

**TENDER  
FOR**

**REVITALISATION OF PEROORKADA FACTORY,  
TRIVANDRUM (PFT)**

**Volume - I**

**NOTICE INVITING TENDER**

**Tender No. HITES/IDS/HLL-PFT/26/02  
(e-tender ID: 2026\_HITE\_288209\_1)**

HITES  
Golden Jubilee Block, HLL Bhavan,  
Poojappura P.O  
Thiruvananthapuram  
PH: 0471 – 2775500

**(e-Tender)**

## **INDEX**

| <b>Sl. No.</b> | <b>Heading</b>                                 | <b>Page No.</b> |
|----------------|------------------------------------------------|-----------------|
| 01             | NOTICE INVITING TENDER                         | 2               |
| 02             | GENERAL INSTRUCTION TO BIDDERS FOR E-TENDERING | 4               |
| 03             | DISCLAIMER                                     | 9               |
| 04             | DEFINITIONS                                    | 10              |
| 05             | SECTION-I: NOTICE INVITING BIDS                | 12              |
| 06             | SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)      | 19              |
| 07             | SECTION -III: SCOPE OF WORK                    | 28              |
| 08             | SECTION-IV: EVALUATION PROCESS                 | 33              |
| 09             | FORMS OF BID & APPENDICES                      | 35              |

## **HITES**

### **NOTICE INVITING TENDER**

Tender No. HITES/IDS/HLL-PFT/26/02

Date: 09.09.2026

HITES on behalf of HLL Lifecare Limited (A Government of India Enterprise) invites on-line Item Rate bids from eligible contractors/firms for the following work:

| <b>Name and Description of work</b>                    | <b>Estimated cost Excluding GST (Rs.)</b> | <b>Completion period of Work</b> | <b>Tender document fee / e-tender processing fee</b> | <b>Last date &amp; time to submit the e-tender</b> | <b>EMD / Bid Security amount (Rs.)</b> |
|--------------------------------------------------------|-------------------------------------------|----------------------------------|------------------------------------------------------|----------------------------------------------------|----------------------------------------|
| Revitalisation of Peroorkada Factory, Trivandrum (PFT) | Rs. 2,58,44,901/-                         | 08 months                        | Rs. 11,800/-                                         | 21.09.2026 at 15.00 hrs                            | Rs. 1,00,000/-                         |

**Note: All bidders shall pay e-tender processing fee and EMD.**

For submission & other tender details, please refer detailed NIT on e-tender portal <https://etenders.gov.in/eprocure/app>, [www.hllhites.com](http://www.hllhites.com) and [www.lifecarehll.com](http://www.lifecarehll.com)

HITES/ Client reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. **Prospective bidders are advised to regularly scan through <https://etenders.gov.in/eprocure/app>, [www.hllhites.com](http://www.hllhites.com) and [www.lifecarehll.com](http://www.lifecarehll.com) as corrigendum/amendments etc., if any, will be notified on this portal only and separate newspaper advertisement will not be made for this.**

HITES reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever.

1. The intending bidder must read the terms and conditions of Notice Inviting Bids and the Bid documents carefully. They should only submit the bid if they consider themselves eligible and they are in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from e-tender portal <https://etenders.gov.in/eprocure/app> , [www.hllhites.com](http://www.hllhites.com) and [www.lifecarehll.com](http://www.lifecarehll.com)
4. Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as **"0"(ZERO)**.
  - a. If a tenderer quotes nil rates against each item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
  - b. In case the BOQ (financial bid) is revised by HITES by issuing corrigendum and the bidder has failed to quote / submit the financial bid in revised BOQ (i.e. he has quoted in previous BOQ), such bid shall be treated as willful negligence by the bidder and his financial bid shall be

considered as invalid. In such cases the lowest tender shall be determined by the lowest amount amongst the valid/bonafide bids only. Decision of HITES in this regard shall be final and binding to all bidders

5. The Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
6. The Client/HITES reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
7. TENDER FEE (NON-REFUNDABLE): The tender document(s), may be downloaded free of cost from the e-Government Procurement (e-GP) website. However, the bid submission fee, as mentioned in the NIT, is required to be submitted along with the online bid.
8. EMD: All Bidders shall remit the Bid Security /EMD using the payment options as per tender. Bidders are advised to visit the “Downloads” section of e-Procurement website.
9. The complete set of Tender Documents comprising Volumes I, II, III, IV & V shall be made available, as per above schedule, on the above-mentioned websites. The interested applicants/contractors/firms may attend the pre bid meeting over video conference, as per the details mentioned in Table 1 at Section 1 NIT
10. HITES reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever.
11. Prospective bidders are advised to regularly scan through the given websites as corrigenda/amendments etc., if any, will be notified on these portals only and separate advertisement will not be made for this. Bidders are advised to check all these websites regularly as at times, it is not possible to upload data on a particular website due to some technical glitch.

## **GENERAL INSTRUCTION TO BIDDERS FOR E-TENDERING**

1. This tender is being published online in Government e-Procurement portal e-tender portal <https://etenders.gov.in/eprocure/app> , [www.hllhites.com](http://www.hllhites.com) and [www.lifecarehll.com](http://www.lifecarehll.com)
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 website i.e. <https://etenders.gov.in/eprocure/app>
3. The NIT, corrigendum/extension will also be published in our company website, URL address: <http://www.hllhites.com/tender>
4. The tendering process is done online only at Government e-Procurement portal (URL address: <https://etenders.gov.in/eprocure/app>). Aspiring bidders may download and go through the tender document.
5. 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.
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.

### **8.1 Registration**

- a) Bidders are required to register in the Government e-procurement portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home page after log in to 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.
- b) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- c) 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.
- d) 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 III-B (signing & encryption) digital certificate from the authorized digital signature Issuance Company. Please refer online portal i.e. - <https://etenders.gov.in/eprocure/app> for more details.

- e) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile.
- f) Bidder then logs into the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-Token.
- g) 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.
- h) Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on the e-procurement portal.
- i) 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.
- j) Ineligible bidder or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this tender.

#### 9. Searching for Tender Documents

- a) 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.
- b) 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 issued to the tender document.
- c) 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 Helpdesk.

#### 10. Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) 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.
- c) 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.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to 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.) has been

provided to the bidders. Bidders can use “My Space” or “Other Important Documents” 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.

- e) 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.

11. More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>.

12. Tenderers 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.

13. 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 are as below:

For any technical related queries please call at 24 x 7 Help Desk Number: 0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787 (country code +91)

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 - [cphp-doe@nic.in](mailto:cphp-doe@nic.in)

14. 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.

15. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender. Address for communication and place of opening of bids:

DVP (ID) i/c & RH (T)

HITES

Golden Jubilee Block, HLL Bhavan

Poojappura P.O, Thiruvananthapuram-12, Kerala

e-mail: [tenders@hllhites.com](mailto:tenders@hllhites.com)

16. The bids shall be opened online in the presence of the Bidders/ their authorized representatives who wish to attend at the above address. 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.

17. More details can be had from the Office of the HITES Trivandrum 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.

18. 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.

**Online Tender Process:**

The tender process shall consist of the following stages;

- (i) 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 as stipulated in this tender document.
- (ii) Publishing of Corrigendum: All corrigenda shall be published on Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>) and HITES website (URL address: <http://www.hllhites.com/tender>) and shall not be available elsewhere.
- (iii) Bid submission: Bidders have to submit their bids online 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.
- (iv) 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.
- (v) 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.

**19. Tender Document Fees/ e-tender processing fee:**

Tender fee (Non-refundable) as per the tender conditions shall be paid separately, through RTGS/ NEFT transfer in the following HITES A/c details:

|                  |                                               |
|------------------|-----------------------------------------------|
| Bank             | : SBI, Commercial Branch, Thycaud, Trivandrum |
| Beneficiary Name | : HLL Infra Tech Services Limited             |
| A/C No.          | : 38160968975                                 |
| IFS Code         | : SBIN0004350                                 |

Document of the above transactions completed successfully by the bidder, shall be uploaded separately while submitting the bids online.

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

20. HITES 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.

21. HITES reserves to themselves the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at his quoted rates.
22. Conditional bids and bids not uploaded with appropriate/desired documents may be rejected out rightly and decision of HITES in this regard shall be final and binding.
23. 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/Bid Security

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.

**DVP (ID) i/c & RH (T)**  
**(Tender Inviting Authority)**

## **DISCLAIMER**

This document has been prepared by HITES on behalf of HLL Lifecare Limited (A Government of India Enterprise). The project is funded by HLL Lifecare Limited. The information is provided to prospective Bidders, who are interested to Bid for the work of “Revitalisation of Peroorkada Factory, Trivandrum (PFT)”. The work is to be executed at HLL Peroorkada Factory, Thiruvananthapuram.

This document is neither an agreement, nor an offer or invitation to perform work of any kind to any party.

The purpose of this document is to provide interested parties with information to assist the preparation of their Bid. While due care has been taken in the preparation of the information contained herein, and is believed to be complete and accurate, neither any of the authorities/ agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, expressed or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

Further, HITES does not claim that the information is exhaustive. Respondents to this document are required to make their own inquiry/ survey and will be required to confirm, in writing, that they have done so and they did not rely solely on the information given herein.

HITES reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the Project further with any respondent.

No reimbursement of cost of any type or on any account will be made to persons or entities submitting their Bid.

## **DEFINITIONS**

1. **“Application”** shall mean the response submitted by interested parties.
2. **“BID/Tender”** shall mean documents downloaded from the website by the prospective Bidder. The word “Tender” is synonymous with **“Bid”**.
3. **“Bid Security/ Earnest Money”** shall mean the amount to be deposited by the Bidder with the Tender.
4. **“Bid Validity”** shall mean the period for which the Bids shall remain valid.
5. **“Bidder”** shall mean the party located in India who is participating in the Tendering process pursuant to and in accordance with the terms of this document. The word **“Tenderer”** is synonymous with **“Bidder”**.
6. **“Client”** shall mean HLL Lifecare Limited (A Government of India Enterprise), under Ministry of Health and Family Welfare, Government of India
7. **“Contract Agreement”** shall mean the agreement to be signed between the Successful Tenderer and the Client / HITES.
8. **“Contract Price”** shall mean the financial bid of the Successful Tenderer as accepted by the Client / HITES.
9. **“Date of commencement of work”** shall mean the date of Start as specified in the Schedule F” i.e. from the first date of handing over of the site or 15<sup>th</sup> day from the date of issue of Letter of Acceptance (LOA), whichever is later.
10. **“Defects Liability Period”/ “Maintenance Period”** means the period after completion of the Project during which the Client or his authorized representative/ Engineer-in-charge of HITES that will notify to the Contractor any defect noticed in the work and the Contractor is liable for rectification of such defects. Proof of dispatch of letter notifying the defect/ intimating the representative of Contractor at site on the last date of Defect liability period will make the Contractor liable for rectify all such defects.
11. **“Engineer in Charge” (EIC)** means the Engineer Officer of HITES as mentioned in the schedule “F” hereunder, as authorized by HITES/ Client.
12. **“Evaluation Committee”** shall mean the committee constituted by M/s HLL Infra Tech Services Ltd. (HITES) for the evaluation of the bids.
13. **“HITES”** shall mean M/s HLL Infra Tech Services Ltd (a subsidiary of M/s. HLL Lifecare Limited) who is appointed as Project Management Consultant for this work by HLL.
14. **“Letter of Acceptance”** shall mean the letter issued by the HITES to the Successful Tenderer inviting him to sign the Contract Agreement.
15. **“Performance Guarantee”** shall mean the amount to be paid by the Successful Tenderer as per relevant clause mentioned elsewhere.
16. **“E-tender Processing Fee”** shall mean the amount to be paid by the Tenderers in consideration of cost of bid document.
17. **“Project / Work”** shall mean for “Revitalisation of Peroorkada Factory, Trivandrum (PFT)”.  
Location: HLL Peroorkada Factory, Thiruvananthapuram
18. **“Site”** shall mean the place where the works under the Project are to be carried out and the details of which are provided in this document.
19. **“Successful Tenderer”** shall mean the Tenderer declared technically and financially successful for the Project and with whom, the Contract Agreement shall be signed.
20. **“Similar Works”** as defined in eligibility criteria.

