

## GENERAL TERMS & CONDITIONS

1. Eligibility criteria:
  - a. Bidders should have executed satisfactorily at least three job of similar kind and contract should be valuing not less than Fifteen lakhs during the last one year in satisfactory manner.
  - b. Bidders should have minimum one year experience in the relevant field.

Documental proof for the above eligibility criteria including satisfactory certificate should be submitted along with the offer.

2. The schedule of quantities is appended. Bidders are advised to go through the entire general terms and conditions of this contract carefully.
3. Earnest money of Rs.20,000.00 in the form of a Demand Draft taken from a scheduled bank, payable at Thiruvananthapuram , Kerala issued in favor of HLL Lifecare LTD, HLL Bhavan, Poojappura, Thiruvananthapuram, Kerala. which should be placed in a separate sealed cover marked "Earnest Money" shall be submitted along with the tender. EMD of the unsuccessful bidders will be returned with in 15days from the date of issue of work order. The EMD of the successful bidder will be converted into security deposit / retention money.
4. The filled & duly signed tender (signature on all pages of the tender) should be submitted to Office of the Center Manager, Hindlabs ,Ground floor ,CGHS Dispensary, Sector 12 ,RK Puram, New Delhi-110022, PH- 011-26182875 on or before 15-07-2016 by 15.00 Hrs. The application shall be clearly marked "Tender for Renovation works(Civil , Electrical and services) of Room no.7, 8, 9 &10 in HINDLABS , RK Puram , New Delhi. " The tender will be opened at 16.00Hrs on the same day itself in the presence of interested bidders or their authorized representatives who choose to attend at the time of opening of tender.
5. The work shall be completed within 15 days from the date of receipt of Work Order or LOI.
6. 5% of the RA Bill value will be deducted from each bill towards retention money / security deposit.
7. The tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of tender.
8. The contractor shall visit the site before quoting the rates and clarifications if any required can be had from the address mentioned above.
9. Rates quoted should be inclusive of all cost of materials, Tools/Equipments labor charges, conveyance to site, handling charges, loading and unloading charges, hiring charges, clearing of debris, statutory payments etc.
10. The Management reserves the right to accept or reject the Tender either partially or fully without assigning any reason what so ever.
11. The work should be carried out without causing any inconvenience to the public and shall ensure that no damages are caused to the existing site premises.

12. During the execution of work the contractor or authorized representative should be present at site.
13. All Materials, Equipments/ Tools required for the work should be arranged by the contractor and brought to site for the timely completion of the work.
14. The materials used shall be as per specification and of good quality.
15. The Contractor has to arrange necessary insurance coverage for the machine, workmen etc. deployed by him. He shall arrange all safety measures to protect his workmen and also the properties of HLL.
16. Retention Money (Security Deposit) and Defect liability period: Retention money (Security deposit) will be released only after the defect liability period of one year from the date of issue of Work Completion Certificate. The work site safety of all employees, their ESI, PF etc will have to be borne by the contractor.
17. Taxes & Duties: The amounts quoted in the tender shall be inclusive of all taxes and duties
18. Penalty for delay: Penalty shall be imposed at 0.5% per week to a maximum of 7.5% of the contract value for any delay committed by the contractor in completing the work as per the order.
19. Measurement & Payment terms: The method of measurement of completed work shall be in accordance with the standard measurement. Payment will be made on satisfactorily completion of work as per the order. Interim or running account bills shall be submitted by the contractor for the work executed on the basis of such recorded measurements in the format of HLL. All such interim payments shall be regarded as payment by way of advances against final payment only, and shall not preclude the requiring of bad, unsound and imperfect or unskilled work to be rejected, removed, taken away and reconstructed or re erected. Any certificate given by the officer relating to the work done or materials delivered forming part of such payment, may be modified, or corrected by any subsequent such certificate(s) or by the final certificate and shall not by itself be conclusive evident that any work or material so which it relates is /are in accordance with the contract and certificate. Any such interim payment,/any part there of shall not in any respect conclude, determine or affect in any way powers of the engineer in charge under the contract or any of such payments be treated as final settlement and adjustment of accounts or in any way vary or affect the contract.
20. Payment Schedule: The contractor can submit two Running account bills during the work period. 80% of the bill value will be paid on each running account bill submitted by the contractor. The remaining 20% will be paid along with the final bill only after issue of Work Completion certificate by Engineer In Charge/Officer In Charge of HLL Life care Ltd .The running account bills is to be submitted detailing the work description ,quantity and rate as per the Work Order. Payments will be made after effecting the statutory deductions of TDS,

Work Contract Tax, Service Tax (reverse charge), etc .Retention money / Security deposit will be deducted on each bill as per clause 6.

