



HLL Lifecare Limited
(A Government of India Enterprise)

TENDER FOR MISCELLANEOUS WORKS

AT

PEROORKADA FACTORY

TENDER NO. PUR/08/R1/PQ/MISC WORK/2014-16
Date: 25.02.2014

TENDER DOCUMENTS

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O,
तिरुवनन्तपुरम -६९५००५ THIRUVANANTHAPURAM-695 005

PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehl.com,

TENDER NO. PUR/08/R1/PQ/MISC WORK/2014-16
Date: 25.02.2014

TECHNICAL BID TENDER FORM

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED
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Date: 25.02.2014

TENDER NOTICE

Sub: Contracting of Miscellaneous Works.

Sealed and superscribed tenders are invited in prescribed format, under Two Bid System (Technical and Price) for undertaking the Miscellaneous works in various Sections/Centres at various locations of HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram. The works involved are given in Schedule A, A1 & A2 of this Bid.

The work requirements detail and other terms and conditions are given in the Tender documents, which can be had from Purchase Department of Peroorkada Factory on any working day between 10.30 a.m. to 3.00 p.m. on producing DD for Rs.2081/-in favour of HLL Lifecare Limited towards the cost of the Tender documents.

The details can also be had from our Website at www.lifecarehll.com. The tenderers can download the documents from our website and in such case the tender fee for Rs.2081/-should be paid by way of DD drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram along with technical bid.

The last date of issue of Tender Documents: 14.03.2014 2.00pm
The last date for receipt of Bids : 14.03.2014 3.00PM
The date of Opening of Technical Bid : 14.03.2014 3.30PM

The Unit Chief of PFT reserves the right to cancel or reject this Tender fully or partially, without assigning any reason and his decisions on this will be final and binding on all Tenderers.

JOINT GENERAL MANAGER (PURCHASE)

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
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III. PRICE BID FORMS

1. Annexure A : Rate Schedule for Miscellaneous
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2. Annexure B : Rate Schedule for Miscellaneous
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I. INSTRUCTION TO BIDDERS

1. This Bid is intended to finalize the contract for Miscellaneous works in the various sections/Centres at various locations of HLL Lifecare Limited, Peroorkada Factory, Thiruvanthapuram.
2. The bid consist of two parts:
 - (a) Technical Bid
 - (b) Price Bid
3. The bidder should enclose a DD for Rs.**2,00,000/-** towards **Earnest Money Deposit**, drawn in favour of M/s. HLL Lifecare Limited, and payable at Trivandrum towards EMD along with Technical bid, failing which the Tender will be summarily rejected (Not applicable to societies as mentioned in Cl.17 (i) & (ii) under Schedule D)
4. **Both the bids shall be submitted in sealed covers separately. Tender Nos. of the Technical Bid and Price Bid shall be super scribed on the respective covers in order to clearly identify between the 2 Bids. The two separately sealed and super scribed bids enclosed in a single cover, sealed, super scribed with the respective Tender No. Complete in all respect, addressed to JOINT GENERAL MANAGER (PURCHASE), HLL LIFECARE LIMITED, PEROORKADA FACTORY, THIRUVANANTHAPURAM - 695005, should reach us on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding documents or non-receipt of the same. Bids received after the deadline for submission shall not be considered.**
5. **The rates(Price bid) should be quoted in two forms, (1) for unskilled work and (2), for skilled work(Supervisor)**
6. (a). The last date of receipt of Bid is : 14/3/2014,3.00pm

(b). The date and time of Opening of Technical Bid is : 14.03.2104,
3.30pm

7. In case the date mentioned above is declared subsequently as holiday for the Company's office, the due date for submission and opening of bids will be the next working day at the same venue and time.
8. The Bidder is expected to examine all Work Requirements, Instructions, Terms and Conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
9. A Declaration as given in SCHEDULE - F stating that **ALL TERMS AND CONDITIONS** with respect to this Tender is acceptable should accompany the tender, failing which the tender will be summarily rejected.
10. The validity of both Technical Bid & Price bid shall be for a period of **2 Years** from the date of award of contract.
- 11. The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of Price Bid will be intimated separately. The Price Bids of Tenderers who do not qualify will be returned unopened.**

SCHEDULE-A

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WORK REQUIREMENTS WITH RESPECT TO MISCELLANEOUS WORK

1. To attend the miscellaneous works of various sections/Centres at various locations of HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram as given in the Schedule A1, A2.
2. LEGAL COMPLIANCE: (a) The contractor should take license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce proof whenever required. (b) The tenderer should take insurance for his workers against any eventuality of accidents etc. HLL Lifecare Limited will not be liable for any accident sustained to contractors/workmen while on or out of the work during the contract period. C) The tenderer should keep all records and documents required under Contract Labour (Regulation and Abolition Act, 1970.