21. **“Scheduled banks”** mean **“Scheduled commercial Banks”**
22. **“NIT”** means **Notice Inviting Tender**. The word **“Notice Inviting Tenders”** is synonymous with **“Notice Inviting Bids”**.
23. **“ITB”** means **Instructions to Bidders**

**SECTION - I**  
**NOTICE INVITING BIDS**

1. HITES on behalf of HLL Lifecare Limited (A Government of India Enterprise) invites Item Rate online tenders from eligible contractors as per eligibility criteria laid down, for the work of **“Revitalisation of Peroorkada Factory, Trivandrum (PFT)”**

- 1.1. The work is estimated to cost as given in Table - I. Any clarification shall be sought from the tender inviting authority on courier / e-mail. The NIT and other details are also available on e-tender portal <https://etenders.gov.in/eprocure/app>, [www.hllhites.com](http://www.hllhites.com) and [www.lifecarehll.com](http://www.lifecarehll.com).

- 1.2. TABLE – I

| Sl. No. | Description                                       | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Tender no.                                        | HITES/IDS/HLL-PFT/26/02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.      | Name of work                                      | Revitalisation of Peroorkada Factory, Trivandrum (PFT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.      | Location                                          | HLL Peroorkada Factory, Thiruvananthapuram                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.      | Estimated cost                                    | Rs. 2,58,44,901/- (Excl. GST)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.      | Earnest Money deposit                             | Rs. 1,00,000/-<br>(All bidders shall remit 100% of EMD as online)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6.      | E-Tender Processing Fee (Non-refundable) - online | Rs. 11,800 /- (inclusive of GST)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7.      | Issue of Tender documents                         | Documents shall be available online at HITES website <a href="http://hllhites.com/tenders">http://hllhites.com/tenders</a> and e-tender portal @ <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>                                                                                                                                                                                                                                                                                                                                              |
| 8.      | Site Visit / Issue of Form-J (Mandatory)          | For site visit the bidder shall contact:<br>Mr. Ajmal Nazeer<br>Email ID: <a href="mailto:arch@hllhites.com">arch@hllhites.com</a><br>Mob: 9544938204                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9.      | Pre bid meeting                                   | Pre-bid meeting to be held on 11.09.2026 at 11.30 AM at HITES Office, Poojappura, Trivandrum.<br>Interested bidders can also join the pre-bid meeting through Video Conferencing using below link:<br><a href="https://meet.google.com/hzd-truu-weh">meet.google.com/hzd-truu-weh</a><br><br>The bidders having queries/clarification regarding the tender can submit their queries at e-tender portal/as email <a href="mailto:tenders@hllhites.com">tenders@hllhites.com</a> or before 11.09.2026 at 11.00 AM<br><br>The reply to the queries will be published in e-tender portal. |

|     |                                                                             |                                                                                                                                                                                                                                  |
|-----|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | Last Date & time of Submission of Bids online (Bid due date)                | 21.09.2026 at 15.00 hrs                                                                                                                                                                                                          |
| 11. | Date & time of opening of Technical Bids through e-tender portal            | 22.09.2026 at 15.00 hrs                                                                                                                                                                                                          |
| 12. | Date of start of work                                                       | From the first date of handing over of the site or 15 <sup>th</sup> day from the date of issue of Letter of Acceptance (LOA), whichever is later                                                                                 |
| 13. | Completion period                                                           | 08 months from start date                                                                                                                                                                                                        |
| 14. | Performance Guarantee                                                       | 5% of tendered value<br><br>Performance Guarantee shall be in form as mentioned in Clause 1 of GCC. Performance Guarantee to be valid up to six months beyond the stipulated date of completion or the extended period, thereof. |
| 15. | Security Deposit                                                            | 5% of tendered value (will be released after completion of DLP)                                                                                                                                                                  |
| 16. | Defects Liability period (DLP)                                              | 3 years from the date of completion of works as certified by Engineer in charge.                                                                                                                                                 |
| 17. | Bank account details for the purpose of preparation of Bank Guarantee only: | Account no.: 38160968975<br>Bank: State Bank of India<br>Commercial Branch, Thiruvananthapuram<br>IFSC: SBIN0004350                                                                                                              |

The tender is being uploaded on following websites: e-tender portal <https://etenders.gov.in/eprocure/app>, [www.hllhites.com](http://www.hllhites.com) and [www.lifecarehll.com](http://www.lifecarehll.com) and NIT is also being published in Print media for wide publicity.

- 1.3. Intending bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below.

**1.4. Eligibility Criteria**

**1.4.1 The Tenderer should meet the following minimum eligibility criteria:**

- a. Experience of having successfully completed works during the last seven years ending last day of the month previous to the one in which tenders are invited as follows:

Three similar works each costing not less than amount equal to 40% of estimated cost put to tender

Or

Two similar works each costing not less than amount equal to 50% of estimated cost put to tender

Or

One similar work costing not less than amount equal to 80% of estimated cost put to tender

**“Similar Works”** shall mean Civil construction works / Building Renovation works.

- b. The following shall also be considered while assessing the eligibility of the bidder:
- (i) Experience should be in the name of the bidding company and not in subsidiary/ associate company/ Group Company etc.
  - (ii) Bid submitted as Direct / indirect Joint Ventures (JV)/ Consortium/Special Purpose Vehicles of whatsoever kind are not accepted.
  - (iii) The value of executed works shall be brought to current costing level by enhancing the actual executed value of work at simple interest rate of 7% per annum; calculated from the date of completion to previous day of last date of submission for bids.
  - (iv) Own works / work under the same management / own certification of the bidder shall not be considered.
  - (v) In case the work experience is of Private sector the completion certificate shall be supported with copies of Corresponding TDS Certificates.
  - (vi) For the purpose of similar works, works executed in India only shall be considered.
- c. The bidder shall be an Indian firm having a permanent office in the State of Kerala. Copy of GST registration to be submitted.
- d. The bidder shall be a registered contractor in CPWD or Kerala PWD. Copies of valid registration/certificate shall be submitted along with bids.
- e. **Turnover:** Average annual financial turnover should be at least 30% of the estimated cost put to tender during the immediate last three consecutive financial year ending 31<sup>st</sup> March, 2025. The turnover should be of the Bidding Company and not for Group Company or subsidiary company etc. ITRs for the last three years to be submitted.
- Duly filled Form T-1 certified by CA to be submitted.
- f. **Profit/loss:** The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during the last five years ending 31<sup>st</sup> March 2025. This should be duly certified by the Chartered Accountant.
- g. **Solvency Certificate:** Should have an available solvency of at least 40% of the estimated cost put to tender, certified by his bankers. Banker's certificates (as prescribed in Form T-1 B) in the current financial year, should be on letter head of the Bank, addressed to tender inviting authority.
- h. The performance of the bidder for the completed works shall be rated by the Client as Satisfactory or above.
- i. Those who had done work/doing work in HITES/HLL shall produce completion/ progress certificate from the Engineer in charge not below the rank of Project Manager. The bidder shall be considered for further evaluation only if the performance of the bidder for the work is rated as 'good or above'. This is mandatory.
- j. The works completed/being executed by the bidders if required will be inspected by a technical officer /expert authorized by HITES. If it is found after inspection that the

performance of the bidder for the inspected works is not satisfactory in terms of quality/ time overrun/overall performance etc., the bidder may get disqualified after due verification even though the documents submitted by them will meet the other eligibility criteria as above.

- k. The bidder shall have GST registration. The copies of GST registration shall be submitted.
- l. The bidder shall have ESI/ EPF registration. The copy of valid ESI/EPF registration shall be submitted.
- m. The bidder should not have been blacklisted/debarred by HLL Lifecare Ltd. & it's subsidiaries, Ministry of Health and Family Welfare or Ministry of Finance, GOI, State Govt., Any Govt. agencies, PSUs from participating in the tender and if the blacklisting/debarment subsists on the due date of bid submission, such bidder shall not be eligible to submit the bid.  
  
The bidder shall submit the affidavit on a Rs.100/- non judicial stamp paper duly notarized, to this effect, as per prescribed format (**Form "F"**).
- n. The bidders shall submit along with the bid a declaration as per FORM-J of this document duly signed by nominated representative of HITES/Client after site visit. This is mandatory.  
**Bids submitted without FORM-J duly signed by nominated representative of HITES and bidder will be summarily rejected and will not be considered for evaluation.**
- o. The bidder shall submit an affidavit that "The work if awarded to us, subcontractors will be employed only for specialized works after getting the concurrence of HITES" as per prescribed format (**Form "H"**).

While submitting the credentials of sub-contractor / specialized agencies for approval to EIC, an undertaking (MoU) from the subcontractor / specialized agencies expressing their willingness to associate with the main contractor in executing the specialized work for the project shall also be submitted.

**Sub-contracting:** The works contract may provide for the contractor to get specified works executed from sub-contractors included in the pre-qualification application or later agreed to by the Procuring Entity, with a caveat that the responsibility for all sub-contract work rests with the prime contractor. Sub-contracting will generally be for specialized items of work as per direction of EIC. Procurement of material, hire of equipment or engagement of labour will not mean sub-contracting. The total value of sub-contracting work will not exceed the per cent of the contract price as specified in the contract [say 49% (forty nine percent)]. Sub-contracting by the contractor without the approval of the HITES shall be a breach of contract, unless explicitly permitted in the contract.

