

***EXTERNAL DEVELOPMENT WORKS IN NEW BUILDING
AT AKKULAM FACTORY OF HLL,
THIRUVANANTHAPURAM***

**PART-I
TECHNICAL BID**

**TENDER NO. HLL/ID/13/86
NOVEMBER 2013**



**INFRASTRUCTURE DEVELOPMENT DIVISION
ADARSH, TC 6/1718, VETTAMUKKU, THIRUMALA P.O.
THIRUVANANTHAPURAM - 695006
PHONE: 0471-2365873/ 72
FAX: 0471-2368144**

TABLE OF CONTENTS

Description	Page No.
Disclaimer	1
Schedule of submission of Tender	2
Press Notice	3
Definition	5
<u>Section-I</u>	
Notice Inviting Tender	6
<u>Section-II</u>	
Information & Instructions for Applicants	
1. General	9
2. Method of Application	10
3. Final Decision making Authority	10
4. Particulars Provisional	10
5. Site Visit	10
6. Tender documents	10
7. Submission of tender documents	11
8. Eligibility Criteria for Qualification	12
9. Evaluation of Technical Bid	14
10. Signing of the application and number of copies	15
11. Sealing of application	15
12. Deadline and address for submission of applications	16
13. Late applications	16
14. Validity of applications	16
15. Amendment of qualification document	17
16. Withdrawal of applications	17
17. Price bid opening	17
18. Award criteria	17
19. Employer's right	18
20. Jurisdiction	18
<u>SECTION-III</u>	
LETTER OF TRANSMITTAL	19
Form A	20
Form B	21
Form C	22

Form D	23
Form E	24
Form F	25
Form G	26
Form H	27

DISCLAIMER

HLL Lifecare Limited (HLL) has prepared this document to give interested parties background information on the Project. While HLL Lifecare Limited have taken due care in the preparation of the information contained herein and believe it to be accurate, neither Government of India nor HLL Lifecare Limited any of its authorities or agencies nor any of their respective officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

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

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

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

SCHEDULE FOR SUBMISSION OF BIDS

EVENT	DATE
Starting date of sale of documents	08.11.2013
Last date of sale of documents	15.11.2013
Last date and time for submission of completed Tender	16.11.2013 at 14:00 hrs
Date and time for Opening of Technical Bid	16.11.2013 at 15.00 hrs

The Tender documents containing the Technical Bid, Notice Inviting Tender, General Conditions of Contract, Bill of quantities & drawings can be purchased from the office of **Infrastructure Development Division, HLL Lifecare Limited, "ADARSH", TC 6/1718(1), Vettamukku, Thirumala PO., Thiruvananthapuram-695 006** from 08.11.2013 to 15.11.2013 on all working days between 11.00 AM and 5.00 PM, on payment of Rs. 1650/- in cash/DD. The DD should be drawn in favour of HLL Lifecare Limited, payable at Thiruvananthapuram. The tender may also be downloaded from the web site www.lifecarehll.com or Central Public Procurement Portal and the cost of tender document shall be submitted along with the tender in the form of DD taken in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

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

Deputy Vice President (Technical)
HLL Lifecare Limited,
Infrastructure Development Division,
"Adarsh", T.C 6/1718(1),
Vettamukku, Thirumala PO,
Thiruvananthapuram- 695 006
Phone- 0471 - 2365872 /73
Fax - 0471 2368144

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

NOTICE INVITING TENDER

Tender No. HLL/ID/13/86

Dated 07.11.2013

HLL Lifecare Limited invites Item Rate Tenders from eligible contractors/firms for the following work:

Name of work & Location	Estimated cost (Rs.)	Completion period	Date of issue of tender documents	Date of Opening of Tender
External development works in New Building at Akkulam factory of HLL, Thiruvananthapuram.	37,06,834/-	45 days	08.11.2013 to 15.11.2013	16.11.2013

Tender Documents will be issued from the Office of the Infrastructure Development Division on payment of **Rs.1650.00** (Rupees One Thousand Six hundred and Fifty only) in cash/DD as cost of tender documents. The tender documents may also be downloaded from the HLL web site www.lifecarehll.com or Central Public Procurement Portal and the cost of tender document shall be submitted along with the tender in the form of DD taken in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

Deputy Vice President (Technical)

