

HLL LIFECARE LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
CENTRAL ENGINEERING DIVISION
PEROORKADA FACTORY,
THIRUVANANTHAPURAM – 695 005,
KERALA, INDIA.
PHN: ++91 471 2437270
WEBSITE: WWW.LIFECAREHLL.COM



BID DOCUMENT FOR APPOINTMENT OF
CONSULTANT
For
AHU with 5 Micron filter facility

AT

HLL CONDOM MANUFACTURING UNITS



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
AHU CONSULTANT FOR CONDOM
UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

TABLE OF CONTENTS

SECTION NO.	Description	Page No.
	PART 1 – (TECHNICAL BID)	
	Invitation of Offers from Consultants	3
Section I	Notice Inviting Tender	4-6
Section II	Instruction to Tenderers	7-16
	Appendix-I	17
	Form T-I – General Information	18
	Form T-II – Number of Projects for which comprehensive Consultancy was provided in the last five years	19
	Form T-III – Key personnel proposed for the project	20-21
	Form T-IV – Performance Report of Works	22
	Form C – Consultancy Contract	23-30
	PART 2 – (PRICE BID)	
	Form A – Form of Bid	31-32
	Form B – Format for Price bid	33-34

PART 1 – (TECHNICAL BID)

HLL Lifecare Limited

(A Government of India Enterprise)

Page 2



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
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*AHU CONSULTANT FOR CONDOM
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HLL/CED/PFT/2017-2018
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INVITATION OF OFFERS FROM CONSULTANTS

**HLL LIFECARE LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CENTRAL ENGINEERING DIVISION,
PEROORKADA
THIRUVANANTHAPURAM- 695005**

SEALED OFFERS ARE INVITED FROM ELIGIBLE AND COMPETENT CONSULTANTS FOR DESIGN, PREPARATION OF BOQ ETC. IN CONNECTION WITH THE SETTING UP OF WELL VENTILATION WITH 5 MICRON FILTER FACILITY. FOR VARIOUS CONDOM MANUFACTURING UNITS, WEBSITE WWW.LIFECAREHLL.COM. LAST DATE FOR RECEIPT OF OFFERS IS ON 26.07.2017 , 15.00 HRS

DGM(CED)



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UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

SECTION I

NOTICE INVITING TENDER (NIT)

1.1 Brief Description of the Job

HLL Lifecare Limited wishes to appoint AHU Consultant for setting up of well ventilated area with 5 micron filter for Male condom manufacturing facility. The nature of services to be provided by the Consultant will include, but not limited to, preparing AHU Design and Details, Planning of all Services, preparation of BOQ & Tender Document, Bid Evaluation & Recommendation , assisting effective implementation of facility with due emphasis on quality of design and work. The Consultant will be required to provide sufficient technically qualified and experienced staff for providing the required level of service.

1.2 TENDER DETAILS

Period of Completion of project	One year
Earnest Money Deposit	Rs. 50,000/-
Tender form	Tender form can be downloaded from HLL website www.lifecarehll.com for a cost of Rs.1050/- in the form of DD drawn in favour of HLL Lifecare Ltd payable at Peroorkada shall be submitted along with the Tender
Period of contract	1 year from the date of award of work.
Availability of Tender documents at HLL website	12.07.2017
Last date & time of submission of Tender	27-07-2017 & 15.00 Hrs
Date & Time of opening of technical Bid	27-07-2017 & 15.30 Hrs

1.3 POINTS TO BE NOTED

- 1.3.1 Tenderers shall submit a written Power of Attorney authorizing the signatory (ies) of the tender to commit the tender.
- 1.3.2 Each page of tender shall be signed by the authorized signatory of the Tenderer.
- 1.3.3 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the Tender/Contract shall be communicated forthwith in writing by the Tenderer to HLL.

1.4 TENDER DOCUMENTS

The offers will be received in TWO PARTS – a) Technical Bid and b) Price Bid in two separate sealed envelopes. The two sealed envelopes shall be wrapped in an outer envelope



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THIRUVANANTHAPURAM**

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UNITS**

**TENDERNNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

addressed to DGM(CED), HLL Life care Limited, Peroorkada Factory, Thiruvananthapuram – 05, duly super scribing on top “Offer for providing AHU Consultancy Services” and last date and time of submission. The envelope should also bear the name and address of the tenderer.

