

एचएलएल लाइफ़केयर लिमिटेड/HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम)/(A Government of India Enterprise)  
कॉर्पोरेट अनुसंधान एवं विकास केंद्र/Corporate R & D Centre,  
आक्कुलम/Akkulam, श्रीकार्यम पी ओ/ Sreekariyam P.O.  
तिरुवनंतपुरम/Thiruvananthapuram - 695017  
ई मेल/Email: [materialscredc@lifecarehll.com](mailto:materialscredc@lifecarehll.com)  
वेबसाइट/Website: [www.lifecarehll.com](http://www.lifecarehll.com)  
दूरभाष /PH: +91 471 277 4700  
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**TENDER DOCUMENTS  
(TECHNICAL BID)**

**NOTICE INVITING TENDER  
FOR  
SUPPLY OF HOUSEKEEPING TOOLS, CONSUMABLES AND CHEMICALS FOR  
HOUSEKEEPING SERVICES  
AT  
CORPORATE R&D CENTER,  
AKKULAM, THIRUVANANTHAPURAM.**

**Tender No: HLL/CRDC/TENDER/PUR/2017-18/03  
Dated: 16.06.2017**

एचएलएल लाइफ़केयर लिमिटेड/HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम)/(A Government of India Enterprise)  
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ई मेल/email : [materialscredc@lifecarehll.com](mailto:materialscredc@lifecarehll.com)

Tender No.: HLL/CRDC/PUR/TENDER/2017-18/03

16<sup>th</sup> June 2017

### ई-निविदा सूचना/ TENDER NOTICE

#### **Sub Supply of Housekeeping Tools, Consumables and chemicals for Housekeeping services at Corporate R&D Center, Akkulam, Thiruvananthapuram.**

1. Sealed and super scribed tenders under two bid systems are invited from on behalf of SVP (R&D), HLL Corporate R&D Centre, HLL Lifecare Limited, Akkulam, Sreekariyam P.O., Thiruvananthapuram 695017 from interested contractors having minimum 3 years experience in the relevant field as per the details given in the tender document at HLL Corporate R & D Center, Akkulam, Thiruvananthapuram.

HLL/CRDC/PUR/TENDER/2017-18/03	Dated: 16.06.2017
<b>IMPORTANT DATES</b>	
Date of publishing	16.06.2017 (1000hrs)
Bid Submission Start Date	17.06.2017 (1000hrs)
Bid Submission End Date	06.07.2017 (1500hrs)
Date of Technical Bid Opening	07.07.2017 (1200hrs)
EMD & Tender Fee to be submitted in the form of Demand Draft in favour of "HLL LIFECARE LIMITED"	Rs.10,000/- (EMD) & Rs.300/- (Tender Fee)

2. **Tender document fee of Rs. 300/- and EMD of 10,000/-** are payable by way of Demand Draft drawn in favour of "HLL LIFECARE LIMITED" The DD should be sent in a sealed envelope along with the tender document to HLL Corporate R&D Centre, HLL Lifecare Limited, Akkulam.
3. Amendment, if any to the tender documents shall be hosted on the website [www.lifecarehll.com](http://www.lifecarehll.com) only and the tenderers are advised to check the said website for taking into account any amendments.

**The last date for the submission of tender is 06.07.2017, 03:00pm (Local Time).**

वरिष्ठ उपाध्यक्ष (आर&डी)  
SVP (R&D)

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**Tender No: HLL/CRDC/TENDER/PUR/2017-18/03**

**CONTENTS OF BIDDING DOCUMENTS**

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Tender No.: HLL/CRDC/PUR/TENDER/2017-18/03

### **INSTRUCTIONS TO BIDDERS**

#### **1. Documents to be submitted in Technical Bid:**

- a) Earnest Money Deposit – Rs 10,000.00 payable as DD in the name of HLL LIFECARE LIMITED, Payable at Trivandrum
- b) Audited Balance Sheets, Annual Turnover statement signed by CA and Income
- c) Tax Returns of three financial years of last three years.
- d) Copy of registration certificate (Shop & Establishment)
- e) Copy of VAT/CST/PAN/GSTIN Registration
- f) Copy of orders for supply of Housekeeping cleaning material to other Institutes/Govt. organization :
- g) Signed and sealed Schedule B, Schedule C, Schedule D
- h) Previous experience certificate for providing similar services/items for maintaining the clean room facilities at the sites mentioned for qualifying experience.