SCHEDULE A-1

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WORKS & UNIT QUANTITY

PACKING DEPARTMENT

<p><u>Naked condom transfer to Packing dept. :</u> Transfer of naked condoms from FP QA Section after lot-wise weighing to the storage area of Packing Section in plastic crates / proper containers (the required crates / containers are to be collected from Packing section and brought to FPQA) and stacking them in proper order with batch identity.</p>	<p>During office hours – 1500 Kg Non office hours – 1000 Kg</p>
<p><u>Differ batch stamping:</u> Stamping of packing batch No. in the lot cards of batches stored at the mini store of Packing Dept.</p>	<p>480 Lot cards</p>
<p><u>Material Issue:</u> Issue of condoms and foils to packing machines (for all types of packing machine like BRT, SS, ST, SR, TR and any other new packing machine), collection and return of condoms and foils from the packing machines to the mini store of Packing dept., collection and return of items like crates, empty plastic covers etc., and keeping all the above items at the designated areas with proper identity and maintenance of all relevant documents / records.</p>	<p>25 machines</p>

<p><u>Segregation:</u></p> <ul style="list-style-type: none"> (a) Supply of empty box/crates to the packing machines for strip collection (b) Taking the filled box/crates from the packing machines to the segregation area. (c) Segregating the bad strips from the stripped condoms – machine wise and batch wise. (d) Putting batch details on the bin card and weighing the strips. (e) provide batch identity on all boxes / crates using bin cards (f) Putting the box/crates batch wise at the designated areas. (g) Taking the waste after segregating each crate/box, and at the end of the shift keeping the waste strips machine wise in the designated area after weighing. (h) Maintain all relevant records 	<p>One manpower for 5 machines or 250 kg</p>
<p><u>Strip transfer:</u> Transfer of strip packed condoms from the weighing area to the strip storage area batch wise and maintain proper identity.</p>	<p>2000 Kg</p>
<p><u>Segregation of Non-conforming Product:</u> Segregation of Non-conforming Product (collected from secondary packing area and from packing machines).</p>	<p>60 kg of strips</p>
<p><u>Online segregation and stacking of strips:</u> Online segregation of strips on a table attached to packing machines, stacking of strips in the box/crates and recording of output & waste details in appropriate records.</p>	<p>One Manpower per packing machine per shift</p>
<p><u>Segregation of waste strip taken from machine:</u> Segregation of waste strip taken from machine and keeping it at designated area with proper identity and maintaining the relevant records.</p>	<p>Manpower</p>
<p><u>Condom rolling in input lots:</u> Manual rolling of half rolled condoms in input lots to packing machines.</p>	<p>50 Kg input weight.</p>

<p><u>Segregation of half rolled / shapeless condoms:</u> Segregation of half rolled condoms, shapeless condoms etc. from the input lots, taking weight of both good and bad condoms and keep them at the designated areas with proper identity.</p>	120 Kg input weight
<p><u>Rolling of shapeless / half rolled condoms lying in machine bed.</u></p>	Manpower
<p><u>Foil transfer from Stores:</u> Transfer of foil reels from the stores to the foil storage area in Packing Section & stacking with proper identity.</p>	1000 Nos. of Reels
<p><u>Silicone oil filling:</u> Filling of silicone oil in jars fitted in all packing machines.</p>	50 Machines
<p><u>Cleaning of silicone oil jars</u> Cleaning of silicone oil jars fitted to the packing machines.</p>	30 machines
<p><u>Detoxification and disposal of empty silicone oil barrels</u> Lifting, Emptying and storage of the empty silicone oil barrels at the designated areas.</p>	30 Barrels
<p><u>Ink application:</u> Application of ink in the batch coding unit of packing machines.</p>	Manpower
<p><u>Peeling of defective strips (with good condoms) for repacking of condoms:</u> Collect the strips, peel them, weigh and place the peeled condoms batch wise at the designated areas with proper identity as 5 kg packs in polythene covers kept in crates / boxes. The peeled foils are also to be kept at the designated area. Maintain appropriate records and identity.</p>	21 kg of peeled condoms for paper top foils. 17 Kg of peeled condoms for all other foils.
<p><u>Peeling of Defective strips (with defective condoms for destroyal</u> Peeling of defective strips for destroyal</p>	30 kg of peeled condoms for all type of foils.
<p><u>Unloading of boxes/crates:</u> Unloading of filled boxes or empty boxes/crates at PFT from the lorries coming from the outsourced secondary packing units and stacking them at the area specified in the Packing Department.</p>	100 filled boxes 500 empty crates/boxes
<p><u>Fabrication of press jaw cleaning brushes</u></p>	100 brushes

