents shall be submitted as a part of the technical bid, failing which the bid will be treated as non-responsive. No financial bid shall be submitted along with this EOI.

5.2 Financial bid

HLL classified 5 Zones in India for the purpose of projects. Whenever there is a scope for project with HLL at any location in any zones mentioned, HLL will invite for the financial bid from the qualified bidders separately for each projects. The financial proposal shall be submitted separately in a sealed envelope upon the invite from HLL. **No financial bid shall be submitted along with this EOI.** The final prices shall be entered in the prescribed price bid format in a separate invitation. These prices should include all costs associated with the contract. The rates quoted by the bidder will be deemed to have included all costs and no additional cost would be payable by HLL.

6) PRICE EVALUATION

- a. The bidder shall quote % of rate for each schedule of work. The price evaluation will be calculated based on the % quoted by the bidder.

7) EARNEST MONEY DEPOSIT (EMD)

- a. An amount of Rs. 5,00,000/- (Rupees Five Lakhs only) as Earnest Money Deposit (EMD) in the form of Bank Draft in favour of HLL Lifecare Ltd, payable at Chennai from any Nationalized bank is required to be submitted along with the bids. Tenders without EMD will be summarily rejected. EMD of unsuccessful bidder will be returned, without any interest, immediately after finalization of the Tender.
- b. The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant contract (after one month from finalization of the tender).
- c. EMD of a bidder may be forfeited without prejudice to other rights of the HLL, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information /documents furnished in its tender is incorrect, false, misleading or forged.
- d. If the bidder revokes the bid or varies its terms or conditions, the Earnest Money deposited by it shall stand forfeited to HLL.

8) MODIFICATION AND WITHDRAWAL OF BIDS

- a) The bidder may modify or withdraw its bid after the bid submission, provided that written notice of the modification or withdrawal is received by HLL prior to the deadline prescribed for submission of bids.
- b) The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of ITB .A withdrawal notice may also be sent by e-mail, but followed by a signed confirmation copy, post-marked not later than the deadline for submission of bids.
- c) No bid may be modified subsequent to the deadline for submission of bids.

- d) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder in the Bid Document.

9) AWARD OF CONTRACT

9.1) AWARD CRITERIA

Subject to meeting the Eligibility Criteria stipulated in clause 3 above, HLL will invite the financial bid from the eligible bidders for each project in each zone. The lowest quoted bidder, whose offer has been determined to be substantially responsive, complete and in accordance with the Bid documents, and whose Price has been determined to be the lowest at the respective projects in the respective zones.

10.2) HLL'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL BIDS

HLL reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for HLL' rejection..

10.3) NOTIFICATION OF AWARD

Prior to the expiry of the period of offer validity prescribed by HLL, HLL will notify the successful Bidder by Tele-fax or e-mail, to be confirmed in writing by registered post/ by courier, that his offer has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall specify the fees which HLL will pay to the PMC in consideration of the services to be provided for the works by the PMC as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Contract Price'). The Letter of Acceptance will be send to the successful bidder for each project awarded. No correspondence will be entertained by HLL from the unsuccessful Bidders.

The Letter of Acceptance shall constitute a part of the contract.

10.4) VALIDITY OF BID:

The validity of the bid shall be 2 years from the date of opening of the tender. If any bidder refuses/withdraws tender during validity period then EMD shall be forfeited without any notice.

10.5) ETHICAL STANDARD:

Bidders are expected to observe the highest standard of ethics during the execution of this Contract. In pursuit of this policy, HLL will reject a proposal for award if it determines that the Bidder being considered for award has engaged in corrupt or fraudulent practices in competing for the Contract

10.6) SIGNING OF AGREEMENT

The successful bidder for each project shall execute and submit the Agreement as prescribed by HLL within Twenty One (21) days from the date of issue of the Letter of Acceptance. One copy of the Agreement duly signed by HLL and the PMC through

their authorized signatories will be submitted by HLL

11) PAYMENT TERMS

The payment will be made as per the following stages.

Sl. No	Description of work	Payment in % of the contract value awarded
1	Conduct GAP Analysis.	40%
2	Consolidation & Assessment of GAP survey	
3	Prepare Architectural Drawing	
4	Prepare schedule of work	
5	Prepare technical specification of Medical/Non-Medical Equipment	
6	Arrange necessary documents viz Gap Analysis report, DPR for release of order/ Signing MoU	
7	Arrange permission and clearance to take over the site	10%
8	Material movements within the hospital for commencing the works	15%
9	Project Implementation	15%
10	Collect completion certificate from the hospitals.	20%

- a) The fees shall be **inclusive** of applicable GST for the PMC service during the course of the various stages of the contract and other relevant miscellaneous expenses.
- b) The above fees mentioned shall be deemed to be inclusive of fees payable by the PMC to his any other sub- consultant and associates, needed to accomplish the job and nothing extra, whatsoever, shall be payable by HLL.
- c) The payments will made as per the actual work executed by the PMC

12) PAYMENT SCHEDULE:-

The payment will be released in phase wise basis and installments as per Clause 11 above. Payments to the PMC shall be "on account" and shall be adjusted against the final bill.

