

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**



**PART - I**

**TENDER DOCUMENTS**  
**("Prequalification Bid")**

**TENDER FOR RUNNING EMPLOYEE CANTEEN ON CONTRACT BASIS**  
**AT AKKULAM FACTORY OF HLL LIFECARE LIMITED,**  
**THIRUVANANTHAPURAM**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
PH :+91 471-2442641/2442642, Fax No. 0471-2441383

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

**TENDER NOTICE**

Sub : Tender for RUNNING EMPLOYEE CANTEEN ON CONTRACT BASIS reg:-

Sealed and superscribed tenders are invited in prescribed format, under **Two Bid System** (“**Prequalification Bid**” and “**Financial Bid**”) for **RUNNING EMPLOYEE CANTEEN ON CONTRACT BASIS** at HLL LIFECARE LIMITED, Akkulam factory, Thiruvananthapuram.

The details can also be had from our Website at <http://www.lifecarehll.com/tender>. The tenderers can download the documents from our website.

The Unit Chief, Akkulam Factory reserves the right to cancel or reject this Tender fully or partially, without assigning any reason and his decisions on this will be final and binding on all Tenderers.

**SCHEDULE OF TENDER**

Pre Bid Meeting	:	13/12/2021 at 2.30 pm @ HLL Akkulam Factory
Last date for submission of Tender	:	20/12/2021 by 02.00 pm
Date of opening of Pre-qualification Bid	:	20/12/2021 by 03.30 pm

In case the date mentioned above is declared subsequently as holiday for the Company's office, the due date for submission and opening of bids will be the next working day at the same venue and time. Bids received after the last date and time for submission shall not be considered.

**Joint General Manager (Materials)**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

## **INSTRUCTION TO BIDDERS**

This Bid is intended to finalize the contract from reputed and experienced Individuals/Companies/Firms/Agencies under Two Bid System i.e. Pre-qualification Bid and Financial Bid for running the industrial Canteen at HLL Lifecare Limited, Akkulam Factory located at Akkulam, Sreekariyam P O, Thiruvananthapuram - 695017 **for one year from the date of commencement of the contract and extendable for a period of two more years with mutual consent of the HLL and the service provider without any change in price and terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein.**

1. This is a Two Bid system comprising of:

- (a) **“Prequalification Bid”**                      (b) **“Financial Bid”**

2. **EMD & Tender fee**

- I. The Tender should be submitted along with EMD of **Rs.10,000.00/- (Rupees Ten Thousand only)**, failing their Tender will be summarily rejected.
- II. The Tender Fee (Non-refundable) **Rs.590/- (Rupees Five Hundred and Ninety only)** inclusive of GST.
- III. Bid Security (EMD) & Tender Fee: EMD & Tender fee as per the tender conditions shall be paid through RTGS/NEFT transfer in the following **HLL A/c details:**
- |                     |   |   |
|---------------------|---|---|
| <b>Name of Bank</b> | : | <b>State Bank of India</b>                            |
| <b>A/c number</b>   | : | <b>30307559515</b>                                    |
| <b>IFSC Code</b>    | : | <b>SBIN0004350</b>                                    |
| <b>Branch name</b>  | : | <b>Commercial Branch, Thycaud, Thiruvananthapuram</b> |
- Document of the above transactions completed successfully by the bidder, shall be submitted along with the Pre-qualification Bid.

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

- IV.** The EMD of successful bidder will be adjusted against Security Deposit and will be released at the end of contract period.
- V.** SSI/ MSME units interested in availing exemption from payment of Tender Fee and EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC/Udyog Aadhaar. **If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar Memorandum Number/ UDYAM NO issued to it under the MSME Act, 2006. NSIC /SSI/MSME units have to submit a bid security Declaration Form**

**3. PRE- BID MEETING**

A Pre-bid meeting is fixed on 13.12.2021 at 2.30 pm. Interested bidders can participate and clarify their doubts. The minutes of pre-bid meeting will be published on website.

