

**TENDER FOR SUPPLY OF DRINKING WATER  
AT HLL LIFECARE LIMITED,  
IRAPURAM FACTORY, COCHIN**

**TENDER NO. HLL/IFC/PUR/DW/2021-22 dated 16.09.2021**

**HLL LIFECARE LIMITED  
IRAPURAM FACTORY**

**DISCLAIMER**

HLL Lifecare Limited, Irapuram Factory, Cochin (HLL-IFC) has prepared this document to give interested parties background information on the Proposed Services. While HLL Lifecare Limited have taken due care in the preparation of the information contained herein and believe it to be accurate, HLL Lifecare Ltd, any of its authorities or agencies nor any of their respective officers, employees, agents or advisors do not give 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 applicants will be required to confirm in writing that they have done so and they do not rely on the information in responding to the tender. 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 Lifecare Limited reserves the right not to proceed with the work or to change the configuration of the work, 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 TENDER**

EVENT	DATE
Start date of downloading of documents	16.09.2021
Last date and time for submission of completed tender	07.10.2021 15:00 hrs
Date and time for Opening of Bid	07.10.2021 16:00 hrs

The filled, signed & stamped tender should be submitted before the due date and time of submission at the following address.

**Senior Manager (Purchase)  
HLL Lifecare Limited,  
Irapuram Factory ,  
Plot no 1&2, Rubber Park  
Valayanchirangara P.O  
Ernakulam-683556  
Tel;0484-2597200**

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

Tender No. HLL/IFC/PUR/DW/2021-22

16.09.2021

**NOTICE INVITING TENDER**

**HLL Life care Limited invites tender for the following work:**

<b>Name of work</b>	<b>Quantity requirement</b>	<b>Document Cost</b>	<b>Earnest money deposit (EMD)</b>
The scope of work includes:  1. Supply of Drinking water at HLL Lifecare Limited, Irapuram unit, Ernakulam	210 cans of 20L each (4200 Ltrs) appx. per month  2520 cans of 20L each (50400 Ltrs) appx. per year	NA	NA

**SSI/MSE units Registered with UDYOG AADHAAR shall provide their valid registration certificates along with the bid**

**Important date details**

Start date of downloading of documents : 16.09.2021  
Last Date and time of submission : 07.10.2021, 15:00hrs  
Date and time of opening : 07.10.2021, 16:00hrs

**Senior Manager (Purchase)  
HLL Lifecare Limited  
Irapuram factory, Kochi**

**Instructions to Bidders and Terms & Conditions**

1. Application is invited from reputed dealers / manufacturers for the supply of drinking water at HLL Lifecare Limited, Irapuram unit, Ernakulam
2. The tender documents can be downloaded from the web site [www.lifecarehll.com](http://www.lifecarehll.com) and can also be collected from the Purchase department of the unit during office hours from 9:15 am to 5:15 am from 16.09.2021 to 06.10.2021
3. All tender documents **should be placed in sealed envelopes**, shall be addressed to **Unit Chief, HLL Lifecare Limited, Irapuram Factory, Plot No. 1&2, Rubber Park, Valayanchirangara P.O, Ernakulam-683556, and submitted/received at the Purchase Department on or before 3 pm on 07/10/2021**. The quotations received after due date and time will not be accepted or considered under any circumstances. The company will not be responsible for any kind of delay in the transit of the tenders.
4. **The bids shall be opened on 07/10/2021 at 4 pm at HLL Lifecare Limited Irapuram Factory, Plot No. 1&2, Rubber Park, Valayanchirangara P.O. Ernakulam-683556** in the presence of representatives from HLL Lifecare Ltd and bidders who choose to attend the bid opening.
5. The successful bidder shall deposit an amount equal to 3% of the tendered value of the work as security deposit in the form of a DD in favour of HLL Lifecare Limited, Plot No. 1&2, Rubber Park, Valayanchirangara payable at Valayanchirangara, Ernakulam / bank remittance to the HLL bank account from any scheduled bank or State Bank of India in accordance with the details prescribed by HLL, within 10 days of issue of letter of award of work.
6. Along with the bid submission, the applicant shall also submit a letter of undertaking as per the prescribed format (**Annexure 2**) to pay an amount of Rs. 2000/- to HLL if they withdraw from the tender at any point of time
7. The service shall remain open for acceptance for a period of 90 days from the date of opening of the application. If any applicant 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 HLL shall, without prejudice to any other right or remedy, be at liberty to ask the bidder to pay the amount (Rs 2000) as aforesaid.
8. The applicant should preferably have a GST registration in their company name and shall submit a copy of GST registration along with the Tender document.
9. The contract will be for a period of two years from the date of award of contract. The work order shall be issued for a period of 1 year initially and the same shall be extended for 1 more year if the performance during the first year is satisfactory.
10. This tender document shall be a part of the contract. A letter of acceptance shall be issued first in favour of the successful Applicant.