<p><u>Works related to transportation of Goods to depot / secondary packing units.</u></p> <p>(1) To Sort/Arrange strips to outsource units (2) To Sort/Arrange Boxes to depots (3) Checking & counting the loading of boxes and strips to lorries / vans / containers for transfer to respective places (4) Checking & counting the loading of other materials to lorries / vans/ containers for transfer to respective places. (5) Check in & counting the unloading of filled boxes/ empty crates, boxes, miscellaneous materials etc. from the lorries/ vans / containers (6) To assist/ help the grade worker in related areas.</p>	<p>Manpower</p>
<p><u>Rework of strips with defective stamping</u> Reworking of strips with defective stamping</p>	<p>Single piece strip:17 kg Two pieces strip :25 kg Three or more pieces strip:32 kg</p>
<p><u>Rework of wallets and cartons</u> Rework of wallets and cartons (due to defective stamping or due to gluing defect)</p>	<p>4000 wallets / 1500 cartons</p>
<p><u>Rework of Master cartons:</u> Box correction work with respect to consignee address pasting, stamping etc.</p>	<p>200 boxes</p>
<p><u>Rework / Segregation of stripped products based on QA warning / in-process inspection</u> Rework of stripped products based on QA Warning / In-process inspections. (Taking of boxes/crates from storage area, rework based on QA instruction, repack the boxes/crates and replacing them at the designated areas).</p>	<p>25 Kg</p>
<p><u>Destroyal of fully packed batches</u> (due to internal or external rejections). Removal of strips from the packed product and store the strips and secondary packing materials at the designated areas for further processing.</p>	<p>For schemes with wallets – 3000 wallets. For all other schemes – 600 cartons</p>
<p><u>Weight verification of the filled boxes / crates at the strip storage areas.</u> Weighing of filled boxes / crates at the strip storage area (as cross –verification) and recording of weights.</p>	<p>300 boxes / crates</p>

<p><u>Arrangement of peeled product for QA testing:</u> Placing the lubricated condoms in plastic bags, arrange the bags properly in designated areas in crates and maintain all relevant records.</p>	600 Kg
<p><u>Mixing of flavour with lubricant.</u> Mixing the required lubricant with flavour as per requirements</p>	500 Kg of lubricant
<p><u>Collection of strips without segregation:</u> (1) Supply of empty box/crates to the packing machines for strip collection (2) Taking the filled box/crates from the packing machines to the segregation area. (3) Putting batch details on the bin card and weighing the strips. (4) provide batch identity on all boxes / crates using bin cards (5) Putting the box/crates batch wise at the designated areas. (6) Maintain all relevant records</p>	750 Kg of strips
<p><u>Accounting of the Collection of condom from QA:</u> Lot wise/batch wise accounting of the collection of condoms from QA and maintaining all records relevant to it.</p>	Manpower
<p><u>Material Shifting:</u> Shifting of strips, packing materials, crates, filled boxes, other miscellaneous items etc. between PFT/outsource units/depots.</p>	Manpower
<p>Assisting foil pre-stamping operation</p>	Manpower
<p>Batch coding in reworked strips</p>	Single piece strip:15 kg Two pieces strip:22 kg Three or more pieces strip:40 kg
<p>Assisting strip weighing area</p>	Manpower
<p>Destroyal of damaged foil laminates</p>	500 kgs of foil
<p>Supervision of Works (Skilled work)</p>	One supervisor / shift
<p>Entering the work details of all miscellaneous works done by contract employees at PFT in the Computer system</p>	One manpower / day

All the above works are to be carried out as per the work instructions of packing section.

Penalty will be imposed in case of non-performance / poor quality of work like

- (1) Improper segregation
- (2) Improper maintenance of records
- (3) Incorrect / wrong entry in bin card
- (4) Improper (not keeping batch wise at specified locations) storage of filled boxes / crates at the storage areas.
- (5) Non-issue of condoms as per the posting sheet
- (6) Issue of wrong batches to the packing machine
- (7) Not collecting back the balance lots and foils from the machine and not keeping them in specified locations at the end of the shift
- (8) Not stacking the condoms batch wise without the required details in lot cards
- (9) Not keeping top and bottom foils separately

For each of the above reported incidence of deviation, one unit shall be deducted as a penalty.