The Technical Proposal should NOT contain any price information. Such proposal, if received, will be rejected.

#### **2. SUBMISSION OF BIDS:**

2.1. This is a two Bid system comprising of:

- a) **Technical Bid**
- b) **Price Bid**

2.2 Both the Bids shall be submitted in TWO separated sealed covers. Cover-I: Technical Bid and Cover-II: Financial bid. Tender Nos. of the Technical Bid and Price Bids shall be super scribed on the respective covers in order to clearly identify between the 2 Bids. The two separately marked Bids enclosed in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to the SVP (R&D), Corporate R & D, HLL Lifecare Limited, Akkulam, Sreekariyam P.O. Thiruvananthapuram – 695017, Kerala, India should reach us on or before the due date and time mentioned in the Tender notification. HLL shall not be responsible for any delay. Tender brought to the office after prescribed time will not be accepted. In both envelopes (Technical Bid and Price Bid) the bids tender name should be enclosed in separate envelopes.

2.3 Tenderer/Bidders are advised to follow the instructions provided in the “Instruction to Bidder” of this Tender document before proceeding with the tender.

2.4 Bid submitted without required documents will be summarily rejected.

#### **3. TENDER FEE & EARNEST MONEY DEPOSIT (EMD)**

3.1. The Earnest Money Deposit (EMD) of Rs.10,000/- and Tender Fee of Rs. 300/- both in the form of Demand Draft in favor of “M/s HLL LIFECARE LIMITED” payable at Trivandrum is required to be

submitted along with Technical bid document.

3.2. Tender received without EMD or EMD for lesser amount will be summarily rejected.

3.3. The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD. However, EMD and tender fee would be exempted, wherever applicable, provided the exemption certificate should be valid for at least one month after the last date of submission of tender bids and the certificate covers the specific services to be rendered in this tender.

3.4. The EMD shall be returned to the bidder(s) whose offer is not accepted by within 60 days from the date of signing the agreement with the successful bidder. However if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder. The EMD shall not carry any interest.

3.5. The EMD of the successful bidder will be adjusted against the security deposit.

3.6. EMD of a tenderer will be forfeited, if the tenderer withdraws or amend its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

3.7 FINANCIAL BID:- The bidder must submit their financial bid in the prescribed format specified at Annexure I of this tender document and no other format is acceptable. Bidders are required to sign on every page of Financial Bid.

3.8 EXTENSION OF LAST DATE:- The HLL, may in its discretion extend the last date for submission of the bids and such extension shall be communicated over email.

#### **4. OPENING OF TECHNICAL AND FINANCIAL BID:-**

4.1. The Technical bids (complete in all respect) received along with EMD and Tender Fee will be opened as per stipulated time and date indicated in Notice Inviting Tender of the tender document in presence of bidder/authorised representative of bidder, if present, at HLL Corporate R&D Centre, Akkulam, Trivandrum. The Bid received without EMD and Tender Fee will be rejected straightaway.

4.2. The technical committee will evaluate eligibility criteria of bidders.

4.3. It shall be noted that required documents submitted along with the technical bid will be perused/examined and in case of any deficiency, the technical bid will be rejected and financial bid will not be opened.

4.4. After scrutiny of technical bids, HLL shall shortlist the eligible bidders who qualify in the technical evaluation stage and inform them of the date and time of opening of the Financial Bids (Preferably by E-mail)

4.5. The financial bid price of each bidder shall be read out on the spot.

4.6. Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after following due procedure by the Tender Evaluation Committee.

4.7. In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;

5. NON TRANSFERABILITY: This tender is nontransferable. The incomplete and conditional tenders will be summarily rejected;

6. NON-WITHDRAWAL OF BIDS: No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited;

#### 7. VALIDITY OF BIDS

7.1. Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.

7.2. In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

7.3. The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

#### 8. RIGHT OF ACCEPTANCE:

8.1. The Competent Authority reserves all rights to reject any bid including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority in this regard shall be final and binding.