DEFINITIONS

1. **“APPLICANT”** means a reputed Indian firm having the required experience that has purchased the tender document and applied for the same.
2. **“BID”** means the Tender document submitted by an Applicant interested in the Project in the prescribed format.
3. **“Project”** shall mean **“External development works in New Building at Akkulam factory of HLL.”**
4. **“Site”** shall mean the place where the works under the Project are to be carried out and the details of which are provided in this document.
5. **“Bid Security/ Earnest Money”** shall mean the amount to be deposited by the Tenderer with the Tender.
6. **“Bid Validity”** shall mean the period for which the Bids shall remain valid.
7. **“Bidder”** shall mean the party participating in the Tendering process pursuant to and in accordance with the terms of this document.
8. **“Contract Agreement”** shall mean the agreement to be signed between the Successful Tenderer and the competent authority of HLL.
9. **“Contract Price”** shall mean the financial bid of the Successful Tenderer as accepted by the Client.
10. **“Client/ Owner/ Employer”** shall mean HLL Lifecare Limited
11. **“YEAR”** means “Financial Year” unless stated otherwise

SECTION I

NOTICE INVITING TENDER

1. HLL Lifecare Limited invites tender from contractors for the work of **External development works in New Building at Akkulam factory of HLL, Thiruvananthapuram.**
2. The work is estimated to cost **Rs. 37,06,834/-**. This estimate however, is given merely as a rough guide.
3. Agreement shall be drawn with the successful tenderer and all the volumes of the tender document shall form part of the contract.
4. The time allowed for carrying out the work will be 45 days from the date of letter of acceptance or from the first day of handing over the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
5. The site for the work is available.
6. Tender documents will be **issued by the Deputy Vice President (Technical), HLL Lifecare Limited, "ADARSH", TC 6/1718(1), Vettamukku, Thirumala PO., Thiruvananthapuram-695 006** from 08.11.2013 to 15.11.2013 on all working days between hours of 11.00 AM and 5.00 PM, on payment of **Rs. 1650/-** (One Thousand six hundred and fifty only) in DD/ cash as processing fee of tender documents.
7. Tenders, **which should be placed in sealed envelopes, as prescribed in Para 11 of Section II (Information & Instructions to Tenderers)**, will be **received by the Deputy Vice President (Technical), HLL Lifecare Limited, Thiruvananthapuram** upto 2.00 PM on 16.11.2013. The Technical Bid will be opened by him or his authorized representative in his office the same day at 3.00 PM.
8. Earnest Money of **₹ 74,137/-** should be placed in a separate sealed cover marked "Earnest Money" shall be submitted along with the tenders in the form of a Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Thiruvananthapuram.
9. The contractor shall be required to deposit an amount equal to 5% of the tendered value of the work as performance guarantee in the form of an irrevocable guarantee bond of any scheduled bank or State Bank of India in the prescribed form within 10 days of issue of letter of acceptance.
10. The scope of the work is to **External development works in New Building at Akkulam factory of HLL.**

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding

or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender implies that the tenderer has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.

11. HLL does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
13. HLL reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

The firm or contractor shall not be permitted to tender for work in case his near relative (s) (directly recruited or on deputation in MoHFW/ HLL) is/are posted in any capacity either non-executive or executive employee. The contractor shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any executive employee/ gazetted officer in HLL or in the Ministry of Health and Family Welfare.

14. No Engineer of Gazetted rank or other Gazetted Officer employed in engineering or administrative duties in an Engineering Department of the Government of India/State Government or PSU's is allowed to work as a contractor for a period of two years after his retirement from Govt. service, without previous permission of the Govt. of India or HLL in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of India/State Government or PSU's as aforesaid before submission of the tender or engagement in the contractor's service.
15. The tender for the work shall remain open for acceptance for a period of 120 **days** from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to the HLL, then the HLL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.
16. This Notice Inviting Tender shall form a part of the Contract Document. In accordance with clause 1 of the contract, the letter of acceptance shall be issued in favour of the successful Tenderer/Contractor. The contract shall be deemed to have come into effect on issue of communication of acceptance of the tender. On such communication of acceptance, the successful Tenderer/Contractor shall, within 10 days from such date, formally sign the agreement consisting of: -

The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, forming part of the tender, and, as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

Agreement signed on non-judicial stamp paper as per Proforma annexed to the tender document.