ETD

SI NO	Work Description	Qty of one unit
1	100% checking of all the tested lots (Plain condom)for any visual defects or rolling defects and correcting the rolling	50 Kg
2	100% checking of all the tested lots (dotted & ribbed condom)for any visual defects or rolling defects and correcting the rolling	20 kg
3	Unrolling of the condom lots	25 Kg
4	Removal, storage & transfer of bad condoms with batch identity from ETD to Depot through QA	½ man duty / day
5	Transferring of lots from stock room to testing machines	200 lots
6	Continuous cleaning of machine parts like chute, crates, unit stands, lot stand, Platform etc (4 Nos) of machine	Man day (1 st & 2 nd shift only)
7)	Segregation of sucker waste & bin waste	1 Man day/shift
8	Transfer of good condoms from ETD to QA	1 Man day/shift
9	Belgaum /KFC naked condom packing	100 lot
10	Transfer passed lots from HPQA to ETD stock Room	One man day /shift
11	Lot issue for covering	Man day
12	Mini- store duty	Man day
13	Miscellaneous works	Man day
14	Weighing of lots in ministore	Man day

Primary Production

SI No	Work Description	<u>Unit on Man day basis</u>
1	Salvaging Half Product	25 kg Condoms
2	Shift wise transfer of vulcanized lots from Primary Plant D and to be kept in each marked area in Plant C	Man day
3	Maintenance of ministore activities in primary production in all plants which includes material issue to shop floor, goods entry on a daily basis, material consumption accounting, assistance for clarification related works, supporting for plant ----- in primary production	Man day

QUALITY ASSUARANCE

MISCELLANEOUS WORKS

SL No	Work Description	Unit On Man day Basis
1	Assisting in dividing of after packing/ before packing samples for various tests and keeping it test wise in designated area.	13 Batches
2	Peeling of life expired reserve samples/ rejected products. Peeled foil and condom to be kept at the designated area.	22 Kg of strips
3	Transfer of lots from vulcanizing section of respective plants to centralized HPQA	200 lots
4	Transfer of naked condoms from ETD online area to other storage areas of QA and keeping the lots with proper lot/batch identification in the ear marked area.	275 lots
5	Assisting the visual inspectors for carrying out visual inspection of boxes for batches at final packed stage at PFT and all outsourced secondary packing units.	Man day
6	Assisting in collection of strips from batches for Testing.	Man day
7	To take 8 boxes from every batch of Govt. Supply which are marked by RHO for tendering and open the box by removing the plastic straps and tape and to return the boxes to concerned batches after hooping.	Man day
8	Peeling of wallets / Dispenser cartons of life expired reserve samples. Peeled wallets and dispenser cartons to be kept at the designated area.	22 kg (Excluding strips)

STORES DEPARTMENT

1	Issuing of materials	3 Man day
2	Labeling of stickers on all bundles/drums	
3	Stalking of materials	
4	Packing of materials for stock transferring	
5	Transferring the rejected materials to rejection material Store	
6	Collection of waste condom strips from the waste yard. Segregate foil waste and strip condom. Peel off the condom and place the oil condom and foil waste in separate bags. Taking the weight of both foil waste and oil condom separately and place them in designated area.	19 Kg of peeled condom for all types of fols.
7	Shifting works at Balaramapuram unit	Man days

MT LAB

SI No	Description	Quantity per day
	<p>Sampling of consignments of packaging materials, latex, Raw chemicals etc. from stores +</p> <p>Collecting in process samples for testing from Primary Production Departments(18 lines) +</p> <p>Collection slurry and ammonia samples from Primary Production Departments (20 lines)</p> <p>Note: The above work also includes the cleaning and washing of the glass wares before and after sampling and testing.</p>	4 Manpower per day of 8 hrs each (1 st Shift- 1 Manpower General shift- 3 Manpower)

Safety Dept

SI No	Work Description	Quantity per day
1	Miscellaneous works	Manpower

HR Dept

SI No	Work Description	Quantity per day
1	Photo copying	Manday
2	Miscellaneous works	do

Finance Dept

SI No	Work Description	Quantity per day
1	Miscellaneous works	Manday

Unit Chief Office

SI No	Work Description	Quantity per day
1	Miscellaneous works	Manday

R&D

SI No	Work Description	Quantity per day
1	1. Marking on the product for segregating the same from regular production 2. Segregation of the new product from the bulk product (vulcanized) 3. Manual dosing of lubricant – during flavour trial trials with new lubricant 4. Stripping of product from the mould during new design product trials 5. Segregation of strips of new product (packed product)	Manday

SCHEDULE – A.2

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GMP AND LEGAL REQUIREMENTS

(a) SANITATION & HYGIENE

All persons engaged shall be free from contagious diseases. The contractor shall ensure that people who come in contact with the product shall wear protective devices (provided by HLL) like Hand gloves, Mask and Caps etc whichever is required. Before entering to manufacturing area personal shall wear clean clothes. Smoking, eating, chewing and drinking is prohibited in the work area.