The Bidders must include the following information in their Technical Bid in the forms given in Appendix-1:

1. The general and overall experience of the firm including the number of years of operations, indicating the number of years in planning, designing of AHU facility, 5 Micron Filter Installation/HVAC contract management, Electrical & Piping works, construction, supervision of building works etc. The minimum period of experience required is five years.
2. The total executed value of the projects during the last 3 years should be at least Rs. 50 Lakhs which should be supported by documentary evidences.
3. Nature, cost, per month inputs, employer, location and specific services for works presently at hand and likely date of completion.
4. Experience of the Bidders in Planning and Design of AHU Facility/ HVAC/ 5 Micron filter installation and allied works. The Bidders should have provided consultancy for the buildings including sub systems such as Structural Engineering including fall-ceiling, HVAC, etc.
5. Summary of permanent professional employees and Key personnel indicating the nature of specialization, qualifications and experience considering requirements specified in earlier paragraph. The CVs of key personnel proposed to be deployed on this assignment along with documentary proof of qualification and experience, their written consent and availability.

1.5 TENDER EVALUATON

The Technical Bids will be evaluated based on the eligibility criteria and responsiveness to the tender requirements. The Price Bids of tenderers who fulfill the Technical bid requirements only will be opened for further evaluation. HLL Lifecare Limited reserves the right to reject any or all of the offers without assigning any reason.

The successful bidder shall be required to execute a Contract Agreement within fifteen days of issue of Letter of Acceptance, failing which the Earnest Money shall be forfeited and the offer cancelled.

The Terms and Conditions of Contract (Bid Document) can be downloaded from HLL website www.lifecarehll.com .



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CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
AHU CONSULTANT FOR CONDOM
UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

The Offers must be delivered to the address below on or before 15.00 hrs, 27.07.2017. The envelope should be duly super scribed clearly “Offer for providing AHU Consultancy Services” along with EMD in the form of a Bank Draft for Rs.50, 000/- in favour of M/s HLL Lifecare Limited payable at Peroorkada, Thiruvananthapuram. The Earnest Money Deposit of Rs. 50,000 /-shall be refunded in case of bidders whose offers are not accepted. The EMD submitted by the successful bidder will be retained as security deposit, and will be released only after the contract period.

The bid documents will be available up to 15.00 hrs. on the previous day of the opening of the bids.

- a) Date of issue of bid document: 12/07/2017
- b) Last date and time for receipt of bids: 27/07/2017 at 15.00 Hrs
- c) Date and time of opening of bids: 27/07/2017 at 15.30 Hrs

Further information if any, may be obtained from the address and telephone no. given below:

DY GENERAL MANAGER (CED),
CENTRAL ENGINEERING DIVISION,
HLL LIFECARE LIMITED (A GOVERNMENT OF INDIA ENTERPRISE),
PB NO 2, PEROORKADA, THIRUVANANTHAPURAM – 695005,
KERALA STATE, INDIA
PH: (++91 471) 2433374,2437270 –501,502
TELE FAX: (++ 91 471) 2432647
E-MAIL: RAJEEVRV@LIFECAREHLL.COM, RAJESHKUMAR@LIFECAREHLL.COM



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THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
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AHU CONSULTANT FOR CONDOM
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**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

SECTION II

INSTRUCTION TO TENDERERS (ITT)

1. Brief Description of the Job

HLL Lifecare Limited wishes to appoint AHU Consultant for setting up of Well ventilated air with 5 Micron filter facility for male condom manufacturing units. The nature of services to be provided by the Consultant will include, but not limited to, preparing AHU Design and Details, Planning of all Services, preparation of BOQ & Tender Document, Bid Evaluation & Recommendation , assisting effective implementation of facility with due emphasis on quality of design and work.

The selection process would be Quality and Cost Based Selection (QCBS) Method. Based on the information supplied in the Technical Bid in respect of the Eligibility Criteria, firms would be short-listed and the Price Bid of short listed firms would only be opened. The Consultant will be required to provide sufficient technically qualified and experienced staff for providing the required level of service.

