

**Kanagala-591225**

**Belgaum Dist. Karnataka State**

#### HLL/BGM/HR/NURSE/2020-2021 Date: 26.06.2020

#  TENDER NOTIFICATION

Sealed Tenders are invited from reputed Hospitals/recruiting agencies/individuals for providing the services of **Qualified Female Nurse (One No)** on contract basis to assist the attending Doctor of the Company & for attending the medical needs of our employees and to manage the medical services in our Factory at Kanagla-591225, Tq: Hukkeri, Dist: Belgaum having about 400 no. of employees (Permanent & Casual) with OPD & well-equipped First Aid Room with Ambulance. The Contract will be for a period of 01 years & extendable upto another depending on management decision as detailed below:

1. Qualification: ANM/Midwifery/GNM/Diploma in Gen.Nursing/B.Sc Nursing
2. Age: Not more than 35 Years as on 01.07.2020. However, the candidate have more experience age relaxation will be considered.
3. Working Hours: Normally 8 Hrs per day. However, during exigency it may be varied.
4. Nature of work:
5. Assisting the Doctor at our OPD/First Aid Room.
6. Maintenance of Health records of our all employees.
7. Assisting the Doctor for analyzing Annual/Periodical medical checkup reports for feedback to the Management.
8. Assisting the Doctor for follow up with the employees for management of Diabetics, Heart Diseases & other serious ailments.
9. Assist the outside Medical team during Medical checkup of our employees.
10. Improvement in home hygienic factors.
11. To Assist the Doctor for comply of legal & statutory requirements.
12. To assist the Doctor in maintaining the statutory & Mandatory Records/Conduct Statutory Medical checkups as per Factories Act/various ISO certification bodies from time to time.
13. To Assist the Doctor for Audit facing and compliance to various Audits.
14. Attending/assisting in any other medical related work that may arise from time to time and not included in the above list.
15. Charges: Should be quoted on monthly lump sum basis & should be inclusive of all statutory deductions & taxes as applicable & valid for 2 years period.
16. EMD:The Tenderer should enclose the DD amount of **Rs.2,000/-** in favor of HLL Lifecare Limited payable at Nipani / E-Payment proof to be submitted on or before the stipulated time.
17. Security Deposit: On award of contract, Security Deposit (SD) Rs. 10,000/- DD to be submitted Or Bank guarantee of equivalent amount is to be submitted Or alternatively which can be recovered in 10 equal installments.The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.
18. General Terms & Conditions: **Annexure – A** enclosed herewith.

Interested parties/individuals/agencies may submit the offer mentioning the expected monthly lumpsum remuneration along with copies of Qualification & experience certificates in a sealed cover super scribing as **“Quotation for Female Nurse Services on Contract”** so as to reach the under signed on or before **03.07.2020** by **05.00 PM.**

The Management reserves the right to accept or reject any tender without assigning any reason and also to negotiate with the lowest quoted party. The Management reserves the right to cancel the tender at any stage without assigning any reason and the same will be binding on all the parties.

Tender details are also available on our website. [www.lifecarehll.com](http://www.lifecarehll.com)

 **MANAGER (HR)**

To:

Notice Board: Main Gate

Hospitals/Agencies/parties as per list encl

**Annexure –A**

**General Terms & Conditions**

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1. **‘Nurse’** means nurses registered in Karnataka or Maharashtra Nursing Council.
2. Workers engaged by you for aforesaid work shall be Contractors employee only and not of HLL, Kanagala
3. Section 101 (Exemption of Occupier or Manager from liability) of Chapter X under the Factories Act 1948 (All LXIII f 1948) (23rd Sept.1948) is applicable.
4. The above Tender / Subsequent Work order is liable to be suspended or cancelled at any time at the discretion of the General Manager (Operations) & Unit Chief, HLL Life Care Ltd, Kanagala - 591225 with or without assigning any reason and his decision will be final and binding on all concerned parties.
5. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the Bidders shall supervise the work.
6. Workers engaged by you for aforesaid contract shall be Servicers employee only and not of HLL Lifecare Ltd, Kanagala.
7. There will not be any Employee Employer relationship between HLL Lifecare Ltd and the persons employed by servicer for aforesaid work.
8. HLL Lifecare Ltd will not be liable for any accident happened to Servicers’ staff while on work during the contract period. The Servicer has to buy **Personal Accident** insurance policy in respect of the Employees deployed by him as per the Payment of Workmen compensation Act, if applicable.
9. The Bidders and his staff will not have any lien or right of employment as regular employees of HLL Lifecare Ltd.
10. In case of any damages caused to our property by contractor / his men while executing the job, the cost of the same shall be recovered from the servicer.
11. Company reserves the right to incorporate any left out clause subsequently that will be binding on the servicer.
12. The servicer should follow the suggestion / instruction given by HLL Lifecare Ltd Representative time to time for the same.
13. Sub contract / out sourcing is not allowed.
14. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
15. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer.
16. While quoting the rate in the Price Bid the Bidder should study well the nature of works given in schedule and calculate the work involved in the rate of each Medical Tests.
17. Tenderers should study well the works involved and statutory and other liabilities before submitting the offer to undertake the work. In case the bidders other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate of L-1 party and at the same terms and conditions and this will be binding on the L-1 party. However preference will be given to the L-1 party.
18. In case more than one tenderer quote the same rate in the price bid, the decision of HLL Lifecare Ltd will be final and binding on all the bidders.
19. HLL Lifecare Ltd has the right to give work under this tender to one party or more than one party, in full quantity or partially at the discretion of the company.
20. This Tender or subsequent work order is liable to be suspended or cancelled at any time at the discretion of the Management with or without assigning any reason and the same will be binding on all the bidders/Contractor. Also Technical and price Bid can be rejected or cancelled at any time by the Management with or without assigning any reason and the same shall be binding on all the bidders/Contractors.
21. The Management (HLL Lifecare Ltd) also reserves the right to allot the work to the L-2 or L-3 parties at the L-1 rates respectively if required.
22. Bidders should comply with the Safety and Quality policy of the Company.
23. Bidders has to ensure that all safety equipments like safety goggles, safety shoes, and hand gloves are to be provided wherever required to his workers deployed for the said work.
24. On award of contract, the contract can be **terminated** by HLL Lifecare Ltd **at any time** during the contract period without any reason and without paying any Compensation&the decision of the HLL Lifecare Ltd with regard to termination of Contractual provision will be final and the matter cannot be referred to the Court.
25. All statutory deductions will be applicable.
26. Penalty clause will be made applicable for non-compliance.
27. Any left out clause will be included subsequently.

 **MANAGER (HR)**