**4. PARTICULARS OF THE TENDER**

**(a) NAME AND ADDRESS FOR TENDER DOCUMENT**

**The Joint General Manager (Materials)**

HLL Lifecare Limited, Akkulam Factory,  
Sreekariyam P O, Thiruvananthapuram - 695017

**(b) CONTACT PERSONS**

For any Clarifications;

MANAGER (HR),

HLL Lifecare Limited, Akkulam Factory, Sreekariyam P O,  
Thiruvananthapuram - 695017 Phone No. 0471-2442641

**(c) TENDER FEES:**

The Tender Fee (Non-refundable) Rs.590/- (Rupees Five Hundred and Ninety only) inclusive of GST shall be paid through RTGS/NEFT transfer. Proof of tender fee paid shall be submitted along with Pre-qualification Bid.

HLL LIFECARE LIMITED  
(A Government of India Enterprise)  
AKKULAM FAC TORY, SREEKARIYAM. P.O,  
THIRUVANANTHAPURAM – 695017  
PH :+91 471-2442641/2442642, Fax No. 0471-2441383

TENDER NO. HLL/AFT/MTLS/Canteen/21-2022

DATED: 06/12/2021

**(ii) EARNEST MONEY DEPOSIT (EMD)**

The proof of Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only), (refundable without interest) through RTGS/NEFT transfer shall accompany the Prequalification, failing which the tender shall be rejected.

Note: SSI/ MSME units interested in availing exemption from payment of Tender Fee and EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC/Udyog Aadhaar. NSIC /**SSI/MSME units have to submit a bid security Declaration Form**

**(iii) PERFORMANCE SECURITY DEPOSIT**

The successful bidder will have to deposit a Performance Security Deposit of ₹ 25,000/- (Rupees Twenty Five Thousand Only), in the form of either Cash Deposit or **Bank Guarantee *having validity of one year and additional sixty days (Total 14 months)***. In case the contract is further extended beyond the initial period of one year, the performance security deposit will have to be accordingly renewed by the successful bidder, which will be returned without interest on completion of contract period. After submission of the performance security by the successful Bidder, the corresponding EMD shall be released.

**(e) ADDRESS OF THE OFFICE:**

HLL Lifecare Limited, Akkulam Factory, Sreekariyam P O, Thiruvananthapuram 695017,  
Phone.0471-2442641/2442642, Fax No. 0471-2441383

**(f) VALIDITY OF TENDER:**

***Tender shall remain open for a period of 90 days from the date of Opening of the Financial bid.***

**(g) SCOPE OF WORK**

This tender is intended for running canteen facility for the employees, staff and authorized visitors at HLL Lifecare Limited, Akkulam Factory, Sreekariyam P O, Thiruvananthapuram

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

695017. The Contractor is required to run the canteen and serve Tea, Coffee, Lunch and snacks etc to employees / authorized visitors of the HLL Lifecare Limited. In addition to the employees of the HLL Lifecare Limited, the canteen will also cater to the needs of the authorized visitors to HLL Lifecare Limited for official work as well as to the participants in academic, training programme organized by HLL Lifecare Limited from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be served for meetings or other purpose, whenever and wherever required in the premises.

### **5. ELIGIBILITY CRITERIA**

The following requirements should be fulfilled in the Pre-qualification Bid

1. Tender Fee of Rs 590/- (Non –refundable) and EMD (Rs.10,000/- (Ten Thousand Only) as per the tender conditions shall be paid
2. The bidder should have a financial turnover of **Rs. 2,00,000/-** (Two lakhs) for any one year during the last three years. Necessary supporting documents should be submitted by the Bidder in this regard.
3. The bidder should have minimum **Two Years'** experience in any institutions, Offices/ operating industrial canteen in reputed organizations.
4. The bidder should have following licenses/certificates and shall submit authentic proof thereof.
  - (a) Corporation License
  - (b) FSSAI License
  - (c) GST registration
  - (d) Registration certificate of the company /Firm/agency/ under relevant acts

### **6. INSTRUCTIONS FOR SUBMISSION OF BID :**

All the Tenders shall be prepared and submitted in accordance with the instructions as follows. Any proposal which is not submitted in accordance with these instructions will be summarily rejected without any communication in this regard.

