

अनुरक्षण और प्रचालन कामों का आउटसोर्सिंग के लिए
निविदा
काक्कनाड़ फैक्टरी, कोच्चिन

**Tender for Outsourcing of Operations and
Maintenance Works
Kakkanad Factory, Cochin**

निविदा सं.एचएलएल/केएफसी/क्रय/02/आउटसोर्सिंग/2017-19

दिनांक : 01.10.2017

TENDER NO. HLL/KFC/PUR/02/OUTSOURCING/2017-19

DATE: 01.10.2017

निविदा दस्तावेज
TENDER DOCUMENTS

एचएलएल लाईफकेयर लिमिटेड / **HLL LIFECARE LIMITED**

(भारत सरकार का उद्यम / A Government of India Enterprise)

काक्कनाड़ फैक्टरी / Kakkanad Factory,

कोच्चिन / Cochin – 37

दूरभाष / Tel: +91 484 241 3999

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तकनीकी बोली निविदा प्रपत्र

TECHNO BID TENDER FORM

एच एल एल लाईफकेयर लिमिटेड / HLL LIFECARE LIMITED

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निविदा सूचना/TENDER NOTICE

विषय : अनुरक्षण और प्रचालन कामों का आउटसोर्सिंग ।

Sub: Outsourcing of Operations and Maintenance Works

एचएलएल लाईफकेयर लिमिटेड, काक्कनाड फैक्टरी, कोचिन के विविध अनुभागों में अनुरक्षण और प्रचालन कामों को शुरू करने के लिए दो बोली प्रणाली (तकनीकी और मूल्य बोलियाँ) के तहत, सील और लिखा निविदाओं की विभिन्न धाराओं का निर्धारित प्रारूप आमंत्रित किया है । संबद्ध कार्य इस बोली की अनुसूची ए, ए1 और ए2 दिए गए हैं ।

Sealed and superscribed tenders are invited in prescribed format, under **Two Bid System** (Technical and Price Bids) for undertaking the Outsourcing of Operations and Maintenance Works in the various Sections of HLL Lifecare Limited, Kakkanad Factory, Cochin. The works involved are given Schedule A, A1 & A2 of this Bid.

काम की आवश्यकताओं और अन्य निबंधन और शर्तें जो प्रत्येक निविदा के लिए क्रय विभाग काक्कनाड फैक्टरी, एचएलएल लाईफकेयर लिमिटेड के नाम पर कोचिन में देय रूप 550/- का डी डी देकर पूर्वाहन 10.30 बजे से अपराहन 3.30 बजे तक हमारे कार्यालय के किसी भी कार्य दिवस पर प्राप्त किया जा सकता है ।

The work requirements and other terms and conditions are given in the Tender documents, which can be had from Purchase Department of Kakkanad Factory on any working day between 10.30 am. to 3.30 pm. on producing DD for Rs.550/-in favour of HLL Lifecare Limited towards the cost of the Tender documents.

निविदा दस्तावेज़ कंपनी की वेबसाइट www.lifecarehll.com पर उपलब्ध हैं । वेबसाइट से जो तकनीकी और मूल्य बोली डाउनलोड करेगा वे यह सुनिश्चित करना चाहिए कि एचएलएल लाईफकेयर लिमिटेड के नाम पर कोचिन में देय निविदा फार्म की कीमत रुपये 550/- के लिए डीडी सहित तकनीकी बोली शामिल किया है । बिना डी डी की तकनीकी बोली सरसरी तौर पर अस्वीकृत कर दिया जाएगा ।

एच एल एल लाईफकेयर लिमिटेड / HLL LIFECARE LIMITED

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The Tender Documents are available at Company's Website www.lifecarehll.com also. Those who download the Technical and Price Bids from the website shall ensure that the Technical Bid contains DD for Rs.550/- drawn in favour of HLL Lifecare Limited, payable at Cochin towards the cost of Tender Forms. The Technical Bid not accompanied by DD for Rs.550/- will be summarily rejected.

निविदा दस्तावेज़ जारी करने की अंतिम तिथि

The last date of issue of Tender Documents: **09.11.2017 at 12.00 PM**

बोलियां प्राप्त करने की अंतिम तिथि

The last date for receipt of Bids : **09.11.2017 at 2.00 PM**

तकनीकी बोली खुलने की तिथि

The date of Opening of Technical Bid : **09.11.2017 at 3.00 PM**

बिना कोई कारण बताए, पूरी तरह या आंशिक रूप से इस निविदा को रद्द या अस्वीकार करने का अधिकार एच एल एल काक्कनाड फैक्टरी के यूनिट प्रधान पर आरक्षित है और इस पर यूनिट प्रधान का निर्णय अंतिम और सभी निविदाकर्ताओं पर बाध्यकारी होगा ।

The Unit Chief of Kakkanad 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.

