E-TENDERDOCUMENT

**Outsourcing of Manpower Contract for ElectonicTesting and Allied Works, Inside Kakkanad Factory for Two Years (2023-2025)**

**E-Tendering**



**HLL Life care Limited**

(A Government of India Enterprise) **Kakkanad Factory, CSEZ,Cochin–37**

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**Email:**[**materialskfc@lifecarehll.com**](mailto:materialskfc@lifecarehll.com)

CIN:U25193KL1966GOl002621

**FEB2023**

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**HLLLIFECARELIMITED**

(A Government of India Enterprise)Kakkanadu Factory, Plot No. 16-A/1, Cochin Socio Economic Zone P.O Cochin–680037, Kerala, India

Phone: 0484-2413999

# NOTICE INVITING TENDER (NIT)

**IFB No: HLL/KFC/PROC/OUT/MANPWR/ETW-RE/2023-25 20.02.2023**

HLL Lifecare Limited (HLL), a Government of India Enterprise, invites online bids from eligible, competent and experienced parties who are capable of executing the following item/work meeting the requirements as per our tender.

|  |  |  |
| --- | --- | --- |
| **Sl** | **Particulars** | **Description** |
| 1 | Name of Item/Work | Outsourcing Of Manpower Contract for ElectonicTesting and Allied Works Inside Kakkanadu Factory/Contractor Premises for Two Years (2023-25) |
| 2 | Location of Delivery/Work | HLL Factory, Kakkanadu, Ernakulam, Kerala |
| 3 | Estimated Cost of the Item/Work | 200Lakhs |
| 4 | Brief description of Item/Work | Out sourcing of manpower contract for various activities inside HLL Kakkanadu factory/contractor premises for two years |
| 5 | Bid Security/EMD | 200000 |
| 6 | Bid submission fee/Tender fee | Rs.500/-+GST@18%=Rs.590/- |
| 7 | Contract Period | 2years from the date of Notification of Award |
| 8 | Eligibility criteria for Bidders | As per Tender document |
| 9 | Last date and time for online submission of bids | **24.04.2023at15:00hrs** |
| 10 | Date and time of opening of e-tender | **25-04-2023at15:00hrs** |
| 11 | Bank Account Details | Bank: State Bank of India A/c no .10295187178 IFSC Code.SBIN0009485  Branch: CEPZ Kakkanadu |

**GENERAL INSTRUCTION TO BIDDERS**

1. This tender is an e-Tender and is being published online in Government e-Procurement portal ,https://etenders.gov.in/eprocure/app
2. Bid documents including the Bill of Quantities (BOQ) can be downloaded free of cost from the Central Public Procurement Portal of Government of India (e-portal).All Corrigendum / extension regarding this e-tender shall be uploaded on this web site i.e .https://etenders.gov.in/eprocure/app.
3. The tendering process is done online only at Government e Procurement portal (URLaddress:https://etenders.gov.in/eprocure/app).Aspiring bidders may download and go through the tender document.
4. All bid documents are to be submitted online only and in the designated cover(s)/envelope(s) on the Government e Procurement website. Tenders/bids shall be accepted only through online mode on the Government e Procurement website and no manual submission of the same shall be entertained. Late tenders will not be accepted.
5. The complete bidding process is online. Bidders should be in possession of valid Digital Signature Certificate (DSC) of class II or above for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.
6. Bidders are advised to go through “Bidder Manual Kit”, “System Settings” & “FAQ” links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal.
7. Bidders are advised to visit CPPP website <https://etenders.gov.in> regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.
8. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Government e Procurement Portal.
   1. Registration
      1. Bidders are require dto register in the Government e-procurement portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home page after log into the CPP Portal (URL:https://etenders.gov.in/eprocure/app), by clicking on the link “Online bidder Enrolment ”on the CPP Portal which is free of charge.
      2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a pass word for their accounts.
      3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
      4. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The bidders are required to have class-2 digital certificate or above with both signing and encryption from the authorized digital signature Issuance Company. Please refer onlineportali.e.-https://etenders.gov.in/eprocure/appformoredetails.
      5. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or above Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /n Code / eMudhra etc.), with their profile.
      6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the pass word of the DSC/e-Token.
      7. The Bidder intending to participate in the bid is required to register in the e-tenders portal using his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. He /She have to submit the relevant information as asked for about the firm/contractor. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including all the Forms/Annexure of this tender.
      8. Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on thee-procurement portal.
      9. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
      10. Ineligible bidder or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advice dto refrain themselves from participating in this tender.
   2. Searching for Tender Documents
      1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Form of Contract, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization
      2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issue dto the tender document.
      3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Help desk.
   3. Preparation of Bids
      1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
      2. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
      3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
      4. To avoid the time and effort required in uploading the same set of standard documents which are required to Q be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) hasbeenprovidedtothebidders.Bidderscanuse“MySpace”or‘’OtherImportantDocuments’’ area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
      5. Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.
9. More information useful for submitting online bids on the CPP Portal may be obtained at https://etenders.gov.in/eprocure/app
10. Tenderer are required to upload the digitally signed file of scanned documents. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading application in location other than specified above shall not be considered. Hard copy of application shall not been entertained.
11. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The 24x7 Help Desk details areas below:-

For any technical related queries please call at 24 x 7 Help Desk Number: 0120-4001062, 0120-4001002, 0120-4001005, 0120-6277787

Note:-International Bidders are requested to prefix+91ascountrycode

E-Mail Support: For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical -[support-eproc@nic.in,](mailto:support-eproc@nic.in)Policy Related-[cppp-doe@nic.in](mailto:cppp-doe@nic.in)

1. Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact details.
2. 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 contactpersonindicatedinthetender.Addressforcommunicationandplaceofopeningofbids:

**UNIT CHIEF**

(A Government of India Enterprise)Kakkanadu Factory, Plot No. 16-A/1, Cochin Socio Economic Zone P.O.Cochin–680037, Kerala, India

