

Kakkanad Factory, Cochin
Plot No.16-A/1 CSEZ, Kakkanad P. O. Ernakulam – 682 037,
Kerala, India. Ph: +91 484 2413999
Email: materialskfc@lifecarehll.com

Tender No HLL/KFC/PUR/Drinking Water/2023-24/131
Date 05/06/2023.

E-TENDER FOR SUPPLY OF DRINKING WATER CANS (20 LTRS)

Tender No:HLL/KFC/PUR/Drinking Water/2023-24/131

**AT
HLL LIFECARE LIMITED,
KAKKANAD, COCHIN**

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TENDER NOTICE

Sealed and super scribed tenders are invited under two bids system (Technical & Price) in the prescribed form for the supply of Drinking Water Cans (20 Ltrs.), to our Kakkanad Factory Cochin.

The approximate quantities and other terms and conditions etc. are given in the Tender documents, which can be had from our office on any working day between 10.30 A.M to 3.30 P.M by paying **Rs.520/-** by Cash/DD (inclusive of ST) for each tender in favour of HLL payable at Cochin.

The completed tenders should reach HLL latest by **2.00 P.M on 17.06.2023.**

IMPORTANT NOTICE

**HLL KAKKANAD FACTORY IS LOCATED IN SPECIAL ECONOMIC ZONE (SEZ) .HENCE
NO GST WILL BE APPLICABLE FOR THIS UNIT
ALL QUOTATIONS SHALL BE SUBMITTED WITHOUT GST as per the LOA and GST
EXEMPTION ORDER by Govt of India**

SM(PROCUREMENT)

Kakkanad Factory, Cochin
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SCHEDULE A

INSTRUCTION TO BIDDERS

1. Sealed and super scribed tenders are invited for the Drinking Water Cans (20 Ltrs.) for a period of One Year as per the terms and conditions as format given below.

Tender No:	Date of opening of Technical Bid
HLL/KFC/PUR/WATER/2023-24	17/06/2024 at 3.00 PM

2. A complete set of bid documents can be had from the office of the **SM(Procurement), HLL LIFECARE LIMITED, KAKKNAD, COCHIN – 682 037** during office hours on any working day on submission of written application and remitting a non-refundable fee of **Rs. 520/-** by cash or in the form of DD drawn in favour of HLL LIFECARE LIMITED, Kakkannad, Cochin.

Re-word processed formats or tenderers own formats for the technical bid/ price bid will disqualify the tender. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign and seal the form at each page and at the end, in token of acceptance of all the terms and conditions of the tender.

Tender Bids received without the cost of Tender Documents shall be summarily rejected.

The bid documents will be available up to 15.00 Hrs on the **previous working day** of the opening of Technical Bids.

3. Tenders in prescribed form should be submitted in sealed covers and super scribed **“Tender for Drinking Water Cans (20 Ltrs.)”** and sent to **SM(Purchase), HLL LIFECARE LIMITED, Kakkannad Factory, CSEZ, Kakkannad, Cochin – 682 037, Ernakulam, Kerala, India** so as to reach here before **14.00 Hrs on 17.06.2023** by registered post/courier. The undersigned will not be responsible for any tender handed over to any official of this office in person. Tenders will be opened at **15.00 hrs on 17.06.2023** in the presence of the tenderers or their authorized agents who may choose to be present.

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4. **Earnest Money Deposit:** Each tender should contain an Earnest Money Deposit of **Rs.10000/- (Rupees Ten Thousand only)**. This amount can be remitted by Demand Draft drawn in favour of the HLL LIFECARE LIMITED, obtained from any scheduled bank and payable at Cochin. Micro and Small category MSE's will be given exemption from EMD. MSE vendors who are not providing proper supporting documents to prove their claim will not be provided with MSE relaxations or claims if any.
5. The Demand Draft towards EMD should be attached along with the tender. Tenders without proper EMD will be rejected outright.
6. Release of EMD: The EMD of unsuccessful tenderers will be refunded soon after finalization of tender, or after two months from the date of opening of tender whichever is earlier. The EMD will not bear any interest.
7. Forfeiture of EMD: The EMD will be forfeited to the HLL in case, after submitting the tender, the tenderer withdraws his offer or fails to execute the agreement when called for to do so.
8. Security Deposit: The successful tenderer will have to remit an amount of **Rs. 10000/- (Rupees Ten Thousand only) as Security Deposit**. This amount can be remitted by Demand Draft drawn in favour of HLL LIFECARE LIMITED payable at Cochin. The EMD of the successful tenderer will be adjusted against the Security Deposit.
9. The HLL will have the full right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest tender. The HLL also reserves the right to award the contract with more than one contractor.
10. HLL shall not be responsible if the bids are delivered elsewhere.
11. **Bid Opening:**
 - a. The bids shall be opened on date and time as specified, in the presence of such bidder(s) or their representatives who may be present. The bidder(s) or the authorized representative(s) who are present shall sign an attendance register. The authorized representative(s) of the bidder(s) shall submit letter(s) of authority before they are allowed to sign the attendance register and participate in the bid opening.