Deputy Vice President (Technical)
HLL Lifecare Limited

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 GENERAL:

- 1.1 Letter of transmittal and forms for Technical Evaluation are given in Section III.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
- 1.3 The application should be neatly type-written in English. The applicant should sign each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the qualification document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless it is called for by the Employer.
- 1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work for HLL Lifecare Limited.
- 1.8 Prospective applicants may request clarification regarding the Tender document on before the date specified in the **“SCHEDULE FOR SUBMISSION OF**

APPLICATION". Any clarification given by the Employer will be posted in the web sites of HLL. No request for clarification will be considered after.

- 1.9 Joint Venture firms are not allowed to participate in the tender.

2.0 METHOD OF APPLICATION:

- 2.1 If the applicant is an individual, the applicant shall affix his signature above his name type written in full along with his current address.
- 2.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his name type written in full along with the full name of his firm and its current address.
- 2.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type-written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 2.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

3.0 FINAL DECISION MAKING AUTHORITY

The employer reserves the right to accept or reject any application and to annul the qualification process and reject all application at any time, without assigning any reason or incurring any liability to the applicants.

4.0 PARTICULARS PROVISIONAL

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the applicant.

5.0 SITE VISIT

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

6.0 TENDER DOCUMENTS

- 6.1 The tender documents consisting of the following three parts documents

1. Part-I- Technical Bid
2. Part-II – General Conditions of Contract
3. Part-III- Price Bid & Drawings

6.2 The tenderer is expected to examine carefully all the contents of the tender documents including instructions, conditions, forms, terms etc. and take them fully into account before submitting the offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderers own risk.

7.0 SUBMISSION OF THE TENDER DOCUMENTS

The tender document shall be submitted in two parts

1. Part- I- Technical Bid
2. Part-II- Price Bid

7.1 Part –I Technical Bid shall consisting of the following,

a. Earnest Money Deposit

Earnest Money Deposit, as detailed in clause 8 of NIT in original, placed in a separate sealed envelope and duly marked “Earnest Money Deposit”.

b. Power of Attorney

Attested copy of Power of Attorney (in favour of the authorized signatory of the tenderer) to submit the tender.

c. Signed copies of Technical Bid, General Conditions of Contract & Special conditions of contract, Technical specifications & Drawings.

d. Letter of transmittal

The applicant should submit the letter of transmittal attached with this document.

e. Financial information

Applicant should furnish the Annual financial statement for the last five years (in Form “A”)

f. Experience in works/ similar works

Applicant should furnish the following:

- A. List of all works of similar class successfully completed during the last seven years (in Form “B”).

- B. List of the projects under execution or awarded (in Form "C").
- C. Particulars of completed works and performance of the applicant duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress (in Form "D").

g. Organization information

Applicant is required to submit the following information in respect of his organization (in Forms "E" & "F").

- A. Name & Postal Address, Telephone & Fax Number etc.
- B. Copies of original documents defining the legal status, place or Registration and principal places of business:
- C. Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- D. Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- E. Authorization for employer to seek detailed references.
- F. Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work (in Form "F").

h. Construction plant & equipment

Applicant should furnish the list of construction plant and equipment including steel shuttering, centering and scaffolding likely to be used in carrying out the work. (in Form "G"). Details of any other plant & equipment required for the work (not included in Form F and available with the applicant may also be indicated).

7.2 Part -II Price Bid shall consisting of the following

- a. Completed Price bid

8.0 ELIGIBILITY CRITERIA FOR QUALIFICATION

The tenderers who meet the following criteria only shall be considered for price bid opening

- 8.1 (i) The applicant shall have experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works each costing not less than 40% of the estimated cost put to tender

Or

Two similar completed works, each costing not less than 60% of the estimated cost put to tender

Or

One similar completed work of aggregate cost not less than 80% of the estimated cost put to tender

'Cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Employer/ Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

8.2 The average annual financial turnover on construction works shall be atleast 30% of the estimated cost put to tender during the immediate last 3 consecutive financial year ending 31st March 2013. The documentary evidence duly audited and certified by a Chartered Accountant must be furnished along with the application. The year in which no turnover is shown would also be considered for working out the average.

8.3 The bidder should not have incurred any loss in more than two years during the last five years ending 31st March 2013.

8.4 The applicant should own construction equipment as per list required for the proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc., and submit the list of firms from whom he proposes to hire.

8.5 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

8.6 The applicant's performance for each work completed in the last 5 years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be furnished along with the application.