11. 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 in HLL Lifecare Limited/cancellation of the work order and forfeiting of the security deposit.
12. The payment will be released on a monthly basis on submission of bill by the applicant. The applicant has to submit the detailed bill consisting of the supply details, and after evaluation of the details, payment will be released.
13. Canvassing whether directly or indirectly, in connection with this application is strictly prohibited and the application submitted by the applicants who resort to canvassing will be liable for rejection.
14. HLL Lifecare Ltd. has the right to reject or cancel the tender at any point of time without assigning any reason thereof. In case any doubt or dispute is arising out of and in relation to this tender, the decision of the **Unit Chief-IFC** will be final and binding on all the Tenders.
15. This tender is liable to be cancelled if the applicant is unable to comply/violated any of the terms and conditions of the tender. In such cases, the security deposit shall be forfeited.
16. Bidder shall either be a manufacturer of drinking water or a dealer of the drinking water manufacturer. The bidder has to provide a self-declaration regarding the same in the prescribed format (**Annexure 3**) along with the bid.
17. Delivery Schedule: The daily requirement of drinking water is approx. 7 cans (140 Ltrs) and the bidder has to supply 7 cans of drinking water on daily basis. If the bidder is interested to supply in other delivery frequencies like alternate days or once in 3 days, equivalent quantity has to be supplied each time (14 cans for delivery on alternate days and 21 cans for delivery once in 3 days). In such cases, prior approval from HLL has to be taken by the bidder.
18. **The drinking water should be supplied in 20 L cans.** All the water cans should be neat, clean & transparent. Each can should carry labels with details including Batch No., Mfg date, Exp date etc in legible printing. The supplier can take back the empty cans during the time of subsequent deliveries.
19. Specifications & test reports: **The water supplied should be potable and should meet IS 10500:2012 specification.** Test reports shall be submitted to HLL once in every 6 months or as and when requested by HLL. HLL reserves the right to test the water supplied by the bidder at any external laboratory as desired by HLL and if the water fails in such tests conducted at external laboratory, appropriate action including termination of the contract and blacklisting from participating in future tenders/ forfeiting the security deposit or both shall be taken against the bidder.
20. If requested by HLL, the bidder has to supply additional quantity of drinking water at the same rate and terms and conditions as specified in this tender document.

21. Rates shall be quoted on door delivery basis and inclusive of all taxes, transportation costs, miscellaneous expenses etc. Price quoted shall be valid for a period of 2 years (for the entire duration of the contract) and no increase in rates or terms and conditions of the contract shall be permitted during this entire period
22. The vehicle bringing the drinking water shall strictly follow the company protocols and speed limit inside the company premises.
23. Penalty Clause:
  - a) Delayed delivery: All expenses incurred to HLL on account of delayed delivery shall be borne by the supplier and HLL has every right to deduct this amount from the supplier
  - b) Quality issue: If at any point of time, any quality issue is noticed in the water supplied by the bidder, HLL reserves the right to terminate the contract and forfeit the security deposit.
  - c) Poor performance: If the bidder fails to execute/perform the assigned work/service or a part thereof, to the full satisfaction of the comp may, HLL shall be authorized to deduct an amount as deemed fit by HLL from the bills of the applicant and penalty would be charged to the extent of loss.
24. 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.
25. HLL reserves the right to accept or reject any tender and to annul the Evaluation process and reject all tenders at any time, without assigning any reason or incurring any liability to the applicants.
26. The bidder should affix their signature with official seal on all the pages of tender document and submit the same along with the tender document, failing which the bid will be rejected.
27. The bidder should have a minimum of 1 year experience in supplying drinking water to institutions, organizations or commercial establishments. The bidder has to provide a self-declaration regarding the same in the prescribed format (**Annexure 4**) along with the bid, failing which the bid will not be considered.
28. Bidder should clearly provide the Name of contact person, Mobile number, E-mail and complete address, and he shall be available to be contacted by HLL any time during the period of the contract
29. The applicant 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 applicant's own risk.

30. HLL reserves the right to inspect the manufacturing site if required. In such cases, the bidder shall make necessary arrangements for the same.

31. The applications should be addressed to the below address:

**UNIT CHIEF  
HLL Lifecare Limited  
Irapuram Factory, Plot no 1& 2, Rubber Park  
Valayanchirangara P.O  
Ernakulam -683556**

32. 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.