21. The Quantity shown in the schedule is an approximate estimated quantity. No rate revision will be entertained if the quantity increases/decreases due to the site condition while executing the work.
22. If contractor is executing any extra items as per direction of Engineer in charge / Officer in charge, it will be billed as per the Market rate.
23. Final payment shall be paid only after clearing the site as per direction of Engineer-in-charge/ Officer in charge.
24. Settlement of Dispute: Arbitration shall not be the means of settlement of dispute or claims or anything on account of this Contract. If any disputes and difference arising out of the contract are to be settled by a civil court at Thiruvananthapuram , Kerala.

### SPECIAL CONDITIONS

The works to be governed by this contract shall cover delivery and transportation up to destination, safe custody at site, insurance, erection, testing and commissioning of the entire works.

Some restrictions may be imposed by the security staff etc. on the working and for movement of labour, materials etc. The contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on account of the same.

As the building shall be partially functioning, it shall be ensured by the contractor that no electric live wire is left exposed or unattended to avoid any accidents in this regard and the areas where the work is progressing, shall be cordoned off to ensure safety.

The works shall be carried out in the manner complying in all respects with the requirements of the relevant bylaws and regulations of the local body under the jurisdiction of which the work is to be executed or as directed by the Engineer-incharge and nothing extra shall be paid on this account.

The specifications/technical parameters mentioned in the bid document is a minimum requirement. The bidder may quote for any equivalent or updated technology and shall mention the same clearly. However the no preference shall be given while selecting L1 bidder in lieu of any updated technology/ enhancements proposed.

The length of cables mentioned in the schedule is approximate quantity only. The Contractor is required to supply and execute the cable for the actual requirement. The payment for cable will be made only for the actual quantity laid.

## CIVIL WORKS

The work shall be executed and measured in metric units given in the schedule of quantities, drawings, etc., (FPS unit wherever given is for guidance only).

Coarse sand shall be obtained from sources to be got approved by the Engineer-in-Charge. Whenever required, the coarse sand shall be screened and washed to suit the requirement of the specification. Nothing extra shall be payable on this account.

The rates for all items, unless clearly specified otherwise shall include all inputs of materials, labour, T & P, taxes, duties, scaffolding, wastages, profit, overhead, watch & ward, all incidental charges and shall also cover all obligations of the Contract.

Care shall be taken to avoid or reduce to the absolute minimum any cutting and demolishing of masonry work constructed to carry services pipes etc. Where pipes are encased in the hollows of double walls the outer wall shall be constructed after the piping or conduit works are complete in all respects and tested. In case it is found absolutely necessary to cut for taking any services, the same shall be made good during finishing to the satisfaction of the Engineer without any extra payment.

All works shall be carried out as per the specification given in this document. Wherever wanting corresponding CPWD specification shall be followed.

If any work is not covered in technical specification given in this document and CPWD specification, the same shall be carried out as per Manufacturer Specification and as per best Engineering Practice.

## Electrical

The work shall be carried out by a contractor holding valid licence issued by the State Government/Competent Authority for carrying out installation work of a voltage classes involved, under direct supervision of the persons holding valid certificates issued or recognized by the state government/competent authority.

All the materials to be used in execution of the contract shall be of approved quality and of the class most suited for the purpose specified. Before installation, the materials shall be approved by the engineer-in-charge.

All electrical works shall be carried out in accordance with the provisions of Indian Electricity Act, 1910 and Indian Electricity Rules, 1956 amended up to date.

The works shall also conform to relevant Indian Standard code of Practice for the type of work involved.

In all electrical installation works, relevant safety codes of practice shall be followed.

Unless otherwise specified, the work shall be carried out as per current CPWD general specifications for electrical works (Internal & External) as applicable as per the instruction of the Engineer in Charge or his authorized representative.

Warranty obligation for circuit breakers, Cables, fixtures, etc. are to be supplied by the contractor.

CCTV The executor shall be a reputed system integrator / authorized agent of reputed CCTV Camera, DVR manufacturer.

The functions intended from the proposed CCTV systems shall be as follows but not limited to the following:

1. To provide continuous & real time surveillance of the intended areas during daytime as well as night.
2. To monitor entry and exit of all persons/materials/anyothers at the entrances/exits and keep recording of the same for the stipulated period.
3. There shall be provision for retrieving the recorded videos vide external means for archiving/proof of evidence and for any other purpose when necessary.

#### Fire detection and alarm system

The proposed fire detection & alarm system is intended to provide adequate safety measures in the areas susceptible to fire in compliance with the statutory requirements. Any equipment / item not specifically mentioned in the technical specification but are found necessary to meet the statutory requirements shall include in scope of supply.

## HVAC

The works for aluminium sheet ducting for fresh air and return air, with all proposed accessories, is to be executed in the lab area. The ducting is to be provided for a proposed 5.5TR ceiling-mount AHU (AHU not included in the scope of work). The Contractor may visit the site and familiarise with the site conditions before quoting.

For HLL Lifecare Ltd.

Associate Vice President and Business Head (HCS)