- 1.4.2. The time allowed for carrying out the work will be 08 months from the first date of handing over of the site or 15<sup>th</sup> day from the date of issue of Letter of Acceptance (LOA), whichever is later, in accordance with the phasing/ milestones, indicated in the tender documents.
- 1.5
  - (i) The site for the work is available.
  - (ii) The labour camp shall not be allowed to locate inside the proposed site.
  - (iii) The Contractor shall settle labour problems and local issues if any occurred at site during the construction stage.
  - (iv) The Contractor shall make his own arrangement for labour camp outside the campus
  - (v) The Contractor shall make his own arrangement for proper barricading at site and ensure that existing operations of the facility is not disturbed.
  - (vi) The Contractor shall take utmost care and ensure that all required safety measures are taken at site.
  - (vii) The contractor shall work in co-ordination with other contractors if any working in the campus.
  - (viii) The contractor shall make his own arrangement for getting power and water site for

construction purpose.

- 1.6 The bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents is available on line free of cost.
- 1.7 The bid submitted shall become invalid and e-tender processing fee shall not be refunded if:
- (i) The bidder is found ineligible.
  - (ii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid document. In case the firm is not registered at the time of submission of bid, they will submit an undertaking that they will get themselves registered with the concerned authorities in case they are awarded the work.
  - (iii) If any discrepancy is noticed in the documents as uploaded at the time of submission of bid.
- 1.8 The Technical package and Financial Package as detailed in clause 2.3.6 and 2.3.7 of ITB shall be submitted online, each marked as per clause 2.3.12 of ITB as per the stipulated date & time of submission of bid.
- 1.9 The Contractor, whose tender is accepted, will be required to furnish performance guarantee 5% (Five Percent) of the tendered amount within the period specified in Schedule F, in favour of “HLL Infra Tech Services Limited”. Performance Bank Guarantee to be valid up to six months beyond the stipulated date of completion or the extended period, thereof. No interest will be paid under any circumstances.
- 1.10 In case the contractor fails to deposit the said performance guarantee within the period as indicated in schedule ‘F’, including the extended period if any, the earnest money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
- 1.11 The contractor whose tender is accepted will also be required to furnish either copy of applicable licenses/ registration or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW welfare board and programme chart (time and progress) and manpower deployment schedule within the period specified in schedule F.
- 1.12 **Evaluation of performance:**
- Evaluation of the performance of contractors for eligibility shall be done by the HITES. **If required, the works being executed by the bidders who otherwise qualify will be got inspected by a Technical Officer / Expert authorized by the Client /HITES. If it is found that the performance of the bidder for the inspected works is not satisfactory in terms of quality/ time overrun/overall performance etc., the bidder may get disqualified even though the documents submitted by them will meet the eligibility criteria as laid down in Clause 1.4.1.**
- 1.13 Tenderers are instructed to compulsorily inspect and examine the site and its surroundings at their own cost and satisfy themselves before submitting their tenders as to the nature of the ground and sub soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.. The bidder shall be responsible for arranging and maintaining at its own cost all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work. **The bidders shall submit along with the bid a declaration as per FORM-J of this document duly signed by nominated representative of HITES after site visit. This is mandatory. Bids submitted without**

**FORM-J duly signed by nominated representative of HITES and bidder will be summarily rejected and will not be considered for evaluation.**

- 1.14 Client/HITES shall not be liable for such costs, regardless the outcome of the selection process.
- 1.15 The Competent Authority of the HITES does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
- 1.16 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 1.17 The competent authority of HITES reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
- 1.18 The contractor shall not be permitted to tender for works in case his near relative is Gazetted officer in Client or in the Managerial cadres of HITES and is directly dealing with the Project. Any breach of this condition by the contractor would disqualify him from participation and consideration in the tender process.
- 1.19 No Engineer of gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
- 1.20 The tender for the works shall remain open for acceptance for a period of **120 (ONE HUNDRED AND TWENTY)** days from the LAST date of submission of bid or any extension thereto. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Client / HITES, then the Client / HITES shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-tendering process of the work.
- 1.21 This is a Time Bound Project.
- 1.22 The scope of work shall be as per Section III of this document.
- 1.23 The Bidder must associate with the other agencies working at the site.
- 1.24 Registration/ Licence: The bidder should have their registration for GST, PF, ESIC, Building Cess Registration etc. (whichever is applicable), with the appropriate Authorities.
- 1.25 The Contractor/firm will indemnify Client/HITES, as the case may be, against all penal action that may be levied/effectuated by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority. An undertaking in this regard is required to be submitted by applicants along with prequalification.
- 1.26 This Notice Inviting bid shall form a part of the contract document. The successful Tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, **within 15 days** from the date of issue of the Letter of Acceptance, sign the contract consisting of: -

- a) The Notice Inviting Bids, all the documents including General Conditions of the Contract, Specific Conditions of Contract, Specifications, Bill of Quantities and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto including amendments, corrigendum etc. if any.

**Bid document consists of:**

- 1.26.1 Volume – I (Notice Inviting Tenders (NIT), Eligibility Criteria & Instructions to Bidders (ITB))
- 1.26.2 Volume – II (General Conditions of Contract)
- 1.26.3 Volume – III (Specific Conditions of Contract)
- 1.26.4 Volume – IV (Bill of Quantities)
- 1.26.5 Volume – V (Tender Drawings)

**All amendments(s)/ corrigendum/ minutes of pre bid meeting, if any.**

- 1.27 HITES reserves the right to accept or reject any or all the tenders without assigning any reason, No Bidder shall have any cause of action or claim against the HITES for rejection of his tender.
- 1.28 Price preference of any kind will not be applicable in this tender
- 1.29 Payments to the selected Contractor will be made directly by HLL Lifecare Limited through bank transfer based on certification of bills by HITES.

**DVP (ID) i/c & RH (T)**  
**(Tender inviting authority)**

**SECTION - II**  
**INSTRUCTIONS TO BIDDERS (ITB)**

**2.1 Eligibility Criteria: As per Notice inviting Bids**

**2.2 Disqualification.** Even if a Contractor meets the eligibility criteria as per Clause 1.4.1, Client / HITES may, at their discretion and at any stage during the selection process or execution of the Project, order disqualification of the contractor if the Contractor / bidder:

- 2.2.1 Has made misleading or false representations in the forms, statements, affidavit and attachments submitted;
- 2.2.2 Has been blacklisted / debarred by HLL Lifecare Limited & it's Subsidiaries, Ministry of Health & Family Welfare or Ministry of Finance, GOI, State Govt., Any Govt. agencies, PSUs from participating in the tender and if the blacklisting/debarment subsists on the due date of bid submission
- 2.2.3 Had Records of poor performance during the last five years, as on the date of application, such as abandoning the work, rescission of the contract for reasons which are attributable to non-performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy, and so on. The rescission of a contract of venture JV on account of reasons other than non-performance, such as the most experienced partner (major partner) of JV pulling.
- 2.2.4 Had Suppressed actual facts will be sufficient cause for disqualification.
- 2.2.5 Have not submitted all the supporting documents or not furnished the relevant details as per the prescribed format
- 2.2.6 Is in the currency of debarment by any Government agency under Ministry of Health & Family Welfare GoI

**2.3 BID Documents:**

**2.3.1 Contents of BID Documents**

BID Document shall consist of the documents listed in this document along with any schedules, addendum or corrigendum etc. issued by Client for the purpose.

**2.3.2 Pre-Bid Conference**

The bidders having queries/clarification regarding the tender can submit their queries at e-tender portal as mentioned in Notice Inviting Bid. The pre bid meeting will be held as per the details mentioned in Section - I (Notice Inviting Bids). No other queries shall be entertained or replied to, after the date of submission of queries. HITES' response (including an explanation on the query but without identifying the source of the inquiry) will be uploaded on e-tender portal <https://etenders.gov.in/eprocure/app> and website of HITES [www.hllhites.com/tenders/www.lifecarehll.com](http://www.hllhites.com/tenders/www.lifecarehll.com)

**2.3.3 Clarifications**

Contractor requiring any clarification with regards to the BID document may utilize the forum of pre-bid to submit queries/clarification regarding the tender can submit their queries at e-tender portal/ as email at [tenders@hllhites.com](mailto:tenders@hllhites.com) HITES will respond to any request for clarification which is received within date specified in the NIT. The response (including an explanation on the query but without identifying the source of the inquiry) will be uploaded in the e-tender portal. Only written communication/ clarification can be considered as valid.

#### 2.3.4 Amendment to BID Document

- i. At any time prior to the deadline for the submission of Bids, HITES, may, for any reason, whether at its own initiative or in response to a clarification or query raised by prospective Bidders, modify the BID document by an amendment.
- ii. The said amendments in the form of the addendum/corrigendum will be made available on the HITES website [www.hllhites.com/tenders/](http://www.hllhites.com/tenders/), [www.lifecarehll.com](http://www.lifecarehll.com) and e-tender portal <https://etenders.gov.in/eprocure/app> not later than 3 days to the original or extended deadline for the submission of the bids. The uploading of the said amendments shall be binding of the bidders. The Bidders are strongly advised to regularly visit above websites to ensure that they are aware of the amendments. The addendum (s) / corrigendum (s) issued will form part of the BID documents.
- iii. In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the HITES may, at its discretion, extend the deadline for the submission of Bids.

#### 2.3.5 Preparation of Bid:

##### a) Bidder's responsibility:

- i. The Bidder is solely responsible for the details of his Bid and the preparation of Bids.
- ii. The Bidder is expected to examine carefully all the contents of BID document as mentioned in Notice Inviting Bids including instructions, conditions, forms, terms, etc. and take them fully into account before submitting his offer. Bids, which do not satisfy all the requirements, as detailed in these documents, are liable to be rejected as being unresponsive.
- iii. **The Bidder shall be deemed to have inspected the Site and its surroundings and taken into account all relevant factors pertaining to the Site, while preparing and submitting the Bid.**

##### b) Project Inspection and Site Visit

Any Site information and drawings given in this Bid Document is for guidance only. The Bidders are instructed to visit and examine the Site of works and its surroundings, understand the scope of work at his/their cost and obtain at his/their own responsibility, any information that may consider necessary for preparing the Bid and entering into a Contract with HITES, including availability of electricity, water and drainage.

The HITES shall not be liable for such costs, regardless the outcome of the selection process.

The tenderer may obtain all necessary information as to risks, contingencies & other circumstances (insurgencies etc.) which may influence or affect their tender. Tenderer shall be deemed to have considered site conditions whether he has inspected it or not and to have satisfied himself in all respect before quoting his rates and no claim or extra charges whatsoever in this regard shall be entertained / payable by the HITES/Client at a later date.

Interested bidders may contact HITES authorized officials (refer Table -I at Section-1-NIT) for site visit and/or for seeking any details regarding execution of proposed work.