33. Validity of Applications: Application shall be valid for a period of 90 days from the last date of submission of Applications. HLL retains 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.

34. Amendment of Tender Documents: 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.

35. 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.

36. 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.

37. Withdrawal of Tenders: No modification or substitution of the submitted application shall be allowed. An applicant 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. 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".

38. Award Criteria: HLL will award the contract to the applicant, 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.

39. Employer's Right to accept and to reject any or all Tenders



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.

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.

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

#### **41. SUBMISSION OF PRICE BID**

The price bid shall be filled in **Annexure 1**, clearly mentioning the amount quoted for the service in both words and figures. In the event of any difference between the figures and words, the amount indicated in words shall be taken into account. Similarly, if there is any difference between the rates quoted and total amount, the rate quoted shall be taken into account.

Income Tax deduction: Any payment to the applicant as per contract will be made after deducting income tax as per the rules and regulations.

The tendered rate shall remain firm and free from variation due to rise in the cost of materials/equipment, or any other reasons whatsoever during the contract period of two years and valid extension.

**CHECKLIST (TO BE FILLED AND SUBMITTED ALONG WITH THE BID)**

Name, E-mail and mobile number of Bidder:

<b>SI No</b>	<b>Particulars</b>	<b>Yes</b>	<b>No</b>
1	Does the bidder have minimum ONE year experience in supplying drinking water to institutions, organizations or commercial establishments.		
2	If yes for the above, have you submitted the self-declaration as per Annexure 4?		
3	Does the bidder have a GST registration certificate?		
4	If yes for above, have you submitted copy of the GST registration certificate ?		
5	Has any misleading information been given by the applicant?		
6	Has the bidder abandoned any work in the last five years or has it been blacklisted by any Government Department/PSU or have any of its contract terminated for failure to perform?		
7	Has the bidder involved in more than one litigation in the last five years		
8	Has the bidder suffered bankruptcy/insolvency in the last 5 years?		
9	Have you filled and submitted the Price details as per Annexure 1?		
10	Have you filled and submitted the Letter of Undertaking as per Annexure 2?		
11	Have you filled and submitted the Declaration of the bidder being original Manufacturer / Dealer as per Annexure 3?		
12	Is the bidder a SSI/MSE unit Registered with Udyog Aadhaar?		
13	If yes for the above, have you submitted copy of Udyog Aadhaar Registration certificate?		
14	Have you signed and stamped on all pages of the tender document?		

All the information provided herein are true and correct

Place:

Date:

NAME&SIGNATURE OF THE APPLICANT

**ANNEXURE – 1**

**(TO BE FILLED AND SUBMITTED ALONG WITH THE BID)**

**PRICE BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate (Rs)</b>
1	Basic Rate per can	
2	Taxes	
3	Transportation cost	
4	Other charges, if any	
5	Total Landed rate per can	
6	Total rate of 210 cans (monthly)	
7	Total rate of 2520 cans (yearly)	

Period of contract: Oct 2021 – Oct 2023

**N.B:** In case of typo / clerical errors in the above mentioned values, the basic rate per can will be considered as the final rate for arriving at all other calculations

PLACE:

SIGNATURE OF THE BIDDER

DATE:

(WITH OFFICE SEAL)

NAME, E-mail and Mobile no. of the Bidder

**(TO BE FILLED AND SUBMITTED ALONG WITH THE BID)**

Letter of Undertaking

We, ..... (name of the bidder) hereby submit an undertaking to pay an amount of Rs. 2000/- to HLL if I withdraw from this tender at any point of time.

PLACE:

SIGNATURE OF THE BIDDER

DATE:

(WITH OFFICE SEAL)

NAME, E-mail and Mobile no. of the Bidder

**(TO BE FILLED AND SUBMITTED ALONG WITH THE BID)**

Self declaration of the bidder being original Manufacturer / Dealer

We, ..... (name of the bidder) hereby state that we are the original manufacturer / dealer (tick whichever is applicable) for the supply of drinking water to HLL Irapuram factory, Ernakulam

Address of original manufacturer:

PLACE:

SIGNATURE OF THE BIDDER

DATE:

(WITH OFFICE SEAL)

NAME, E-mail and Mobile no. of the Bidder

**(TO BE FILLED AND SUBMITTED ALONG WITH THE BID)**

Self declaration regarding experience of the bidder

We, ..... (name of the bidder) hereby state that we have experience of supplying drinking water to institutions, organizations or commercial establishments for .....years.

PLACE:

SIGNATURE OF THE BIDDER

DATE:

(WITH OFFICE SEAL)

NAME, E-mail and Mobile no. of the Bidder