13) TIME SCHEDULE

The day of commencement of project will be reckoned from the date of acceptance of offer. The time schedule for each project will vary upon the nature of project, number of sites, locations etc. The time schedule for each project will be mentioned in the invitation for financial bid..

On release of letter of acceptance/order from HLL, the intimation for commencement of work on every stage will be given by the Business Manager (P&S) either through email/fax/letter to the PMC.

Note: The above completion period is tentative and the actual completion period for each phase & each stage will be mentioned in the LOA/Order.

14) PENALTY CLAUSE

If the PMC fails to perform the services at any stage within the time frame(s) incorporated in the document, HLL shall, without prejudice to other rights and remedies available to HLL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed services until actual performance subject to a maximum of 10% of the contract price or actual liability of HLL due to delayed services of the PMC, whichever is higher. Once the maximum is reached HLL may consider termination of the contract.

15) TERMINATION

- a) HLL without prejudice to any other contractual rights and remedies available to it (HLL, shall by written notice of default sent to the PMC, terminate the contract in whole or in part, if the PMC fails to deliver any or all of the services or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by HLL.
- b) In the event HLL terminates the contract in whole or in part, HLL may arrange services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the PMC shall be liable to HLL for the extra expenditure, if any, incurred by HLL for arranging such Services.
- c) Unless otherwise instructed by HLL, the PMC shall continue to perform the contract to the extent not terminated.
- d) If the Successful bidder decides to terminate the Contract before the end of contract period, the bidder shall give an advance notice of at least 6 months.
- e) If the Successful bidder terminates the contract/Agreement without prior notice of 6 months, then the entire Performance Security shall be forfeited to HLL.

16) TERMINATION FOR INSOLVENCY

If the PMC becomes bankrupt or otherwise insolvent, HLL reserves the right to terminate the contract at any time, by serving written notice to PMC without any compensation, whatsoever, to the PMC, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to HLL

17) FORCE MAJEURE

- a) Notwithstanding the provisions, the PMC shall not be liable for imposition of any such sanction so long the delay and/or failure of the PMC in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- b) For purposes of this clause, Force Majeure means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and which is not fore bidder enable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non-performance or delay in performance. Such events may include, but are not

restricted to, acts of HLL either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees , lockouts excluding by its management, and freight embargoes.

- c) If a Force Majeure situation arises, the PMC shall promptly notify HLL in writing of such conditions and the cause thereof within two days of occurrence of such event. Unless otherwise directed by HLL in writing, the PMC shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d) If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract
- e) In case due to a Force Majeure event HLL is unable to fulfil its contractual commitment and responsibility HLL will notify the PMC accordingly and subsequent actions shall be taken on similar lines described in above sub-paragraphs.
- f) However such termination will not affect the obligations which have accrued and / or will accrue thereafter to the parties.

18) TERMINATION FOR CONVENIENCE

- a) HLL reserves the right to terminate the contract, in whole or in part for its (convenience, by serving written notice on the PMC at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of HLL. The notice shall also indicate interalia, the extent to which the PMC's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- b) The services which are complete and ready in terms of the contract for delivery and performance within thirty days after the PMC's receipt of the notice of termination shall be accepted by HLL following the contract terms, conditions and prices. For the remaining services, HLL may decide:
 - i. To get any portion of the balance services at the contract terms, conditions and prices; and / or
 - ii. To cancel the remaining portion of the services and compensate the PMC by paying an agreed amount for the cost incurred by the PMC towards the remaining portion of the services.

19) GOVERNING LANGUAGE

The contract shall be written in English language only. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

20) NOTICES

Notice, if any, relating to the contract given by one party to the other, shall be sent in writing and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

21) RESOLUTION OF DISPUTES

Arbitration:

In case of any dispute or differences arising out of this Tender, then the same shall be settled amicably between the parties. If such dispute or differences does not get resolved within 30 days from the date of commencement of such discussion, then the same shall be referred to a Sole Arbitrator under the provisions of the Arbitration & Conciliation Act, 1996. Venue of such arbitration shall be Thiruvananthapuram. Proceedings of the Arbitration shall be in English and the Award of the Sole Arbitrator shall be final and binding upon the Parties.

