

**KANAGALA – 591225**

**HLL/BGM/HR/SEC-PACKING/2020-21 Date: 19.03.2020**

**TENDER NOTIFICATION**

Sealed Price-Bids are invited from the qualified contractors to carry out the Secondary packing work of the following schemes / products for the quantity mentioned against each schemes **inside** **Factory Premises / Outside** on contract basis by engaging manpower for a period of **TWO** Years. The contract period, quantity & scheme for packing is variable and at the discretion of Management.

**Outside Secondary Packing:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Schemes** | **Configuration** | **Approx. Qty.**  **(Qty. is subject to variation)**  **Per Lakh Cycle** |
| 1 | Saheli | 01x10x60 | 35 |

**Inside Secondary Packing:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Schemes** | **Configuration** | **Approx. Qty.**  **(Qty. is subject to variation)**  **Per Lakh Cycle** |
| 1 | Saheli | 01x10X60 | 35 |

1. The completed tenders should reach the undersigned along with **EMD of Rs. 5,000/-** by DD drawn in favor of HLL Lifecare Limited payable at Nipani / **E- Payment** proof to be submitted on or before **26.03.2020 17:15** Hrs.
2. The tender will be opened on **27.03.2020 at 11:00 AM**. Or if the tender will not open on said date the convenient date will be communicated to the tenderer.
3. The questioner enclosed with this tender is to be submitted along with the quotation.
4. **Preference will be given to L1 party. However, HLL reserves the rights to allot the contract to the other parties other than L1.**
5. **If the Contractor fails to complete and hand over the completed work within the stipulated time, penalty @ Rs.2000/- per day for delay will be charged.**
6. The split of rates for each scheme is to be submitted in the detail in enclosed format, if applicable.

**Manager (HR)**

**Questionnaire – General Information of the Tenderer.**

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Subject** | **Details** |
| 1 | Name of Contractor |  |
| 2 | Contact person  Telephone No/Fax No/E-mail ID |  |
| 3 | In case the contract is awarded  Packing capacity per day | Max. Persons employed ………..  Per day  Max. Packing capacity  ……………….. M.Pcs./PLC per day |
| 4 | GST Registration No |  |
| 5 | PAN Card No |  |
| 6 | EPF Registration No, if applicable |  |
| 7 | ESI Registration No, if applicable |  |
| 8 | Labour License, if applicable |  |
| 9 | Factory License and Drugs Controller License, if applicable |  |

# DECLARATION

I / we confirm having read and understood all the specifications, instruction, forms, terms and conditions and all relevant information regarding the concerned Tender Notification and agreed to abide by all without any deviation from what are stated above.

**In case of default / delay in packing, I agree to pay the penalty @ 2000.00 per day,**

**I also agree to bear the additional cost if any, in case HLL makes any alternate arrangement for packing of the defaulted qualities.**

Signature

##### Name & Address

Date:

Place:

Seal of the Tenderer

**Rate Schedule for Secondary Packing Work for Inside Factory Premises**

1. Name & Address of the Tenderer:

**2. RATES QUOTED**

*If any new order for a new scheme which is not covered in the above schemes, but the mode of work/configuration is similar to any one of the above scheme, is required to be packed at the agreed rate for similar schemes, without any additional cost.*

**Outside Secondary Packing:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Schemes** | **Configuration** | **Qty.**  **In Per Lakh Cycle** | **Rates**  **Party Premises Per Lakh Cycle inclusive all In Rs.** |
| 1 | Saheli | 01x10x60 | 35 |  |

**Inside Secondary Packing:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Schemes** | **Configuration** | **Qty.**  **In Per Lakh Cycle** | **Rates**  **Per Carton**  **in Rs.**  **Factory Premises**  **(Inclusive all)** |
| 1 | Saheli | 01x10X60 | 35 |  |

Seal & Signature of Tenderer

Place:

Date:

**Annexure – A**

**General Eligibility Criteria for Secondary Packing:**

1. Tenderer / Contractorhave one year of experience in carrying out secondary packing work with HLL Lifecare Limited will be added advantage.
2. Tenderer / Contractor should have Registration with EPF, ESI, Income Tax, GST and Labour authorities, if applicable.
3. Tenderer / Contractor should complete and hand over the completed work, within the stipulated time.

**Eligibility Criteria for Secondary Packing (Inside):**

Tenderer / Contractor should able to provide sufficient manpower for Secondary Packing Activities as per the requirements.

**Eligibility Criteria for Secondary Packing (Outside):**

Tenderer / Contractor should have valid license from Drugs Controller authorities on his /her /its name. The Bid should accompany documentary proof/copies of documents such as ownership certificate, encumbrance certificate and copies of the tax receipts last The Tenderer / Contractor should have Movable / Immovable property paid with respect to the movable/immovable property(y)ies owned by the Tenderer / Contractor

**Work Profile:**

1. Target Per 8 Hours = 280 Cartons
2. One Baby Carton is to be packed with one strip and one leaflet
3. 10 Baby cartons to be packed in one carton
4. 60 cartons packed in one Master Carton

**General Terms and Conditions:**

1. 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.
2. The tenderer shall pay to its workers, wages not less than the minimum wages as per Minimum Wage Act and also should pay all statutory payments like EPF, ESI and tax as applicable and should follow all relevant legal provisions in the matter for carrying out the work on contract basis. Payment will be released on monthly basis by cheque against printed bill.
3. The tenderer shall take license under the Contract Labour (R & A) Act 1970 and other statutory licenses wherever applicable before commencement of work at own cost and should produce proof whenever required.
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 contractor shall supervise the work.
6. Workers engaged by you for aforesaid contract shall be Contractors 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 contractor for aforesaid work.
8. HLL Lifecare Ltd has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
9. HLL Lifecare Ltd will not be liable for any accident happened to Contractors’ workmen while on work during the contract period. The Contractor has to buy personal accident insurance policy in respect of the Employees deployed by him as per the Payment of Workmen compensation Act.
10. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Ltd.
11. In case of award of contract requisite amount is to be deposited towards **Security Deposit /Bank Guarantee (5% of work order value),** which will be refunded on Satisfactory Completion of the contract without any interest and by cheque only.
12. 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 contractor.
13. Contractor will have independent ESI and PF code number /PAN number and Service Tax registration allotted by the concerned authorities wherever required.
14. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest, Annual leave with wages etc.
15. Company reserves the right to incorporate any left out clause subsequently that will be binding on the contractor.
16. The contractor should follow the suggestion / instruction given by HLL Lifecare Ltd Representative time to time for the same.
17. Sub contract is not allowed.
18. On award of contract the contractor should execute an **agreement** with HLL Lifecare Ltd., in the prescribed manner.
19. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
20. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer.
21. While quoting the rate in the Price Bid the tenderer should study well the nature of works given in schedule and calculate the work involved in the rate of each scheme. Rate quoted should be inclusive of wages to be paid as per provisions of relevant law, PF, ESI contributions and other statutory obligations of the workers engaged by the contractor, service charges and other statutory charges applicable from time to time.
22. 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.
23. 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.
24. HLL Life Care 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.
25. 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.
26. 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.
27. The contractor responsibilities to ensure that, none of the employees deployed in the said work should not be worked more than 6 days in a week.
28. Contractor should comply with the Safety and Quality policy of the Company.
29. Contractor 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.
30. 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.
31. Contractor should ensure monthly remittance of EPF contribution (Employee & Employer) with the concerned PF authorities in respect of the employees deployed by him for the said work.
32. Tenders without EMD will be rejected.
33. All statutory deductions will be applicable.
34. In case of back out from the commitment, the EMD will be forfeited followed by blacklisting.