उप प्रबंधक (क्रय)

DEPUTY MANAGER (PURCHASE)

एच एल एल लाईफकेयर लिमिटेड / HLL LIFECARE LIMITED

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CONTENTS OF BIDDING DOCUMENTS

I. INSTRUCTIONS TO BIDDERS:

II. TECHNO COMMERCIAL BID FORMS

1.	Schedule A:	Work requirements with respect to Secondary Packing
	Schedule A1:	Activities involved in Outsourcing of Operations and Maintenance Works
	Schedule A2:	GMP Requirements
2.	Schedule B :	Minimum Eligibility Criteria for qualifying in Techno Commercial Bid
3.	Schedule C :	Questionnaire – General
		Information of the Tenderer
4.	Schedule D :	Terms & Conditions
5.	Schedule E :	Techno Commercial Bid -
		Questionnaire for Minimum Eligibility Criteria
6.	Schedule F :	Declaration accepting Terms and Conditions by the Tenderer

III. PRICE BID FORMS

1. Schedule G: Rate Schedule for Outsourcing of Operations and Maintenance Works

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INSTRUCTION TO BIDDERS

1. This Bid is intended to finalize the contract for operations and maintenance activities at HLL Lifecare Limited, Cochin, under the supervision and control of the contractor as mentioned in this Bid.
2. This is a TWO BID system comprising of :
 - (a) Technical Bid
 - (b) Price Bid
3. The Techno Commercial Bid should accompany a D/D for **INR.2,88,000/-** (Rupees Two Lakhs Eighty Eight Thousand only) towards **Earnest Money Deposit**, drawn in favour of M/s. HLL Lifecare Limited, and payable at Cochin towards EMD, failing which the Tender will be summarily rejected.
4. **Both the bids shall be submitted in sealed covers separately. Tender Nos. of the Technical Bid and Price Bid shall be super scribed on the respective covers in order to clearly identify between the 2 Bids. The two separately sealed and super scribed bids enclosed in a single cover, sealed, super scribed with the respective Tender No. Complete in all respect, addressed to DEPUTY MANAGER (PURCHASE), HLL LIFECARE LIMITED, KAKKANAD FACTORY, COCHIN – 682 037, should reach us on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding documents or non-receipt of the same. Bids received after the deadline for submission shall not be considered.**
5. (a). The last date of receipt of Bid is : **09.11.2017 at 2.00 PM**
(b). The date and time of Opening of Technical Bid is : **09.11.2017 at 3.00 PM**
6. 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.
7. Authorized representative of the tenderer who have submitted Tender Documents in time may attend the tender opening.

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8. The Bidder is expected to examine all Work Requirements, Instructions Forms, Terms and Conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid
9. A Declaration as given in SCHEDULE - F stating that, **ALL TERMS AND CONDITIONS** with respect to this Tender is acceptable, should accompany the tender, failing which the tender will be summarily rejected.
10. The validity of the Techno Commercial Bid shall be for a period of 1 Year.
11. **The Price Bid of those Tenderers who qualify in the Techno Commercial Bid only will be opened. The date and time of opening of Price Bid will be intimated separately. The Price Bids of Tenderers who do not qualify will be returned unopened.**

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SCHEDULE-A

WORK REQUIREMENTS

1. Operations and maintenance activities of Kakkanad Factory, Cochin (KFC) of HLL Lifecare Limited for three shift operations as per norms and other requirements in the Bid, in the HLL premises or the space provided by the Company (KFC Unit or any other premises provided by the company from time to time).
2. The Contractor should ensure the quality of operations and maintenance activities, clean environment and adherence to GMP (Good Manufacturing Practices) requirements as given in the SCHEDULE A3 and should follow the suggestions/instructions given by HLL's representative from time to time. The Tenderer should follow the requirements of statutory agencies like Drugs Controller, which includes;
 - (a) Maintaining of clean and hygienic environment
 - (b) Clean clothing, caps, masks, gloves and coloured finger cots to workers engaged. Caps, masks, gloves and coloured finger cots will be provided by HLL
 - (c) Other requirements, if any, which arise from time to time
3. **Record Keeping**: The tenderer should maintain the following records and to be updated daily:
 - (a) Records related with work
 - i. Work Log Book
 - ii. Training Records
 - iii. Any other Record to be maintained as required by the Company (HLL Lifecare Limited) from time to time for verification.
4. Records as per Contract Labour (R&A) Act 1970 & Rules 1971.
 - (a) The contractor shall maintain registers & records as provided in chapter VIII of Contract Labour (R&A) Act 1970 & Rules 1971
5. **LEGAL COMPLIANCE:**
 - i. The contractor should take license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce proof to the Company.
 - ii. In case the contractor is engaging Contract labours from outside the state of Kerala, necessary licences under the Inter-state Migrant Workmen (Regulation of Employment & Conditions of service) Act 1979 & Rules should be obtained from Labour Department.

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SCHEDULE A1

ACTIVITIES INVOLVED IN OPERATIONS AND MAINTENANCE WORKS

Packing Operations: Shift wise operation of different type of packing machines of contraceptive products. Proper cleaning of the machine at the end of each shift. Proper arrangements of packing materials allotted to each machine at the nearest designated places for packing machine operation. Production of stipulated quality and quantity output in each shift. Maintain the production waste generated from the posted machines properly and handover the same to the cleaning staff after quantifying the same. Reporting all the production details at the end of each shift to the Production Supervisor. Shift wise maintenance of all relevant records of production. Strict compliance of all GMP aspects.