Jurisdiction:

Subject to the Arbitration clause mentioned herein above any dispute arising out of this Tender shall fall under the exclusive jurisdiction of the Courts at Thiruvananthapuram.

22) APPLICABLE LAW

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

23) GENERAL/ MISCELLANEOUS CLAUSES

- a. Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the PMC on the one side and HLL on the other side, a relationship of master and servant or principal and agent.
- b. Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- c. The PMC shall notify HLL of any material change would impact on performance of its obligations under this Contract.
- d. The PMC shall at all times, indemnify and keep indemnified HLL against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Contract.
- e. The PMC shall, at all times, indemnify and keep indemnified HLL against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the supplier/its associate/affiliate etc.
- f. All claims regarding indemnity shall survive the termination or expiry of the contract.

**Annexure I
FORM OF BID**

(ON THE LETTER HEAD OF THE COMPANY)

Note :i. The Appendix forms part of the Bid

ii. Bidders are required to fill up all the blank spaces in this form of Tender and Appendix.

NAME OF WORK : _____

To

**Vice President (Marketing),
Central Marketing Office,
HLL Bhavan, #26/4, Tambaram-Velachery Main Road,
Pallikaranai, Chennai-600 100**

1. We undertake, if our Offer is accepted, to commence the works immediately on receipt of order/LOA and to complete the whole of the Works comprised in the Contract within **the Time Schedules mentioned therein** calculated from the date of issue of the Letter of Acceptance.
2. We agree to abide by this Offer for a minimum period of from the last date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
3. We declare that the submission of this Offer confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been, or will be, paid and that the tender price does not include any such amount. We acknowledge the right of Employer, if it finds to the contrary, to declare our Offer to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
4. We understand that you are not bound to accept the lowest or any offer you may receive.
5. If our Offer is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

DATED THIS.....DAY OF**2019**

SIGNATURE.....

NAME..... IN THE CAPACITY OF

DULY AUTHORIZED TO SIGN TENDERS FOR AND ON BEHALF
OF.....

ADDRESS

WITNESS – SIGNATURE

NAME.....

ADDRESS

Occupation

Annexure - II

GENERAL INFORMATION

(ON THE LETTER HEAD OF THE COMPANY)

Notes:

(i) Attach an attested photocopy of Certificate of Registration.

1. Name of the firm:

2. Legal Status of the Firm: Individual/Association/Joint Venture/Consortium

3. Registered Address, telephone, Tele-fax.

.....

.....

.....

4. Contact Person, Designation and address including email id

.....

.....

5. Number of years in the Business

**Annexure-III
PROFORMA FOR DETAILS OF THE BIDDER**

(ON THE LETTER HEAD OF THE COMPANY)

IFB NO: HLL/CMO/HCD/PMC/2019-20/EOI 001, Dt. 13.11.2019

DATE OF OPENING :

NAME OF THE BIDDER :

1. Name & Full address of the BIDDER:

.....

.....

1	MSME/Udyog Aadhar No.	
2	PAN No	
3	ECC Code :	
4	IEC if applicable :	
5	CST No	
6	TIN No	
7	Any other details	
8	Phone No.	Office No
		Mobile No.
9	Email Id :	

PLACE:

NAME AND SIGNATURE OF THE BIDDER

DATE:

(WITH OFFICE SEAL)

Annexure -IV

PROFORMA FOR PERFORMANCE STATEMENT
(for a period of last 3 years)

(ON THE LETTER HEAD OF THE COMPANY)

IFB NO: HLL/CMO/HCD/PMC/2019-20/EOI 001, Dt. 13.11.2019

Order Received from (Name & Address of Purchaser)	Description of ordered item	Quantum of work	Whether attached performance certificate received from the purchaser along with the BID

PLACE:

NAME AND SIGNATURE OF THE BIDDER

DATE:

(WITH OFFICE SEAL)

Annexure – V

PRE-CONTRACT INTEGRITY PACT

This Pre-Contract Integrity Pact (herein after called the Integrity Pact) is made on _____ day of the month of _____,

Between

HLL Life Care Limited, a Government of India Enterprise with registered office at HLL Bhavan, Poojappura, Thiruvananthapuram 695 012, Kerala, India. (Hereinafter called “HLL”, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Party.

And

----- India represented by Shri-----
----- (hereinafter called the “BIDDER / Seller” / Contractor which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Party.