(b) PROCESS CONTROL & DOCUMENTATION

It should be ensured that all operations are conducted properly by controls such as training, supervision by the contractor with proper documents.

(C) LEGAL COMPLIANCE:

1. The contractor should take license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce proof to the Company.
2. In case the contractor is engaging Contract labours from outside the state of Kerala, necessary licences under the Inter-state Migrant Workmen (Regulation of Employment & Conditions of service) Act 1979& Rules should be obtained from labour department.

SCHEDULE – B

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MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN THE TECHNICAL BID

Miscellaneous works

1. The Tenderer should be able to undertake the Miscellaneous works as given in SCHEDULE A, A1, A2
2. The tenderer should provide security by Bank Guarantee from a Nationalized/Scheduled Bank for an amount of **Rs. 5,00,000** (Rupees five lakhs only) before undertaking the work, if the work is awarded (Not applicable to societies as mentioned in Cl.17(i) & (ii) under schedule D).
3. Declaration (as given in SCHEDULE – F) from the tenderer that the offer being submitted is as per the requirements given in this Bid is to be attached along with the Technical Bid.
4. The Tenderer should comply with all requirements of **GMP**.
5. **The Tenderer should have minimum TWO Year experience in engaging contract workers in a Government/Public Sector Institution as on the date of this Tender Notification. The copies of proof are to be enclosed along with the Technical Bid.**
6. The tenderer should be willing to carry out any additional work that may arise from time to time during the validity of the contract period at the agreed rate as per this tender

SCHEDULE – C

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Questionnaire – General information of the Tenderer

1. Name and Address of the Tenderer	
(a) Telephone :- Land Phone	
Mobile Phone	
Fax No.	
E-mail .	
(b) Name of contact person with Mobile No. if any (in case of Organization)	
(c) Whether individual/Proprietary/ Partnership Firm/Limited Co./ Society	
2. If society/Partnership firm/Company etc;	
(a) Whether Regd.	
(b) The Act under which Regd.	
(c) Registration No. & Date	
(d) Details of governing body (Please attach attested copies as proof for the above)	
(e) Details of financial stability	
(i) Name and address of your Bank	
(ii) Bank Account No.	
(iii) Account Type	
(iv) What is your financial stability (Rs.) (Please enclose copy of audited Annual Report for the last Two	

Years in case of Societies/Firms/Company)	
3. In case of individual; Details of movable and immovable property and bank balance or other assets	
(a) Details of Movable property: Description of property-share/Bank Balance/ Credit/ Insurance/Policy/ Security Bond. Give details of amount /Maturity date debtor, name of the company in case of share	
(b) Details of immovable property owned by the Tenderer;	
Description of property (Please (i)Attach a copy of the possession certificate, location certificate encumbrance certificate (for last 13 years) current Tax receipt	
(ii) Survey No.TC NO./Residents Assn. No. in case of building	
(iii) Location	
(iv) Village, Panchayat, Taluk, Dist.	
(v) Area of land in cents	
(vi) Area of land in Sq.ft.	
(vii) Approximate value	
(viii) Details of heir assignees and Legal representatives.	
4.Do you have Minimum TWO year experience in engaging contract workers in Govt./PSU Institutions (Specify the name of Institutions where workers were Engaged and period) (attach the copies of proof)	
5. Are you registered with EPF & ESI	Yes/No
If Yes the Code No. (a) EPF	
(b) ESI	
If no, Can you take them within one month (once the contract is awarded)	Yes/No
6. (a) No. & date of License if any obtained under the provisions of Contract Labour (R&A) Act	

1970, Please attach an attested photocopy of the License	
(b) If there is no License, do you agree to take License within two weeks of awarding the work, if the work is awarded to you	
7. Are you ready to undertake and carry out the work of Miscellaneous works by engaging adequate man power without fail as per the Terms and Conditions given in the Tender Notification NO. PUR/08/R1/PQ/MISC WORK/2014-16 Dated: 12.02.2014	
8. On awarding the contract, can you engage persons having passed SSLC/ITI	
(ii) Ensure that the worker engaged by you are free from contagious diseases	
(iii) Provide caps to the workers engaged by you to be worn while handling the product	
(iv) Provide clean clothing to the workers engaged by you	
(v) Prohibit smoking, chewing, Eating and drinking in the work area	
9. Do you agree to follow the provisions of all relevant laws in respect of labour, payment of wages, GMP etc.	
10. Have you read, understood and agree to abide by the terms and conditions of the Agreement to be signed by the tenderer and the company, once the work is awarded.	