- (i) The bid shall be submitted in two separate sealed envelopes. **The first envelope** shall be super scribed "**Prequalification Bid**" and shall contain technical details (Technical bid), incorporating the information regarding eligibility criteria and **the second envelope** super scribed "**Financial Bid**" shall contain Annexure I.

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

- (ii) **The tenderer shall quote for all schedules / items in the “Financial Bid” as per the Annexure I. If the bidder fails to quote any of the schedule / item in the “Financial Bid”, then their bid will be treated as non-responsive.**

**Both these envelopes** and the covering letter accompanying the tender document (including all the Annexures), duly signed on each page with seal by the authorized representative of the bidder, should **be enclosed in a third envelope**, which shall be super scribed **“Bid for running Employee Canteen at HLL Lifecare Limited, Akkulam Factory”** and should reach the following address on or before the expiry of the prescribed time limit.

**Joint General Manager (Materials)**  
**HLL Lifecare Limited, Akkulam Factory,**  
**Sreekariyam P O, Thiruvananthapuram 695017**

- (iii) No tender will be considered which is not as per the printed/typed form. The bidders should ensure that each page of the tender is signed by the person authorized to sign the tender document, affixing the seal of the Bidder.
- (iv) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No corrections including overwriting or striking out will be permitted in the Financial Bid. In such cases, the tender shall be summarily rejected.
- (v) If any bidder is found to have business or family relationship with any employee of HLL Lifecare Limited, his bid will be rejected.
- (vi) No modification or substitution of the submitted bids shall be allowed.
- (vii) The Bids shall be opened on the scheduled date and time at HLL Lifecare Limited, Akkulam Factory, Sreekariyam P O, Thiruvananthapuram - 695017 in the presence of the representatives of the bidders, if any, who are present on the spot at that time. No separate intimation shall be sent to bidders for the same.
- (viii) The bidders are required to enclose photocopies of the supporting documents, self-certified by the authorized representative of the bidder.

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

- (ix) A bid submitted without the cost (tender fees and EMD) and incomplete or conditional Bids shall not be considered and the same will be rejected.
- (x) Tenders will not be accepted after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office only through our website.
- (xi) HLL Lifecare Limited take no responsibility for delay, loss or non-receipt of the bid sent by post/courier. Bid sent through Fax or Email shall not be accepted.
- (xii) Interested parties may submit their tender after inspection of the HLL Lifecare Limited, Akkulam Factory at the above location. The inspection of the canteen premises can be made between 10.00 A.M. and 5.00 P.M. on all working days from the date of issue of notification till the date of closure of tender.
- (xiii) There should be no cutting/overwriting in the Tenders/Quotations.
- (xiv) The HLL Lifecare Limited reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, decision of the Unit Chief, HLL Lifecare Limited Akkulam Factory will be final and binding.
- (xv) The HLL Lifecare Limited reserves the right to retain bids once submitted.

## **7. TERMS AND CONDITIONS**

1. The successful bidder will be intimated by the office whereupon he will enter into agreement with the O/o HLL Lifecare Limited and commence the work immediately thereafter not later than 02 days from issuance of the intimation. The contract shall begin from the date of actual commencement of the work at the site. The contract shall continue for one year unless it is curtailed or terminated by the office owing to deficiency of services, sub-standard quality of skilled and unskilled manpower deployed, breach of contract, reduction or cessation of the requirements, non-compliance of statutory requirements/obligations by the bidder or any such ground as may be deemed fit by the HLL Lifecare Limited. The HLL Lifecare Limited requires that successful bidder under this contract to observe the highest standard of ethics and should not engage in activities that conflict with the interest of the office under this contract.