Phn: 0484-2413999

E-MailID:reji.u@lifecarehll.com,materialskfc@lifecarehll.com,

1. The bids shall be opened online at the **Office of the Unit chief**. 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.
2. More details can be had from the Office of the Deputy General Manager (Projects) 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 Bidder during the e-procurement process.
3. A firm/bidder shall submit only one bid in the same bidding process. A Bidder (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.
4. Joint ventures or Consortiums of two or more registered contractors are not permitted.
5. Online Tender process

The tender process shall consist of following stages:

1. Downloading of tender document: Tender document will be available for free download on Government e-procurement portal (<URL:https://etenders.gov.in/eprocure/app>). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
2. Publishing of Corrigendum: All corrigenda shall be published on Government e-procurement portal (URL:https://etenders.gov.in/eprocure/app)andshallnotbeavailableelsewhere.
3. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on Government e-procurement portal. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
4. Opening of Technical Bid and Bidder short –listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online).Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

vi. Opening of Financial Bids: Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date’s section.

Note: Any transaction charges levied while using any of the above modes of payment as to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment is effective on the date and time of bid opening.

1. HLL Lifecare Limited does not bind themselves to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.
2. The HLL Lifecare Limited reserves to themselves the right of accepting the whole or any part of the tender and bidder’s hall be bound to perform the same a this quoted rates.
3. 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 bidder 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 Life care Limited.
4. Conditional bids and bids not uploaded with appropriate/desired documents may be rejected out rightly and decision of HLL Life care Limited in this regard shall be final and binding.
5. The agency shall be solely responsible for complying with the provisions of Provident Fund and ESI Acts etc., (in force and as amended from time to time) relating to manpower engaged to this contract. In the event of any liability on HLL Lifecare Limited due to failure of contract to comply the said Acts, the agency shall indemnify and reimburse the amount payable to HLL Lifecare Limited on this Account. However, it must be clearly understood that the agency/bidder will comply to all statutory obligation in force and amended from time to time and HLL Lifecare Limited will not be held responsible in any manner whatsoever for any non-compliance of statutory obligations.
6. The technical bids should be uploaded as per the requirements of NIT and should not contain price information otherwise the bid will be rejected.
7. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the HLL Lifecare Limited’s decision shall be final in this regard.
8. Submission Process:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and financial bid online on Government e-procurement portal (URL: https://etenders.gov.in/eprocure/app)along with tender document fees and EMD.

**Note: - It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/opening during bid opening process**.

**SENIOR MANAGER (PROCUREMENT)**

# TENDERNOTICE

E-tenders are invited in prescribed format, under **Two Bid System**(Technical and Price Bids) for undertaking Out sourcing of ET and related works in the various Sections of HLL Lifecare Limited, Kakkanadu Factory, Cochin. The works involved are given in Schedule A, A1, & A3 of this Bid. The contract period, quantity & scheme for the work is variable and at the discretion of Management. Contractors can participate in the tender by paying Rs.500/-by online mode as Tender Fee in favor of HLL LIFE CARE LIMITED payable at SBI CSEZ, Kakkanad.

1. Tender documents can also be downloaded from our website www.lifecarehll.com. Those who are downloading the Tender Forms from web site should invariably pay the cost of tender form along with the Technical bid (DD for tender cost should been closed separately.
2. Tender/s will be rejected in case cost of Tender Form is not paid .Vendors registered under ‘Micro & Small Enterprises Act’ (MSE) are exempted from submission of Tender Fee *as per the rules.*
3. Vendors registered under 'Micro & Small Enterprises Act' (MSE) are exempted from submission of EMD as per the rules. The CONTRACTOR are required to sign "Bid Security Declaration" accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract ,or to submit a performance security before the dead line defined in the request for bids document, they will be suspended for the period of 6 months from being eligible to submit Bids for contracts with the entity that invited the Bids
4. CONTRACTOR may download the tender document from the websites [www.lifecarehll.com](http://www.lifecarehll.com/) or [www.etenders.gov.in/eprocure/app](http://www.etenders.gov.in/eprocure/app) and submit their bids.
5. This bid is reserved for Class I and Class II CONTRACTOR only as per make in India Policy (DPIIT Order dated 16th September 2020). Participating CONTRACTOR need to submit relevant make in India authorization certificate.
6. CONTRACTOR quoting equipment manufactured in countries sharing land border with India shall have to comply with GFRRule144(xi) and have relevant registration
7. The Bids shall be submitted online only , as mentioned below:
   1. Commercial Bid (Consisting of documents fulfilling eligibility criteria & Commercial Conditions). CONTRACTOR may name the files indicating the nature of content in pdf format which would be required to be attached in Tender document.
   2. Price bid strictly in the format and should mention / upload in specified place only.

DO NOT’S

CONTRACTOR are requested NOT to submit the hard copy of the Tender documents. In case any document is submitted in physical form (hardcopy), the document shall be straight away rejected.

Note:

It is the responsibility of Contractor to go through the Tender Document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION and would not be considered data later stage at any cost by HLL.

|  |  |  |  |
| --- | --- | --- | --- |
| **LAST DATE FOR SUBMISSION OF TENDERS :** | **24.04.2023** | **02.00** | **PM** |
| **DATE OF OPENINGT ECHNICAL BID :** | **25.04.2023** | **03.00** | **PM** |

# DATE OF OPENING OF PRICE –BID : Will be intimate to

**Qualified CONTRACTOR.**

# SENIOR MANAGER (PROCUREMENT)

**CONTENTS OF BIDDING DOCUMENTSI INSTRUCTIONTOCONTRACTOR:**

# TECHNICALBIDFORMS– I

|  |  |  |
| --- | --- | --- |
| **1** | **Schedule–A** | Work requirement with respect to ET and related works of Male and female condom at Inside Factory Premises. |
| ScheduleA-1 | Schedule of work–Male and female condom |
| ScheduleA-3 | Activities involved in ET and Male and female condom |
| ScheduleA-4 | GMP Requirements |
| **2** | **Schedule– B** | Minimum Eligibility Criteria for Qualifying in Technical Bid. |
| **3** | **Schedule– C** | Technical Bid Form Questionnaire–General  Information of the CONTRACTOR. |
| **4** | **Schedule– D** | Terms and Conditions |
| **5** | **Schedule– E** | Technical Bid-Questionnaire for Minimum Eligibility Criteria. |
| **6** | **Schedule– F** | Declaration accepting Terms & Conditions by the  CONTRACTOR. |
| **7** | **Schedule– G** | Pre-Contract Integrity Pact Agreement |

1. **PRICEBID FORMS**
2. **Schedule– H**: Rate Schedule for ET and related works of Male and female condom.

