**एचएलएल लाइफकेयर लिमिटेड / HLL Lifecare Limited**

**कणगला KANAGALA – 591225 / बेलगावि जिला / Belagavi Dist.**

# No.HL/BG/HR/QC Parcel Courier/2022-23 Date:12.10.2022

## निविदा सूचना / TENDER NOTIFICATION

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

|  |  |  |
| --- | --- | --- |
| S.No. | Particulars | Description |
| **1** | Name of the work | Booking and Delivery of letters, documents, articles and parcels through courier service all over India on day to day contract basis.  |
| **2** | Approx Tender valuefor one year (Rs.) | 4.00 Lakhs per year |
| **4** | Period of contract | 01.11.2022 to 31.10.2024 |
| **5** |

|  |
| --- |
| EMD (EMD is exempted for MSME as per guidelines issued by Government time to time)  |

 | Rs.5,000/- shall be paid separately through RTGS/NEFT /BANK GURANTEE transfer to -State Bank of IndiaA/c Number: 11130285123IFSC Code: SBIN0000888Branch name: Ashok Nagar, Nipani |
| **6** | Security Deposit | 3% of the work order value till 31.03.2023. However SD rate declared thereafter by Govt. of India will be made applicable |
| **7** | Eligibility criteria for Tenderer | As per Tender document |
| **8** | Start date for submission of Tenders | 13.10.2022 / 09.15 Hrs. |
| **9** | Last date and time for submission of bids | 28.10.2022 / 17:00 Hrs |
| **10** | Date of Price Bid opening meeting | 29.10.2022 / 11: 00 Hrs |

**Minimum Eligibility criteria for qualifying**

Agencies intending to participate shall fulfill the following qualification criteria:

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

**NATURE OF WORK**

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

**Procedure for deciding L1 party**

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

**GENERAL INSTRUCTIONS TO TENDERER**

1. Full care is to be taken for safe delivery of the letter/ article/document/Parcel within the scheduled time.
2. POD (Proof of Delivery) should be submitted to HLL Lifecare Limited, Kanagala along with monthly bills. Payment will be released on submission of PODs only.
3. The Tenders without E.M.D will be rejected.
4. Couriers must have internet network.
5. Contractor has to ensure compliance of Safety & Quality Policy of Company
6. This tender is published at HLL Lifecare Limited Website and in CPPP Portal.
7. All Corrigendum/extension regarding this tender shall be uploaded on these websites
8. Quotations shall be accepted only through offline mode. Late tenders will not be accepted.
9. Tenderers are advised to visit https://lifecarehll.com website regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.
10. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Address for communication and place of opening of bids: Senior Manager (HR), HLL Lifecare Limited, Kanagala – 591 225, Tahasil Hukkeri, District Belagavi, State Karnataka, India Ph:08333-279244, 279209 E-mail: veerendra@lifecarehll.com
11. The Price bids shall be opened at HLL Lifecare Limited, Kanagala – 591 225 in the presence of the Tenderers /their authorized representatives who wish to attend at the above address. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at same time and place.
12. More details can be had from the above Office during working hours. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Tenderer during the above tender process.
13. **Tender submission:** Tenderers have to submit their bids along with supporting documents to support their eligibility, as required in this tender document at HLL Lifecare Limited, Kanagala – 591 225, Belagavi Dist. Failure to submit the documents as required will attract disqualification.
14. EMD: as per the tender conditions shall be paid separately, thru RTGS/NEFT /BANK GURANTEE transfer in the following HLL A/c details:

Name of Bank: State Bank of India

A/c number: 11130285123

IFSC Code: SBIN0000888

Branch name: Ashok Nagar, Nipani

1. Document of the above transactions completed successfully by the tenderer, shall be attached along with the quotation.
2. Note: Any transaction charges levied while using any of the above modes of payment has to be borne by the tenderer. The tenderer's bid will be considered only if payment is effective on the date and time of bid opening.
3. HLL Lifecare Limited does not bind them to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the tenderers.
4. HLL Lifecare Limited reserves to themselves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at his quoted rates
5. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the tenderer or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by HLL Lifecare Limited including but not limited to forfeiture of EMD, Security Deposit, black listing etc., as deemed fit by HLL Lifecare Limited.
6. Conditional bids not supported with appropriate/desired documents will be rejected out rightly and decision of HLL Lifecare Limited in this regard shall be final and binding.
7. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the tenderers and to carry out the capability assessment of the tenderers and the HLL Lifecare Limited’s decision shall be final in this regard.
8. If the Tenderer / s back out from the commitment their EMD and Security Deposit will be forfeited followed by Blacklisting. The tenderers should be ready to attend negotiation meeting at their own cost at Kanagala OR at the place as fixed by the Company.
9. Section 101 (Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948 (AII LXIII of 1948) (23rd September 1948) is applicable
10. Payment will be released on monthly basis on submission of proper bills attaching the documents specified by the Company.
11. Taxes and duties if applicable are to be borne by the contractor only.
12. Preferably Contractor should have independent ESI and PF code number /PAN number and GST registration allotted by the concerned authorities (if required). The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with regard to safety, labour laws, PF and ESI remittance or any other prevalent laws both of Central and State Enactments.
13. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest etc.
14. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by HLL is to be implemented and the contractor shall supervise the work.
15. HLL Lifecare Ltd. has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
16. In the event of unsatisfactory services rendered by the contractor, the contract may be cancelled by the HLL by giving one month's notice. In case the contractor is having any difficulty to continue the contract he /she should give a two-month notice in writing to HLL for short closing the contract. In case the contract is short closed, HLL may forfeit the EMD and Security deposit / levy penalty as decided by the HLL authority.
17. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in neither HLL nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of HLL. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at HLL.
18. The total HLL Campus is ‘NO SMOKING ZONE’. Smoking, chewing tobacco / pan masala, consuming liquor etc. is strictly prohibited inside the premises. Violation of the same shall attract a penalty up to Rs.5000/- for each instance. Such penalty shall be recovered from the contractor’s Bills.
19. The contractor shall take applicable insurance or cover all the workmen under the provisions of ESI as the case may be.
20. On award of contract, Security Deposit (SD) of 3% of work order value in cash OR Bank guarantee of equivalent amount is to be submitted. OR SD will be recovered @3% from each bill till 31st March, 2023. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable. However SD amount will be applicable as per Govt. of India guidelines issued from time to time after 31.03.2023.
21. In case of any damages caused to HLL property by contractor/his/her men while executing the job, the cost of the same shall be recovered from the contractor.
22. The rates quoted should be valid till the completion of contract and will not be enhanced during the period of the contract on any account. Sub contract is not allowed.
23. The Contractor has to ensure that all precautions are taken for safety of his employees and equipment.
24. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
25. Contractor or his/her authorized representative shall solely entitled to instruct their workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
26. Workers engaged by contractors for aforesaid work shall be Contractors employee only and not of HLL Life Care Limited, Kanagala.
27. Transport / conveyance of workers engaged by the contractor is to be arranged by the contractor at his cost only wherever and whenever required or insisted.
28. Contractor shall disburse the payment to his deployed employees through e-payment mode i.e. through bank only. Non-compliance to this condition shall attract a penalty of Rs.5000.00 per month
29. Contractor to ensure that the employees deployed in the premises of HLL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification and experience etc. acceptable to concerned department.
30. The contractor shall arrange for the Medical checkup of his/her employees and produce the fitness certificate from the authorized hospital/Doctor before reporting for the work.
31. It is the contractors’ responsibility for the safety aspects of his/her employees deployed for the work. He/she should provide necessary safety equipments like Shoes, Gloves, and Mask etc. at his/her own cost to his/her employees deployed for the said work wherever necessary. The safety and quality policy of the Company shall be complied by the contractor
32. The Company HLL Lifecare Ltd. reserves the right to cancel the contract at any time during the contract period without paying any compensation and the decision of the HLL Lifecare Ltd. with regard to termination of contractual provision will be final. In the event of contractor abandoning the work OR HLL revoking the contract HLL reserves the right to get incomplete work completed at contractor’s RISK and COST. HLL shall have a right to terminate the contract at any time without assigning ay reason thereof.
33. Contractor shall indemnify HLL against all claims by statutory authorities and losses under various labour laws, statutes OR any civil or criminal law in connection with the employees employed by him/her.
34. The contractor shall responsible for the discipline of his/her own laborers deployed under the service contract. In case of any loss to HLL on account of indiscipline of contract labour then such loss shall be assessed and recovered from the contractor’s bills or from the security Deposit.

**LEGAL COMPLIANCE**

The Contractor shall comply with all the provisions regarding licensing, welfare & health procedures, maintenance of various records & registers etc. as provided under the Contract Labour (Regulation & Abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Govt. from time to time. For non-compliance of any provisions, statutory compliances under law, the contractor shall be responsible for penalties levied by the appropriate authorities under the Act. The contractor shall also be liable to comply with all other labour & Industrial Laws and such other Act, payment of Bonus Act, Minimum Wages Act etc. Depositing ESI, PF Contributions as may be applicable is the responsibility of the contractor for any default in compliance the contractor shall be held responsible.

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

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

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

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

The contractor shall submit duly signed undertaking enclosed with the tender document.

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

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

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

---

**UNDERTAKING**

**(To be attached with Price Bid Form)**

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

Dated

Signature of the Contractor

Witness No. 1

(Name and full address)

Witness No. 2

(Name and full address)

 I accept the above condition

 (Full signature of the Tenderer with seal of the Agency)

**TENDERER DETAILS FORM**

(If required separate sheet can be enclosed)

**(To be attached with Price Bid Form)**

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

घोषणापत्र D E C L A R A T I O N

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

स्थान Place:

दिनांक Date:

निविदाकर्ता के हस्ताक्षर एवं मुहर

Signature of Tenderer along with seal

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LTD.

भारत सरकार का उद्यम A GOVT. OF INDIA ENTERPRISE

कणगला KANAGALA – 591225, बेलगावि जिला BELAGAVI DIST.

**कीमत बोली फॉर्म PRICE BID FORM**

Work : Delivery of letters, documents, articles and parcels through courier service all

over India on day to day contract basis.

**FORMAT FOR QUOTING RATE**

**1) LETTERS / ARTICLES / DOCUMENTS BY – AIR MODE**

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

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

स्थान Place:

दिनांक Date:

निविदाकर्ता के हस्ताक्षर एवं मुहर

Signature of Tenderer along with seal

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LTD.

भारत सरकार का उद्यम A GOVT. OF INDIA ENTERPRISE

कणगला KANAGALA – 591225, बेलगावि जिला BELAGAVI DIST.

**कीमत बोली फॉर्म PRICE BID FORM**

Work : Delivery of letters, documents, articles and parcels through courier service all

over India on day to day contract basis.

**FORMAT FOR QUOTING RATE**

**2) LETTERS / ARTICLES / DOCUMENTS BY – SURFACE MODE**

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

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

स्थान Place:

दिनांक Date:

निविदाकर्ता के हस्ताक्षर एवं मुहर

Signature of Tenderer along with seal