**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

**2. The Contractor shall deploy at least 4 persons for the smooth running of the Canteen as under:**

- a) Cook: 1**
- b) Helper to Cook: 1**
- c) Food supply counter: 1**
- d) Cashier: 1**

Company shall provide 2 manpower for assisting/helping works for operating the Canteen.

3. It may be noted that in case the successful tenderer does not accept the offer within 2 working days from the date of receipt of offer, the Earnest Money Deposit of the successful tenderer shall be forfeited and the tenderer shall be debarred for future participation in any of the tender invited by the HLL Lifecare Limited

4. Tender(s) will remain valid for a period of 1 (one) year from the date of awarding of contract. If any tenderer withdraw during the validity period, his/her Performance Guarantee will be forfeited.

5. If the tenderer fails to execute the contract at the satisfaction of HLL, alternate arrangement will be made by HLL to run the canteen and additional cost incurred for the same will be recovered from the party

6 . All the above Terms and Conditions will form part and parcel of the Notice Inviting Tender.

7 Free electricity will be provided. The agency would use power consumption only for refrigerator, mixer, grinding purposes as allowed by the Company.

8. The cost of the LP Gas/ steam consumed in HLL Lifecare Limited Canteen will be borne by the company

9. Vessels/ Utensils required for cooking and serving purpose will be provided by the Company

10. Furniture for use within the canteen premises will be provided by the Company.

11. HLL will provide the optimum manpower for maintaining the cleanliness of canteen and surroundings. Also HLL will arrange the safe and hygienic disposal of the canteen waste.

12. Arrangements to be made for Tea/Coffee with Cookies/Break Fast/Lunch/Tiffin and Snacks on regular basis for about 100 - 200 persons based on deployment of manpower in Shifts.

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

13. All the arrangements for cooking and keeping food warm and hot water will be made by the agency.

14. All the arrangement of servicing and arrangement of good quality food items to be done by the Agency.

15. All the edible items should be of good quality, prepared in fresh cooking oil. The Company reserves the right to inspect the materials at any time. If it is found that raw material for food of inferior quality is used, the contract would be terminated immediately and the tenderer would be blacklisted.

16. The contractor will have to provide employees with proper uniforms for service in the canteen and also for the service in office areas. The contract shall ensure strict adherence of Covid protocol in the factory premises.

17. The timings of the canteen will be as prescribed by the Company from time to time subject to change. Skeleton services will also be provided beyond office hours as and when required. .

18. The contractor will be required to provide canteen service in the canteen premises.

19. The contractor shall employ only such persons as are declared medically fit and Covid vaccinated as certified by the Govt. hospital in Trivandrum. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor. Age of the persons engaged by the tenderer shall be between 18 and 60 years.

20. Only cooking gas/steam is to be used in the canteen for preparing hot drinks & cooking.

21. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Company for the purpose of preparing Lunch, Tea and Coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his cost.

22. Daily requirement of Snacks item will be informed to the contractor, If, necessary.

23. Materials used for cooking purpose Tea, Coffee, Spices, and Food stuffs, Vegetable, Oil etc. should be of good quality only.

24. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the Company

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

25. The rate list and menu as approved by the Company should be displayed daily. The contractor may sell other food items like Cold Drinks, packed snacks at prevailing market rates only.

26. Details of working lunch will be provided as and when needed.

27. No rate will be revised without the approval of the Company.

28. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay wages to the engaged staff. The Contractor shall ensure remittance of PF, ESI, GST, TDS contributions for his employees from time to time. Notifications issued from time to time wrt EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time. Necessary insurance coverage shall be taken for all the employees deployed for operating the Canteen.

29. The Company shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons, as will be employed by him. While engaging these employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the Company also.

30. The contractor shall obtain license under the Contractor Labor (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labor Act) and all other requisite licenses at his own cost from the Appropriate Authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the contractor labor Act and the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by an authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.

31. Under no circumstances any of the contractor's employees will stay in the Company premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the Company. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the Company from time to time which will be binding on him and his employees. The Company reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.