Preamble

[Both HLL and BIDDER referred above are jointly referred to as the Parties]

HLL intends to award, under laid down organizational procedures, Purchase orders / contract/s against Tender /Work Order. HLL desires full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence /prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

1. Enable HLL to obtain the desired materials/ stores/equipment/ work/ project done at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement; and
2. Enable the BIDDER to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and HLL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Clause.1. Commitments of HLL

- 1.1 HLL undertakes that HLL and /or its Associates (i.e. employees, agents, consultants, advisors, etc.) will not demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 HLL will, during the BID process / pre-contract stage, treat all BIDDERS with equity and reason, and will provide to all BIDDERS the same information and will not provide any such information or additional information, which is confidential in any manner, to any

particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS in relation to tendering process or during the contract execution.

- 1.3 All the officials of HLL will report to Chief Vigilance Officer of HLL (CVO), any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 1.4 HLL will exclude from the process all known prejudiced persons and persons who would be known to have a connection or nexus with the prospective bidder.
- 1.5 If the BIDDER reports to HLL with full and verifiable facts any misconduct on the part of HLL's Associates (i.e. employees, agents, consultants, advisors, etc.) and the same is prima facie found to be correct by HLL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by HLL. Further, such an Associate may be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by HLL the proceedings under the contract would not be stalled.

Clause 2. Commitments of BIDDERS/ CONTRACTORS

2. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
 - 2.1 The BIDDER will not offer, directly or indirectly (i.e. employees, agents, consultants, advisors, etc.) any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of HLL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
 - 2.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of HLL or otherwise in procuring the contract or forbearing to do or having done any act in relation to obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.
 - 2.3 The BIDDER will not engage in collusion, price fixing, cartelization, etc. with other counterparty(s).
 - 2.4 The counterparty will not pass to any third party any confidential information entrusted to it, unless duly authorized by HLL.
 - 2.5 The counterparty will promote and observe ethical practices within its Organization and its affiliates.
 - 2.6 BIDDER shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
 - 2.7 The counterparty will not make any false or misleading allegations against HLL or its Associates.
 - 2.8 BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.
 - 2.9 The BIDDER further confirms and declares to HLL that the BIDDER is the original integrator / manufacture /authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign

to intercede, facilitate or in any way to recommend to HLL or any of its functionaries, whether officially or unofficially to award the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

- 2.10 The BIDDER while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of HLL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 2.11 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 2.12 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 2.13 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of HLL, or alternatively, if any relative of an officer of HLL has financial interest /stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 2.14 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of HLL.
- 2.15 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract, and will not enter into any undisclosed agreement or understanding with other Bidders, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 2.16 The BIDDER will not commit any offence under the relevant Indian Penal Code, 1860 or Prevention of Corruption Act, 1988; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the HLL as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 2.17 The BIDDER will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 2.18 The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents /representatives in India, if any. Similarly the Bidder(s) /Contractors(s) of Indian Nationality shall furnish the name and address of the foreign Principal(s), if any.

Clause.3. Previous contravention and Disqualification from tender process and exclusion from future contracts

- 3.1 The BIDDER declares that no previous contravention occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process
- 3.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be

disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

If BIDDER before award or during execution has committed a contravention through a violation of Clause 2, above or in any other form such as to put his reliability or credibility in question, HLL is entitled to disqualify the BIDDER from the tender process.

Clause .4. Equal treatment of all Bidders / Contractors / Subcontractors

- 4.1 The Bidder(s) / Contractor(s) undertake(s) to demand from his Subcontractors a commitment in conformity with this Integrity Pact.
- 4.2 HLL will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- 4.3 HLL will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Clause .5. Consequences of Violation / Breach

- 5.1 Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle HLL to take all or any one of the following action, wherever required:-
 - i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other
 - ii. If BIDDER commits violation of Integrity Pact Policy during bidding process, he shall be liable to compensate HLL by way of liquidated damages amounting to a sum equivalent to 5% to the value of the offer or the amount equivalent to Earnest Money Deposit /Bid Security, whichever is higher.
 - iii. In case of violation of the Integrity Pact after award of the contract, HLL will be entitled to terminate the contract. HLL shall also be entitled to recover from the contractor liquidated damages equivalent to 10% of the contract value or the amount equivalent to security deposit/ performance guarantee, whichever is higher.
 - iv. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
 - v. To recover all sums already paid by HLL, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from HLL in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid amount.
 - vi. To encash the advance bank guarantee and performance guarantee / warranty bond, if furnished by the BIDDER, in order to recover the payments already made by HLL, along with interest.
 - vii. To cancel all or any other contract with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to HLL resulting from such cancellation/recession and HLL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
 - viii. To debar the BIDDER from participating in future bidding processes of HLL for a minimum period of five (5) years, which may be further extended at the discretion of HLL or until Independent External Monitors is satisfied that the Counterparty will not commit any future violation.
 - ix. To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

- x. In cases where irrevocable Letters of credit have been received in respect of any contract signed by HLL with the BIDDER, the same shall not be opened.
 - xi. Forfeiture of performance guarantee in case of a decision by HLL to forfeit the same without assigning any reason for imposing sanction for violation of the pact.
- 5.2 HLL will be entitled to all or any of the actions mentioned in para 5.1(i) to (x) of this pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 5.3 The decision of HLL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

Clause.6. Fall Clause

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems OR providing similar services at a price / charge lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found any stage that similar product/systems or sub systems was supplied by the BIDDER to any to the Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to HLL, if the contract has already been concluded.