9.0 EVALUATION OF TECHNICAL BID

9.1 The applicants will be evaluated in the following manner:

- i. The initial criteria prescribed in para 8.1 to 8.5 above in respect of experience of similar class of works completed, and financial turn over etc. will first be scrutinized and the applicant's eligibility for qualification for the work be determined.

HLL, however, reserves the right to restrict the list of qualified bidders to any number deemed suitable by it.

- b. Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:
 - A. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document,
 - B. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
 - C. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law , their application will be summarily rejected.

9.2 All tenderers who qualified based on Technical Bid evaluation shall be informed and their price bids shall be opened on the date and time informed by HLL. The price bids of the unsuccessful bidders shall be returned unopened.

10. SIGNING OF THE APPLICATION AND NUMBER OF COPIES

10.1 The tenderer shall prepare one original set of the document. The tender documents (Part I- Technical bid & Part II- Price Bid) shall be stamped and signed on all pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney on a stamp paper authorizing the person to sign and act on behalf of the firm, duly notarized should be submitted.

10.2 The completed tender shall be without alteration, overwriting, interlineations or erasures except those to accord with instructions issued by HLL or as necessary to correct errors made by the tenderer. All amendments/ corrections shall be initialled by the person/ persons signing the tender.

10.3 An authorized representative shall have the authority to conduct all Business and incur liabilities related thereto for and on behalf of the Applicant, during the process and thereafter.

11.0 SEALING AND MARKING OF APPLICATIONS

11.1 The Technical and Price bids shall be sealed in two separate envelopes, superscribed as PART-I Technical bid and PART-II Price Bid respectively. The two covers shall be sealed in a single large envelope and submitted on or before the last date and time

for submission of the application. The envelopes shall be titled "**TENDER FOR EXTERNAL DEVELOPMENT WORKS IN NEW BUILDING AT AKKULAM FACTORY OF HLL, THIRUVANANTHAPURAM**" and clearly marked in English with name of the Applicant.

- 11.2 No responsibility will be accepted by the HLL for the misplacement or Premature opening of a tender, not sealed or marked as per aforesaid instructions.

12 DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS

- 12.1 Applications shall be submitted to HLL Lifecare Ltd., by hand or through registered post or courier service at the address given below and not later than 14.00 Hrs on 16.11.2013. In respect of Applications received by post or courier, HLL shall not assume any responsibility for any delayed delivery. Documents submitted in connection with this tender will be treated confidential.

- 12.2 The Application should be addressed to

**Deputy Vice President (Technical)
HLL Lifecare Limited,
Infrastructure Development Division,
"Adarsh", T.C 6/1718(1),
Vettamukku, Thirumala PO,
Thiruvananthapuram - 695 006.
Phone - 0471 2365872/73
Fax - 0471 2368144**

- 12.3 HLL may, at its discretion, extend the deadline for the submission of Tender, in which case all rights and obligations of HLL and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

13.0 LATE APPLICATIONS

Application received after the dead line of submission of tender document shall not be considered or opened under any circumstances and such tender documents will be returned in unopened condition.

14.0 VALIDITY OF APPLICATIONS

Application shall be valid for a period of 120 days from the date of opening of price bid. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

15.0 AMENDMENT OF TENDER DOCUMENTS

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

16.0 WITHDRAWAL OF TENDERS

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

17.0 PRICE BID OPENING

The price bid of only the qualified bidders will be opened. Evaluation of the financial offer will be based on price quoted by the contractor. Any subsequent alteration in prices shall not be given any cognizance.

18.0 AWARD CRITERIA

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

19.0 EMPLOYER'S RIGHT TO ACCEPT AND TO REJECT ANY OR ALL TENDERS.

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

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

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

20.0 JURISDICTION

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

**SECTION III
LETTER OF TRANSMITTAL**

From:

To
Deputy Vice President (Technical)
HLL Lifecare Limited,
Infrastructure Development Division,
"Adarsh", T.C 6/1718(1),
Vettamukku, Thirumala P.O,
Thiruvananthapuram- 695 006

Subject: Submission of Tender for the work of **External development works in New Building at Akkulam factory of HLL.**

Sir,

Having examined the details given in the Tender press notice and Qualification documents for the above work, I/we hereby submit the qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to F and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorize HLL Lifecare Limited to approach individuals, employers, firms and corporation to verify out competence and general reputation
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following works:

Name of work

Certificate from

Enclosures.

Seal of applicant

Date of submission

Signature(s) of Applicant

FORM 'A'

FINANCIAL INFORMATION

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant. (Copies to be attached).