2. FACILITY REQUIREMENT & SCOPE OF WORK

2.1 Facility Requirement

- Area in Peroorkada Factory – 4124.88 Sq. Meter
- Area in Belgaum Factory – 1235
- Area in Irapuram Factory - 1139.25
- AHU Area – Well ventilated area with 5 Micron filter

The facility shall qualify **Shedule M** of Drugs & Cosmetics Act

2.2 Preliminary stage

2.2.1. The services to be provided by the Consultants shall inter alia include the following:-

- a) Visiting the site, discussing details with HLL representatives, to carry out site plan and site particulars required for the 5 Micron filter AHU facility and of the entire plot of land showing all existing and services.
- b) Preparing preliminary drawings and designs, i.e. preliminary sketches, plans, elevations, sections and perspective adequate to explain the general nature of the work with basic dimensions in consultation with HLL representatives.
- c) Preliminary planning of all internal and external services like location of AHUs, routing of



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CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
AHU CONSULTANT FOR CONDOM
UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

ducts, air line and piping , electrical wiring & cabling, fire detection and other conduits for services, etc. complete.

d) Brief outline - specifications.

- 1) Preparation and submission of preliminary estimates of cost on area basis, supported with quantities, details of measurements and existing market rates along with the drawings in triplicate and obtaining approval of HLL.
- 2) Obtaining the approval of HLL to b, c, & d.1 above and to any subsequent changes which the consultant will carry out on the advice of HLL, and to computations of designs including drawings and services design which shall be in accordance with all the relevant standards.
- 3) The Consultant shall indicate the name of his sub- consultants for various services with their organization, qualification and experience and shall obtain prior approval of HLL for the same. However, he shall be fully responsible for the correctness and accuracy of services design prepared by such sub-consultants and shall indemnify HLL for damage or loss caused due to negligence of sub-consultant.
- 4) **Vendors & Quality Assurance Plan (QAP):-** The consultant shall provide the vendor details of all equipments/materials and also shall provide various Quality Assurance Plan (QAP) for all materials envisaged in the project.

2.2.2. Wherever in house expertise for designing services/sub systems including AHU design, is not available with the consultant, the agency whom the consultant proposes to engage for this purpose, shall be got approved from HLL. This agency shall be associated from the preliminary drawing stage to the final design work. The copy of the agreement between sub-consultant and the consultant shall also be submitted to HLL and in case the full fees are not paid to the sub-consultant in time as per agreement between them, HLL shall have a right to recover the amount payable to the sub-consultant from the consultant's bills and make payment to the sub-consultant. However, in case of any dispute between the consultant and sub-consultant, the disputed amount shall be kept in deposit by HLL till such time the dispute is resolved as per the terms and conditions of the agreement drawn between the consultant and the sub-consultant.



**HLL LIFECARE LIMITED
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THIRUVANANTHAPURAM**

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UNITS***

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

2.3 Working drawings stage: -

Consultant shall be responsible for:-

- a) Preparation of detailed drawings (hereinafter called working drawings), schedules, service drawings including drawings showing the details of all the utility services & air supply, electrical installations, acoustics, fire detection system, air-conditioning etc. including details of specifications of all items of work. All the drawings and design calculations shall be made available by the consultant to HLL in duplicate for checking and approval.
- b) Obtaining approval of HLL in respect of items mentioned in clause (a) above and modifying them, if considered necessary by HLL.
- c) If required, obtaining the approval of local and other authorities mentioned in clause 2.2.1 above and making any changes required by them.
- d) Preparation of complete working details, schedules, specifications and bill of quantities including those of various services in the manner prescribed by employer, to describe the part/whole project adequately and supplying details of calculations of such bill of quantities to enable HLL to check them before preparation of tender documents by HLL. Supplying free of charge three sets of approved bill of quantities along with the drawings needed for tender purpose.