DECLARATION

I/We confirm having read and understood the work requirements, instructions, forms, terms and conditions draft agreement and all relevant information regarding the Tender Notification No. PUR/08/R1/PQ/MISC WORK/2014-16 Dated: 25.02.2014 and agree to abide by all without any deviation from what are stated above and contained therein in the tender notification and draft agreement.

SIGNATURE

Name & Address

Seal (in case of Society/Organization/Firm)

Place:.....

Date:.....

SCHEDULE -D

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O,
तिरुवनन्तपुरम -६९५००५ THIRUVANANTHAPURAM-695 005

PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspft@lifecarehl.com, materialsnt@gmail.com

TENDER NO. PUR/08/R1/PQ/MISC WORK/2014-16

Date: 25.02.2014

TERMS AND CONDITIONS

1. The Tender should be complete in all respects. Incomplete tender is liable to be rejected.
2. Unsealed Tender received is liable to be rejected and this will be at the sole risk of the Tenderer.
3. The Company shall have the right to inspect and verify the claims in the Technical bid to determine the eligibility of the Bidder prior to award of work and the tenderer shall extend all co-operation in this regard. If any information provided in the Technical bid is found false or incorrect at the stage of inspection, visit or at any point of time during the contract period, the same shall result in the termination of contract and disqualification of the tenderer from future tenders. In such event, the EMD/security deposit would also be forfeited as compensation towards loss of damage caused to the company on account of false claims.
4. The tenderer who does not meet the Minimum Eligibility Criteria shall be considered as DISQUALIFIED in the tender. Their Price Bid shall be returned unopened to them.
5. Workers engaged for the work as per this Tender by the contractor will be employees of the contractor at all times and for all purposes and not of HLL Lifecare Limited and there will not be any Employee-Employer relationship between the persons employed by Contractor for aforesaid work and HLL Lifecare Limited.
6. The minimum qualification of persons engaged for this work by the contractor should be SSLC/ITI Pass. The tenderer should arrange medical check up for them and proof of the same should be provided to the

Company. The contractor should prevent his employees from smoking, chewing etc at work place.

7. The work awarded shall not be subcontracted to any other person/ organization. In case the company finds at any point of time during the period of contract that the work undertaken by the contractor has been subcontracted, the same will be treated as violation of the agreement liable for legal action, termination of contract, forfeiture of EMD, Security Deposit and disqualification from future tenders to HLL Lifecare Limited.

8. The work as per this tender will be given on contract basis to meet temporary need as and only when work is available only.

9 **Payment of wages** : All the works to be done are converted into units as given in the Annexures. Payment will be based on units of work. The contractor shall enter the work done by each of his employee in the computer system and software provided by HLL on a daily basis. The system will generate the unit of work done by each employee on the last date of every month, based on which the contractor will pay wages and remit EPF & ESI contributions in respect of their employees.

a) The contractor shall pay wages to his employees employed for the work undertaken @ the minimum wages prescribed by the Govt of India for unskilled category of workers.

b) For those engaged for supervision, he/she shall pay minimum wages applicable to the skilled category of workers prescribed by Govt. of India

c) Payment should be made by the contractor within 10th day of the succeeding month, by crediting the amount payable to the bank account of each employee of the contractor and necessary register / record shall be maintained. The contractor shall ensure that each of his employees has bank account.

10. **Payment of EPF and ESI**: The contractor should ensure payment of ESI and EPF contribution within the prescribed dates as per the relevant Acts & Rules in this regard **and payment eligible in these respects will be paid by the company only on production of proof of payment of the amount concerned, to the authority concerned.** Contractor shall be responsible for penal action and penalty payable on account of delayed payment of contributions and HLL will not pay any amount in this regard.

11. **Payment of festival allowance** : HLL has no liability in the matter of Bonus to the workers of the contractors. However, since the tender is for a period of 2 years, in case the contractor pays festival allowance during Onam, the management (HLL Life care Ltd.) may consider reimbursement of the amount so paid to the contractor. The basis for the calculation of allowance, if it is allowed , will be on the basis of the Payment of Bonus Act.

12. PRICE BID: The Tenderers shall quote the lowest competitive rate to carry out ONE UNIT of work. The details of UNIT of all works and activities involved are given as SCHEDULES A1, A2.