# INSTRUCTIONTOCONTRACTOR

1. This tender is intended to finalize the contract to carry out the ET and related works for **Male and female condom, by engaging** the required manpower/Machine/Method at the Factory Premises through outsourcing at the agreed rates on contract basis for a period of **Two Years**. (Initially for one year and will be extendable to second year based on requirement) The company shall reserve the right to increase/ decrease volume of business mentioned in tender.
2. In case the L-1 party not able to provide the manpower / complete the ET and related works activities as per our requirements on stipulated time, the CONTRACTOR other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate ofL-1 party and at the same terms and conditions and this will be binding on the L-1party. However preference will be given to the L-1party.
3. This is a two bid system comprising of **(a) Technical bid& (b) Price bid**.
4. Vendors registered under Micro or Small Enterprises (MSE) as per MSME Act are exempted from submission of EMD *as per the rules.*
5. In case the date mentioned above is declared subsequently as holiday for the Company’s office, the due date for submission and opening of bids will be the next working day at the same venue and time. However opening of the technical bid may be extended to a convenient date without intimation to the CONTRACTOR and can be opened in absence of any CONTRACTOR, which will be binding on all the CONTRACTOR.
6. Bids received after the deadline for submission shall not be considered.
7. The CONTRACTOR is expected to examine all work requirements, Instructions, Forms, Terms and conditions given in the Bidding documents. Failure to furnish all information required in Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the CONTRACTOR’s risk and may result in rejection of the Bid.
8. The CONTRACTOR shall be ready to follow the conditions if any required by the Company(regarding the building and its premises)in respect of:

a. Building & Environment (b) Sanitation &Hygiene(c) Contamination Control

(d) Environmental Control (e) Storage Condition (f) Processing Control &Documentation Requirements, The details if any required should be well understood by the CONTRACTOR from the company before offering the rate.

1. The CONTRACTOR should study well, the process, schedule of works involved ,calculate the amount /rate required to carry out the scheduled activity for the unit of measurement of each works, service charges, wages including the statutory payment to be made, labour payment, labour insurance & other charges, if any, and quote the rate against each schedule of works given.
2. The tender shall be permitted to use any method or equipment of the company or of his own or on lease for carrying out the work to increase the extend of mechanization after assessing the work/process thoroughly.
3. The quantity of work will be intimated by user department on a daily basis on the previous working day on request. Failing to complete the prescribed quantity in prescribed time, it is the responsibility of the contractor to complete the work using extra time at no cost. If failed to complete even after using extra time, the loss incurred will be recovered from the contractor.
4. The price bid of those CONTRACTOR who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately in usual course.
5. The company shall have the right to inspect the quality and existence of the technical details mentioned in the Techno commercial bid to determine whether the CONTRACTOR qualifies in the Techno commercial bid and the CONTRACTOR shall extend all co-operations for this.
6. Any item of information mentioned in the Techno commercial bid is found false at the stage of inspection or at any time after the tender is awarded to a party shall result in termination to contract with the party, disqualification of the party from future tendering
7. In the price bid, the CONTRACTOR shall quote the rate for the items mentioned.
8. The CONTRACTOR shall be entitled to use, any method or equipment of the company/ his own/ on lease to carry out various activities related to ETD and related works.
9. In case various CONTRACTOR quote the same rate, then the decision of the Management in this regard shall be binding on all CONTRACTOR.
10. The Company reserves the right to accept fully or partly, reject fully or partly any tender without assigning any reason and the same will be binding on all the CONTRACTOR. Further the company also reserves the right to completely cancel the said tender at any stage without assigning any reason and the decision of the Management will be final and will be binding on all the CONTRACTOR.
11. The quantity and type of male and female condoms are subject to variation at the discretion of the Company and the same shall be binding on all the CONTRACTOR. The tender can be cancelled at any stage without assigning any reasons & reference to the participants.
12. The tendered and ordered quantity and schemes are liable to change and the same will be binding on the contractor.
13. In case the party backs out from the commitment, they will be followed by black listing.

# On award of contract, Security Deposit (SD) Rs.6 lakhs OR Bank guarantee of equivalent amount is to be submitted. 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.