Clause .7. Independent External Monitor(s)

- 7.1 HLL has appointed Independent External Monitor(s) (hereinafter referred to as Monitor(s)) for this Pact in consultation with the Central Vigilance Commission (Name and addresses of the Monitor(s) to be given).
- 7.2 The responsibility of the Monitor(s) shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 7.3 The Monitor(s) shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 7.4 Both the parties accept that the Monitor(s) have the right to access all the documents relating to the project/ procurement, including minutes of meetings.
- 7.5 As soon as the Monitor(s) notices, or has reason to believe, a violation of this pact, he will so inform the CVO.
- 7.6 The BIDDER(S) accepts that the Monitor(s) have the right to access without restriction to all project documentation of HLL including that provided by the BIDDER. The BIDDER will also grant the Monitor(s), upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors engaged by the BIDDER. The Monitor(s) shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.
- 7.7 HLL will provide to the Monitor(s) sufficient information about all meetings among the parties related to the Project provided such meeting could have an impact on the contractual relation between the parties. The parties will offer to the Monitor(s) option to participate in such meetings.
- 7.8 The Monitor(s) will submit a written report to the CVO of HLL within 8 to 10 weeks from the date of reference or intimation to him by HLL/BIDDER and, should consent arise, submit proposals for correcting problematic situations.

Clause.8.Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If HLL obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if HLL has substantive suspicion in this regard, HLL will inform the same to the Chief Vigilance Officer.

Clause.9. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, HLL or its agencies shall be entitled to examine all the documents, including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

Clause.10. Law and Place of Jurisdiction

Both the Parties agree that this Pact is subject to Indian Law. The place of performance and hence this Pact shall be subject to Thiruvananthapuram Jurisdiction.

Clause.11. Other legal Actions

The actions stipulated in the Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

Clause.12. Validity and Duration of the Agreement

This Pact begins when both parties have legally signed it. It expires for the Contractor/Successful bidder 24 months after the last payment under the contract or the complete execution of the contract to the satisfaction of the both HLL and the BIDDER /Seller, including warranty period, whichever is later, and for all other Bidders/unsuccessful bidders 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director of HLL.

Clause. 13. Other provisions

- 13.1 Changes and supplements as well as termination notices need to be made in writing. Both the Parties declare that no side agreements have been made to this Integrity Pact.
- 13.1 If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 13.1 Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions

INWITNESS THEREOF the parties have signed and executed this pact at the place and date first above mentioned in the presents of following witnesses:

HLL

BIDDER

Witness

Witness

1.....

1.....

2.....

2.....

* Provisions of these clauses would be amended /deleted in line with the policy of the HLL in regard to involvement of Indian agents of foreign suppliers.

Annexure -VI

**HLL Lifecare Ltd
Central Marketing Office,
HLL Bhavan, #26/4, Tambaram-Velachery Main Road, Pallikaranai,
Chennai-600 100**

IFB NO: HLL/CMO/HCD/PMC/2019-20/EOI 001, Dt. 13.11.2019

(ON THE LETTER HEAD OF THE COMPANY)

INDEMINITY CLAUSE

If the PMC fails to execute the work/services within the time prescribed for the services or violates or infringes the existing rates as agreed to as mentioned in the LOA, the PMC shall and will indemnify HLL against all loses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by HLL by reason for not providing services within the time specified in the LOA. HLL will initiate legal action if the PMC fails to execute the service order as per the schedule in the LOA for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

The PMC shall have no right to change the works/period stipulated in the LOA.
Bid pronounced Non Responsive by HLL shall be summarily rejected.
The decision of HLL will be final and no correspondence on this shall be entertained.
We have read and understood the above conditions and agree to abide by the same.

PLACE:

NAME AND SIGNATURE OF THE BIDDER

DATE:

(WITH OFFICE SEAL)

**Annexure -VII
HLL Lifecare Ltd
Central Marketing Office,
HLL Bhavan, #26/4, Tambaram-Velachery Main Road, Pallikaranai,
Chennai-600 100**

(ON THE LETTER HEAD OF THE COMPANY)

DECLARATION

I/WE, The Bidder undertake, we shall execute, within the purview of the contract, all the activities as mentioned in the tender **IFB NO: HLL/CMO/HCD/PMC/2019-20/EOI 001, Dt. 13.11.2019** for providing comprehensive support as PMC for the commencement, implementation & completion of projects related to Healthcare undertaken in India for 2 years.

