

NOTICE INVITING e-EXPRESSION OF INTEREST (EOI)

FOR
EMPANELMENT OF AGENCIES AS ASSET
IDENTIFICATION AGENTS / DETECTIVE AGENTS

HLL/CS/CHO/Legal/Empl-AIA/22-23



BY

HLL Lifecare Limited
(A Government of India Enterprise)

HLL Bhavan - Corporate Head Office,
Poojappura - PO | Thiruvananthapuram - 695012,
Kerala, India

URL: www.lifecarehll.com

Email: legal@lifecarehll.com

Phone: 0471-2354949

CIN: U25193KL1966GOI002621.

NOTICE INVITING e-EXPRESSION OF INTEREST

**HLL Lifecare Limited
(A Government of India enterprise)
HLL Bhavan - Corporate Head Office,
Poojappura - PO |
Thiruvananthapuram - 695012,
Kerala, India
URL: www.lifecarehll.com
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EOI No.: HLL/CS/CHO/Legal/Empl-AIA/22-23

03/11/2022

Empanelment of agencies as Asset Identification Agent(s) / Detective Agents (AIA) for identifying the assets of the default suppliers, agents, judgement debtors etc. for the payment due to HLL Lifecare Limited (HLL).

1. M/s HLL Lifecare Limited (HLL) is a Government of India Enterprise –a Mini Ratna Company, having its Corporate & Head Office at Thiruvananthapuram. HLL has outstanding receivables from Debtors based on court decrees. Hence, for collecting the details of the judgement debtors HLL requires support of agents in various parts of the country.
2. Accordingly, HLL invites online EOI for Empanelment of agencies (e-mode) from Licensed/Recognized Asset Identification Agents for accumulating and providing details of the assets acceptable to court for filing in support of Execution petition against various court orders in favor of HLL.
3. The agent shall be fully responsible / accountable for the correctness / authenticity of documents submitted to HLL /Court and the said documents should be submitted with notary attestation and an affidavit confirming that the documents submitted are true and correct.
4. Case wise Price bids will be sent only to those empanelled agents.
5. Any conditional bids shall be summarily rejected.
6. Bidders may download the Notice inviting EOI document from the websitesURL address:<http://www.lifecarehll.com/tender> and submit their bids.

Other useful details in this tender are indicated below:-

Sl.	Description	Schedule
1	Closing date & time for submission of online bids	17-11-2022, 15:00 hrs IST
2	Time and date of opening of bids	17-11-2022, 15:30hrs IST

7. The EOI shall be submitted on the below address:

The Head (Legal)
HLL Lifecare Limited (A Government of India Enterprise)
HLL Bhavan - Corporate Head Office,
Poojappura - PO | Thiruvananthapuram - 695012, Kerala, India
E-mail:- legal@lifecarehll.com
CIN: U25193KL1966GOI002621

8. Amendments, if any, to the tender will be published only in the website www.lifecarehll.com.

Head (Legal)
HLL Lifecare Ltd.
(A Government of India Enterprise.)
HLL Bhavan - Corporate Head Office,
Poojappura - PO | Thiruvananthapuram - 695012,
Kerala, India

SECTION-1

**DETAILED SCOPE OF WORK
AND
TERMS & CONDITIONS**

The following terms and conditions will be applicable:-

1. That the Agent shall act as Asset Identification Agent (AIA) for the assignment(s) handed over by HLL.
2. The Agent shall identify the Asset of the person / institution/ company / Nominees or legal heir of the Deceased person, as the case demands and submit a detail report with notarized attested copies collected in support.
3. The Agent shall be fully responsible for jobs assigned to them at their own risk and cost only. HLL shall not be liable for any incident, loss or expenses occurred during the work assigned to or enquiry by the agent.
4. The tenderer shall have statutory compliance to act for the above work and shall have a valid license to work as Debt recovery agent.
5. The agent shall not communicate on behalf of HLL by writing / electronic mode / any type of communication to any third party. In case any legal or other issues arise due to the act of agent even after the contract period, the agent shall be solely responsible and the expenses occurred shall be paid by the agent itself.
6. The Agent shall maintain proper records and submit a weekly status to HLL.
7. The empanelment will be valid for 5 years from the issue of empanelment letter issued to the Agent, which is further extendable for another 2 years at the sole discretion of HLL.
8. The interested parties meeting requirement shall upload their documents online as explained in Eligibility criteria.
9. HLL reserves the right to enter into similar agreements simultaneously or afterwards with any other Agent(s), as it may deem fit at any time during the period the agreement is in force. The Agent on panel will not be entitled to make any representation/suggestion/complaint on this account.
10. The Agent shall be responsible for any delay on their part and in case of delay due to the negligence by agent, any loss occurred shall be borne by the agent only.
11. As part of its tender, the tenderer shall furnish relevant details and documents establishing its eligibility to quote & its qualification to perform the contract if its tender is accepted, as per the eligibility criteria given in this tender.
12. If at any point of time it is detected that the over payment has been made to the Agent the same will be recovered from the subsequent bill/ performance security deposited by the Agent.