32. The contractor shall not entertain any orders or supply eatables outside HLL Lifecare Limited, Akkulam Factory.

33. The contract will be awarded for 1 year. It is to start from the date of signing the

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

agreement and the agreement may be renewed by the Company on such terms and conditions as may mutually be agreed upon between the parties. The O/o HLL Lifecare Limited, Akkulam Factory reserves the right to cancel the contract at any time after giving one month's notice, if it is not satisfied with the working of the said contractor. The decision of Unit Chief of HLL Lifecare Limited, Akkulam Factory in this regard shall be final and will be binding on the contractor. The contractor, if so desires, may seek termination of the contract by giving written notice of not less than 3 months duration during the agreement period.

34. The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of HLL Lifecare Limited, Akkulam Factory. In case any of his employees indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.

35. Under exceptional circumstances the Company reserves the right to change any term and condition as and when warranted.

36. In case of any dispute arising out of the interpretation of the terms and conditions of the tender conditions/contract, the decision of the Unit Chief, HLL Lifecare Limited, Akkulam Factory, will be final and binding.

37. The contractor will be required to execute an agreement in a stamp paper worth Rs.200/- in case the contract is awarded.

38. The contractor will have to deposit ₹25,000/- as performance security guarantee in the form of D.D./Pay order Drawn in favour of HLL Lifecare Limited, Akkulam Factory, Trivandrum. No interest will be paid on this amount. The same will be refunded when the contract is over and canteen premises are handed over to the Company and all dues from the contractor have been settled.

39. The contractor whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office in sealed cover by 2.00 P.M on or before 20.12.2021. The tenders will be opened on 20.12.2021 at 3:30 PM at HLL Lifecare, Akkulam Factory.

40. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.

41. Every tender should be accompanied by an amount of ₹ 10,000/- as earnest money drawn in favour of HLL Lifecare Limited, Akkulam Factory, Trivandrum. This amount will be refunded to all unsuccessful bidders after the contract is finalized. No interest will be payable on this amount. The amount of EMD shall be returned to successful bidder on submission of performance guarantee.

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

42. If any case the contractor violates the terms & conditions of the contract the Security Deposit will be forfeited.

### **8. Indemnity**

1. The contractor shall keep HLL Lifecare Limited, Akkulam Factory and all officials of these offices indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind including costs and expenses, injuries to any person, damages to any property whatsoever, levy of fees or consequences which they may be put to or suffer on account of the services undertaken by the contractor.

2. The Contractor shall keep the HLL Lifecare Limited, Akkulam Factory and all officials of these offices indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature brought or instituted against them by any of contractors' employees or any other third party in connection with, relating to or arising out of the performance of the services or non- compliance, deficiency, non - implementation of various provisions of statutory requirements.

3. The contractor shall also execute an indemnity bond in favour of HLL Lifecare Limited, Akkulam Factory, in the standard format, in this regard.

4. Decision of the Unit Chief, HLL Lifecare Limited, Akkulam Factory regarding performance of contract shall be final and binding on the contractor. However, any dispute arising out of this contract can be referred to an Arbitrator appointed by the Unit Chief, HLL Lifecare Limited, Akkulam Factory.

5. All disputes are subject to jurisdiction of Thiruvananthapuram Courts.

### **9. Force Majeure**

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure.

2. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other, give a notice of termination.

SIGNATURE OF THE TENDERER \_\_\_\_\_

NAME IN BLOCK LETTERS \_\_\_\_\_

FULL ADDRESS WITH TELEPHONE NUMBER-----

**10. Evaluation Criteria and Methodology:**

1. Firstly, the envelopes containing Pre- qualification Bids shall be opened in respect of all the bidders.
2. The evaluation committee shall evaluate the Pre-qualifications Bids through any means which includes antecedent's verification of the bidder, his/her past history as a Canteen Contractor in Industrial employee Canteen, site visit to the Establishment/s where the bidder was running the Canteen etc.
3. Only the successfully qualified bidders in the Pre-qualification stage will reach the Financial Bid evaluation stage.
4. The Financial Bid of unsuccessful bidders in Pre-qualification stage shall be returned unopened.
5. The Financial Bid of only the qualified bidders in Pre-qualification stage shall be opened.
6. The bidder quoting the least overall rate for the standard Items in the Menu as per Annexure 1 shall be accepted as L1. In case of tie, revised offers shall be obtained from the L1 parties & bid shall be finalized on the bidder quoting least overall rate.