13. While quoting the rate in the Price Bid, the tenderer should study well the nature of works given in SCHEDULE A1, A2 and calculate the work involved in a UNIT of each work as per SCHEDULE A1, A2. **Thereafter the tenderer shall quote the UNIT RATE inclusive of minimum wages prescribed by Central Government for unskilled and Skilled (Supervisor) category of workers to be paid as per provisions of relevant law, EPF and ESI contributions and other statutory obligations of the workers engaged by the contractor, insurance coverage for his/her/its workers, Service Tax, Income Tax and other statutory charges applicable from time to time and service charge.** HLL Lifecare shall have no obligation with regard to statutory or other welfare measures of the workers employed by the contractor for the said work. He should comply with all statutory obligations in respect of labour, GMP etc. Tenderers should study well the statutory and other liabilities before submitting the offer to undertake the work.

14. The tenderer should quote his rate in the format given as Annex. A and B.—He need quote his service charge alone as other rates are statutory which cannot be changed. If the tenderer changes any of the statutory rates given, the tender will be summarily rejected. **Finalisation of tender will be based on the lowest service charge quoted in Annexure A and B**

15. The rate quoted by the tenderer will be valid for **TWO years** and extendable on mutual agreement. No enhancement in rate shall be claimed or payable during the period of the contract except for minimum wages. Minimum wages including DA as and when revised by Govt. shall be revised and paid to the contractor by the company, on submission of bill.

16. On finalization, the Tenderer shall execute an agreement on a stamp paper for Rs. 100/- which will be valid initially for a period of two years and extendable on the same terms and conditions on mutual agreement. The draft of the agreement is available in the HR Department of PFT and the same shall be examined by the contractor before the tender is submitted.

17. RECOVERY OF LOSS/ DAMAGE TO COMPANY: - On awarding the contract, but before execution of the agreement, the tenderer shall furnish Security Deposit by way of Bank Guarantee for a value of **Rs.5 lakhs** which will be returned without interest on completion of contract period. This Security Deposit shall be forfeited in case the tenderer withdraws from the contract once it is awarded or fails in completing the work in time as required by the Company or in case any loss or damage is caused to the Company by the contractor or by his/her/its workers or on breach of any of the conditions of the contract. Loss or damage caused to the Company during the contract

period shall be recovered from the Security Deposit in proportionate to the loss or damage sustained by the Company and the decision on the amount of compensation for the loss or damage shall be at the discretion of the Company.

The Company shall also have the right to recover such loss or damage from the movable or immovable property of contractor and his heirs and legal representatives if the loss or damage caused is in excess of Security Deposit.

18. DISTRIBUTION OF WORK IN CASE OF AWARDING THE WORK TO MORE THAN ONE TENDERER: -

- (1) In case more than one tenderer quote the same rate in the Price Bid, then preference will be given in the order given below:
 - (i) Societies registered under Travancore Cochin Literary Scientific and Charitable Societies Act.
 - (ii) Societies registered under Kerala Co- operative Societies Act 1961.
 - (iii) Individuals / Firms/Company.

In case of Individuals/Firms/Company other than Societies as said above, preference will be given to those who have more experience and in engaging more number of workers. The company reserves the right to distribute the work at its discretion to different Societies or Tenderers who agree to do the work at the lowest rate accepted. However, the company is not bound to accept the lowest rate.

19. The Company has the right to give the work under this tender to one party or more than one party, in full quantity or partially.

20. The company has the right to shift the work to other facilities/ centres of the company at various locations and the contractor should be ready to do the work at the new locations .In case the contractor fails to do so, the company shall have the right to entrust the work to any person /firm /society at its discretion at the existing rates.

21. GENERAL

This Tender is liable to be suspended or cancelled at any time at the discretion of the Unit Chief of the Peroorkada Factory, Thiruvananthapuram with or without assigning any reason.

SCHEDULE – E

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
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पेरूरकडा पी.ओ. PEROORKADA. P.O,
तिरुवनन्तपुरम -६९५००५ THIRUVANANTHAPURAM-695 005

PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehl.com, materialsnt@gmail.com

TENDER NO. PUR/08/R1/PQ/MISC WORK/2014-16
Date: 25.02.2014

TECHNICAL BID

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA (MISCELLANEOUS WORKS)

1	Can you undertake the Miscellaneous work as given in the SCHEDULE A, A1, A2	Yes / No
2	Do you agree to provide Security Deposit by Bank Guarantee from a Nationalized/ Scheduled Bank for an amount of Rs. 5,00,000/-	Yes/No
3	Have you attached the Declaration (as in SCHEDULE -F) along with the Technical Bid	Yes/No
4	Will you ensure the GMP in the work	Yes/No
5	Will you meet all the Legal/Statutory requirements with respect to this work	Yes/No
6	Do you have minimum TWO year experience in engaging contract workers in Government/ Public Sector Institutions as on the date of this Tender Notification	Yes/No

All the information's provided herein are true and correct.