2.4 Execution/Completion stage

The Consultant shall:

- a) Supply all the approved working drawings, specifications and details in the manner required by HLL for proper execution of the work. (In total 4 sets of approved drawings shall be supplied without any additional charge to HLL)
- b) Obtain HLL's approval for any material deviation in design or specifications.
- c) Inspect & certify correctness of the physical layout at site as per approved plans.
- d) Coordinate the various activities of his sub-consultants.
- e) Certify final completion of the work and furnish to HLL the Facility Completion Certificate along with six sets of completion plans/drawings and one set of reproducible drawings in A-2 size, and other connected documents.

2.5 Execution of the facility

The Consultant shall be responsible for the effective execution of the facility to meet all critical parameters of the Facility.



**HLL LIFECARE LIMITED
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DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
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AHU CONSULTANT FOR CONDOM
UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

3. Eligibility Criteria.

1. The bidder should be in the business of Engineering Consultancy Services (planning, designing including AHU facility, HVAC systems, contract management, supervision of building construction works etc) for a minimum period of last five years, supported by documentary evidences.
2. The total executed value of the projects during the last 3 years should be at least Rs.50 Lakhs which should be supported by documentary evidence with completion certificate.

4. Submittal of Offer.

The intending Consultants shall submit their Offer in two parts, the Technical Bid and the Price Bid.

4.1 TECHNICAL BID

1. The technical bid, clearly labelled as “TECHNICAL BID”, shall consist of following information /details for evaluating the eligibility criteria of bidders.
2. Covering letter for the Bid in Form A.
3. Checklist for the enclosed documents in the format as APPENDIX – I
4. Earnest Money Deposit in the form of a Demand Draft for Rs.50,000 in a separate sealed envelope duly marked “EMD ”.
5. Attested Copy of Power of Attorney, wherever applicable (in favour of the Authorized Signatory of the Bidder) to submit the Bid.
6. Relevant Experience for the projects
 - i. Experience in business in the form attached as Form T-I.
 - ii. Total number of projects which have been planned and designed including subsystems during the last five years; by the Tenderer in the format attached as Form T-II.
 - iii. Performance certificate from client in the Form T-IV in respect of Works above.
 - iv. Technical and organizational capability- Form T-III

In addition to the above, following information shall also be furnished as Part of Technical Bid.

The name, background and professional experience of each key staff member to be assigned to the project, with particular reference to his experience of a nature similar to that of the proposed assignment. The majority of the key staff shall be regular members of the firm for at least six months (CV format in Form T-III).

4.1 THE PRICE BID

- 4.1.1 The price bid, clearly labeled as “PRICE BID” will contain the following:



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
*AHU CONSULTANT FOR CONDOM
UNITS***

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

- i. Form of Tender (Form A).
- ii. Price Bid of the Offer as per Form B.

4.1.2 The price proposal should be separately completed and submitted in a separate sealed envelope in the Format prescribed in Form B. The final prices shall be entered in the **Form B**. These prices should include all statutory deductions and duties and taxes associated with the contract.

5 AWARD OF CONTRACT

5.1. AWARD CRITERIA

- 5.1.1 Subject to meeting the Eligibility Criteria stipulated in Clause 3 and Technical Bid stipulated in Clause 4.1 above, HLL will award, the Contract to the Consultant, whose Offer has been determined to be substantially responsive, complete and in accordance with the Bid documents, and whose Price has been determined to be the lowest.
- 5.1.2 If the price bid of one or more parties is equal then the party having better/higher Eligibility Credentials shall be considered for award of Contract.

5.2 EMPLOYER'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS

Notwithstanding Clause 5.1, HLL reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for HLL's action.

5.3 NOTIFICATION OF AWARD

- 5.3.1 Prior to the expiry of the period of offer validity prescribed by the HLL, HLL will notify the successful Bidder by Tele-fax or e-mail, to be confirmed in writing by registered post/ by courier, that his offer has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the percentage at which HLL will pay to the Consultant in consideration of the services to be provided for the works by the Consultant as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Contract Price'). The Letter of Acceptance will be sent to the successful bidder. No correspondence will be entertained by HLL from the unsuccessful Bidders.



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
AHU CONSULTANT FOR CONDOM
UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

5.3.2 The Letter of Acceptance shall constitute a part of the contract.

5.3.3 On award of work to the successful bidder, HLL will promptly notify the unsuccessful Bidders and discharge / return their EMD.