1. On award of contract, the contract can be terminated by HLL Lifecare Limited, Kakkanad Factory at any time during the contract period without paying any compensation & the decision of the HLL Lifecare Limited, Kakkanad Factory, with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
2. The company reserves the right to issue tender form to any body and also to reject the tender without assigning any reasons and the matter cannot be referred to any court.
3. Preference will be given to L1 Party and allotment of the orders to matched party will be at discretion of HLL Life care Limited, Kakkanad Factory.
4. There will be a penalty clause for non-achievement or completion of assigned work decided by unit chief from time to time
5. The payment method will be re-imbursement method i.e. within 7 working days against the bill/invoice submission and invoice shall be provided on 1st of every month. Payment will be released from Finance only if the Invoice is supported with non-discrepant documents and in the format specified by HLL, if asked for, which includes current month wage sheet, bank credit details of wages paid as per wage sheet of current month and the statutory payments proof etc. and any other documents asked by HLL.
6. All persons employed by the Agency  for rendering services hereunder shall be employees of the Agency and the  Agency shall be solely liable and responsible for timely payments of all dues to such employees, including without limitation, salaries, wages and other dues.
7. 2.     The  Agency  shall pay to its workers, wages not less than the minimum wages as per Minimum Wage Act and also should pay all statutory payments like EPF, ESI and tax as applicable from time to time and should follow all relevant legal provisions in the matter for carrying out the work on contract basis. The  Agency   shall be liable and responsible for meeting all liabilities of the employees employed by him providing services hereunder and meet such liabilities in a timely manner in compliance with all the applicable laws.
8. 3.     HLL shall not be liable for any payments, dues, wages and salaries of the employees of the  Agency  .
9. 4.     The  Agency   shall obtain license under the Contract Labour (R & A) Act 1970 and other statutory licenses wherever applicable before commencement of work at own cost and should produce proof whenever required. The licences shall be kept valid during the period of contract;
10. 5.    The workers engaged by the  Agency shall be his employees only and not  to be treated in any way that of the employees of HLL Lifecare Ltd. All persons engaged in providing services , shall be under direct control and supervision of the  Agency  .
11. 6.    There will not be any Employee Employer relationship between HLL and the persons employed by the  Agency  for aforesaid work.
12. 7.     HLL has no obligation with regard to statutory and other welfare measures for   the workmen employed by the  Agency   for the said contract.
13. 8.     HLL will not be  held liable for any accident that occurred to  Agency’s workmen while on work during the contract period. The  Agency  has to takePersonal Accident Insurance Policy in respect of the Employees deployed by him as per the Payment of Workmen compensation Act or ESI wherever applicable before commencement of work and should produce proof whenever required.
14. 9.     The  Agency   shall be solely liable / responsible for any compensation for the accident / incident occurred to the employees / labors / staffs deployed by the contractor.
15. 10.   The  Agency  should indemnify HLL for payment of all statutory dues and benefits to his  employees.
16. 11.  The  Agency  and his workmen will not have any lien or right of employment as regular employees of HLL.
17. 12.  The  Agency  shall not assign or sub-contract this agreement in whole or in part to any third party, without the prior written consent of HLL.
18. 13.The Agency should maintain necessary registers, records, notesanddocumentsandsubmittherequiredreturnsasprescribedbyvariousstatutoryregulations
19. 14. GOVERNING LAW : This tender shall be governed in all respects by and constructed in accordance with the Laws of India.
20. **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 web site of Department of Promotion of Industries and Internal Trade (DPIIT).

If the Contractor wants to avail the Purchase preference, the Contractor 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:**

1. 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.
2. 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 restriction son procurement from a Contractor of a which mandates the Contractor from a country sharing land border with India**

Regarding restrictions on procurement from a Contractor of a country which shares a land border with India, any Contract or from a country which shares a land border

With India will be eligible to bid in this tender only if the Contractor is registered with the Competent Authority .While participating in bid, Contractor 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.

# TECHNICAL BID FOR MS Schedule -A

**Work requirement with respect to ET and related works of Male and female condom, Inside Factory.**

1. ET and related works of Male and female condom, by HLL Lifecare Limited Kakkanad as per norms and other requirements in the Bid, inside Factory premises approved by the Company and return the packed Male and female condom to HLL Life care Limited at Kakkanad.
2. **Receipt & Return of condom lots and other materials by the CONTRACTOR:** Receipt and return of condom lots should be as per schedule of work given in A1.The contractor should also maintain all statutory registers and shall produce before concern government authorities on demand.
3. The contractor should ensure the quality of testing, rolling and GMP requirements (Good Manufacturing Practices) as per Schedule A-4 and should follow the suggestion/instructions given by HLL Lifecare Limited representative from time to time for the same.
4. In case of any non-conformance in the finished goods returned by the contractor, the contractor shall carry out the rework at his own cost.

# Record Maintenance:

The contractor will be liable to keep the record of all the materials received from HLL Lifecare Limited, materials handed over to HLL Lifecare Limited, Kakkanad Factory, after completion of work, qty rolled Batch numbers ,no of employees, equipment’s deployed by him for the said work etc. details and keep them updated regularly.

# Legal Compliance:

* 1. The contractor should take license under the Contract Labour (R&A) Act. 1970 and other statutory licenses wherever applicable and should produce proof wherever required.
  2. The CONTRACTOR should take insurance for his workers against any eventuality of accident etc. HLL Lifecare Limited will not be liable for any accident sustained to contractor’s workmen while on or out of the work during the contract period. The contractor has to cover personal accident insurance policy in respect of the employees engaged by him under workmen Compensation Act.

All legal compliance will be under the jurisdiction of HLL LIFE CARE LTD, Ernakulam

**Schedule A1**

**Details of Manpower requirement for ETD Male condom, Female condom & Allied works (Factory Premises**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MALE CONDOM ELECTRONIC TETSING AND ALLIED ACTIIVITIES** | | | | | |
| **WORK** | | **UNIT** | | **TARGET/SHIFT** | |
| **LOADING OF CONDOMS ON MANUAL EPT MANDRELS ( CONVEYOR TYPE)** | | **PCS** | | **17000** | |
| **LOADING OF CONDOMS ON RRT AND KENDEK MANDRELS ( SINGLE STAION TYPE)** | | **PCS** | | **14000** | |
| **MATERIAL SUPPLY,LOT WEIGHING,RECORD WRITING, PERFORMING SELECTIVITY TEST, FLAP CLEANING** | | **MANPOWER** | | **LS** | |
| **TUMBLING WORK** | | **MANPOWER** | | **LS** | |
| **GENERAL WORK** | | **MANPOWER** | | **LS** | |
| **FEMALE CONDOM ELECTRONIC TETSING AND ALLIED ACTIIVITIES** | | | | | |
| **WORK** | | **UNIT** | | **TARGET/SHIFT** | |
| **LOADING OF CONDOMS ON RRT AND DOAKA MANDRELS ( SINGLE STAION TYPE), FLAP CLEANING** | | **PCS** | | **9250** | |
| **MATERIAL SUPPLY,LOT WEIGHING,RECORD WRITING, PERFORMING SELECTIVITY TEST** | | **MANPOWER** | | **LS** | |
| **TUMBLING WORK** | | **MANPOWER** | | **LS** | |

**Note:**If any new order for a new scheme which is not covered in the above schemes of Male and female condom, is required to be carried out, the contractor shall do the same at the agreed rate without any hesitation or additional cost.