NAME AND SIGNATURE OF TENDERER

Place:.....

Date:.....

SCHEDULE – F

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED
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EMAIL: materialspt@lifecarehl.com, materialsnt@gmail.com

TENDER NO. PUR/08/R1/PQ/MISC WORK/2014-16
Date: 25.02.2014

DECLARATION

I / We confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of the above tender (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/We agree to abide by all without any deviation.

SIGNATURE:
NAME & ADDRESS OF APPLICANT

(Seal of the Applicant)

Place.....
Date.....

एचएलएल लाइफ़केयर लिमिटेड HLL LIFECARE LIMITED
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TENDER NO. PUR/08/R1/PQ/MISC WORK/2014-16
Date: 25.02.2014

PRICE BID TENDER FORM

SCHEDULE – G

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TENDER NO. PUR/08/R1/PQ/MISC WORK/2014-16

Date: 25.02.2014

PRICE BID - RATE SCHEDULE FOR MISCELLANEOUS WORKS

I. Name & Address of the Tenderer:

(a) The Tenderer shall quote his/her/its lowest competitive rate for carrying out the miscellaneous works. The tenderer should essentially understand the Tender conditions and the nature of work requirement in the Technical Bid.

(b) The Details of Unit is given as SCHEDULE A1. Even though the quantity of each work is different, the Tenderer should quote **only one rate** in the Price Bid and this rate will be applicable for all the WORK UNITS.

(c) The rate quoted for a UNIT should be enough to cover the Minimum wages prescribed by Central Government for unskilled & skilled category of workers, Service Tax, statutory Bonus and other statutory payments, service charges /administrative charges, and all other charges as applicable. The tenderer shall study well the nature of work and payments involved in carrying out the work, the liabilities of contractor on undertaking the work and the provisions given in the draft of the agreement. In case any clarification is required, the Tenderer may contact the HR Dept. of Peroorkada Factory, Thiruvananthapuram.

(d) The tenderer should quote his rate in the format given as Annex. A and B.—He need quote his service charge alone as other rates are statutory which cannot be changed. If the tenderer changes any of the statutory rates given, the tender will be summarily rejected. Finalisation of tender will be based on the lowest service charge quoted in Annexure A

(e) The contractor shall comply with relevant laws, GMP standards and the other statutory requirements in this regard, under the supervision and control of the contractor.

(f) For any work similar or near similar to any one of the above works, same rate will be considered and contractor should be ready to carry out the work.

Annexure A

II. RATE QUOTED

Price Bid for Miscellaneous Works (Unskilled work)

SL NO	JOB DESCRIPTION	UNIT	RATE APPLICABLE FOR ONE UNIT * (AMOUNT IN RS.)	
1	Miscellaneous works as mentioned in Schedule A, A1 & A2	As per SCHEDULE-A, A1, A2	Basic	150
			DA	107
				257
			PF of employer @ 13.61% of (Basic + DA)	34.98
			ESI of employer @ 4.75% of (Basic + DA)	12.20
				304
			Service Charges (to be filled by the bidder)
Total			

Note: Service tax as applicable will be paid extra.
 Minimum wages applicable as per Central Govt .notification for unskilled workers.

Date

Name & Signature of the tenderer

Annexure B

Price Bid for Miscellaneous–Supervisory work (Skilled work)

SL NO	JOB DESCRIPTION	UNIT	RATE APPLICABLE FOR ONE UNIT * (AMOUNT IN RS.)	
1	Supervision		Basic	200
			DA	142
				342
			PF of employer @ 13.61% of (Basic + DA)	46.55
			ESI of employer @ 4.75% of (Basic + DA)	16.24
				404.79
		Service Charges (to be filled by the bidder)	
		Total	

Note: Service tax as applicable will be paid extra.

*Minimum wages applicable as per Central Govt .notification for unskilled workers.

Date

Name & Signature of the tenderer

DECLARATION

I/We am/are fully aware of the statutory obligations to be complied with respect to this offer and on awarding the work to me/us, I/We will be responsible for all the statutory/ legal aspects like labour, GMP etc. I/We have also fully understood the nature of work and costs involved. The rate quoted by me/us in this bid is all inclusive .

SIGNATURE OF THE TENDERER

(SEAL OF THE TENDERER)

NAME & ADDRESS

Place:.....

Date:.....