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE BIDDER

SIGNATURE

NAME AND ADDRESS OF BIDDER

Annexure- VIII

AVERAGE ANNUAL TURNOVER STATEMENT

(ON THE LETTER HEAD OF THE COMPANY)

Name & Address of
Bidder :

Whether Manufacturer
or agent :

Financial Data	16-17	17-18	18-19	Average annual turn over for last 3 years
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Annual Turn over

Gross Profit/Loss

Whether attached the relevant
Pages of Balance sheet and
Profit and Loss A/c duly certified
By Chartered Accountant

Signature and stamp of Chartered Accountant

Signature of Bidder with stamp

Annexure -IX

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY / ADVANCE SECURITY

To

HLL Lifecare Ltd
Central Marketing Office,
HLL Bhavan, #26/4, Tambaram-Velachery Main Road, Pallikaranai,
Chennai-600 100Email: hcdcmo@lifecarehll.com

WHEREAS _____ (Name and address of the PMC(Hereinafter called "the PMC) has undertaken, in pursuance of contract no _____ dated _____ to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the PMC shall furnish you with a bank guarantee by a nationalised bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the PMC such a bank guarantee;
NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the PMC, up to a total of. _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the PMC to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the PMC before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the PMC shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to _____ from the date of Letter of acceptance /Notification of Award i.e up to ----- (indicate date)

.....
(Signature with date of the authorised officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Annexure - X
CONSORTIUM AGREEMENT

This Consortium agreement (hereinafter referred as "Agreement") is entered on this the ___ day of _____, 2019 by and between;

M/s. _____, incorporated as a company under the companies Act, 1956 and having its Registered Office at _____ (hereinafter referred as "Lead Partner"), which the expression shall unless otherwise include all its successors and permitted assigns) and represented by _____, in the capacity of _____ of the FIRST PART

AND

M/s. _____, a company incorporated under the laws of _____ and having Registered Office at _____ (hereinafter referred as "Secondary Partner"), which the expression shall unless otherwise include all its successors and permitted assigns) and represented by _____ in the capacity of _____ of the SECOND PART.

For the purpose of this Agreement both the "Lead Partner" as well as "Second Partner" are collectively called "Partners" and individually called "Partner".

Whereas:-

- a) HLL Lifecare Limited (Purchaser/HLL) has floated a tender vide Ref No. _____ for selection of Project Management Consultant for various healthcare related projects.
- b) As per the tender document, bids are to be submitted by any Consortium which will be considered, provided such bids fulfill all the specific requirements in that regard.
- c) Now the parties to this agreement decided to form a Consortium to participate in the tender.
- d) AND AHEREAS the bid is being submitted based on the consortium agreement being these presents and the bid with its bid forms and submission documents in accordance with the requirement of tender document conditions and requirements have been signed by all the partners and submitted to HLL Lifecare Ltd.

NOW THIS AGREEMENT WITNESSTH HEREIN AS FOLLOWS

1. That the Parties to this Consortium do hereby agrees to participate in the Tender in the name and style of " _____ " (hereinafter referred as "Consortium").
2. **Scope:** Purpose of this Agreement is to participate and submit all necessary bid documents against the Tender floated by HLL and in case of award, the following works

shall be the scope of each partner.

Responsibility

i) Conducting GAP Analysis.

PMC shall co-ordinate with HLL and the concerned hospitals for conducting GAP analysis for the respective projects. All the permissions/statutory approvals/written communications from the hospitals shall be obtained by the PMC for conducting the GAP analysis smoothly. Visit the site for assessing, taking necessary measurements, examine the Site of Work & its surroundings and obtain all information. For Equipment & other items, separate GAP analysis report shall be prepared as per the Guideline/list provided by HLL and also the existing Equipment details shall be considered. PMC shall obtain the GAP analysis report for Civil & Electrical works and Equipment/other items duly certified by the authority of HLL and hospital concerned. The GAP analysis report in original shall be submitted to HLL.

ii) Consolidation & Evaluation of GAP survey

After examining all the aspects including site constrains/ potentials the PMC shall prepare a site evaluation and recommend the works from the Gap analysis report for preparation of Site Drawing & BOQ. For Equipment & other items, the GAP analysis reports shall be consolidated and prepare the supply quantity based on the GAP analysis report ensuring the Guideline/list provided by HLL. The consolidated details shall be submitted to HLL.

iii) Preparation of Architectural Drawing.