13. HLL reserves a right to accept or reject the documents without assigning any reason therefore.
14. The empanelment can be terminated any time during the currency of the contract by HLL if the work is not found satisfactory or any deviation observed than from the submitted document. The decision of HLL in this regard will be final & binding.
15. If dispute or difference what so ever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or alleged breach thereof if any arise between the Agent & HLL, the parties shall make every effort to resolve the same amicably by mutual consultations.
16. RESTRICTIONS UNDER RULE 144 (XI) OF GFR 2017 FOR BIDDERS FROM A COUNTRY SHARING LAND BORDER WITHINDIA: "Not applicable, as agents registered and operating in India are only be eligible for quoting against this tender"
17. The Jurisdiction in all dispute suits shall be in courts at Thiruvananthapuram.
18. The detail scope of work and Terms & conditions will be informed to the empanelled agent on case to case basis and the agent should accept without any deviation. The Lowest quoted agent from the empanelled list will be awarded with Letter of Engagement.
19. The bidder can request for empanelment state wise or on PAN INDIA basis and the same should be specified in the check list given below.
20. The case details will be provided only to the empanelled agents.
21. Checklist duly filled up with reference page no. at respective columns.

SECTION-2

ELIGIBILITY CRITERIA
FOR ASSET IDENTIFICATION AGENTS / DETECTIVE AGENTS

1. The tenderer should accept all the terms and conditions in the Notice inviting EOI document.
2. The tenderer must possess minimum three completed financial years of experience prior to the date of tender opening as Debt recovery Agent / Asset Identification Agent / Private Detective Agencies in any Govt. Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings/ State Govt./Central Govt. or Local Bodies/Municipalities / Public Sector banks and in support of the same a performance statement should be given with the bid document.
3. The tenderer should be registered as debt recovery agent or detective agency and should have valid license in their own name. A Valid Registration Certificate and other statutory permits / documents to act as Asset Identification Agent / Detective Agent of Tenderer should submit in support of this.
4. The tenderer shall furnish following certificate/document as applicable, otherwise bid shall be summarily rejected:
 - a) A declaration by the proprietor of the firm, in case, the firm is proprietary firms.
 - b) A copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm and Certificate of Registration .
 - c) A copy of Certificate of Incorporation, Memorandum of Association and Articles of Association in case of Private Ltd. / Ltd. firm.
5. Power of Attorney issued by the competent authority in favour of person who is Digitally Signing/Uploading the tender/bid document.
6. The tenderer shall submit the copy of permits issued by statutory authorities in their favor. If not submitted, tender/bid is liable to be rejected.
7. Copy of Income Tax Certificate.
8. Copy of PAN No. is to be submitted.
9. Copy of GSTIN registration certificate is to be submitted.
10. Declaration that tenderer does not have any relation with the person authorized to evaluate commercially or involve in finalizing the tender. (As per Format-01)