8.2. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.

8.3. The Competent Authority reserves the right to award any or part or full contract to any successful agency(ies) at its discretion and this will be binding on the bidders.

8.4. In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the Competent Authority reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting agency, which has been awarded the initial contract and this will be binding on the bidders.

8.5. HLL may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings etc.

#### 9. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'

9.1. After determining the successful bidder after evaluation, the client shall issue a Letter of Acceptance (LoA) in duplicate to the successful bidder, which will in turn return one copy to the client duly acknowledged, accepted and signed by the authorized signatory, within three (3) days of receipt of the same by the successful bidder.

9.2. The issuance of the Letter of Acceptance to the bidder shall constitute an integral part of the Agreement and it will be binding to the Contractor.

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### GENERAL TERMS & CONDITIONS

1. Tender is invited from reputed Applicants/firms for Supply of Housekeeping Tools, Consumables and chemicals at Corporate R & D Centre, HLL Lifecare Ltd Akkulam.
2. Intending applicants should inspect the buildings and make judicious assessment of the extent of services to be provided.
3. Tender documents, **which should be placed in sealed envelopes**, will be **received at the office of Office of Senior Vice President (R&D), HLL Lifecare Ltd, CORPORATE R&D CENTRE, AKKULAM, SREEKARYAM.P.O, Thiruvananthapuram-695017 upto 3.00 PM on 06.07.2017**. The tender will be opened at the above mentioned location at **12 Noon on 07.07.2017**.
4. All tender documents shall be submitted in sealed envelopes and shall be superscribed clearly as "Supply of Housekeeping Tools, Consumables and chemicals for Housekeeping services" at Corporate R & D Centre, Akkulam and date and time of submission with complete contact details of authorized signatory of the applicant should be written on the envelop.
5. The period of operations shall be for one year with effect from 01<sup>st</sup> August 2017 and extendable for one more year on mutually agreed terms. The requirement shall be as detailed in **Schedule A**.
6. The work shall be awarded to the applicants quoting lowest rates and meeting the statutory requirements as specified in Price Schedule (Annexure I). There shall not be any other additions to the given price schedule. The price schedule shall be filled by hand.
7. The Applicant shall be required to deposit an amount equal to 5% of the tendered value of the work as performance guarantee.
8. Applicants are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their applications as to the risks, contingencies and other circumstances which may influence or affect their application. An applicant 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 applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, facilities for transportation and all other services required for executing the work. Submission of this application implies that the applicant has read this notice and all the

documents and has made himself aware of the scope and specifications of the service to be done, local conditions and other factors having a bearing on the execution of the work.

9. 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.
10. The tender for the work shall remain open for acceptance for a period of **120 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.
11. 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 first in favour of the successful Applicant. On such communication of acceptance, the successful Applicant shall, within 15 days from such date, formally sign the agreement consisting of:-
  - a) The Notice Inviting Tender, tender documents including scope of work, and other documents if any as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
  - b) Agreement to be signed on a non-judicial stamp paper. The Proforma for the same will be given along with the Letter of acceptance.



**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**Corporate R & D Centre,**  
**Akkulam, Thiruvananthapuram - 695017**

**SCHEDULE A**

**Tender No.: HLL/CRDC/PUR/TENDER/2017-18/03**

**SCHEDULE OF REQUIREMENT PER MONTH**

<b>SL.No</b>	<b>Description &amp; Name</b>	<b>Unit</b>	<b>Qty</b>
1	TASKI-R1	Lts	5
2	TASKI-R2	Lts	15
3	TASKI-R3	Lts	2
4	TASKI-R4	Lts	1
5	TASKI-R5	Lts	5
6	TASKI-R6	Lts	5
7	TASKI-R7	Lts	2
8	TASKI-SPIRAL	Lts	2
9	SUMO-D7	Lts	1
10	Room Freshener (Air Neutralizer Spray Cans)	Nos	6
11	Air Neutralizer cartridge-Refills	Nos	5
12	Air Fresheners (Odonil etc.)	Nos	15
13	Cleaning Tools for Floor, walls, glass and Windows etc.	Nos	LS
14	Cleaning Consumables (Mop refills, check cloth, class cleaning kit etc.)	Nos	LS

All the chemicals shall be of Johnson Diversey make.