5.4 SIGNING OF AGREEMENT

5.4.1 HLL shall prepare the Agreement in the Performa (Form C) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 10 days from the date of issue of the Letter of Acceptance the successful Bidder will be required to execute the Contract agreement. One copy of the Agreement duly signed by HLL and the Consultant through their authorized signatories, will be supplied by HLL to the Consultant.

6.0 PAYMENT SCHEDULE:-

6.1. The fees will be paid in installments as specified below:-

The various stages of payment shall be as follows:-

A. Schedule of Payments

- | | |
|--|----------------------------------|
| 1. ON PREPARATION OF PRELIMINARY DRAWING/ ESTIMATE
(ON APPROVAL) | : 5 % OF CONSULTANCY FEE PAYABLE |
| 2. ON PREPARATION AND APPROVAL OF DETAILED DRAWING /
ESTIMATE/NIT/BOQ | : 10% ,, |
| 3. AWARD OF WORK | : 15% ,, |
| 4. ON COMPLETION OF 50% OF
AWARDED VALUE OF WORK | : 20% ,, |
| 5. ON COMPLETION OF 100%
AWARDED VALUE OF WORK | : 20% ,, |
| 6. VALIDATION | : 20% |
| 6. COMPLETION DRAWINGS & CLOSURE & ISSUE OF | |



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THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
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UNITS***

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

COMPLETION CERTIFICATE OF WORK : 10%

THE PAYMENT IS SUBJECT TO ALL STATUTORY DEDUCTIONS, SERVICE TAXES ETC.

6.2.In case the planned project is deferred / kept in abeyance / dropped mid way, HLL shall workout a payable fees based on the evaluation of service rendered by the consultant upto that stage.

7.0. ADDITIONS AND ALTERATIONS

- (i) HLL shall have the right to request in writing for changes, additions, modifications or deletions in the design and drawings or any part of the work and to request in writing additional work in connection therewith and the consultant shall comply with such request.
- (ii) The consultant shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the contractor except through and with proper approval of HLL.

8.0. TIME SCHEDULE

- 8.1. This consultancy contract will be valid for a period of ONE year for planning, designing, execution of the works.
- 8.2 Completion of various activities as indicated in para 2.2.1(a to d.1) shall be carried out within Two (2) weeks from the date of requisition of work or within the mutually agreed time schedule.
- 8.3 After approval of preliminary drawings, preparation of detailed/working drawings and designs shall be completed within *1 week* .
- 8.4 Bill of quantities along with detailed drawings make/vendor and specifications for complete work in the form of Tender Document to enable invitation of Tenders shall be submitted within two (2) weeks from the date of approval of detailed drawings.
- 8.5 The work shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default, of the consultant to adhere to the agreed time schedule, (Decision of the HLL shall be final and binding) HLL shall recover the liquidated damages from the consultant at the rate of 0. 5% (zero decimal point five percent) of the total amount of fee payable per week of delay of any activity subject to a maximum of 7.5% (seven point five percent) of the total fee payable.

9.0 EXTENSION OF TIME

HLL Lifecare Limited

(A Government of India Enterprise)

Page 13



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
*AHU CONSULTANT FOR CONDOM
UNITS***

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

- 9.1 To adhere to the above mentioned time schedule the consultant shall be provided on demand necessary documents, information and certificates/undertakings by HLL. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Consultant shall be considered for grant of extension of time. If the Consultant requires extension of time, they shall intimate in writing to HLL within 7 days of the occurrence of such hindrance/delay.
- 9.2 HLL after satisfying about the reasonableness of grounds, may grant extension of time as in it's opinion be justified and communicate the same in writing. (The decision of HLL shall be final and binding). Whenever such extension of time is granted, it would be without prejudice to the rights of HLL. Any extension of time granted as stated above shall neither entitle the Consultant to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.

9.0 ABANDONMENT OF WORK

- 9.1 That if the consultant abandons the work for any reason whatsoever or becomes incapacitated from acting as Consultant as aforesaid, HLL shall forfeit the EMD (Decision of HLL shall be final and binding). HLL shall be at liberty to make full use of all or any of the drawings prepared by the Consultant. The Consultant shall also be liable to refund all the fees paid to him up to date plus such damages as may be assessed by HLL (Decision of HLL shall be final and binding) subject to a maximum of 7.5% of the total fee payable to the consultant under this agreement.
- 9.2 Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Consultant shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the services rendered by him till the date of termination of agreement.

10. SUPPLY OF DRAWINGS AND COPY-RIGHT

- 10.1. All the estimates, bill of quantities, detailed designs with calculations, and any other details envisaged under this agreement shall be supplied in triplicate. All drawings and details of services/utilities (internal and external) shall be supplied by the Consultant as per requirements of local bodies and other authorities. HLL shall be supplied with six sets of such drawings along with one reproducible copy in A-1 size. If there is any revision of any detail in any drawing for any reason whatsoever, same number of drawings shall be reissued after such corrections without any extra charge. The consultant shall submit required number of sets of completion drawings and other details to local authorities and obtain completion certificates. Four sets of drawings and other details of completion plans shall be supplied to HLL.

All these drawings shall become the property of HLL and they shall have the right to use the same



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
*AHU CONSULTANT FOR CONDOM
UNITS***

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

anywhere else. Such drawings and designs shall not be issued to any other person firm or authority or used by the Consultant for any other project. No copies of any drawings or documents shall be issued to any one except HLL and/or it's authorized representatives.

11. GUARANTEE

11.1. The consultant shall agree to redesign at his cost any portion of his engineering and design work, which due to his failure to use a reasonable degree of skill shall be found defective within two years from the date of start of regular use of the portion of the work affected. HLL shall grant right of access to the consultant, of this portion of the work claimed to be defective for inspection.

11.2. HLL may make good the loss by recovery from the dues of the consultant in case of failure to comply with the above clause.

12. DETERMINATION AND RESCISSION OF AGREEMENT

HLL without any prejudice to its right against the Consultant in respect of any delay by notice in writing absolutely determine the contract in any of the following cases:-

i) If the Consultant, being a firm/company shall pass a resolution or the court shall make any order that the firm/company shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court to appoint a receiver or a manager or which entitles the court to make up a winding order.

ii) If the Consultant commits breach of any of the terms of agreement.

12.2. When the Consultant has made himself liable for action under any of the clauses aforesaid, HLL shall have powers:

a) To rescind the agreement.

b) To engage another Consultant to carry out the balance work debiting the Consultant the extra amount, if any, so spent for getting the balance work done. This amount would be in addition to the recovery of liquidated damages under Clauses 6 and 7 herein above.

13. ARBITRATION

Any dispute or difference whatsoever arising between the parties relating to or arising out of contract, shall be settled first by conciliation in accordance with the Rules of Conciliation of Scope and the settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties.



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
AHU CONSULTANT FOR CONDOM
UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

BOTH THE PARTIES AGREE THAT ONLY THE COURTS IN THIRUVANANTHAPURAM, KERALA, SHALL HAVE SOLE JURISDICTION IN ANY MATTER OF DISPUTES ARISING OUT OF OR IN CONNECTION WITH THE WORK.

APPENDIX – I

PAGE NO.	Description	Enclosed or not	
		Yes	No
18	Form T-I – General Information		
19	Form T-II – Number of Projects for which comprehensive Consultancy provided in the last three years		
20-21	Form T-III – Key personnel proposed/CVs of Key Staff for the project		
22	Form T-IV– Performance Report of Works		
22	Form C –Consultancy Contract		



**HLL LIFECARE LIMITED
CENTRAL ENGINEERING
DIVISION,
THIRUVANANTHAPURAM**

**BID DOCUMENT FOR
APPOINTMENT OF
AHU CONSULTANT FOR CONDOM
UNITS**

**TENDERNO.
HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

**FORM T-I
PAGE 1 OF 1**

GENERAL INFORMATION

Notes:

- (i) Attach an attested photocopy of Certificate of Registration.
2. Names of the firm:
3. Legal Status of the Firm: Individual/Association/Joint Venture/Consortium
4. Registered Address, telephone, Tele-fax.
.....
.....
5. Contact Person, Designation and address including email id
.....
.....
6. Number of years in the relevant Consultancy Business:
7. Number of Projects for which comprehensive design consultancy has been provided during the last five years with details:
8. Names and Addresses of Associated Companies to be involved in the Project and whether Parent / subsidiary/ others:
9. If the company is subsidiary, what involvement, if any, will the Parent Company have in the Project?
10. State if in-house expertise is available for all services/sub-systems. If not details of sub-consultants to be involved in the project.
11. State the Quality System followed in the Company. Does the company have an ISO 9001 certificate or it follows an internal quality system.