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

**Annexure 1**

Item	Quantity				Total
	A shift	B shift	C shift	G shift	
Tea	1				1
Break Fast	1				1
Tea	1			1	2
Snacks	1			1	2
Lunch	1			1	2
Tea		1		1	2
Snacks		1		1	2
Tiffin		1			1
Tea		1			1
<b>Grand total Price for per day food</b>					

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

**DECLARATION**

I/WE confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of the above tender (both expressed and implied) in full and the offer being abide by all without any deviation.

SIGNATURE:

(Seal of the Tenderer)

NAME & ADDRESS OF TENDERER



HLL LIFECARE LIMITED  
(A Government of India Enterprise)  
AKKULAM FAC TORY, SREEKARIYAM. P.O,  
THIRUVANANTHAPURAM – 695017  
PH :+91 471-2442641/2442642, Fax No. 0471-2441383

TENDER NO. HLL/AFT/MTLS/Canteen/21-2022

DATED: 06/12/2021

**Bid Security Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or reuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)  
Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
PH :+91 471-2442641/2442642, Fax No. 0471-2441383

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

**TECHNICAL BID**

**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA**

1	Can you undertake the contract for running the industrial Canteen at HLL Lifecare Limited, Akkulam Factory located at Akkulam, Sreekariyam P O, Thiruvananthapuram - 695017	Yes/No
2	Do you agree to provide Performance Security Deposit for an amount of Rs. 25,000/- by Cash from a National / Scheduled Bank before under taking the work, if awarded?	Yes/No
3	Do you have minimum <b>Two Years'</b> experience in any institutions, Offices/ operating industrial canteen in reputed organizations?	Yes/No
4	Have you attached the Declaration along with this Bid	Yes/No
5	Will you meet all the legal / statutory requirements with respect to this work	Yes/No
6	Have you enclosed proof of remittance for Rs. 10,000/- towards EMD in Technical Bid / <b>Prequalification Bid.</b>	Yes/No
7	Have you enclosed proof of remittance for Rs.590/- in case of downloaded document	Yes/No
8	Do you have the financial capacity as stipulated in the eligibility criteria	Yes/No
9	Have you attached Bid Security declaration form if you are MSME/SSI Bidder	Yes/No

All the information provided herein are true and correct.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

**TENDER FOR RUNNING THE EMPLOYEE CANTEEN AT HLL LIFECARE LIMITED, AKKULAM  
FACTORY**

**DETAILS OF BIDDER**

1. Applicants Name :
2. Age / Date of Birth :
3. Fathers Name :
4. Permanent Address :
5. Temporary Address :
6. GST No :
7. FSSAI No :
8. Details of experience :

(Copy of relevant certificates to be attached)

9. EMD details : : Remittance Slip No:.....Dtd.....
10. Tender Fee details : : Remittance Slip No:.....Dtd.....

(Copy of remittance slip to be enclosed)

I/ We hereby confirm having read and understood all the work requirements, instruction, forms, terms and conditions and all relevant information regarding the tender Notification No..... Date:.....and agree to abide by all without any deviation from what are stated above and contained therein in the Tender Notification

Place:  
Date:

NAME & SIGNATURE OF THE TENDERER

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**



**PART - II**

**TENDER DOCUMENTS**  
**(“Financial Bid”)**

**TENDER FOR RUNNING EMPLOYEE CANTEEN ON CONTRACT BASIS**  
**AT AKKULAM FACTORY OF HLL LIFECARE LIMITED,**  
**THIRUVANANTHAPURAM**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