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- b. The Technical Bid will be opened on the prescribed tender opening date and time. The price bid will be opened on a later date which will be made known to all eligible bidders, after technical evaluation has been completed.
 - c. The bids which are found as substantially responsive in the technical evaluation and comply with the entire requirement shall only be considered for financial bid opening. The financial bid (price schedule) submitted by such tenderers whose technical bid have been considered as technically unacceptable on the basis of evaluation, will not be opened.
12. The decision of HLL will be final and no correspondence on this shall be entertained.
 13. The Price Bid must be submitted strictly as per format given by HLL.
 14. The technical bid including the schedules and price bid shall be sent in two separate envelopes. The tender should be submitted on **OUTER ENVELOPE SEALED AND SUPERSCRIBED "DO NOT OPEN BEFORE 15.00 HRS ON 17.06.2023** addressed to this Office containing the following **TWO INNER SEALED ENVELOPE**.
 15. Cover contains Acceptance of Terms & Conditions, Technical Bids and EMD (should be super scribed)
 16. Cover contains Price Bid (should be super scribed)
 17. **Quantity required - upto 500 cans per month.**
 18. We have read and understood the above conditions and agree to abide by the same.

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

PLACE :
DATE :

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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Date **05/06/2023.**

SCHEDULE B

TERMS & CONDITIONS

1. The contractor has to supply drinking water in 20 Ltrs. cans as per the requirement of HLL-KFC.
2. The contractor should submit Delivery Chelan on each delivery to the concerned authority.
3. The contractor should submit Lab Report of Drinking Water from a recognized laboratory, approved by HLL-KFC, on a monthly basis to the concerned authority.
4. Transportation & supplying of Drinking Water Cans will be the responsibility of the contractor.
5. The contractor should ensure the supply of water without any interruption according to the demand of HLL KFC. In case of break down or non-availability of vehicle or due to any other reason, the party shall make necessary arrangements to ensure uninterrupted supply of Drinking Water Cans to meet the demand of HLL KFC. HLL is not liable for any expenses incurred in this regard.
6. In case the party is not able to supply Drinking Water Cans as per our requirement due to any reason whatsoever and no alternate arrangements are made by the party within a reasonable time period for the same, HLL shall take alternative steps like arranging other party's Drinking Water Cans. The party is liable for any expenses incurred in this regard.
7. The company reserves the right to cancel this order, if any irregularities, are found and or without assigning any reason.
8. The Company does not take any responsibility in the event of any accidents, which occurs during Transporting and supplying of Drinking Water Cans etc.
9. Period of contract: One year from the day on which the work order is awarded.
10. All loading & unloading charges of Drinking Water Can is to be borne by the party.

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11. Statutory deductions shall be made from the contractor's bill as applicable.
12. The rate quoted should be inclusive of all taxes and duties if any and loading/unloading charges.
13. Payment: Bills to be arranged on monthly basis and duly signed by the Security Staff and Officer of HR Department.
14. Existing EMD & Security Deposit will not be adjusted against the new tender EMD & Security Deposit. It will be returned once the tender period expires.

PLACE :

DATE :

NAME AND SIGNATURE OF THE APPLICANT
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SCHEDULE C

QUESTIONNAIRE

DRINKING WATER CANS (20 Ltrs.)

- 1 Bidder Name :
- 2 Bidder Address :
- 3 Contact Person with Mob No :
- 4 EMD Details submitted :
- 5 Total capacity :
- 6 Vehicles used for transportation of water to HLL with Vehicle Number :

**PARTIES ADDRESS & SIGNATURE
(WITH OFFICE SEAL)**

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SCHEDULE D

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 losses 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 :
DATE :

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SCHEDULE E

DECLARATION

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE APPLICANT

SIGNATURE

NAME AND ADDRESS OF APPLICANT



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DRINKING WATER CANS (20 LTRS)
PRICE - BID**

**AT
HLL LIFECARE LIMITED,
KAKKANAD, COCHIN**



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SCHEDULE – F

PRICE BID

Price quoted as per the format given below:

From HLL Lifecare Ltd, Kakkanad Factory Cochin

SI No	Description	Rate per can of 20 Lts
I.	Drinking Water Can (20 Ltrs.)	

= Rupees ----- (in words)

Terms and Conditions:

1. Rate shall be valid for a period of one year from the date of opening.
2. Price Bid strictly as per this format.
3. Price should be inclusive of applicable taxes.

PLACE :
DATE :

NAME & SIGNATURE OF APPLICANT
(WITH OFFICE SEAL)