Architect shall be responsible for planning, preparation of site plan, schedule of work & cost estimate in respect of the work. Preparation of various recommendations for site plan, based on the detailed operational/ functional requirements and preliminary data collected from the site/consolidated details, confirming to CPWD specification, requirements stipulated by local authorities like HLL Engineer/ Hospital Medical officers/NHM and other Govt. Authorities. Architect shall take entire responsibility for designing of renovation work, and other various repair and maintenance forming part of the work. The Architect shall carryout the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services, will conduct themselves in a manner consistent herewith.

iv) Preparation of schedule of work/BOQ.

Prepare schedule of work & cost estimate etc. based on the detailed operational/ functional requirements and preliminary data collected from the site/consolidated details, confirming to CPWD specification, requirements stipulated by the authorities like HLL Engineer/Hospital Medical officers/NHM and other Govt. Authorities. The scope of detailed engineering of various repair and maintenance involves mainly the Painting for exterior and interior, flooring, wall cladding, repairs to plastering, water proofing, replacing the damaged sanitary and plumbing items and replacing/ repairing electrical fittings & fixtures (if required) as per latest sound engineering practice and confirming to latest IS rules & bye-laws etc. Preparation of Bills of quantities for preparing the detailed project proposal from the HLL Engineers and follow-up on all the nature of work related queries/requirements till the permission is granted by the authority.

v) Prepare technical specification for Medical/Non-Medical Equipment

The technical specification for the Medical/Non-Medical Equipment and other items shall be prepared in accordance to the latest Guideline issued by GOI. The technical

specification prepared shall be a common, not a company specific and shall not restrict the competitiveness during bidding. The specification prepared shall be approved by HLL Engineer.

vi) Arrange necessary documents viz GAP analysis report, DPR for release of order/Signing MoU.

PMC shall prepare the Detailed Project Proposal (DPR) consolidating all the technical data prepared in terms of Architectural Drawing, BOQ, Equipment list with specification. The DPR shall contain all the required information for the said project. Necessary related documents like DPR, GAP Analysis report shall be arranged in co-ordination with HLL & hospital for release of order/signing MoU. The DPR in triplicate shall be submitted to HLL.

vii) Arrange permission and clearance to take over the site.

PMC shall arrange necessary statutory approvals from Engineer In Charge from HLL & Hospital, approvals from Centre In-charge/ Medical Officer/ Chief Medical Officer/District In-charge/ Govt. Engineer at HQ etc to take over the site. The detailed scope of project shall be explained/ presented to the client before commencing the work and the clearance shall be obtained from the respective authorities for taking over the site.

viii) Material movements within the hospital for taking over the project at site.

For taking possession of site and commencing the works at site, if material movement/material relocation/ material re-arrangement required, that shall be done by the PMC. If renovation works are the scope of work, then the PMC shall do the material movements with the consent of HLL Engineer and Hospital In-Charge for scrapping/ demolishing of walls/ removal of wall/floor tile etc. If space is not available within the hospital, then PMC shall arrange temporary storage area within the hospital premises for storing the materials. Any damage arises during the material movement that shall be the sole responsibility of the PMC and the loss incurred shall be recovered by HLL from PMC.

ix) Facilitate the project implementation.

PMC shall co-ordinate with HLL for implementation of the project. For smooth implementation of projects, PMC shall be present till the completion of project. The liabilities of PMC is to facilitate for implementation and not liable for any works/purchase which will incur additional expenses. PMC shall have the responsibility of completing the project as per the time period provided. As and when the inspection of site is done by HLL/Client, PMC shall arrange their Engineer/Supervisor at site. At any time, any day, inspection will be done and the PMC shall be capable to explain the work execution/implementation. PMC shall address the concerns of the client to HLL, arising during the time of project implementation and also

x) Collect completion certificate from the hospitals

On completion of projects at each site, PMC shall collect the completion certificate (CC) on HLL's behalf and handover to HLL's Regional Manager (North-P&S)/ Business Manager (P&S)/ Deputy General Manager (Mktg). Any expenses towards collecting the completion certificate shall be within the scope of the PMC. The completion certificate will be accepted by HLL only, if the CC certified as satisfactory by the client. If any remarks or comments written by the client shall not be accepted, then the completion certificate is invalid, then PMC shall intimate to HLL in writing for the rectification/re works to be done if any. The completion certificate format will be provided by HLL.

The team deputed by the PMC shall be prepared to travel extensively throughout the project period or over the period, if required. Any expenses incurred towards boarding, lodging, travel, stationeries, Manpower etc shall be within the scope of the PMC.

d) Reporting

A report shall be generated every fortnightly and the Status shall be updated to HLL's Regional Manager / Business Manager / Deputy General Manager (Mktg). The report format is specified in the Annexure.

e) Project Presentation

As and when required by HLL/HLL's client, the PMC shall have to prepare the presentation on detailing the project on all aspects. The presentation shall be upto satisfactory level HLL and shall submit the presentation in the format required by HLL.

3. **Tenure:** This Agreement shall be valid till the date of either rejection of the Bid submitted by this Consortium against the Tender floated by the HLL or till the expiry of the Contract entered between the Consortium members and HLL in case of award of the Tender to this Consortium.
4. In consideration of the bid submission by us to HLL, pre-qualification of our technical bid by HLL if considered acceptable, submission of price bid by us and the award of contract by HLL to the Consortium (if selected by), we the partners to the Consortium, hereby agree that M/s___ shall act as the Lead Partner for self, and for and on behalf of Partner – II and further declare and confirm that_ shall be solely bound to HLL for execution of the contract in accordance with the contract terms and shall perform all contractual obligations including technical guarantees. Further, the Lead Partner is authorized to incur liabilities and receive instructions for and on behalf of any or all partners of the Consortium.
5. The Lead Partner shall be solely responsible for Management of all the works to be undertaken under the tender and it shall be the nodal point for HLL for queries, purchase orders, execution of works and payments.
6. In case of any breach of the said Contract by any of the partners of the Consortium, we hereby agree to be fully responsible for the successful execution/ performance of the Contract in accordance with the terms of the Contract.
7. Further, if HLL suffers any loss or damage on account of any breach of the Contract or any shortfall in the completed work meeting the guaranteed performance parameters as per the technical specifications/ contract documents, the Lead Partner undertakes to promptly make good such loss or damage caused to HLL, on HLL"s demand without any demure. HLL shall have the right to proceed against.
8. The financial liability of the partners to this Consortium Agreement, to HLL with respect to

the any or all claims arising out of the performance or non-performance of the Contract shall, however be not limited in any way so as to restrict or limit the liabilities of either of the partner.

9. It is expressly understood and agreed between the partners to this agreement that the responsibilities and obligations of each of the partners shall be as delineated in this agreement. It is further agreed by the partners that the above sharing of responsibilities and obligations shall not in any way be a limitation of the joint and several responsibilities of the partners under the Contract.

10. Obligations of the Second Partner

- a. That, the Second Partner ensures scope of works mentioned above.
 - b. That, the Second Partner ensures to provide necessary consultancy services under the provisions of the contract signed between the Consortium and HLL.
11. This Consortium Agreement shall be governed, construed and interpreted in accordance with Laws of India. Courts of Thiruvananthapuram shall have exclusive jurisdiction in all matters arising there under.
 12. In case of award of contract, we the partners to this Consortium Agreement do hereby agree that we shall furnish the contract performance guarantee (if any) in favour of the HLL from a bank acceptable/ approved by HLL for a value as stipulated in the Contract Award.
 13. It is further agreed that this Consortium Agreement shall be irrevocable and shall form an integral part of the Contract and shall continue to be enforceable till the Consortium members discharges the same. It shall be effective on the date first above mentioned for all purposes and intents.

IN WITNESS WHEREOF, the partners to this Consortium agreement have, through their respective authorized representatives, have executed these presents and affixed their hands and common seal of their respective companies on the day, month and year first abovementioned.

For M/s _____

For M/s _____

Authorized Signatory

Authorized Signatory

Witness:

- 1.
- 2.

CHECK LIST

Sl. No.	Documents	Page No.	Remarks
1	Tender Fee in the form of DD drawn in favor of HLL Lifecare Limited, Payable at Chennai		
2	EMD in the form of BG/DD drawn in favor of HLL Lifecare Limited, Payable at Chennai		
3	Duly attested copy of GST registration certificate		
4	Duly attested copy of document to prove the legal status, place of registration and principal place of business of the undertaking		
5	Duly attested copies of quality system certifications, if any		
6	Copy of Balance sheet for the last 3 financial years, duly certified by a chartered accountant		
7	Copy of Profit & Loss Account for last 3 financial years certified by chartered accountant		
8	Technical and organizational capability		
9	Form of bid – Annexure I		
10	General Information – Annexure II		
11	Proforma for Details of the Bidder – Annexure III		
12	Proforma for Performance Statement – Annexure IV along with the order copies/completion certificate		
13	Pre-contract Integrity pact – Annexure V		
14	Indemnity Clause – Annexure VI		
15	Declaration – Annexure VII		
16	Annual turnover statement for last 3 years certified by the Auditor – Annexure VIII		
17	The letter of authorization indicated by written power-of-attorney		