Annexure: A

**TENDER FOR RUNNING THE EMPLOYEE CANTEEN AT HLL LIFECARE, AKKULAM**  
**FACTORY**

Details of items to be served in the Canteen are given below. The tenderer shall quote the rates in the table given below:

**“Financial Bid”**

SI No	Item	Quantity with weight etc	Material, per Unit Gram/ML	Rate	
				Rs.	Ps.
1	Tea	6 ounce	Using sugar, good quality tea, Milma milk		
2	Coffee	6 ounce	Using sugar, good quality coffee, Milma milk		
3	Black Coffee	6 ounce	Using sugar, good quality coffee		
4	Dosa	50 gram			
5	Iddly	50 gram			
6	Appam	50 gram			
7	Idiyappam	50 gram			
8	Barotta	50 gram			
9	Uppuma	60 gram			
10	Puttu (1 chillu)	70 gram			

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

SI No	Item	Quantity with weight etc	Material, per Unit Gram/ML	Rate	
				Rs.	Ps.
11	Puttu, payar, pappadam	1 chillu, 1 thavi & 1 pappadam			
12	Poori masala (3 poori)	90 grams			
13	Chappathi Masala (2 chappathy)	90 grams			
14	Kadala curry	1 plate			
15	Potato curry	1 plate			
16	Green peas curry	1 plate			
17	Tomato fry	1 plate			
18	Koottu curry	1 plate			
19	Uzhunnu vada	30 grams			
20	Parippu vada	30 grams			
21	Ulli vada	30 grams			

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FACTORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

SI No	Item	Quantity with weight etc	Material, per Unit Gram/ML	Rate	
				Rs.	Ps.
22	Modakam	30 grams			
23	Bonda	30 grams			
24	Pazha Cake	30 grams			
25	Banana fry	30 grams			
26	Neyyappam	30 grams			
27	Kozhukkatta	50 grams			
28	Ila Ada	50 grams			
29	Meals Sufficient				
<i>Special Items</i>					
<i>Company reserves the right to terminate the supply of Non Vegetarian items in the Canteen at its discretion without notice.</i>					
1	Vegetable Biryani	1 plate			
2	Curd	1 cup			
3	Banana (Ethapazham )	1 Nos			

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

SI No	Item	Quantity with weight etc	Material, per Unit Gram/ML	Rate	
				Rs.	Ps.
4	Banana (Cherupazham)	1 Nos			
5	Soft drinks	1 bottle			
6	Egg curry	1 plate			
7	Omelet	Single/ Double			

**Items to be served along with Meals**

1	Avial/ Theeyal/ Koottu curry/ Erisseri	Must be prepared & served on alternate days		
2	Thoran/Kichadi/Thick chutney	Must be prepared & served on alternate days		
3	Pickle (mango/ lime/ ginger/ gooseberry)	Must be prepared & served on alternate days		
4	Pappadam	Must be served on all days		
5	Parippu	Must be served on all days		
6	Sambar	Must be served on all days		



**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**AKKULAM FAC TORY, SREEKARIYAM. P.O,**  
**THIRUVANANTHAPURAM – 695017**  
**PH :+91 471-2442641/2442642, Fax No. 0471-2441383**

**TENDER NO. HLL/AFT/MTLS/Canteen/21-2022**

**DATED: 06/12/2021**

SI No	Item	Quantity with weight etc	Material, per Unit Gram/ML	Rate	
				Rs.	Ps.
7	Rasam/ Butter milk/ Pulisseri		Must be prepared & served on alternate days		
8	Vegetable salad				

Contractor must provide Boiled drinking water (using Jeerakam/ Karingali/ Dahasshamini) during Meals & snacks time.

Note:

- 1) Quantity mentioned 90 grams for Poori & Chapathi excludes the weight of masala
- 2) All food items served in the Canteen shall be prepared using superior quality raw materials
- 3) Sambar & Chutney shall be served free of cost along with Dosa, Idly, Appam, Idiyappam, Parotta & Chapathi. Sugar shall be served free of cost along with Uppuma.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER