###  HLL LIFE CARE LIMITED

**A GOVT OF INDIA ENTERPRISE**

**KANAGALA-591225**

### HLL/BGM/HR/Photocopy (Xerox)/2021-2022 Date: 25.05.2021

# TENDER NOTIFICATION

Sealed tenders are invited from experienced and reputed parties for providing the Photocopies service of our official documents as and when required on daily contract basis for **TWO Years** on following terms and conditions.

1. Photocopier Machine is to be installed in our Office building at Kanagala-591225 for which no rent will be charged. The contractor at his cost should arrange Photocopier machine.
2. Electricity connection and electricity charges will be borne by Company.
3. UPS connection (if required) is to be arranged by the contractor.
4. Photocopier Machine should be Heavy duty & Sturdy & have reputed make. Daily minimum 1000-1500 copies approximately are required to be taken. However, the number may vary and daily fixed business cannot be assured.
5. Photocopier papers are to be provided by you only for taking the Photocopies. Paper should be of reputed brand JK/B2B only. Paper quality should be 80/85 Gsm.
6. Maintenance and repair of Photocopier machine is at the cost of Contractor only.
7. In case of Break Down the contractor should arrange for Photocopies from outside immediately & as per the contract rates only.
8. Payment to the Photocopier machine operator will be the responsibility of the contractor.
9. Toner and required items are to be replaced by the contractor whenever required at his cost only.
10. The machine shall be installed, maintained & operated by the contractor at his sole responsibility.
11. All other terms and conditions are applicable as per enclosed Annexure-A.

Company reserves the right to issue tender to individuals. The tenderers should be ready to attend negotiation at their own cost at Kanagala/Trivandrum or at the place fixed by the Company.

Tender details are also available in our web.site.www.lifecarehll.com.

**START DATE FOR SUBMISSION OF TENDER : 26.05.2021 10:00 Hrs.**

**LAST DATE FOR SUBMISSION OF TENDER : 01.06.2021 17:00 Hrs.**

**DATE OF TENDER OPENING : 02.06.2021 11:00 Hrs. or Convenient date**

**BHOSALE R B**

**JOINT GENERAL MANAGER (S & S)**

**Rate Schedule for Outsourcing of Photocopy (Xerox) Service**

1. Name & Address of the Tenderer**:**

1. Rates Quoted

*Separate Rate should be quoted for each copy as below:*

|  |  |  |
| --- | --- | --- |
| **Side** | **Size** | **Rate Per Copy****(Inclusive All)** |
| One Side | A-4 |  |
| Both Side | A-4 |  |

***Note:***

***\**** *Quoted Rate should be inclusive of cost of paper and contractor charges and should be reasonable in line with the existing rate.*

*\*\*One Side Approx. Qty 5,00,000 Copies*

*\*\*\* Both Sides Approx. Qty 2,00,000 Copies*

**Seal & Signature of Tenderer**

**Place:**

**Date:**

**Annexure -A**

**General Terms & Conditions**

1. Section 101(Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948 (AII LXIII f 1948)(23rd sept.1948) is applicable
2. The contractor will ensure that his employees are engaged in such a way that there will be no claim from the contract employees for continued employment or regular employment with the Principal Employer.
3. The contractor should have a valid license issued by the Authorities (ALC, Hubli) under the Contract labour (Regulation & Abolition) Act 1970 and also hold due Registration as an Establishment under the Shops & Commercial Establishment Act.
4. 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.
5. Sub contract is not allowed.
6. Workers engaged by you for aforesaid work shall be Contractors employee only and not of HLL Lifecare Ltd, Kanagala
7. It will be contractor’s responsibility to maintain proper discipline and control among the person deployed by him within the premises of the Company.
8. There will not be any Employee Employer relationship between HLL Lifecare ltd and the persons employed by contractor for aforesaid work.
9. Labour / Worker list should be furnished well in advance at the Security personnel of HLL Lifecare Ltd at Main gate.
10. HLL Lifecare Ltd has no obligation with regard to statutory and other welfare measures including leave wages for the workmen employed by the contractor for the said work.
11. Transport / conveyance of workers engaged by the contractor are to be arranged by the contractor only.
12. HLL Lifecare Ltd will not be liable for any accident happened to contractors’ 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 or ESI.
13. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Ltd
14. The company (HLL Lifecare Ltd) reserves the right to cancel the contract at any time during the contract period without paying any compensation and the decision of the HLL Lifecare Ltd with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
15. In case of any damages caused to our property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
16. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest.
17. Contractor shall disburse the wages to his employees deployed by him for the concerned contract work on or before 7th day of subsequent month following, irrespective of whether HLL Lifecare Ltd has settled any of contractor’s bills or not before that date. Contractor shall disburse the payment to his deployed employees in the presence of personnel of HLL Lifecare Ltd.
18. Personnel having good physique (Medical Fitness certificate required) are required to be provided for the work.
19. Contractor should have valid PAN number and GST registration number if required.
20. Contractor shall arrange for the substitutes on the absence days.
21. Payment will be made on monthly basis by Online/cheque against your printed and serially number bill duly certified by HR department
22. The contractor shall arrange for the Medical check up of his employees and produce the fitness certificate from the authorized hospital/Doctor before reporting for the work.
23. It is the contractor responsibility for the safety aspects of his employees deployed for the work. He should provide necessary safety equipments like Goggle, shoes, Gloves, Mask etc at his own cost to his employees deployed for the said work wherever necessary.
24. The contractor should keep daily records of the Xerox copies taken department wise. The Xerox copies should be given against proper indent from the concerned section and duly attested by HR.
25. It is the responsibility of the contractor to tally the no of copies taken against the indent quantities.
26. The Xerox papers, Toners etc should be kept in the safe custody under lock and key by the contractor.