Before submitting a Bid, the Bidder shall be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates entered in the Price Bid document are adequate and all-inclusive for the completion of work to the entire satisfaction of the Employer/Owner

**The bidders shall submit along with the bid a declaration as per FORM-J of this document duly signed by nominated representative of HITES after site visit. This is mandatory. Bids submitted without FORM-J duly signed by nominated representative of HITES and bidder will be summarily rejected and will not be considered for evaluation.**

c) Documents Comprising the Bid

Bidder shall submit their Bids ONLINE. The contents of the Technical and Financial packages are as mentioned hereinafter i.e. Clause 2.3.6 & 2.3.7.

d) Alternative Proposal by bidders:

Bidders shall submit offers that comply with the requirement of the Tender, as indicated in the drawing and specifications. Alternatives will not be considered.

e) **Method of Application:**

- i. If the bidder is an individual, the application shall be signed by him above his/her full type written name and current address.
- ii. If the bidder is a proprietary firm; the application shall be signed by the proprietor above his/her full type written name and the full name of his firm with its current address.
- iii. If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case, a certified copy of the Power of Attorney should accompany the application. In both the cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- iv. If the bidder is a Limited company or a corporation, the bid shall be signed by a duly authorized person holding Power of Attorney for signing the application and certified copy of such power of attorney shall also be furnished. The bidder should also furnish a copy of memorandum of articles of association duly attested by a Public Notary.

f) **Bid Documentation**

- i. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even, if no information is to be provided in a column, a 'Nil' or 'no such case' entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as 'Not applicable'. **The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms (or) deliberately suppressing the information may result in the bid being summarily disqualified.** Bid made by telegram or telex and those received late will not be entertained.
- ii. The bid should be type written. The bidder should sign & seal each page of application, forms and documents before scanning & uploading.
- iii. Over writing should be avoided. Corrections if any should be made by neatly crossing out, initialling, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional Sheets if any added by the Bidder should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

- iv. References, information and certificate from the respective Clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of **Executive Engineer or equivalent**.
- v. The bidder may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete envisaged work. He is, however advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the HITES/ Client.

### 2.3.6 Contents of Technical Package:

The technical package has to be submitted in two parts.

**(A) Technical Package Part –I; shall comprise the following:**

- I. Online submission of e-tender processing fee/ tender document fee. The e-tender fee is non-refundable.
- II. **Bid Security**
  - a. The Bidder shall submit EMD for an amount, as mentioned in Notice Inviting e-tender.
  - b. The Bid securities of unsuccessful Bidders shall be discharged/ returned after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of contract. However, in case of two packet or two stage bidding, bid securities of unsuccessful bidders during first stage i.e., technical evaluation etc. should be returned within 30 days of declaration of result of first stage i.e., technical evaluation etc.
  - c. The Bid Security shall be forfeited if a bidder withdraws his bid during the period of bid validity or in the case of the successful bidder, if he fails to furnish the necessary performance security or enter into the Contract within the specified time limit.
  - d. The Bid Security Bank Guarantee of the successful bidder shall be returned after receipt of Performance Bank Guarantee as per Clause 1 of General Conditions of Contract (Volume - II).
- III. Form A: Form of bid along with Appendix to be typed on the letter head and duly signed and stamped by authorized person.
- IV. Form D: Format for Power of Attorney for signing of proposal. In case bid is signed by Managing Director/Partner/Proprietor himself, Power of Attorney is not required. It is mandatory to mention on letterhead that the bid is duly signed and stamped by Managing Director / Partner / Proprietor.
- V. Indemnity/ Undertaking/ Affidavits as per requirements (Form- G, H, J)
- VI. Form F: Original Affidavit as per format at Form 'F' (L1 bidder shall submit the original affidavit within 15 days of award of work)
- VII. Form "T-1" (Financial Information) – Annual Financial Statement for the last five years ending 2024-25
- VIII. Form "T-2" (List of all works of similar nature successfully completed during the last seven years)
- IX. Form "T-3" (List of Project under execution or award). Information in Form T-3 should be complete and no work should be left out.
- X. Form "T-4" (Performance Report of Works)

- XI. Form “T-5” (Structure and Organization)
- XII. Form “T-6” (TDS Details)
- XIII. Copies of GST Registration
- XIV. Certificate of Registration for ESI, EPF and acknowledgement of up-to-date file return.
- XV. All pages of the entire tender document, Corrigendum/ addendum (if any)/ pre bid clarifications (if any) signed by the authorized person of the bidder(s).

#### 2.3.7 **Contents of Financial Package**

The financial package (**VOLUME IV – FINANCIAL BID / PRICE BID**) should be submitted **ONLINE** only. Physical submission of financial bid will not be accepted and e-tender shall be rejected. The price quoted shall be excluding GST but include all applicable costs associated with the Project i.e. any out of pocket/ mobilization expenses, taxes & duties, Building and other Construction Workers welfare Cess and any other applicable statutory taxes, levies as per GCC applicable till the last stipulated date for the receipt of tender including extensions if any, services during DLP. In case Government levies/modifies any tax subsequently the same will be adjusted plus/minus as the case may be. The Bidder must ensure to fill up price against each item of Price bid. If any cell is left blank then value of that cell shall be treated as “0” (ZERO).

However, in respect of GST, where ever legally applicable the same shall be paid by the contractor to the concerned Authorities as per the prevailing rules. The payment for any bills as per this contract shall be made for the total value of the works at the contract rate plus the GST @18% at the time of billing. Any variation in tax rate of GST (increase or decrease) after the last date of tender submission shall be adjusted at the time of settlement of bills. TDS and other deductions shall be made on payments excluding GST.

#### 2.3.8 **Language of Bid**

The Bid and all related correspondence and documents relating to the Project shall be in English language.

#### 2.3.9 **Currency of Bid**

Bid prices shall be quoted in Indian Rupees only. The amount mentioned elsewhere in the bid document will also be deemed to be in Indian Rupees unless otherwise mentioned.

#### 2.3.10 **Extension of Bid Validity**

Prior to the expiry of the original Bid Validity Period, HITES may, at its discretion, request Bidders to extend the Bid Validity Period for a specified additional period and also correspondingly extend the period of validity of Bid Security submitted in the form of a Bank Guarantee.

#### 2.3.11 **Format and Signing of Bid**

- a. Bid documents (Technical package/ bid Part II and Financial package/ bid) shall be digital signed by a person duly authorized to sign the Bid documents. The Bidder shall also submit a power of attorney authorizing the person signing the documents.
- b. Entries to be filled in by the Bidder shall be typed or written in indelible ink.
- c. The complete Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by Client, or as necessary to correct errors made by the Bidder. All amendments/corrections shall be initialed by the person or persons signing the Bid.
- d. All witnesses and sureties shall be persons of status and probity and their full names,

occupations and addresses shall be written below their signatures.

#### **2.3.12 Sealing and Marking of Bids**

- a. The Bid shall be submitted along with documents and mode of submission mentioned above in this section and also mentioned in the Checklist at Annexure-I of this Volume-I.

Please note that the price should not be indicated in any of the documents enclosed in Technical package part I, Technical Package part II and III. Non-compliance shall entail rejection of the Bid.

- b. In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures shall be accurately filled. In e-tendering, the intending bidder can quote his rates in figures only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures shall be taken as correct. In event no rate has been quoted for any item (s), it will be presumed that the contractor has included the cost of this/these items(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

However, if a tenderer quotes nil rates against every item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

Please note that the price should not be indicated in any of the documents enclosed in Envelope no. 1. Non-compliance shall entail rejection of the Bid.

**Rate of item quoted under any section of Bill of Quantity is interchangeable and minimum rate quoted for the same item under any section will be taken for payment.**

#### **2.3.13 Modifications/ Substitution/ Withdrawal of Bids**

- (a) No modification or substitution of the submitted Bid shall be allowed after last date of submission of bids.
- (b) The bidder may read the instructions in 'Vendor guide' in the e-tender portal for submission/ modification/ withdrawal of bids.

#### **2.3.14 Power of Attorney:**

Bidders shall submit, along with Technical Package, a power of attorney, on a stamp paper of appropriate value, in favour of the person signing the Bid documents authorizing him to sign the Bid documents, make corrections/ modifications thereto and interacting with HITES and act as the contact person. The format for the power of attorney shall be as per Form D of Bid Document Volume - I. In case bids are signed by Managing Director/Partner/Proprietor himself, Power of Attorney is not required.

In the event of tender being submitted by a firm, it must be signed separately by each partner thereof or in the vent of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1932.

#### **2.3.15 Bid Opening and Evaluation:**

##### **Bid Opening**

- i. The Bids will be opened in the presence of Bidders or their authorized representatives who may choose to attend on date & time as mentioned in Notice Inviting e-tender. If

such nominated date for opening of Bid is subsequently declared as a public holiday, the next official working day shall be deemed as the date of opening of the Bid.

- ii. Bids for which an acceptable notice of withdrawal has been submitted shall not be opened.
- iii. Bids which have not complied with one or more of the foregoing instructions may not be considered.
- iv. On opening of the e-Bid, it will be checked if they contain Technical & Financial Bids and e-Tender Processing Fees and EMD/ Bid Security paid online, as detailed above.
- v. The Bidders name, the presence or absence of the requisite details as required or their authorized representative, may consider appropriate will be announced at the time of Bid opening.
- vi. Technical Package of the Bids will be opened first. These will be checked for completeness and confirmation of submission of the requisite EMD/Bid Security. If the documents do not meet the requirements of the e-Tender, a note will be recorded.
- vii. Technical evaluation shall be as per Section IV, Evaluation Process.
- viii. Financial Package of all bidders whose bids are found responsive after Technical Evaluation will be opened at a later date.
- ix. In case the BOQ (financial bid) is revised by HITES by issuing corrigendum and the bidder has failed to quote / submit the financial bid in revised BOQ (i.e. he has quoted in previous BOQ), such bid shall be treated as willful negligence by the bidder and his financial bid shall be considered as invalid. In such cases the lowest tender shall be determined by the lowest amount amongst the valid/bonafide bids only. Decision of HITES in this regard shall be final and binding to all bidders

#### **2.3.16 Determination of Responsiveness**

- i. Prior to the detailed evaluation of Bids, Client will determine whether each Bid is responsive to the requirements of the tender.
- ii. For the purpose of this clause, a responsive Bid is one which:
  - a. have digital signature.
  - b. is accompanied by the power(s) of attorney if required
  - c. contains all the information as requested in the Bid Document
  - d. contains information in formats same/similar as those specified in this Bid Document
  - e. mentions the validity period of the offer
  - f. is accompanied by the Bid Security/ EMD
  - g. conforms to all the terms, conditions and specifications of Tender without material deviation or reservation. "Deviation" may include exceptions and exclusions. A material deviation or reservation is one which affects, in any substantial way, the scope, quality, performance or administration of the works to be undertaken by the Bidder under the Contract, or which limits in any substantial way, HITES's rights or the Bidder's obligations under the Contract as provided for in Bid and/or is of an essential condition, the rectification of which would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids at reasonable price.
- iii. If a Bid is not substantially responsive to the requirements of Bid, it will be rejected by HITES. The decision of the HITES in this regard shall be final and binding. The financial Packages of non-responsive Bidders shall not be opened.

#### **2.3.17 Evaluation of Bids**

- i. HITES would examine and evaluate responsive Bids, as per the criteria set out in this document at Section - IV Evaluation Process
- ii. HITES reserves the right to reject any Bid if:
  - a. At any time, a material misrepresentation is made or uncovered; **or**
  - b. The Bidder does not respond within the stipulated time to requests for supplemental information/ clarifications required for the evaluation of the Bid; **or**
  - c. It is found that the information provided is not true or incorrect or facts/ material for the evaluation have been suppressed.

#### **2.3.18 Clarification of Bids**

- i. Evaluation of technical Bids submitted by Bidders shall be undertaken based on details submitted therein only. Bidder shall not be allowed to submit on their own, additional information or material subsequent to the date of submission and such material/ information, if submitted, will be disregarded. It is therefore essential that all details are submitted by the Bidder comprehensively, accurately and specifically in their technical Bid, avoiding vague answers. However, Evaluation Committee, if it so desires, reserves the right to seek any clarification from the Bidders on the information provided in the technical package. The request for clarifications and the response shall be in writing. No change/ addition in the information or substance of the Bid shall be sought, offered or permitted.
- ii. No change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm correction of arithmetical errors observed by the Evaluation Committee during the evaluation of Bids.

#### **2.3.19 Process to be Confidential**

- i. Except the public opening of the Bids, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
- ii. Any effort by a Bidder to influence HITES's Evaluation Committee/ Client in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of Contract, shall result in the rejection of their Bid.

#### **2.3.20 Award of Contract**

- i. Award Criteria

HITES will declare the Bidder ranked L1 as Successful Bidder and proceed to issue Letter of Acceptance (LOA) as per the procedure mentioned in the Bid Document and terms and conditions set out in this Bid document.
- ii. Notification of Award
  - a. Prior to the expiry of the period of Bid Validity, HITES will issue the Letter of Acceptance to the Successful Bidder, notifying him of being declared successful and the intent to sign the Contract Agreement with him. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall mention the sum which HITES, will recommend to pay to the Contractor in consideration of the completion and guarantee of the work to be performed by them, as prescribed therein (hereinafter and in the conditions of Contract called 'the Contract Price'). No correspondence will be entertained by HITES from the unsuccessful Bidders.

- b. The Letter of Acceptance shall constitute a part of the Contract.
- c. Upon submission of Performance Guarantee by the Successful Bidder, HITES will promptly notify the other Bidders and discharge/ return their Bid securities.

iii. Signing of Agreement

- a. HITES shall prepare the Contract Agreement in the Proforma (Form C) included in this document, duly incorporating all the terms of agreement between the two parties. Within **15 days** from the date of issue of the Letter of Acceptance. The Successful Bidder will be required to execute the Contract Agreement in stamp paper of value as per the prevailing stamp duty as prescribed in the Kerala Stamp Act 1959. The successful bidder has to bear the cost of stamp paper.
- b. Prior to the signing of the Contract Agreement, the Successful Bidder shall submit Performance Guarantee.
- c. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board and Programme Chart (Time and Progress) and manpower deployment schedule within the period specified in schedule F.
- d. The Contractor shall have a valid licensed version of MS project for preparing the schedule / WBS.
- e. The Contract Agreement shall be duly signed by the HITES and the Contractor through their authorized signatories.
- f. In case the Successful Bidder does not sign the Contract Agreement, HITES reserves the right to cancel the selection process, forfeit any Bid Security and/or Performance Guarantee, as the case may be, submitted by the Successful Bidder and either re-Bid or proceed in any manner that it may deem fit.
- g. Contract agreement will be signed by the authorized signatories.

**SECTION - III**  
**SCOPE OF WORK**

Bids are now invited for the “REVITALISATION OF PEROORKADA FACTORY, TRIVANDRUM (PFT)”.

Location: HLL Peroorkada Factory, Thiruvananthapuram

**3.1 SCOPE OF WORK**

**1. ADMINISTRATION BLOCK — ELEVATION**

- Replace existing joinery: install new UPVC windows with toughened glass; install frameless toughened glass doors at entrance.
- Provide polycarbonate roofing for the pathway to the punching area.
- Construct boxing/duct concealments to hide exposed electrical pipelines on the elevation.
- Install three decorative jali screens with steel frames on the façade for visual continuity.
- Provide logo boards above the drop-off and ambulance areas to screen AC outdoor units.
- External painting and surface finishing of the elevation.
- Replace/renew paver blocks in the forecourt and drop-off areas.

**2. SECURITY BUILDING — RENOVATION, AMBULANCE BAY & LOGO POST**

- Remove existing shingle roof and provide new roof framing and terracotta/roof tile roofing to match increased roof pitch.
- Replace existing black/white cladding with laterite (or specified) cladding.
- Construct a new covered ambulance bay with appropriate drainage and paving.
- Replace selected portions of existing SS handrail with toughened glass balustrade.
- Supply and install a new external logo post (illuminated as specified) near security building entrance. Foundation and base for the logo post should also be done.
- Associated painting, finishes and minor civil works.

**3. COMPOUND WALL & GATE**

- Demolish and remove existing low-height gate and associated defective masonry as required.
- Supply and install new entrance gate per approved design — increase gate height to 2.0 m (as per drawings).
- Rebuild/raise curved compound wall adjacent to gate to new masonry heights.
- Form a circular cutout in the compound wall and provide an illuminated logo board within (as per elevation detail).
- Provide surface finishes, painting and any required foundation works for new gate and posts.

#### **4. HPL SCREEN INSTALLATION TO CONCEAL SOLAR PANEL SUPPORT FRAMES**

- Fabricate and install new external steel support frames to receive HPL panels in front of existing solar support frames.
- Supply and fix CNC-pattern cut HPL sheets (pattern matching other site jali blocks) to the steel framing.
- Install HPL screen assembly in L-shape covering total length ~23 m (7 m short span + 16 m long span); HPL panel height 1.35 m; frame height ~4.5 m (as per drawings).
- Provide all structural connections, anchorages, weatherproofing and touch-up painting.
- Carry out temporary protection and safe working at height measures during installation.

#### **5. CAR PARKING NEAR ADMIN BLOCK**

- Demolish existing flawed parking structures as identified.
- Supply and erect new steel frames and provide polycarbonate crystal sheet roofing for car parking canopies (curved/arched profile as per design).
- Provide paving (paver blocks) and tiling in driveways and parking bays; grade and compact sub-base as required.
- Provide rainwater drainage, edging, and minor landscaping adjacent to parking.
- Provide lighting and electrical outlets for canopies as required.

#### **6. INSIDE CORRIDOR — INTERIOR RENOVATION**

- Replace selected aluminum framed glass doors with frameless glass doors; replace other selected doors per schedule.
- Supply and install new suspended/false ceiling with concealed downlights along corridor after admin lobby.
- Repair and replace damaged ceilings along ETD corridor; reinstate finishes to match adjacent areas.
- Provide security/access control grill door at corridor entry as indicated.
- All necessary finishing, painting and adjustments to electrical fixtures.

#### **7. ASSEMBLY POINT DEVELOPMENT**

- Demolish unnecessary existing elements and prepare area as per proposed elevation.
- Construct new textured masonry wall with circular cutout to house illuminated HLL logo (backlit acrylic/LED).
- Install ACP panel ceiling where required to conceal exposed piping.
- Replace the existing door in the elevation of the assembly point building that is visible directly from the ETD corridor.
- Provide painting, small civil repairs.

#### **8. BIKE PARKING DEVELOPMENT NEAR ENGINEERING STORE**

- Remove existing old truss and sheet roofing as required.

- Supply and install new steel frames and provide shingle roofing.
- Provide paver block surfacing for the bike parking area with proper sub-base preparation.
- Provide perimeter landscaping along borders and supply/install lighting for the area.
- Provide drainage adjustments and minor civil works for site leveling and finishes.

#### **9. EXTERIOR CORRIDOR RENOVATION WORKS**

- Carry out masonry works on existing platform along the right side of corridor to create planter boxes (as per drawing).
- Provide waterproofing/finishes inside planter box.

#### **10. NEW OUTDOOR BIKE PARKING EXTENSION**

- Extend existing shingle roofing over the open area via new steel frame structure.
- Reconfigure staircase access: modify existing staircase entry orientation so entry is from east side (as shown in drawings); provide separate covering/roof for staircase.
- Provide paver block surfacing for the extended bike parking and grade/compact sub-base.
- Supply steel framing for roofing, fixings and associated guttering/drainage.
- Provide finishes, lighting and minor landscaping as per proposed drawings.

#### **11. DEMOLITION OF EXISTING TANK NEAR CANTEEN**

- Demolish and remove existing old tank structure in front of the canteen block (complete demolition of superstructure and foundations as required).
- Dispose of debris in accordance with environmental and site regulations.
- Backfill and compact area; provide surface reinstatement/paving as directed.
- Coordinate with services team to isolate and cap any connected pipework prior to demolition.

#### **GENERAL REQUIREMENTS AND CONDITIONS (APPLY TO ALL WORKS)**

- All works to be carried out as per approved drawings, specifications and site instructions.
- Contractor to verify site dimensions and conditions prior to fabrication and procurement.
- Provide necessary temporary fencing, safety signage, scaffolding, fall protection and comply with statutory safety regulations.
- Coordinate with HLL site team to plan phasing and minimize operational disruption (ambulance access, admin functioning, canteen operations, etc.).
- All material specifications, finishes, electrical and lighting details to conform to the project BOQ/specification; submit samples/shop drawings for approval prior to execution.
- Provide testing, commissioning and handover documentation including as-built drawings, warranties and O&M manuals for installed systems.
- Any additional civil/electrical modifications discovered during execution shall be quoted and approved as variations.

**BOQ ABSTRACT**

| SL. No    | DESCRIPTION                                                               | AMOUNT                      |
|-----------|---------------------------------------------------------------------------|-----------------------------|
| <b>A.</b> | <b>CIVIL WORKS</b>                                                        |                             |
| 1.        | Administration Block - Elevation Beautification                           | Rs. 38,60,414.15/-          |
| 2.        | Security Building Renovation works, Ambulance Bay, Logo Post              | Rs. 24,88,971.17/-          |
| 3.        | Compound Wall & Gate                                                      | Rs. 2,53,817.01/-           |
| 4.        | HPL Screen Installation for Concealing Solar panel support frames         | Rs. 17,29,447.06/-          |
| 5.        | Car Parking Development near Administration Block                         | Rs. 75,87,877.36/-          |
| 6.        | Interior Corridor Renovation works between Admin block & ETD              | Rs. 9,27,303.98/-           |
| 7.        | Assembly Point Development                                                | Rs. 2,73,987.49/-           |
| 8.        | Bike Parking Development near Engineering Store                           | Rs. 53,39,443.88/-          |
| 9.        | Exterior Corridor Renovation works                                        | Rs. 3,06,086.87/-           |
| 10.       | New Outdoor Bike Parking Roof Extension & Construction of steel staircase | Rs. 22,38,498.62/-          |
| 11.       | Demolition of Existing Tank near Canteen                                  | Rs. 2,02,805.91/-           |
| <b>B.</b> | <b>ELECTRICAL WORKS</b>                                                   |                             |
| 1.        | Electrical Works - Renovation works                                       | Rs. 4,92,359.61/-           |
| <b>C.</b> | <b>BUILDING SIGNAGES</b>                                                  | Rs. 1,43,887.50/-           |
|           | <b>AMOUNT (Excl. GST)</b>                                                 | <b>Rs. 2,58,44,901.00/-</b> |

**3.2** The activities to be carried out for the completion of the Project shall include the following and any additional activities incidental to these:

- i. Scope of work as specified.
- ii. Submission of 3 sets of completion (i.e. 'as-built') drawings and other related documents, both a hard copy and the soft copy in Auto CAD or any other IT application used for the purpose.

**3.3 Approvals Required**

The contractor shall obtain all necessary approval from Agencies concerned as the case may be with related to/ required for execution/Completion. All expenditure on this account will be borne

by the contractor. Statutory payment on this account will be reimbursed by the Client at actuals on production of payment receipts.

**SECTION - IV**  
**EVALUATION PROCESS**

**4.1 Evaluation Process:**

The Bids will be evaluated in the following stages:

- i. Stage I - Preliminary & Technical Evaluation
- ii. Stage II - Financial Evaluation.

**4.2 Stage I - Preliminary & Technical Evaluation**

- i. In Preliminary Stage, e-Tender Fee/ Processing Fee and EMD / Bid security will be checked online. E-Tender Fee / Processing Fee and EMD will be checked for veracity of Amount and Form as required by e-tender terms and conditions. If e-Tender Fee / Processing Fee and/or EMD submitted by any bidder is not as per e-tender terms and conditions, his bid will be rejected and will not be considered for further stages of evaluation.

**ii. Technical Evaluation**

- a. Technical Bid – Eligibility Criteria

Bidders qualifying in Stage 1 will be considered for further evaluation and the Technical Bids shall be evaluated as per eligibility criteria detailed in Clause 1.4.1 and bidder's eligibility for the work shall be determined. If bidder is not meeting with the minimum eligibility criteria as detailed in Clause 1.4.1, his bid will be rejected and will not be considered for further stages of evaluation. The bidder shall also comply with the technical specification as per the tender document.

HITES, however, reserve the rights to restrict the list of such qualified bidders to any number deemed suitable by it.

- i. The financial Bid of only those Bidders who are technically qualified shall be opened.
- ii. The financial Bids of Bidders whose technical Bids are found unacceptable shall not be opened.
- iii. HITES shall notify all the technically qualified Bidders of their technical qualification indicating the date, time and venue for opening of financial Bids.

**4.3 Stage II - Financial Evaluation**

- i. Evaluation Committee shall open the financial Bid of the technically qualified Bidders in the presence of the Bidders/their authorized representative, who choose to attend, at the scheduled date and time.
- ii. On opening the financial Bids, the Evaluation Committee shall read out the financial Bid to all the Bidders and record the same.
- iii. The Evaluation Committee shall correct arithmetic errors, if any and sign the same. If any discrepancy is found between the amount in figures shall prevail, as in e-tender figures in words are system generated
- iv. If a tenderer quotes nil rates against every item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
- v. All the financial Bids shall then be ranked according to the financial Bid in increasing order with the Bidder quoting the least amount ranked L1, Bidder quoting next higher figure as L2 and so on.

- vi. L1 will be declared as Successful Bidder and his offer will be processed further.
- vii. (a) The financial bid of all eligible bidders as decided by HITES shall be opened and the decision of HITES will be final and binding.  
(b) The date and time of opening of financial bids shall be decided by HITES which will be intimated at an appropriate time.

**Note: HITES reserve the right to de-scope any component from the quoted amount while awarding the work to the L1 bidder. Further during the execution of work also, HITES reserve the right to de-scope any item from scope of work and the de-scoped item will be removed in line with the amount quoted / accepted for award of work.**

#### **4.4 Letter of Acceptance:**

The Successful Bidder would be notified in writing by HITES by issuing the Letter of Acceptance (LOA) in favour of the Bidder.

**FORM A-FORM OF BID AND APPENDIX**

**FORM OF BID**

**Name of the work:** REVITALISATION OF PEROORKADA FACTORY, TRIVANDRUM (PFT)

**Tender no.** HITES/IDS/HLL-PFT/26/02

From

..... (Bidder)

To

.....  
.....  
.....

Sir,

**Sub: Submission of Proposal**

Having visited the Site, ascertained the Site conditions and examined the General Conditions of Contract as well as Specific Conditions of Contract, Notice Inviting Bids, Instructions to Bidders etc. and addenda for the above project, we the undersigned, are pleased to submit our technical and financial Bid along with relevant documents.

1. We acknowledge that the Appendix forms an integral part of the Bid.
2. While preparing this Bid, we have gathered our own information and conducted our own inquiry/survey to our satisfaction and we did not rely solely on the information provided in the Bid Documents. We shall not hold HITES responsible on any account in this regard.
3. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
4. We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
5. We undertake, if our Bid is accepted, to commence the works within the stipulated time and to complete the whole of the works comprised in the Contract within the stipulated time calculated from the start date.
6. If our Bid is accepted, we will furnish a bank guarantee as Performance Guarantee for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with as given in the General Conditions of the Contract.
7. We are aware that in the event of delay in execution of the Project, beyond the agreed timelines due to reasons attributable to us, liquidated damages shall be recovered from us.
8. Our Bid is valid for your acceptance for a period of (120) ONE HUNDRED AND TWENTY DAYS from the last date of submission of the Bid as per the Bid Documents or any extension thereto.
9. We agree to the General Conditions of Contract and Technical Conditions of Contract and the terms and conditions mentioned in the Bid Documents.
10. We declare that we are not having /initiated any Litigation pending / in progress with HLL / HITES.

11. We declare that we have not made any suppression of facts for meeting the requirement of eligibility to bid.
12. We declare that the submission of this Bid 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 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 Bid price does not include any such amount. We acknowledge the right of HITES, if it finds anything to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
13. We understand that you are not bound to accept the lowest or any Bid you may receive.
14. If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.
15. We enclose;
  - a. All documents as per the checklist

- Note:
- i. The Appendix forms part of the Bid
  - ii. Bidders are required to fill up all the blank spaces in this form of Bid and Appendix.

Dated this.....day of.....**2026**

Signature .....

Name..... in the capacity of .....

duly authorized to sign Bids for and on behalf of.....

Address .....

Witness – Signature .....

Name .....

Address .....

#### **Certificate**

**It is certified that the information given by us towards meeting the requirement of the eligibility to bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us is found to be incorrect.**

Date Seal of bidder

Signature of bidder

**FORM A- APPENDIX****APPENDIX TO THE FORM OF BID**

|     |                                                                                                |                                                                                                                                                  |
|-----|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| i.  | (a) Amount of Performance Guarantee to be deposited by financially successful bidder           | As per Clause 1 of GCC                                                                                                                           |
|     | (b) Amount of Security Deposit                                                                 | As per Clause 1 A of GCC                                                                                                                         |
| ii  | Date for commencement of work                                                                  | From the first date of handing over of the site or 15 <sup>th</sup> day from the date of issue of Letter of Acceptance (LOA), whichever is later |
| iii | Time for completion                                                                            | 08 months from start date                                                                                                                        |
| iv. | Amount of compensation in case of extension of completion date due to delays by the Contractor | As per Clause 2 of GCC                                                                                                                           |
| v.  | Defects Liability Period                                                                       | 3 years from the date of completion of works as certified by Engineer in charge.                                                                 |
| vi. | (a) Period of validity of Performance Guarantee                                                | As per clauses of GCC                                                                                                                            |
|     | (b) Period of validity of Security Deposit                                                     | As per clauses of GCC                                                                                                                            |

Signature

(Authorized Signatory)

Date .....

Place .....

Name .....

Address .....

**FINANCIAL INFORMATION**

Name of bidder: .....

1. **Financial Analysis**-Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly as submitted by the applicant to the Income tax Department (Copies to be attached) and duly certified by the Chartered Accountant mentioning the membership number issued by ICAI along with the full address.

i) **Gross Annual Turnover** for last three years ending **31.03.2025**

| Financial Year                                               | Annual Turn Over in Indian Rupees<br>(or equivalent to Indian Rupees) as per Audited<br>Balance Sheet |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 2022-23                                                      | Rs.                                                                                                   |
| 2023-24                                                      | Rs.                                                                                                   |
| 2024-25                                                      | Rs.                                                                                                   |
| <b>Average Annual Turnover<br/>over the past three years</b> | <b>Rs.</b>                                                                                            |

ii) **Profit / Loss** for last Five years ending **31.03.2025**

| Financial Information<br>in Rs. Equivalent | For year<br>2020-21 | For year<br>2021-22 | For year<br>2022-23 | For year<br>2023-24 | For year<br>2024-25 |
|--------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 1. Total Assets                            |                     |                     |                     |                     |                     |
| 2. Current Assets                          |                     |                     |                     |                     |                     |
| 3. Total Liabilities                       |                     |                     |                     |                     |                     |
| 4. Current Liabilities                     |                     |                     |                     |                     |                     |
| 5. Profit before Tax                       |                     |                     |                     |                     |                     |
| 6. Profit after Tax                        |                     |                     |                     |                     |                     |
| 7. Net Worth                               |                     |                     |                     |                     |                     |

Note: Copies of relevant balance sheets, P&L statements, notes to accounts shall be submitted along with the bid.

Signature of Chartered Accountant with Seal

FRN Number-----

UDIN Number----

Signature of Bidder.

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**  
**(SOLVENCY CERTIFICATE)**

Dated: .....

To

(Tender inviting authority)

.....

.....

.....

This is to certify that to the best of our knowledge and information that M/s./Sh. ....having marginally noted address, a customer of our bank are/is respectable can be treated as good for any engagement upto a limit of Rs. .... (Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Signature Name Designation

Address of Bank

BANK'S SEAL

- NOTE (1) Bankers certificates should be on letter head of the Bank, addressed to tendering authority issued after invitation of bid
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the bank.

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED**  
**DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH PREVIOUS**  
**TO THE ONE IN WHICH TENDERS ARE INVITED**

| Sl. No | Name of Work/ Project & location | Owner of sponsoring Organization | Cost of Work In Lakh) | Date of Commencement As per contract | Stipulated Date of completion | Actual date of completion | Litigation/ Arbitration Pending/ in Progress with details* | Name & address/ Telephone No. of officer to whom reference may be made | Remarks |
|--------|----------------------------------|----------------------------------|-----------------------|--------------------------------------|-------------------------------|---------------------------|------------------------------------------------------------|------------------------------------------------------------------------|---------|
| (1)    | (2)                              | (3)                              | (4)                   | (5)                                  | (6)                           | (7)                       | (8)                                                        | (9)                                                                    | (10)    |
|        |                                  |                                  |                       |                                      |                               |                           |                                                            |                                                                        |         |

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

**Copy of work Orders and Completion Certificates (as per FORM T-4) of the above works should also be submitted with date of start and completion of project and quality of work.**

Signature of Applicant

**SIMILAR WORK UNDER EXECUTION OR AWARDED**

| <b>Sl. No</b> | <b>Name of Work/ Project &amp; location</b> | <b>Owner of sponsoring Organization</b> | <b>Cost of Work</b> | <b>Date of Commencement As per contract</b> | <b>Stipulated Date of completion</b> | <b>UpToDate Percentage Progress of work</b> | <b>Slow Progress, If any, &amp; reasons Thereof</b> | <b>Name &amp; address/ Telephone No. of officer to whom reference may be made</b> | <b>Remarks</b> |
|---------------|---------------------------------------------|-----------------------------------------|---------------------|---------------------------------------------|--------------------------------------|---------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|----------------|
| (1)           | (2)                                         | (3)                                     | (4)                 | (5)                                         | (6)                                  | (7)                                         | (8)                                                 | (9)                                                                               | (10)           |
|               |                                             |                                         |                     |                                             |                                      |                                             |                                                     |                                                                                   |                |

Certified that above lists of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Applicant

**PERFORMANCE REPORT OF WORKS**  
**REFERRED TO IN FORM "T-2" TO "T-3"**

|     |                                                                          |                                                |
|-----|--------------------------------------------------------------------------|------------------------------------------------|
| 01. | Name of Contractor                                                       |                                                |
| 02. | Name of work / Project & Location                                        |                                                |
| 03. | Agreement No.                                                            |                                                |
|     | Estimated Cost                                                           |                                                |
| 04. | Awarded Value of work                                                    |                                                |
| 05. | Cost on completion of work                                               |                                                |
| 06. | Date of Start                                                            |                                                |
|     | Date of completion:                                                      |                                                |
| 07  | i) Stipulated date of completion                                         |                                                |
|     | ii) Actual date of completion                                            |                                                |
| 08  | Components of work                                                       |                                                |
|     | Type of Work                                                             |                                                |
|     | No. of Storey                                                            |                                                |
|     | RCC framed structure                                                     |                                                |
|     | Electrical                                                               |                                                |
|     | Plumbing                                                                 |                                                |
|     | Finishing works                                                          |                                                |
|     | Fire Fighting                                                            |                                                |
|     | HVAC / Air conditioning                                                  |                                                |
|     | Lifts                                                                    |                                                |
|     | ELV                                                                      |                                                |
| 09. | Whether case of levy of compensation for delay has been decided or not   | Yes / No                                       |
| 10. | If decided, amount of compensation levied for delayed completion, if any |                                                |
| 11. | <b>Performance Report:</b>                                               |                                                |
|     | a) Quality of work                                                       | Excellent/Very Good / Good/ Satisfactory/ Poor |
|     | b) Financial soundness                                                   | Excellent/Very Good / Good/ Satisfactory/ Poor |
|     | c) Technical Proficiency                                                 | Excellent/Very Good / Good/ Satisfactory/ Poor |
|     | d) Resourcefulness                                                       | Excellent/Very Good / Good/ Satisfactory/ Poor |
|     | e) General behavior                                                      | Excellent/Very Good / Good/ Satisfactory/ Poor |

Dated: \_\_\_\_\_

Executive Engineer or Equivalent

**STRUCTURE & ORGANIZATION**

|     |                                                                                                                                                                                                                        |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 01. | Name & Address of the applicant                                                                                                                                                                                        |  |
| 02. | Telephone No. / Email id.                                                                                                                                                                                              |  |
| 03. | GST no.                                                                                                                                                                                                                |  |
| 04. | Legal status of the applicant (attach copies of original document defining the legal status)                                                                                                                           |  |
|     | a) An Individual                                                                                                                                                                                                       |  |
|     | b) A proprietary firm                                                                                                                                                                                                  |  |
|     | c) A firm in partnership                                                                                                                                                                                               |  |
|     | d) A limited company or Corporation                                                                                                                                                                                    |  |
| 05. | Particulars of registration with various Government bodies ( <i>attach attested photocopy</i> )                                                                                                                        |  |
|     | <u>Organization / Place of Registration:</u>                                                                                                                                                                           |  |
|     | 1.                                                                                                                                                                                                                     |  |
|     | 2.                                                                                                                                                                                                                     |  |
|     | 3.                                                                                                                                                                                                                     |  |
| 06. | Names and Titles of Directors & Officers with designation to be concerned with this work                                                                                                                               |  |
| 07. | Designation of individuals authorized to act for the organization.                                                                                                                                                     |  |
| 08. | Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work. |  |
| 09. | Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.                          |  |
| 10. | Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black-listed/penalized for Biding in any organization at any time? If so, give details.                                  |  |

|     |                                                                                                                                       |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|--|
| 11. | Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a Court of Law? If so, give details. |  |
| 12. | In which field of construction Services, the applicant has specialization and interest?                                               |  |
| 13. | Any other information considered necessary but not included above.                                                                    |  |

Signature of Applicant

**TDS DETAILS FOR PRIVATE SECTOR PROJECTS FOR THE WORKS EXECUTED IN INDIA**

| <b>Sl. No.</b> | <b>Description</b>                                             | <b>Details</b> |
|----------------|----------------------------------------------------------------|----------------|
| 1.             | Name of work                                                   |                |
| 2.             | Name of Clients                                                |                |
| 3.             | Project cost in crores                                         |                |
| 4.             | No. and date of completion certificate                         |                |
| 5.             | Cost of the work on completion in crores                       |                |
| 6.             | Payments received as per TDS in Crores                         |                |
| 7.             | TDS Corresponding to the payments                              |                |
| 8.             | Year wise TDS as per form-26AS/ Form 16A relating to the work. |                |

Note:

1. Value of work done will be considered commensurate with value of TDS certificates.
2. In case of multiple contracts undertaken from a client, reconciliation for the TDS pertaining to the work mentioned above need to be segregated and reconciled with Form-26AS.
3. This form needs to be supported with form-26AS taken in HTML format or Form-16A.

Signature of Chartered

Accountant with Seal

FRN No.

UDIN No.-----

Membership No.

Signature of Bidder

**FORM OF PERFORMANCE BANK GUARANTEE**

(On a stamp paper of appropriate value from any Nationalised Bank or Scheduled Bank)

To,

DVP (ID) i/c & RH (T)

HITES

HLL Bhavan, Golden Jubilee Block,

Poojappura.P. O, Thiruvananthapuram – 695 012, Kerala

Dear Sir,

In consideration of the HLL Infra Tech Services Limited for \_\_\_\_\_ (name of work) which expression shall include his successor and assignees, (herein after called HITES) having awarded to \_\_\_\_\_ having its Office at \_\_\_\_\_ and Registered Office at \_\_\_\_\_ (hereinafter referred to as “the said Contractor (s)”, which expression shall include his successor and assignees) for the work of \_\_\_\_\_ Contract No. / LOA No \_\_\_\_\_ in terms interalia, of the and the General Conditions of Contract and upon the condition of the Contractor's furnishing Security for the performance of the Contractor's obligations and discharge of the Contractor's liability under and in connection with the said Contract up to a sum of Rs. \_\_\_\_\_ Rupees \_\_\_\_\_ amounting of 5% of the total Contract value.

1. We, \_\_\_\_\_ (hereinafter called 'The Bank' which expression shall include its successors and assignees) hereby jointly and severally undertake to guarantee the payment to the HITES in Rupees forthwith on demand in writing and without protest or demur or any and all moneys payable by the Contractor to the HITES in respect of or in connection with the said Contract inclusive of all the HITES's losses and damages and costs, (inclusive between attorney and Client) charges and expenses and other moneys payable in respect of the above as specified in any notice of demand made by the HITES to the Bank with reference to this guarantee up to an aggregate limit of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ Only).
2. We \_\_\_\_\_ Bank Ltd. further agree that the HITES shall be sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by the HITES on account thereof and the decision of the HITES that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by the HITES from time to time shall be final and binding on us.
3. The HITES shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other Security in respect of the Contractor's obligations and liabilities hereunder or to vary the Contract or the work to be done there under vis-a-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total Contract value or to release or to forbear from enforcement of all or any of the Security and/or any other Security(ies) now or hereafter held by The HITES and no such dealing(s) reduction(s) increase(s) or other indulgence(s) or arrangements with the Contractor or

release or forbearance whatsoever shall absolve the bank of the full liability to the HITES hereunder or prejudice the rights of the HITES against the bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all monies payable to the HITES in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or disputes having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the Bank to the HITES in terms hereof.
6. The amount stated in any notice of demand addressed by the HITES to the Bank as liable to be paid to the HITES by the Contractor or as suffered or incurred by the HITES on account of any losses or damages or costs, charges and/or expenses shall be conclusive evidence of the amount so liable to be paid to the HITES or suffered or incurred by the HITES as the case may be and shall be payable by the Bank to The HITES in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the HITES and liabilities of the Contractor arising up to and until midnight of \_\_\_\_\_
8. **This guarantee is valid till \_\_\_\_\_ (date to be mentioned) (Six months beyond the stipulated date of completion or the extended period, thereof)**
9. This guarantee shall be in addition to any other guarantee or Security whatsoever that the HITES may now or at any time anyway may have in relation to the Contractor's obligations/or liabilities under and/or in connection with the said Contract, and the HITES shall have full authority to have recourse to or enforce this Security in preference to any other guarantee or Security which the HITES may have or obtain and no forbearance on the part of the HITES in enforcing or requiring enforcement of any other Security shall have the effect of releasing the Bank from its full liability hereunder.
10. It shall not be necessary for the HITES to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any Security which The HITES may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.
11. We, the said Bank undertake not to revoke this guarantee during its currency except with the consent of the HITES in writing and agree that any change in the constitution of the said Contractor or the said bank shall not discharge our liability hereunder.
12. We \_\_\_\_\_ the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/difference pending between the parties before the arbitrator and/or that any dispute is being referred to arbitration.
13. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) and this guarantee shall remain in force till \_\_\_\_\_ and unless a claim is made on us within 3 months from that

date, that is before \_\_\_\_\_ all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities there under.

Notwithstanding anything contained herein above:

Notwithstanding anything contained herein above:

- (a) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ Rupees  
\_\_\_\_\_ Only)
- (b) This Bank Guarantee shall be valid up to \_\_\_\_\_ (validity period) and claim period of one year.
- (c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ at (bank address) otherwise, all your rights under this guarantee shall be forfeited and bank shall be relieved and discharged from all the liabilities there under irrespective of whether or not the original bank guarantee returned to us or not
- (d) Any dispute or claims arising out of this bank guarantee are necessarily required to be enforced before the competent court of law within one year (1) from the date of demand, provided that such demand is received by the bank before the claim expiry date specified above.
- (e) This Bank guarantee shall be en-cashable at any branch of the issuing bank located within the Trivandrum region. Encashment shall be effected upon receipt of an email from HITES, accompanied by a confirmation letter on official letterhead duly signed by an authorized signatory of HITES.

THIS BANK GUARANTEE IS SUBJECT TO THE ICC UNIFORM RULES FOR DEMAND GUARANTEES (ICC PUBLICAITON NO. 758) AND SHALL BE GOVERNED BY AND CONSTRUED IN ALL RESPECTS, IN ACCORDANCE WITH THE LAW OF INDIA

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer .....

