

Kakkanad Factory, Cochin

Tender No: HLL/PUR/CLEARING & FORWARDING/CSEZ/2024-26

Date: 05.03.2024

## **TENDER FOR CLEARING AND FORWARDING SERVICES IN CSEZ /2024-26**

**AT**

**HLL LIFECARE LIMITED,  
KAKKANAD, COCHIN**

Kakkanad Factory, Cochin

**Tender No:** HLL/PUR/CLEARING & FORWARDING/CSEZ/2024-26

**Date:** 05.03.2024

**Plot No.16-A/1 CSEZ, Kakkanad P. O. Ernakulam – 682 037,  
Kerala, India. Ph: +91 484 2413999  
Email: [materialsafc@lifecarehll.com](mailto:materialsafc@lifecarehll.com)**

**TENDER FORM**  
**CLEARING AND FORWARDING SERVICES IN CSEZ.**

Sealed, super-scribed and competitive tenders are invited under limited tender single bid system (price bid) in the prescribed format for CLEARING AND FORWARDING SERVICES IN CSEZ for a period of two years starting from **1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2026** as detailed below:

Sl.No	Particulars
1	CSEZ Filling & Clearance of Bill of Export
2	CSEZ Filling & Clearance of DTA Sales
3	CSEZ Filling & Clearance of Shipping Bill
4	CSEZ Filling & Clearance of Bill of Entry
5	CSEZ Filling & Clearance DTA Procurement
6	Documentation in CSEZ clearance charge.-
6.1	<b>Import air cargo clearance from Nedumbassery Airport:-</b>
	Documentation including stationary charges
	TSP / Do charges / Billing charges
	Taxi hire for escort
	Handling charges including examination
6.2	<b>Export air cargo through Nedumbassery Airport:-</b>
	Documentation including stationary charges
	Cooley for unloading & X ray charges
	Handling charges including examination

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6.3	<b>Import customs clearance of FCL consignment for House Destuffing :</b>
	Documentation including stationary charges
	Trailer hire charges from Port to CSEZ, Kakkanad -14ft
	Trailer hire charges from Port to CSEZ, Kakkanad -20ft
	Our handling charges including examination
6.4	<b>Import clearance of Sea LCL consignment :-</b>
	Documentation including stationary charges
	THC/DO charges payable to steamer
	Coolley for loading from wharf
	Atti paise charges
	Fork lift hire charges for loading per hour
	Taxi hire for escort
	Handling charges including examination

The tender documents can be downloaded from our Website: [www.lifecarehll.com](http://www.lifecarehll.com). The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.560/- drawn in favour of HLL Lifecare Ltd., payable at Kochi towards the cost of tender documents, along with the Bid.

**Last date & time of submission of Tender : 20.03.2024 2 PM**  
**Date of opening of tender : 20.03.2024 3 PM**  
**Tender fee : Rs.560/-**  
**EMD : Rs.15,600/-**  
**HLL Bank Details : Bank: State Bank of India**  
**A/c no. 10295187178**  
**IFSC Code. SBIN0009485**  
**Branch: CEPZ Kakkanad**

SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate. The Tenders not accompanied by the DD for Rs.560/- or copy of Udyog Aadhar will be summarily rejected. The terms and conditions, format for quoting rates etc., are given in the tender document. **HLL KFC being a CSEZ Unit GST is zero-rated.**

**SENIOR MANAGER (PURCHASE)**

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### TERMS AND CONDITIONS

1. The Bid must be accompanied by EMD of Rs.15,600/- (Rupees Fifteen thousand six hundred) by the way of Demand Draft or TT/ RTGS, drawn in favor of HLL Lifecare Limited., payable at Ernakulam. The tender documents can be downloaded from our Website: [www.lifecarehll.com](http://www.lifecarehll.com). The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.560/- drawn in favour of HLL Lifecare Ltd., payable at Kochi towards the cost of tender documents, along with the Bid. SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate. The Tenders not accompanied by the DD for Rs.560/- and EMD without copy of Udyog Aadhar will be summarily rejected.
2. The CHA should have at least 5 years of minimum experience in clearing and forwarding activities in CSEZ as on 28/02/2024. Proof of experience & authorized license details to be attached along with the tender document. The party should have a working office in Ernakulam, who can immediately perform services on need basis.
3. The Contractor should have a valid Service Tax Registration/GST and produce copy of the Registration Certificate to the Company before commencement of the Contract. The party should have valid PAN & Bank Account in any Nationalized (or) scheduled bank. Proof to be attached.
4. The breakup of the rate should be furnished in the price bid **Annexure – I**. Statutory deductions as applicable will be deducted from the bills.
5. The bidder shall furnish the declaration form given in **Annexure-II** and submit it along with the sealed bid.
6. The Contractor shall submit bills for payment and the bills will be paid within 30 days of receipt of the bills.
7. Any other payments incurred extra other than the quoted rates shall be supported by respective bills after concurrence with user department.
8. There shall be no employer employee relation between the HLL and the CHA

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9. Super scribed Tenders duly completed in all respects should be submitted to **SM (Purchase), HLL Lifecare Ltd., Plot No.16/A-1, CSEZ, Kakkanad, Cochin** latest by 2.00 pm on 20/03/2024. The Tender will be opened at 3.00 p.m. on 20/03/2024 in the presence of Tenderers, if they wish to be present in Tender Opening.
10. Tender by e-mail will not be accepted in any manner.
11. The successful bidders are required to provide a security deposit of Rs.39,000/- within 15 days of award of work (or) and shall be furnished by way of a Bank Guarantee/ Demand draft / TT / RTGS.
12. The Company shall not be liable for the delay in submission of tenders after the due date specified above due to any reason including Postal delays etc.
13. The Unit Chief of Kakkanad Factory, Cochin, reserves the right to cancel or reject the Tender fully or partially, without assigning any reason and his decisions will be final and binding on all Tenders.
14. HLL will have the right to cancel the contract at any point of time, after giving one months' notice.
15. Any blacklisted parties are not permitted to participate in Bids and if submitted will be rejected.
16. All documents attached along with the bid are to be signed and sealed.
17. 25% of annual procurement value will be sourced from Micro and Small Enterprises.
18. The Price bid shall be valid for **two year (initially for one year and will be extendable to second year based on requirement)** . However, HLL reserves the right to limit/extend the validity period without assigning any reason
19. (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 meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises.
20. If any information provided in the Bid is found false at any point of time during the contract period, the same shall result in termination of contract, disqualification of the tenderer from future tenders, forfeiture of Security Deposit and payment of compensation towards loss or damage caused to the Company on account of making false claims.
21. The duties related with SEZ are required to pay at Cochin Special Economic Zone by the

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awarded party, the details to be submitted to HLL. Regarding the details about SEZ related duties the interested bidders may visit [www.csez.com](http://www.csez.com). **HLL KFC being a CSEZ Unit GST is Zero rated**

22. Forfeiture of Security Deposit: The security deposit shall be forfeited, in the event of failure on the part of contractor to execute the work during the contract period. Further such contractor/s may also be blacklisted / barred from participating in HLL's future tenders for a period of two years.

23. If the awarded party is not taking work within the allotted time frame other than any unavoidable circumstances like vehicle strike, natural calamity etc., the contract will be cancelled and the EMD/ Security deposit amount shall not returned to the party. Then HLL may consider the next lowest party to award the contract at the risk and cost of the original vendor.

24. All disputes or differences whatsoever arising between the contractor and HLL shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian council of Arbitration and the awards made in pursuance thereof shall be binding on both parties.

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### 26. Preference to Make in India

Preference shall be given to local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a local supplier, should be as per relevant notification / order issued by the nodal ministry as available on the website of Department of Promotion of Industries and Internal Trade (DPIIT). If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

#### Verification of Local Content:

The supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the items offered meets the local content requirement for supplier, as the case may be. They shall also give the details of the locations (s) at which the local value addition is made.

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In case the bid value is more than Rs.10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 and subsequent amendment dated 16.09.2020 and any other amendments which may be made from time to time and its subsequent Orders/ Notifications issued by concerned Nodal Ministry for specific Goods/Products. Rule 144 (xi) of the GFR regarding restrictions on procurement from a bidder of a which mandates the bidder from a country sharing land border with India Regarding restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**27 List of documents to be attached.**

27.1 DD for EMD & Tender Fee – if belong to MSE, copy of registration certificate to be attached

27.2 GST Registration Certificate

27.3 PAN copy

27.4 Proof of Bank Account.

27.5 Proof of experience ( 5 years )

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**Annexure -I**

**PRICE BID**

1. Name & Address of the Tenderer :

Email

Phone

Res:

Mob :

2. Service tax registration No :  
(Proof to be attached)
3. Pan Card No. :  
(Proof to be attached)
4. Bank Details :  
(Proof to be attached)
5. GST NO :  
(Copy of registration to be attached)
6. MSME Registered : Yes/No  
(If yes, copy of registration to be attached)



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7. Rate Details to be filled by the tenderer.

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1	<b>CSEZ Filling &amp; Clearance of Bill of Export (Service Charge)</b>	
2	<b>CSEZ Filling &amp; Clearance of DTA Sales (Service Charge)</b>	
3	<b>CSEZ Filling &amp; Clearance of Shipping Bill Service Charge)</b>	
4	<b>CSEZ Filling &amp; Clearance of Bill of Entry (Service Charge)</b>	
5	<b>CSEZ Filling &amp; Clearance DTA Procurement (Service Charge)</b>	
6	<b>Documentation in CSEZ clearness charge.-</b>	
6.1	<b>Import air cargo clearance from Nedumbassery Airport:-</b>	
	Documentation including stationary charges	
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	Documentation including stationary charges	
	THC/DO charges payable to steamer	
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**ANNEXURE II**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Name :( insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)