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FORM T-II

**NUMBER OF PROJECTS FOR WHICH COMPREHENSIVE CONSULTANCY
SERVICES PROVIDED IN THE LAST THREE YEARS**

Sl. No.	Name and location of the Project	Name and address of the Client	Details of the Project			Duration of project		Year of Completion of Project	Remarks
			Built up Area	No. of floors	Cost*	From	To		
1									
2									
3									
4									
5									
6									

*- VALUE OF THE WORK FOR WHICH SERVICES PROVIDED BY THE CONSULTANT ONLY SHALL BE PROVIDED

HLL Lifecare Limited

(A Government of India Enterprise)

Page 18



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**FORM T-III
PAGE 1 OF 2**

KEY PERSONNEL PROPOSED FOR THE CONSULTANCY SERVICES

Sl. No.	Sector	Number of proposed personnel	Education	Proposed Designatio	Total Years of Experience	Relevant Experience in years
1.	Architect					
2.	Structural Engineer					
3.	Mechanical Engineer					
4.	Electrical Engineer					
5.	Network Engineer					
6.	AHU/HVAC Engineer					

Note :

- 1) A summary of the qualification and work experience of each key staff, to be attached.
- 2) CVs to be submitted for all the proposed personnel in the format provided



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**FORM T-III
PAGE 2 OF 2**

CVs OF KEY STAFF

Name of the Staff		
Designation		
Name of the firm presently employed		
Years with the firm		
Proposed position		
Details of task assigned		
Man- Months budgeted for the task assigned		
Key Qualifications		
Education		
Employment Record		
Name of the Firm	Position Held	Years of Employment



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FORM T-IV

PAGE 1 OF 1

PERFORMANCE REPORT OF WORKS (On Clients' Letter Head)

- 1. Name of Project and location**
- 2. Agreement No.**
- 3. Estimated Cost**
- 4. Built up area**
- 5. Date of Start**
- 6. Date of Completion**
- 7. Performance Report**

Quality of Services provided

Very Good/ Good/ Fair/ Poor

DATE:

AUTHORISED SIGNATORY (WITH STAMP)



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HLL/CED/PFT/2017-2018
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FORM C

CONSULTANCY CONTRACT

This agreement made on this _____ day of _____ Two Thousand Nine between HLL Lifecare Limited, Company incorporated under the Companies Act, 1956 and having its Registered Office at HLL Bhavan, Poojappura, Thiruvananthapuram – 695 012 (hereinafter referred to as Employer) which expression unless excluded by or repugnant to the context shall include their successors and assignees of the part and M/s. _____ having their Registered Office at _____

(Hereinafter referred to as Consultant) which expression unless excluded by or repugnant to the context, shall include their successors and assignees of the other part.

Whereas HLL is desirous of engaging AHU Consultant for setting up of new AHU facility at all male condom manufacturing units in accordance with the general requirements and conditions hereinafter appearing and whereas the Consultant has agreed to perform the same (here in after referred as parties).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS TERMS AND CONDITIONS OF AGREEMENT

1.0 DEFINITIONS:

1.1 For the purpose of this agreement, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-

- i) "Approved" means approved by HLL’s representative in writing including subsequent confirmation of previous approval.
- ii) "Employer" means the HLL Lifecare Limited, CED, Thiruvananthapuram which expression shall unless excluded by or repugnant to the context include its representative.
- iii) “Employer’s representative” means any officer authorized by HLL Lifecare Limited, CED, Thiruvananthapuram for the work.
- iv) “Consultant” means M/s.....
.....