.....  
Seal, name & address of the Bank and address of the Branch

Note:

1. The BG format should be strictly followed. Any change in BG format will not be accepted.
2. All the bidders are directed to issue BG in favor of HLL Infra Tech Services Limited and to capture the Tender ID in the BG:

Beneficiary Name: HLL Infra Tech Services Limited

Account no.: 38160968975

IFSC: SBIN0004350

Bank: State Bank of India

Commercial Branch, Thiruvananthapuram

3. Paper BG will be operative only on receipt of advice message by issuing Bank through SFMS to HITES Bank (i.e. SBI Bank).

**FORM OF AGREEMENT**

(On a stamp paper of appropriate value as per the prevailing stamp duty as prescribed in Kerala stamp act 1959 amended from time to time. Contractor shall bear the cost of stamp paper)

**Agreement No .....**

This agreement is made at .....on the ..... day of ..... 2026 between **M/s HLL Infra Tech Services Limited (HITES)** having its office at .....which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns of the **First Part.**

**AND**

M/s ----- a Company incorporated under the Companies Act 1956 having Registered Office at ----- and Office at -----, (hereinafter called the “Contractor” which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part.**

Whereas HITES is desirous that certain works should be executed, for hereinafter called the “The Project” and has accepted a Tender submitted by the contractor for the execution and completion of such works as well as guarantee of such works and the remedying of defects therein.

NOW THIS AGREEMENT WITNESSTH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement Viz.

Volume - I (NIT & Instructions to Bidders)

Volume - II (GCC)

Volume - III (SCC)

Volume - IV (Bill of Quantities)

Volume - V (Drawings)

All the correspondence till award of contract i.e. addendum, minutes, LOA etc.

Technical and Financial bids submitted by bidder.

3. In consideration of the payment to be made to the Contractor as hereinafter mentioned, the Contractor hereby covenants with HITES to executed and complete the Project by \_\_\_\_\_ and remedy and defects therein in conformity in all respects with the provisions of the Contract.
4. Whereas HITES has accepted bid/ negotiated Bid for the above-mentioned work for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only). The above bid/ negotiated bid amount is inclusive of all prevailing taxes including, Building and other Construction Workers welfare Cess and any other applicable statutory taxes, levies and excluding Goods and Services Tax as per terms & conditions of Bid document.

5. The payment to the contractor will be made by HITES / Client based on the recommendation of HITES in consideration of the execution and completion of the Project and the remedying of defects therein, the total Contract Price of Rs. \_\_\_\_\_ Only) being the sum stated in the letter of Acceptance (LOA) subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.
6. OBLIGATION OF THE CONTRACTOR

The Contractor shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same.

IN WITNESS OF WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

|                                                                         |                                                                         |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| For and on behalf of the Contractor<br>SIGNED, SEALED AND DELIVERED     | For and on behalf of the HITES<br>SIGNED, SEALED AND DELIVERED          |
| Signature of the authorized official                                    | Signature of the authorized official                                    |
| Name of the Contractor<br>Stamp / Seal of the Contractor                | Name of the official<br>Stamp / Seal                                    |
| in the presence of:<br><br>Witness _____<br>Name _____<br>Address _____ | in the presence of:<br><br>Witness _____<br>Name _____<br>Address _____ |

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL FOR  
AUTHORIZED SIGNATORY (in stamp paper of appropriate value)**

Know all men by these presents, we \_\_\_\_\_ (Name of the Tenderer and address of their registered office) do hereby constitute, appoint and authorize Mr / Ms \_\_\_\_\_ (name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for the Project and submission of all documents and providing information / responses to \_\_\_\_\_, representing us in all matters before \_\_\_\_\_, and generally dealing with \_\_\_\_\_ in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For ..... (name of authorised representative of firm)

Witness: .....

Accepted: ..... (signature & details of POA holder)

**AFFIDAVIT**

**(To be prepared in a 100-rupee non-judicial stamp notarized, duly signed and sealed by the authorized signatory)**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies our firm M/s \_\_\_\_\_ have neither abandoned any contract awarded to us nor such works have been rescinded, during the last five years prior to the date of this application.
3. The undersigned also hereby confirm that M/s \_\_\_\_\_ have not been under blacklisting/debarred by HLL Lifecare Ltd. & its subsidiaries, Ministry of Health and Family Welfare or Ministry of Finance, GOI, State Govt., Any Govt. agencies, PSUs from participating in the tender and if the blacklisting/debarment subsists on the due date of bid submission, such bidder shall not be eligible to submit the bid.
4. I/We undertake and confirm that eligible works(s) as mentioned in eligibility criteria 1.4.1 has/have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of HITES, then I/we shall be debarred for bidding in HITES in future forever. Also, if such a violation comes to the notice of HITES before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee.
5. The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
6. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the HITES.
7. The undersigned hereby confirmed that if the work is awarded to us, the work will be executed with utmost quality and in case of any rectification suggested by Client/HITES at any stage of work due to poor quality, the same will be re executed by us at free of cost.
8. The undersigned undertake that 'I/We have not altered/ modified the financial bid attached in the HITES e-tender portal. If it is found during the tender stage or later that the BOQ is modified by us, the HITES shall have the right to reject our bid'.
9. The undersigned hereby confirmed that 'The work if awarded to us will be directly executed by us and subcontractors will be employed only for specialized works after getting the concurrence of HITES'.
10. The Undersigned hereby confirmed that we are not having/initiated any Litigation pending / in progress with HLL / HITES.
11. That \_\_\_\_\_ (name of bidder) shall comply with the Make in India Policy as per the order issued by Govt. of India, Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 16.09.2020 and Rule 144(xi) of General Financial Rules (GFR) 2017 as per the order issued by Public Procurement Division, Ministry of Finance, GOI F.No.6/18/2019-PPD dated 23.07.2020 or any revision thereof during the entire tenancy of contract. We shall submit necessary document / certificate to authenticate our claim as per the requirement of Engineer in charge.
12. The Undersigned hereby confirmed that we have not suppressed any fact for being eligible to bid.

Signed by an Authorized Officer of the Firm

**UNDERTAKING**

**(On a Rs 100/- non judicial stamp paper duly notarized)**

We do hereby indemnify HITES/Client, against all penal action that may be levied/effectuated by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority.

Signed by an Authorised Officer of the Firm

**UNDERTAKING (FOR SPECIALIZED AGENCY)**  
**(On a Rs 100/- non judicial stamp paper duly notarized)**

**Name of work: REVITALISATION OF PEROORKADA FACTORY, TRIVANDRUM (PFT)**

**Ref. Tender no. HITES/IDS/HLL-PFT/26/02**

We do hereby undertake to engage specialized agencies after approval of HITES for undertaking the execution of specialized works. For all specialized works (Electrical, ELV Etc.), for which the contractor intends to engage a specialized agency for execution of work, the contractor shall take approval of the Engineer-In-Charge before assignment of such agency.

While submitting the credentials of sub-contractor / specialized agencies for approval to EIC, an undertaking (MoU) from the subcontractor / specialized agencies expressing their willingness to associate with the main contractor in executing the specialized work for the project will also be submitted.

(Authorized Signatory of Bidder)

**FORMAT OF UNDERTAKING BY SUB-CONTRACTOR / SPECIALIZED AGENCY**

**(to be executed in the letter head of the specialized agency)**

**UNDERTAKING**

Name of work: .....

Ref: Tender no. ....

To ..... thru

EIC ..... (Main Contractor)

..... (Project)

HITES

We do hereby express out willingness to associate with M/s \_\_\_\_\_ (Details of Main contractor)  
to execute the work of SITC of \_\_\_\_\_ (specialized work details) for the above-mentioned  
project, following the terms & condition of the tender no. \_\_\_\_\_ dated \_\_\_\_\_

For .....

Authorized signatory.

**FORMAT FOR UNDERSTANDING THE PROJECT SITE**  
**(on Bidder Letter Head)**

I/we hereby certify that I/we have examined & inspected the site & it's surrounding satisfactorily, where the project is to be executed as per the scope of works. I/ We are well aware about the Location and conditions etc.

I / We hereby submit our BID considering above all facts gathered during site visit and each & every aspect has been considered in the Quoted cost of the project as per BOQ.

1. Name of Bidder Representative with Designation visited the site: - .....
2. Name of Bidder/Firm: -.....
3. Tender to be participated by Bidder: - .....
4. Name of Site visited with dates: -

a) \_\_\_\_\_ on \_\_\_\_\_

b) \_\_\_\_\_ on \_\_\_\_\_

Please add on as required

(Name with designation)  
Representative of the Agency/Firm

Countersigned

Representative of HITES

**Note: Technical Bids without Proof of Site Visit will be summarily rejected.**

**CHECKLIST****CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID****TECHNICAL PACKAGE - Part I**

| <b>Sl. No.</b> | <b>Name of Documents</b>                                                                                                                                       | <b>Mode of submission</b> | <b>Page No.</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|
| 1.             | Non-refundable fee of Rs. 11,800/- (inclusive of GST) only as e-tender processing fee                                                                          | <b>Online</b>             |                 |
| 2.             | Bid Security / EMD of Rs. 1,00,000/-                                                                                                                           |                           |                 |
| 3.             | Form of bid and Appendix (Form A) for the bid                                                                                                                  |                           |                 |
| 4.             | Power of Attorney (Form D) in favour of the person signing the Bid                                                                                             |                           |                 |
| 5.             | Affidavit by Bidder (Form F) on a Rs.100/- non judicial stamp paper duly notarized, to this effect, as per prescribed format                                   |                           |                 |
| 6.             | Affidavit/ Indemnity / Undertaking (Form G, H, J) – Form G & Form H shall be in stamp paper duly notarized                                                     |                           |                 |
| 7.             | Form “T-1” (Financial Information)                                                                                                                             |                           |                 |
| 8.             | Form “T-2” (Details of works)                                                                                                                                  |                           |                 |
| 9.             | Form “T-3” (Project under execution of award)                                                                                                                  |                           |                 |
| 10.            | Form “T-4” (Performance Report of Works)                                                                                                                       |                           |                 |
| 11.            | Form “T-5” (Structure and Organization)                                                                                                                        |                           |                 |
| 12.            | Form “T-6” (TDS details)                                                                                                                                       |                           |                 |
| 13.            | Copies of GST Registration as per clause 1.24/ ESI/EPF registration                                                                                            |                           |                 |
| 14.            | All pages of the entire tender document/ Corrigendum/ addendum (if any)/ pre bid clarifications (if any) signed by the authorized person of the bidder/bidder. |                           |                 |
| 15.            | Any other document as specified in the tender document                                                                                                         |                           |                 |

**FINANCIAL PACKAGE COMPRISING OF:**

| <b>Sl. No</b> | <b>Name of Document</b>                      | <b>Mode of submission</b> |
|---------------|----------------------------------------------|---------------------------|
| 1.            | Price Bid (Bill of Quantities – Volume - IV) | <b>Online</b>             |

**END OF VOLUME – I  
(LAST PAGE)**