A. Gross Annual turn over on construction works.

Years

2010-11	2011-12	2012-13

B. Profit/Loss

Years

2008-09	2009-10	2010-11	2011-12	2012-13

- II. Financial arrangements for carrying out the proposed work.
- III. The following certificates are enclosed:
1. PAN & Service tax registration

Signature of Chartered Accountant with Seal

Signature of Applicant

FORM 'B'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH OF OCTOBER 2013

Sl. No	Name of work/ project and location	Owner or sponsor	Cost in crores with breakup for components as in para 3, section I	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation /arbitration pending /inprogress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	8	10

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Applicant

FORM 'C'

PROJECTS UNDER EXECUTION OR AWARDED

Remarks	Name and address /telephone number of officer to whom reference may be made	Litigation /arbitration pending /in progress with details*	Actual date of completion	Stipulated date of completion	Date of commencement as per contract	Cost of work in crores	Owner or sponsoring organization	Name of work/ project and location	Sl.No
10	8	8	7	6	5	4	3	2	1

Signature of Applicant

FORM 'D'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"

1. Name of work /Project & Location.
2. Name of Contractor :
3. Agreement No.
4. Estimated Cost.
5. Tendered Cost
6. Final Cost on completion of the project :
7. Date of start
8. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
9. Amount of compensation levied for delayed completion, if any
10. Amount of reduced rate items, if any.
11. Performance Report

1) Quality of work	Very Good/Good/Fair/Poor
2) Financial soundness	Very Good/Good/Fair/Poor
3) Technical Proficiency	Very Good/Good/Fair/Poor
4) Resourcefulness	Very Good/Good/Fair/Poor
5) General behavior	Very Good/Good/Fair/Poor

Dated:

Executive Engineer or Equivalent

FORM 'E'

STRUCTURE & ORGANIZATION

1. Name & Address of the applicant
2. Telephone No./Fax No.
3. Legal status of the applicant (attach copies of original document the legal status).
 - (a) An individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/Place of registration	Registration No.
1.	
2.	
3.	
5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant, or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. In which field of Civil Engineering construction the applicant has specialization and interest?
12. Any other information considered necessary by not included above.

Signature of Applicant

FORM 'F'

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

S. No.	Designation	Number available for this work	Name	Qualification	Professional experience and details of work carried out	Responsibility	Remarks
1	2	3	4	5	6	7	8

Signature of Applicant

FORM 'G'
DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN
CARRYING OUT THE WORK

S. No.	Name of Equipment	Nos	Capacity or Type	Yr of manufacture	Condition	Ownership status			Current Location	Remarks
						Presently owned	Leased	To be purchased		
1	2	3	4	5	6	7	8	9	10	11
	Earth moving equipment 1. Excavators (various sizes) Equipment for hoisting & lifting 1. Tower crane 2. Builder's hoist Equipment for concrete work 1. Concrete batching plant 2. Concrete pump 3. Concrete transit mixer 4. Concrete mixer (diesel) 5. Concrete mixer (electrical) 6. Needle vibrator (electrical) 7. Needle vibrator (petrol) 8. Table vibrator (elect./petrol) Equipment for building work 1. Block making machine 2. Bar bending machine 3. Bar cutting machine 4. Wood thickness planer 5. Drilling machine 6. Circular saw machine 7. Welding generators 8. Welding transformers 9. Cube testing machines 10. M.S. pipes 11. Steel shuttering 12. Steel scaffolding 13. Grinding/polishing machines Equipment for road work 1. Road rollers 2. Bitumen paver finishers 3. Hot mix plant 4. Spreaders 5. Earth rammers 6. Vibratory road rollers									

	Equipment for transportation 1. Tippers 2. Trucks Pneumatic equipment 1. Air compressors (diesel) Dewatering equipment 1. Pump (diesel) 2. Pump (electric) Power equipment 1. Diesel generators Any other plant/equipment																	
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SAP VENDOR CREATION TEMPLATE

Name of Vendor / Supplier		
Address for Communication		
Phone Number		
Type of Organisation		Company / Partnership / Proprietor
PAN Number [attach copies]		
TIN Number [attach copies]		
CST Number [attach copies]		
Service Tax Registration No [attach copies]		
Bank Details		
Name of Bank		
Account Number		
RTGS / NEFT [IFS] Code		
Branch Name & Address		

Name & Signature