HLL LIFECARE LIMITED
CENTRAL ENGINEERING
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HLL/CED/PFT/2017-2018
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PART 2 – PRICE BID

FORM A

PAGE 1 OF 2

FORM OF BID

Note: i. The Appendix forms part of the Bid

ii. Bidders are required to fill up all the blank spaces in this form of Tender and Appendix.

NAME OF WORK : AHU CONSULTANT FOR SETTING UP OF WELL VENTILATED AIR
WITH 5 MICRON FILTER FACILITY FOR MALE CONDOM MANUFACTURING UNITS.

To

DY GENERAL MANAGER (CED),
CENTRAL ENGINEERING DIVISION,
HLL LIFECARE LIMITED (A GOVERNMENT OF INDIA ENTERPRISE),
PB No 2, PEROORKADA, THIRUVANANTHAPURAM – 695005,
KERALA STATE, INDIA
PH: (++91 471) 2433374,2437270 –501,502
TELE FAX: (++ 91 471) 2432647
E-MAIL: RAJEEVRV@LIFECAREHLL.COM, RAJESHKUMAR@LIFECAREHLL.COM

1. Having examined the Terms and conditions of the AHU Consultancy Services Contract attached hereto and the NIT for the AHU Consultancy for the condom manufacturing units of HLL, we the undersigned, offer to provide comprehensive AHU Consultancy Services in conformity with the Terms and conditions of the AHU Consultancy Services Contract attached hereto.
2. We undertake, if our Offer is accepted, to commence the works within one week of signing the Contract Agreement to commence and to complete the whole of the Works comprised in the Contract within **the Time Schedules mentioned therein** calculated from the date of issue of work requisition.



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3. We agree to abide by this Offer for a minimum period of **90 days** from the last date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
4. We declare that the submission of this Offer confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been, or will be, paid and that the tender price does not include any such amount. We acknowledge the right of Employer, if it finds to the contrary, to declare our Offer to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
5. We understand that you are not bound to accept the lowest or any offer you may receive.
6. If our Offer is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

DATED THIS.....DAY OF.....**201**

SIGNATURE

NAME..... IN THE CAPACITY OF

DULY AUTHORIZED TO SIGN TENDERS FOR AND ON BEHALF OF.....

ADDRESS

WITNESS – SIGNATURE

NAME

ADDRESS

Occupation



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HLL/CED/PFT/2017-2018
REV – 00 12.07.2017**

**FORM-B
PAGE 1 OF 2**

FORMAT FOR PRICE BID
(ON THE LETTER HEAD OF THE COMPANY)

DATE:

To

DY GENERAL MANAGER (CED),
CENTRAL ENGINEERING DIVISION,
HLL LIFECARE LIMITED (A GOVERNMENT OF INDIA ENTERPRISE),
PB No 2, PEROORKADA, THIRUVANANTHAPURAM – 695005

SUB : AHU CONSULTANT FOR SETTING UP OF WELL VENTILATED AIR WITH 5 MICRON
FILTER FACILITY FOR MALE CONDOM MANUFACTURING UNITS.

REF :

Respected Sir/Madam,

We have understood all the requirements, terms and conditions with respect to the IFB referred above. We hereby provide our service fee proposal for providing project consultancy services as per the above IFB on a comprehensive basis.

Total consultancy services fees (as per the payment schedule) as a percentage of construction cost of the project including preparing AHU design and details, planning of all services, preparation of BOQ and validation with due emphasis on quality of design for Civil, mechanical, electrical, AHU complete for Male condom manufacturing units of HLL	_____ % Consultancy fee (in words): Add Service tax (.....%): Total Amount:
---	---

We hereby agree to take up the project consultancy services as per the IFB, if we are selected as consultant for this project.



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HLL/CED/PFT/2017-2018
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FORM-B
PAGE 2 OF 2

For And On Behalf Of :

Signature :

Name Of The Person :

Designation :

Instruction :

1. No Conditions Should Be Attached
2. In Case Of Difference Between The Words And Figures, Words Would Prevail.
3. The offered rate is valid for ONE year until and unless the contract terminates.

(Should be given in a sealed envelope)