# ScheduleA3

**1. ACTIVITIES INVOLVED IN ET and related works (MALE AND FEMALECONDOM):**

1. **Male condom ETD:**

Naked and unrolled condoms are subjected to100% electronic testing in Manual electronic pinhole testing machine (MEPT- Conveyor, RRT –Rotating and Kendek –Rotating). In electronic pinhole testers, condoms are subjected to high voltage, in order to segregate accept and reject condoms .Condoms with pinholes or other film flaws are identified as reject.

Loading on mandrels should be done only after wearing gloves or finger cot. Condoms should be covered fully on the mandrel without any damage to the condom. Material supply personnel should weigh the lots during issue and receipt. The weight and lot details should be recorded in the Electronic testing register. Flap cleaning and selectivity test to be performed by the material supply personnel at the defined intervals. Mandrel cleaning with IPA to be performed by the personnel involved in electronic testing at the start of each shift.

HLL KFC have following machines for ETD

* 1. MEPT machines 2nos (total8units),mandrel speed:88-92 moulds per minutes in each unit
  2. RRT machine –4 no’s (total8 units),mandrelrotationspeed:38-42 moulds per minute in each unit
  3. Kendek machine -3nos,mandrel speed :38-42mouldsperminute in each unit

**Female condom ETD:**

Naked and unrolled condoms are subjected to100% electronic testing in Manual electronic pinhole testing machine (RRT –Rotating and Doeka –Rotating). In electronic pin hole testers, condoms are subjected to high voltage, in order to segregate accept and reject condoms. Condoms with pinholes or other film flaws are identified as reject .Loading on mandrels should be done only after wearing gloves or finger cot. Condoms should be covered fully on the mandrel without any damage to the condom. Material supply personnel should weigh the lots during issue and receipt. The weight and lot details should be recorded in the Electronic testing register. Flap cleaning and selectivity test to be performed by the material supply personnel at the defined intervals. Mandrel cleaning with IPA to be performed by the personnel involved in electronic testing at the start of each shift.

HLL KFC have following machines for ETD

1. RRT machine –2 no’s ,mandrel rotation speed:23-27moulds per minute
2. Doeka machine-1nos,mandrelrotation speed:23-27mouldsperminute
   1. Always keep the work area clean and neat.

# ScheduleA-4

GMP Requirements

1. Sanitation & Hygiene

All persons prior to employment shall undergo Medical examination and shall be freefromcontagiousdiseases.Periodicalmedicalexaminationshallbethereevery6months. Before entering in to packing area, personal shall wear clean clothes. The contractor shall arrange for the above examination at his cost only. Smoking, eating, chewing and drinking shall be prohibited in the work area.

1. Storage Condition

Packaging material and packed material should be stored in clean dry insect free area and protected from direct sunlight, heat and mechanical damage, hygiene condition should be ensured. Crowding causes mix-up sand hence the premises should be assigned for various activities.

1. Process Control and documentation

It should be ensured that all operations are conducted properly by controls such as training, supervision and Inspection. Documented procedure should be there for all the operations and proper control shall be there to ensure that the product consistently meet the required specifications.

Supervision of ETD and Allied Operations

1 The Contractor has to ensure proper supervision of all the operations carried out at the premises. For the same, the Contractor has to post one person as supervisor in every centre.

1. The supervisor has to ensure that sufficient manpower is available for tumbling, , material issuing covering, shifting and stacking of lots with proper identity and traceability.
2. The supervisor has to ensure that, all the relevant records as mentioned in the tender are being properly maintained and submitted on time.
3. The supervisor has to strictly ensure discipline and compliance of all applicable regulatory /statutory requirements at the premise

5. The supervisor has to ensure and maintain daily/monthly attendances of all employees in ETD operation.

# Schedule– B

**Minimum Eligibility for ET and related works (Inside):**

1. Minimum of Three year experience in any government / reputed organization / manufacturing facility or similar machinery related work on contract.
2. CONTRACTOR have valid Firm registration Certificate.
3. **The contractor shall provide clearance certificate from regional labour commissioner OFFICE. Also the contractor should provide GOOD SERVICE certificate from the principal employers/ORGANISATIONS WHICH are shown AS PREVIOUS experience for complying CLAUSE NO-1.**

# General Eligibility Criteria for Technical Qualification (Inside) ETD and related works:

1. The CONTRACTOR should be able to undertake the ET and related works as given in the schedule A, A-1, A-2, A-3 and A-4.
2. A Declaration (as given in Schedule –F) from the CONTRACTOR that the offer being submitted is as per the requirements given in this Bid is to be attached along with the Technical Bid.
3. The CONTRACTOR should comply with all requirements of GMP.
4. Preference will be given to the CONTRACTOR having registration with regard to EPF, ESI, Income Tax, and GST and with Labour authorities etc. The CONTRACTOR not having the required registrations may give an undertaking stating that, in case the work is awarded in their favor they will comply with the requirements within45 days from the date of Letter of acceptance. If they fail to submit the same, the EMD will be forfeited and they will bed is qualified from the Tender.
5. Execution of other contracts with HLL Life care Limited will be an added advantage.
6. CONTRACTOR / Contractor should able to provide sufficient manpower for ET and related works Activities as per the requirements.
7. CONTRACTOR / Contractor should complete and hand over the completed work, with in the stipulated time.
8. The premise should have easy access to main road & sufficient space for parking of vehicles for loading and unloading activities, if applicable.
9. Contractor should have a turnover equivalent to the expected contract value. Turnover details for last 03 Years. Certificate in original duly signed by chartered Accountant to been closed

10. The Bidder should not have the record of poor performance such as abandoning work, not properly completing the contract, termination, financial failures/ weaknesses etc. In any case if it is observed, it will be considered as a reason for rejection. The Bidder must enclose declaration to this effect at the time of submission of bid. HLL have the full right to assess the performance of the work by the bidder and the decision shall be binding upon the bidder.