11. The tenderer shall give a declaration as under:
“We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit to HLL Lifecare Limited.” (As per Format-01)
12. Declaration that the tenderer has not been blacklisted/banned /de-registered/de-barred by any of the Government authorities for preceding three years from the date of issue of this Notice inviting EOI. (As per Format-01)
13. Undertaking to be submitted that the tenderer shall abide by all the terms & conditions of the Notice inviting EOI. (As per Format-01)
14. All the pages of the tender should be duly numbered (e.g.: as 1 of 8 similar format) & signed by the tenderer on every page.
15. Tenderer, who are not meeting above eligibility criteria/who have not submitted the above mentioned documents shall be treated as non-responsive and their bid will be rejected.
16. The tenderer has to submit the Financial Statement for last 3 financial years duly certified by a Chartered Accountant (CA).
17. PROVISIONS OF PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA) **ORDER 2017**: Agents registered and operating in India only be eligible for quoting against this tender”. However, for compliance of public procurement (Preference to Make in India), Order 2017 all the bidders should **submit a declaration certifying that they are offering 100% services from India for the services required under this tender and hence falls under the category of ‘Class 1 local supplier’ as defined in Public Procurement (Preference to Make in India), Order 2017 as amended from time to time.**(As per Format-01)

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To be print in company/ Bidder's letter head

Declaration

We hereby declare and confirm that:

1. We don't not have any relation with the person authorized to evaluate commercially or involve in finalizing the tender.
2. if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit to HLL Lifecare Limited.
3. we have never been blacklisted/banned /de-registered/de-barred by any of the Government authorities for preceding three years from the date of issue of this Notice inviting EO
4. we will abide by all the terms & conditions of the Notice inviting EO.
5. we certify that we are offering more than 50% services from India for the services required under this Notice inviting EO and hence falls under the category of 'Class 1 local supplier' as defined in Public Procurement (Preference to Make in India), Order 2017 as amended from time to time

Sign and seal of the bidder

CHECKLIST			
SI No.	Point	Submitted (Yes or no)	If yes Page no. marked by the bidder
1	Specify the state applied for:		
2	Whether all the pages of the bid duly numbered (e.g.: as 1 of 2 similar format) & signed by the tenderer on every page.	Yes/ No	
3	Undertaking to be submitted that the tenderer will abide by all the terms & conditions of the Tender.	Yes/ No	
4	Whether valid license in their own name submitted by the tenderer? If so whether valid license submitted as documentary evidence to prove as a registered debt recovery agent or detective agency? A Valid Registration Certificate and other statutory permits / documents to act as Asset Identification Agent / Detective Agent of Tenderer should submit in support of this.	Yes/ No	
5	Whether relevant details and documents establishing the eligibility to quote & its qualification to perform the contract is submitted?	Yes/ No	
7	Whether the tenderer possess minimum three completed financial years of experience prior to the date of tender opening as Debt recovery Agent / Asset Identification Agent / Private Detective Agencies in any Govt. Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings/ State Govt./Central Govt. or Local Bodies/Municipalities / Public Sector banks?	Yes/ No	
8	Whether following certificate/document as applicable submitted: a) A declaration by the proprietor of the firm, in case, the firm is proprietary firms. b)A copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm and Certificate of Registration . c) A copy of Certificate of Incorporation, Memorandum of Association and Articles of Association in case of Private Ltd. / Ltd. firm.	Yes/ No	
9	Power of Attorney issued by the competent authority in favour of person who is Digitally Signing/Uploading the tender/bid document.	Yes/ No	

10	The tenderer shall submit the copy of permits issued by statutory authorities in their favor.	Yes/ No	
11	Copy of Income Tax Certificate.	Yes/ No	
12	Copy of PAN No. is to be submitted.	Yes/ No	
13	Copy of GSTIN registration certificate is to be submitted.	Yes/ No	
14	Declaration that tenderer does not have any relation with the person authorized to evaluate commercially or involve in finalizing the tender.	Yes/ No	
15	The tenderer shall give a declaration as under: "We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit to HLL Lifecare Limited."	Yes/ No	
16	Declaration that the tenderer has not been blacklisted/banned /de-registered/de-barred by any of the Government authorities for preceding three years from the date of issue of this Notice inviting EOI.	Yes/ No	
18	Undertaking to be submitted that the tenderer shall abide by all the terms & conditions of the Notice inviting EOI.	Yes/ No	
19	The tenderer has to submit the Financial Statement for last 3 financial years duly certified by a Chartered Accountant (CA).	Yes/ No	
20	Declaration certifying that the bidder is offering more than 50% services from India for the services required under this Notice inviting EO and hence falls under the category of 'Class 1 local supplier' as defined in Public Procurement (Preference to Make in India), Order 2017 as amended from time to time.	Yes/ No	
Note: Please mention Eoi number as reference in all the declarations/letters/communications			