

HLL LIFECARE LIMITED
(Government of India Enterprise)
Peroorkada Factory, Thiruvananthapuram -05

Tender No: HLL/PUR/AIR COURIER/2021

Date: 20.11.2020

TENDER FORM

Sub: Tender for Air Courier Service Contract - HLL Lifecare Limited., Peroorkada Factory.

Competitive sealed and super-scribed bids are invited in prescribed format, for awarding the contract of Air Courier Service in Peroorkada Factory, HLL Lifecare Limited., Peroorkada, Thiruvananthapuram, for a period of one year from 1st January 2021 to December 31st 2021 on the following terms and conditions.

Terms & Conditions

1. The rates given in the bid shall include all types of charges and taxes statutory or otherwise. The rates quoted shall remain constant for the entire contract period of 1 year i.e from 01.01.2021 to 31.12.2021
2. The bidder should have at least three years experience in courier service in Govt. Organizations. Proof of experience is to be attached along with the bid. The bids without solid proof of experience will be rejected.
3. All types of letters/parcels ready for despatch or at the time intimated by telephone or otherwise to the party, should be collected by the party from the respective section of the company (10.30 AM to 6:30 PM) irrespective of destination.
4. The payment for the service will be on monthly basis subject to the submission of bills with solid acknowledgement for each delivery. Bills for the parcels should be produced separately.
5. The letter/parcels, if cannot be delivered on time, are to be returned to the despatch section within 07 days of despatch date with reasons for non-delivery.
6. The Management reserves the right to discontinue the contract at any time during the work order period without assigning any reason thereof.
7. Penalty @ 2% of the total bill value will be imposed if the documents are not delivered within the time limit as per the quotation.
8. A complete set of bid document will be available free of cost during office hours at Purchase Dept., Peroorkada Factory, HLL LIFECARE LIMITED, Thiruvananthapuram.
9. **The completed bid documents, in sealed envelope, super scribed “QUOTATIONS FOR AIR COURIER SERVICE” should reach the office on 11.12.2020 before 3 PM and the bids received till the prescribed time will be opened in the presence of interested bidders/ or their authorized representatives on the same day at 3.30 PM.**
10. The Company reserves the right to reject/cancel any bids without assigning any reason thereof.
11. **Rs.2000/-** shall be submitted as Security deposit by the qualified L1 Bidder. This will be refunded only after completion of contract period.

HLL LIFECARE LIMITED
(Government of India Enterprise)
Peroorkada Factory, Thiruvananthapuram -05

Tender No: HLL/PUR/AIR COURIER/2021

Date: 20.11.2020

12. The Company reserves the right to award the contract to a single party or more at its discretion and the same shall be binding on all parties concerned. HLL reserves the right to split up and give the quantity to more than one party and also reserves to accept or reject the offer without assigning any reasons. NO COMMUNICATION SHALL BE ENTERTAINED IN THIS REGARD
13. Service Tax / Taxes if any shall be mentioned separately.
14. MSE Units Registered with UDHYOG ADHAR/UDHYAM shall provide a valid registration certificates. MSE Units Registered with UDHYOG ADHAR/UDHYAM belonging to SC/ST Owners shall mention the same separately.
15. Actual weight or volumetric weight of the consignment whichever is higher will be considered.
16. Invoicing shall be done for the actual weight in KG (Upto two decimal places) of the consignments.
17. Party shall fill all the details as per tender form and fill rates in the format given in **SCHEDULE B.**
18. The quantities mentioned herein are approximate and in case more or less quantity is required, the service providers should be prepared to effect supply/ transporter at short notice on the same terms and conditions.
19. Party shall submit Bid security declaration in the prescribed format , signed and sealed
20. Bids shall remain valid for the period from **01.1.2021 to 31.12.2021.**
21. In the eventuality of failure on the part of the lowest successful bidder to produce the original documents, or submit the security deposit, or acceptance of order or provide service within the specified time limit, the Bidder shall be debarred in future from participating in Bids for three years and will be recommended for blacklisting by the competent authority. In such cases, the service will be procured from other responsive bidders at the risk and cost of nonresponsive L1 bidder.
22. The Tender Inviting Authority reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the finalization of tender, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Inviting Authority's action

GENERAL MANAGER (PURCHASE)

HLL LIFECARE LIMITED
(Government of India Enterprise)
Peroorkada Factory, Thiruvananthapuram -05

Tender No: HLL/PUR/AIR COURIER/2021

Date: 20.11.2020

TENDER FORM FOR COURIER SERVICE ON CONTRACT

QUESTIONNAIRE - GENERAL INFORMATION OF THE TENDERER

1. (a) Name and address of the Tenderer :

(b) Details of Key Personnel at your Thiruvananthapuram Office

Name / Designation	Tel. No.		Mobile No.	Fax No.	email id
	Off.	Res.			