11. There should be no legal suit/criminal case pending on contemplated against the Company, Proprietor or any of its Directors on ground so fim propriety or for violation of any f the laws in force. The Agency must enclose declaration to this effect at the time of submission of bid.

# Documents to be enclosed with Technical Bid Form:

1. Schedule-C of Tender form duly filled up and signed.
2. Schedule-E of Tender form duly filled up and signed
3. Schedule-F of Tender form duly filled up and signed.
4. Schedule-G of **Pre-Contract Integrity Pact Agreement entitled**

# Schedule– C

**Questionnaire–General Information of the CONTRACTOR**.

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Subject** | **Details** |
| 1 | Name of CONTRACTOR/Firm/Company  /Society |  |
| 2 | In case of Firm/Company | Proprietor/Partnership |
| 3 | Address of CONTRACTOR/Firm/Company/Society |  |
| 4 | If Society | Regd. Charitable Society Co-op. Society  Labour Supply Society |
| 5 | If society the Act under which Registered& Reg .No &Date |  |
| 6 | Details of Society Governing body(Attach  proof) |  |
| 7 | Contact Person  Telephone No/Fax No/E-mail D |  |
| 8 | Bankers Details  (Please enclose copy of audited Annual Report for the last two years in case of Societies/firms/Company) |  |
|  |  |  |
| 9 | GST No (Enclose copy) |  |
| 10 | PAN No(Enclose copy) |  |
| 12 | Labour License No under Contract Labour(R&A)Act.1970  (Enclose copy) |  |
| 13 | EPF Registration Code No.(Enclose copy) |  |
| 14 | ESI Code No.(Enclose copy) |  |
| 15 | Previous experience in carrying out similar or any other tender works in manufacturing units.. |  |
| Furnish details |  |

|  |  |  |
| --- | --- | --- |
| 17 | Turn over details for last 03 Years Certificate in original duly signed by chartered Accountant to been closed |  |
| 18 | Banker Details & Financial stability |  |
| 19 | Are you ready to undertake and carry out the work of ET and related works by engaging  adequate manpower & required furniture as per the instructions given by the company | Yes/No |
| 20 | Do you agree to pay minimum wage  & Statutory Payments to be workers engaged by you and follow the provisions of Contract Labour (R&A) Act 1970 & GMP etc. | Yes/No |
| **21** | **Can you assure that once the contract is awarded to you ,you will take**   1. **Transit/Storage insurance coverage for the building and Materials handed over to you against theft, fire, damage to Product give guarantee to the Company to made**   **Good the loss on Damages caused to the Company on account of awarding the work to you.**   1. **Provide measures for control of termite & pest** 2. **Provide Safety measures as per the Act** | Yes/No.  Yes/NoYes/No |
|  | **Have you read, understood and agree to abide by the Terms & Conditions of Tender & also the agreement to be signed by the CONTRACTOR and the Company once the contract is awarded** | Yes/No |
| 22 | Have you enclosed the declaration(As per Schedule-F) | Yes/No |
| 23 | Details of application fees | D.D/Multicity cheque. No./E-Payment Details |

# DECLARATION

I/we confirm having read and understood all the specifications, instruction, forms, terms and conditions and all relevant information regarding the referred Tender Notification No (ET and related works inside HLL KFC premises/

for Two Years (2023-2025)) and agreed to abide by all without any deviation from what are stated above.

Date:Place:

Seal of the CONTRACTOR

Signature Name & Address

***Schedule–D***

# General Terms and Conditions:

1. Section 101 (Exemption of Occupier or Manager from liability) of Chapter X under the Factories Act 1948(AllLXIIIf1948)(23rdSept.1948) is applicable.
2. The CONTRACTOR shall pay to its workers, wages not less than the **minimum wages** as per Minimum Wage Act and also should pay all statutory payments like EPF, ESI and tax as applicable and should follow all relevant legal provisions inthematterforcarryingouttheworkoncontractbasis.Paymentwillbereleasedon monthly basis by cheque/NEFT against printed bill. The contractor should also maintain all statutory registers and shall produce before concern government authorities on demand.
3. The CONTRACTOR shall take license under the Contract Labour (R & A) Act1970 and other statutory licenses wherever applicable before commencement of work a town cost and should produce proof whenever required.
4. The above Tender/Sub sequent Work order is liable to be suspended or cancelled at any time at the discretion of the General Manager (Operations) &Unit Chief, HLL Life Care Ltd, KAKKANAD - 591225 with or without assigning any reason and his decision will be final and binding on all concerned parties.
5. 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.
6. Workers engaged by you for a fore said contract shall be CONTRACTOR employee only and not of HLL Lifecare Limited, KAKKANAD.
7. There will not be any Employee Employer relationship between HLL Lifecare Limited and the persons employed by contract or for afore said work.
8. HLL Lifecare Limited has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
9. HLL Life care Limited will not be liable for any accident happened to CONTRACTOR’ workmen while on work during the contract period. The Contractor has to buy **Personal Accident Insurance Policy** in respect of the Employees deployed by him as per the Payment of Workmen compensation Act.
10. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Limited, Kakkanad Factory, Kakkanad Factory (HLL KFC)
11. On award of contract, **Security Deposit (SD)** Rs.9 Lakhs in cash / Bank guarantee of equivalent amount is to be submitted The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank is also acceptable.
12. In case of any damages caused to HLL property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor .Contactor shall ensure the rejection criteria of the work completed and in case of deviation they shall be liable to necessary corrective methods to rectify the same else they shall not be eligible for any payment for the concern bill.
13. Contractor will have independent ESI and PF code number /PAN number andGSTRegistrationallottedbytheconcernedauthoritieswhereverrequired.Contractorshallalsocomplyallstatutoryauditreports, other government body’s inspection reports etc.
14. Contractor will comply with all the statutory norms including hours of work and Holidays /Rest, Annual leave with wages etc.
15. Company reserves the right to incorporate any left out clause subsequently that will be binding on the contractor. The company also shall reserve the right to increase/ decrease volume of business mentioned in tender.
16. The contractor should follow the suggestion / instruction given by HLL Life care Limited Representative time to time for the same.
17. Sub contract is not allowed.
18. On award of contract the contractor should execute an **agreement** with HLL Lifecare Limited, Kakkanad Factory, Kakkanad Factory, in the prescribed manner.
19. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
20. While quoting the rate in the Price Bid the CONTRACTOR should study well the nature of works given in schedule and calculate the work involved in the rate of each scheme. Rate quoted should be inclusive of wages to be paid as per provisions of relevant law, PF, ESI contributions and other statutory obligations of the workers engaged by the contractor, service charges and other statutory charges applicable from time to time.
21. CONTRACTOR should study well the works involved and statutory and other liabilities before submitting the offer to undertake the work. In case the CONTRACTOR other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate ofL-1 party and at the same terms and conditions and this will be binding on the L-1party. However preference will be giventotheL-1party.
22. In case more than one CONTRACTOR quote the same rate in the price bid, the decision of HLL Life care Limited will be final and binding on all the CONTRACTOR.
23. HLL Life Care Ltd has the right to give work under this tender to one party or more than one party, in full quantity or partially at the discretion of the company.
24. This Tender or subsequent work order is liable to be suspended or cancelled at any time at the discretion of the Management with or without assigning any reason and the same will be binding on all the CONTRACTOR/Contractor. Also Technical and price Bid can be rejected or cancelled at any time by the Management with or without assigning any reason and the same shall be binding on all the CONTRACTOR/CONTRACTOR.
25. The criteria for finding out lowest qualifiedL-1 CONTRACTOR would be based on the total amount quoted by the party for the total work involved in the title of work. Individual schedule of work lowest rate will not be considered for deciding L-1. The Management (HLL Lifecare Limited) also reserves the right to allot the work to theL-2 or L-3 parties at theL-1 rates respectively if required.
26. The contractor responsibilities to ensure that, none of the employees deployed in the said work should not be worked more than 6 days in a week. The contractor shall ensure all applicable Labour Laws/ Act decided by Central /State Government from time to time.
27. Contractor should comply with the Safety and Quality policy of the Company.
28. Contractor has to ensure that all safety equipment’s like safety goggles, safety shoes, and hand gloves are to be provided wherever required to his workers deployed for the said work.
29. On award of contract, the contract can be **terminated** by HLL Lifecare Limited **at any time** during the contract period without any reason and without paying anyCompensation&thedecisionoftheHLLLifecareLimitedwithregardtotermination of Contractual provision will be final and the matter cannot be referred to the Court.

In case the termination is due to any breach of obligations or unsatisfactory performance by contractor, then in such case HLL shall have the right to terminate the contract after giving 7 days written notice to the contractor. HLL may engage some other contractor for the completion of suspended work, which will be carried out at the risk, and cost of the contractor.

* 1. The bidder should submit a self-declaration stating that the bidder is not currently black listed, debarred , banned or suspended by any Government departments / Agencies /statutory bodies In the event of any false declaration the bids submitted by the bidder would be rejected.

1. Contractor should ensure monthly remittance of EPF, ESIC contribution (Employee & Employer) with the concerned PF authorities in respect of the employees deployed by him for the said work. Contractor shall also ensure timely submission of all applicable statutory returns, other legal formalities etc. and shall keep all related documents as per government norms.
   1. 'The Contractor shall comply with all applicable laws, ordinances, rules and regulations of the State Govt. of Kerala and Govt. of India in respect of the contract, if awarded and employment of the personnel provided by the Contractor and shall obtain all such corporation and other Govt. permits, licenses and inspections done as may be necessary and shall pay at its own cost all charges in connection there with. The Contractor agrees to reimburse the cost of any charges paid by the Company in this respect'.
2. All statutory deductions will be applicable.
3. In case of back out from the commitment, the EMD will be forfeited followed by black listing.
4. Issue of Tender Form is solely at the discretion of the Management.

**35** All staff engaged by service provider should have valid Aadhar card and for migrant labours should submit police clearance certificate which is not less than 7days prior to employment to HR department

# Specific Instructions for Tender Participation:-

* 1. CONTRACTOR should have valid Class 3Digital Signature Certificate with encryption.
  2. The prospective CONTRACTOR have to register with the E-procurement system of HLL at https://etenders.gov.in/eprocure/app. On completion of the registration process, the CONTRACTOR will be provided user ID and password within 7 working days. In order to submit the bids electronically CONTRACTOR are required to have a valid Class 3 Digital Signature Certificate (signing and encryption/ decryption certificates).
  3. CONTRACTOR are requested to register for issuance of User ID and Pass word well in advance in order to avoid last minute rush .The process normally takes 03 days’ time.
  4. Post receipt of User ID & Password, CONTRACTOR can log on for downloading& uploading EOI document.
  5. Contractor may download the EOI document from the website [www.lifecarehll.com](http://www.lifecarehll.com/)or[www.etenders.gov.in/eprocure/app.](http://www.etenders.gov.in/eprocure/app)
  6. The submission of online documents can only be done throughhttps://etenders.gov.in/eprocure/app.
  7. This Tender is being published online in Government eProcurement portal, https://etenders.gov.in/eprocure/app
  8. CONTRACTOR shall ensure that their submissions are complete in all respects and are to be submitted **online through e-procurement portal (as described above). No DEVIATION is acceptable.**
  9. A person signing (manually or digitally) the Tender form or any documents forming part of the contract on behalf of another shall be deemed to warrantee that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
  10. All the necessary documents as prescribed in the tender document shall be prepared and scanned in different files (in PDF format as prescribed) and uploaded for on- line submission of tender/bid.
  11. Documents should be uploaded **online only** in the prescribed format given in the website. No other mode of submission shall be acceptable.
  12. The prospective CONTRACTOR may **scan the documents in low resolution (75to100DPI)** instead of 200DPI.The documents may be scanned for further

Lower resolution (if possible). This would reduce the size of the Cover and would be uploaded faster. The Contractor should however ensure the clarity and legibility of the text.

* 1. The Individual file size of uploading is restricted to 3 MB. CONTRACTOR may upload multiple files (Not exceeding 3MB individually) & relevant file name indicating the contents.

# Schedule– E

**Technical Bid – Questionnaire to be filled for Minimum Eligibility Criteria**

# ET and related works work for Male and female condom and its allied works at Inside Factory/ Contractor Premises for TWO Years (2022-2024).

|  |  |  |
| --- | --- | --- |
| 1 | Can you undertake the contract for ET and related works work as given in SCHEDULE.A,A-1,A-3,A-4 | YES/NO |
| 2 | Are you registered with Income Tax, GST Authorities? | YES/NO |
| 3 | Are you having License under the Contract Labour (R&A) Act 1970 | YES/NO |
| 4 | Are you having registered with ESI , PF Authorities and have  Independent establishment code? | YES/NO |
| 5 | Have you any experience with HLL in the same work? | YES/NO |
| 6 | Have you any experience with HLL in works other than ETD and related works? | YES/NO |
| 7 | Do you have immovable property worth minimum 30 Lakhs in your  Own name? | YES/NO |
| 8 | If the above 7 is yes, have you enclosed the true copies of ownership and encumbrance certificates and copy (ies) of tax receipt along with the Technical Bid? | YES/NO |
| 9 | Are you having the premises(own/rented/leased/hired) for work in  Ready position? | YES/NO |
| 10 | Have you attached the Declaration (as in schedule F) along with the Technical Bid | YES/NO |
| 11 | Will you ensure the GMP requirements | YES/NO |
| 12 | Will you meet all the legal/statutory requirements with respect to this contract | YES/NO |
| 13 | **Pre- Contract Integrity Pact Agreement ,** Signed Copy | YES/NO |

All the information provided herein is true and correct.

Place: Signature & Seal of the CONTRACTOR Date:

# Name of the CONTRACTOR:

**FORMAT FOR TURN OVER CERTIFICATE TO BE OBTAINED FROM A CHARTERED ACCOUNTANT**

# TURN OVER CERTIFICATE

We have verified the books & records of M/s………………………………………….

………………………………….of and

Accordingly we do here by certify the Turn over as below:

Sl. No Year Turnover (Rs.) 1

2

3

This certificate is issued on specific request of the party for the participation in Tender of HLL Lifecare Limited, Kakkanad Factory, Plot No. 16-A/1, Cochin Special Economic Zone P.O.

Cochin-682037.

Date: Chartered Accountant

Place:

M. No…………………

Address:

# Schedule– F

**Declaration For Accepting Terms & Conditions by the CONTRACTOR**

1. I/We have carefully gone through the various terms and conditions of the Tender document [Tender No……………….… Date ]. We agree to all these conditions and offer to provide manpower services at HLL. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source what so ever. We have inspected the Company premises and have acquainted ourselves with the tasks required to be carried out, before making this offer.
2. I/We having our registered office at ……………………………that I/we have never been black listed by any State Government /Central Government or any State / Central PSU.
3. I/We am/are fully aware of the statutory obligations to be complied with respect to this offer and on awarding the work to me/us; I/We will be responsible for all the statutory / legal aspects like labour etc. I/We have also fully understood the nature of work and costs involved. The rates quoted by me/us in this bid is all inclusive
4. I/We confirm having read and understood all the work requirements, instructions, forms, terms and conditions an all other requirements of the above tender Notification

In full and the offer being submitted is as per the requirements given in this Bid and that I/we agree to a bide by all without any deviation.

1. I/We undertake to take responsibility of statutory liabilities such as minimum wages .P.F., ESI, Bonus ,Labour welfare etc. and all other statutory liabilities whatsoever in nature if contract awarded to me/us.
2. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

SIGNATURE

NAME & ADDRESS OF APPLICANT

(Seal of Applicant)

Date:

Place:

***Schedule–H***

# PARTIIIPRICEBIDFORMS

**Electronic Testing and related works Rate Schedule for various Schemes of Male and female condom for TWO Years(2023-2025)**

**TENDERNO.HLL/KFC/PROC/OUT/MANPWR/ETW-RE/2022-23DATE: 24.06.2022**

# Table–I Price bid for Male condom ET and related works Rate Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SLNO | JOB  DESCRIPTION | UNIT | RATEAPPLICABLEFOR ONE UNIT\* (AMOUNTINRS.) | |
| 1 | ETD works as mentioned in Schedule | As per  SCHEDULE- | Basic  DA  PF of employer @  13% of(Basic +  DA)  ESI of employer @  3.25%of(Basic +DA)  Service Charges(to be filled by the bidder)  **Total** | Statutory wages as per minimum wage. |
|  |
| ………….. |
| ..………….. |

**Place:**

**Date: Name & Signature of the Contractor Seal of the CONTRACTOR**

# Table–2 Price bid for Female condom ET and related works Rate Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SLNO | JOB  DESCRIPTION | UNIT | RATEAPPLICABLEFOR ONE UNIT\* (AMOUNTINRS.) | |
| 1 | ETD works as mentioned in Schedule | As per  SCHEDULE- | Basic  DA  PF of employer @  13% of(Basic +  DA)  ESI of employer @  3.25%of(Basic +DA)  Service Charges(to be filled by the bidder)  **Total** | Statutory wages as per minimum wage. |
|  |
| ………….. |
| ..………….. |

**Place:**

**Date: Name & Signature of the Contractor Seal of the CONTRACTOR**

FORMAT FOR BID SECURITY DECLARATION

We ………… hereby declare that if we withdraw or modify our Bid during the period of validity, or after awarded the contractor fail to sign the contractor to submit a performance security before the deadline defined in the Tender document, we will be suspended for the period of 6months from being eligible to submit Bids for contracts with the entity that invited the Bids.