The chemicals shall be supplied as per the indent made by HLL on monthly basis.

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**Corporate R & D Centre,**  
**Akkulam, Thiruvananthapuram - 695017**

**Tender No.: HLL/CRDC/PUR/TENDER/2017-18/03**

**SCHEDULE B**

**QUESTIONNAIRE**

(General information of the tenderer)

1. Name & Address of the tenderer with :  
(a) Telephone No.  
(b) Fax No.  
(c) E - mail Address  
(d) Name of the contact person  
(e) Whether proprietor / partnership /  
Limited company. (attach the relevant  
self attested copy)
2. Name of proprietor/ Director of company/  
Firm/Agency :
3. What would be the minimum period :  
required to supply the items?
4. What is your Annual Turn Over during the  
last 3 years?
5. **What is your :-** :  
a) CST No :  
b) VAT NO /TIN NO :  
c) GSTIN No. & registration details :  
c) Central Excise Registration No: :  
d) PAN No :  
(along with copies of supporting documents for proof)
6. Any other details :

All the information provided herein is true & correct.

Place:

Name and Signature of the Tenderer

Date:

(With Office Seal)

**HLL LIFECARE LIMITED  
(A Government of India Enterprise)  
Corporate R&D Centre,  
AKKULAM, Thiruvananthapuram- 695017**

**Tender No.: HLL/CRDC/PUR/TENDER/2017-18/03**

**Date: .....**

**INDEMINITY CLAUSE:**

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all loses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of equipment at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

**The supplier shall have no right to change the conditions stipulated in the supply order.**

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:

NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**Corporate R&D Centre**  
**Akkulam, Thiruvananthapuram-17**

**Tender No.: HLL/CRDC/PUR/TENDER/2017-18/03**

**Date: .....**

**DECLARATION**

I/WE confirm having read and understood all the work / supply requirements, instructions, forms, terms and conditions and all other requirements of the above tender (both expressed and implied) in full and the offer being abide by all without any deviation.

(Seal of the Tenderer)

**SIGNATURE:**  
**NAME & ADDRESS OF TENDERER**

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**TENDER DOCUMENTS  
(TECHNICAL BID)**

**NOTICE INVITING TENDER  
FOR  
SUPPLY OF HOUSEKEEPING TOOLS, CONSUMABLES AND CHEMICALS FOR  
HOUSEKEEPING SERVICES  
AT  
CORPORATE R&D CENTER,  
AKKULAM, THIRUVANANTHAPURAM.**

**Tender No: HLL/CRDC/TENDER/PUR/2017-18/03  
Dated: 16.06.2017**

**PRICE SCHEDULE****Schedule of Housekeeping Tools, Consumables and Chemicals**

SL.No	Description & Name	Unit	Qty	Unit Rate(Rs)	Amount (Rs)
1	TASKI-R1	Lts	5		
2	TASKI-R2	Lts	15		
3	TASKI-R3	Lts	2		
4	TASKI-R4	Lts	1		
5	TASKI-R5	Lts	5		
6	TASKI-R6	Lts	5		
7	TASKI-R7	Lts	2		
8	TASKI-SPIRAL	Lts	2		
9	SUMO-D7	Lts	1		
10	Room Freshener(Air Neutralizer Spray Cans)	Nos	6		
11	Air Neutralizer cartridge-Refills	Nos	5		
12	Air Fresheners (Odonil etc.)	Nos	15		
13	Cleaning Tools for Floor, walls, glass and Windows etc.	Nos	LS		
14	Cleaning Consumables (Mop refills, check cloth, class cleaning kit etc.)	Nos	LS		
<b>Total Amount Per Month</b>					
<b>Total Amount Per Annum</b>					
<b>Grand Total</b>					

Rates shall include Transportation charges, service charges and all taxes etc.

Rates shall not vary during the period of the contract.

All the chemicals shall be of Johnson Diversey make.

The chemicals shall be supplied as per the indent made by HLL on monthly basis.