(c) Details of Key Personnel at your Head Office

Name & Designation	STD Code	Tel. No.		Mobile No.	Fax No.	email id
		Off.	Res.			

2. (a) Type of Firm : Partnership/ Proprietary / Pvt. Ltd. /Public Ltd.

(b) PAN Card of the Tenderer : (Enclose copy)

3. Do you have Branch/Associate Offices at the destinations indicated in Schedule A ? :
Yes/No

4. Have you undertaken similar works for Public Sector Undertakings/
Leading Private Companies during the last 3 years : Yes/No
(If yes, the details may be attached in the given format.)

Name & Address of the Customer	Value of Business done during the previous years

(Copies of the Contracts/Work Orders also be enclosed)

HLL LIFECARE LIMITED
(Government of India Enterprise)
Peroorkada Factory, Thiruvananthapuram -05

Tender No: HLL/PUR/AIR COURIER/2021

Date: 20.11.2020

5. Details of service tax registration :-
6. Details of GST registration no: :-
7. SAC Code :-
8. Name & Address of your Banker(s) :
(BANK Name & Brach)
9. A/C no & IFSC code of the banker :
10. Volumetric Weight Conversion factor:
11. Any other details :

PLACE: PEROORKADA NAME & SIGNATURE OF THE APPLICANT

DATE: 19.11.2020

(WITH OFFICE SEAL)

HLL LIFECARE LIMITED
(Government of India Enterprise)
Peroorkada Factory, Thiruvananthapuram -05

Tender No: HLL/PUR/AIR COURIER/2021

Date: 20.11.2020

BID SECURITY DECLARATION

(To be submitted in the letter head of the firm indicating full name and address, telephone & fax numbers etc.)

From

To

The General Manager (Purchase)
HLL Lifecare Limited
(A Government of India Enterprise),
PEROORKADA FACTORY, Thiruvananthapuram - 695 005,

Dear Sir,

I / We, hereby declare that if we withdraw or modify the bids during the period of Validity, we agree to be suspended for the time specified in the Tender Documents.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

HLL LIFECARE LIMITED
(Government of India Enterprise)
Peroorkada Factory, Thiruvananthapuram -05

Tender No: HLL/PUR/AIR COURIER/2021

Date: 20.11.2020

SCHEDULE A

SCHEDULED QUANTITY WITH NUMBER OF DAYS FOR SAMPLES TO REACH THE DESTINATIONS

DESTINATIONS	Approximate wt of samples in Kg	Expected time(in days) to reach the destination
	(Annual Requirement)	
New Delhi	15000	2
Hyderabad	50	1
Chennai	1500	1
Mumbai	50	1
Mauritius	100	2
Singapore	1500	1
Nigeria	200	3
France	150	3
Australia	100	3
United Kingdom	200	3
South Africa	200	4
Malaysia	600	4
Nepal	250	3
Gujarat	100	2
Abu Dhabi	100	2
Pune	50	2

HLL LIFECARE LIMITED
(Government of India Enterprise)
Peroorkada Factory, Thiruvananthapuram -05

Tender No: HLL/PUR/AIR COURIER/2021

Date: 20.11.2020

SCHEDULE I

Rate shall be in the below format:

Sl.No	Destination	Approx. wt. of samples in kg (Annual Requirement)	Expected time to reach the destination	Upto 1kg (Rs)	Rate Per KG Upto 5Kg (1Kg > X <= 5Kg) (Rs)	Rate Per KG Upto 10Kg (5Kg > X < =10Kg) (Rs)	Rate Per KG Above 10Kg (X > 10Kg) (Rs)	Your expected time to reach the destination
1	New Delhi	15000	2					
2	Hyderabad	50	1					
3	Chennai	1500	1					
4	Mumbai	50	1					
5	Mauritius	100	2					
6	Singapore	1500	1					
7	Nigeria	200	3					
8	France	150	3					
9	Australia	100	3					
10	United Kingdom	200	3					
11	South Africa	200	4					
12	Malaysia	600	4					
13	Nepal	250	3					
14	Gujarat	100	2					
15	Abu Dhabi	100	2					
16	Pune	50	2					