Issue of materials (including crates) in each shift for production activities. Collecting machine output and quantifying the same. Stacking the output at the designated area. Maintain all relevant records. Strict compliance of all GMP aspects.

Collecting all the materials required for stamping operations. Operation of foil rewinding machine and ink jet printers for stamping operation as per the requirement of the company. Maintain all relevant records. Strict compliance of all GMP aspects.

Testing Operations: Sampling and testing of incoming materials, in process goods and finished goods. Pressure test, dimension checks, PSI, oil quantity and visual inspection during incoming, in-process and finished goods activities. Online visual inspection at packing machine. Assisting tendering/ pre-dispatch inspection activities. Test results details entering in SAP/ Artwork development.

Maintenance Operations: Maintenance activities of plant and machineries and maintenance activities of utility equipment.

Stores Operations: Receiving of packing materials / other materials. Shifting of packing materials to Stores and arrange it in corresponding racks and put the SAP generated labels. Issuing the materials as per the SAP reservation. Receiving of materials / products from Inter Units & arrange in the designated areas in storage area. Weighing of incoming products / materials and feed the data (lot wise) in excel format & take the GR in SAP. Checking and receiving of finished goods from Production and coordinate the shifting to Warehouse. Batch wise arranging finished goods at Warehouse / Plant for dispatch. Dispatching the finished goods as per the corresponding packing lists.

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Commercial Operations: Sourcing of all raw materials and packing materials as per the material requirement plan received from all Departments. Purchase order creation in SAP as per the standard operating procedures. Input entry in SAP pertaining to purchase functions. Documentation for Import procurements. Tender procedures for raw materials and packaging materials. Coordinating with Depts. / Divisions for filing of invoices with CSEZ. Collection of Stock transfer orders in coordination with Production Dept. for raw materials.

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SCHEDULE A2

GMP REQUIREMENTS

a) **SANITATION & HYGIENE**

All persons prior to employment shall undergo Medical examination and shall be free from contagious diseases and open wounds. Periodical medical examination shall be there at least once in a year and proof of the same to be produced to the Company. People who come in contact with the product shall wear protective devices like cap, mask & gloves / finger cots as applicable in each area of work. Before entering to manufacturing area personnel shall wear clean clothes and follow the entry procedure of the unit. Smoking, eating, chewing and drinking shall be prohibited in the work area. Hair should be properly tied up and nails should be trimmed properly. The use of Chandanam, kumkum, bindhi, lipstick and ornaments like rings and bangles are not allowed in the production floor.

b) **PROCESS CONTROL & DOCUMENTATION**

It should be ensured that all operations are conducted properly by controls such as training, supervision and inspection. Safety norms and documented procedure of production / testing / maintenance / stores / commercial should be followed for all the operations and proper control should be exercised to ensure that the product/operation consistently meet the required specifications.

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SCHEDULE- B

**MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN THE
TECHNO COMMERCIAL BID**

Outsourcing of Operations and Maintenance Works

1. The tenderer should be able to undertake the secondary packing works as given in SCHEDULE A, A1 and A2.
2. The Techno Commercial Bid should accompany a DD drawn in favour of M/s. HLL Lifecare Limited, and payable at Cochin for **Rs.2,88,000/-**(Rupees **Two Lakhs Eighty Eight Thousand only**)towards **Earnest Money Deposit**, failing which the Tender will be summarily rejected.
3. The tenderer should provide security by Bank Guarantee from Nationalized / Scheduled Bank for an amount of **Rs.7,20,000/-** (Rupees **Seven Lakhs Twenty Thousand only**) before commencement of the work, if the work is awarded.
4. A Declaration (as given in SCHEDULE- F) from the tenderer that the offer being submitted is as per the requirements given in this Bid is to be attached along with the Techno Commercial Bid.
5. The tenderer should have minimum TWO years' experience in carrying out operations and maintenance contracts in State / Central Government Depts. or PSUs.
6. However Minimum Eligibility Criteria (2) and / or (3) above may be waived by HLL Lifecare Limited in the case of Registered Societies, charitable societies and Self Help Groups and charitable societies functioning under the auspices of Government Local Bodies.
7. Suitable relaxations shall be provided as per government norms for MSME vendors on production of valid proof.

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SCHEDULE – C

Questionnaire – General information of the Tenderer

1. Name and Address of the Tenderer	
(a) Telephone :-	Land Phone
	Mobile Phone
	Fax No.
	Email ID.
(b) Name of contact person with Mobile No. if any (in case of Organization)	
(c) Whether Individual / Proprietary / Partnership Firm / Limited Co. / Society	
2. If Sociuity/Partnership firm/Company etc;	
(a) Whether Regd.	
(b) The Act under which Regd.	
(c) Registration No. & Date	
(d) Details of governing body (Please attach attested copies as proof for the above)	
(e) Details of financial stability	
(i) Name and address of your Bank	
(ii) Bank Account No.	
(iii) Account Type	
(iv) What is your financial stability (Rs.) (Please enclose copy of audited Annual Report for the last Two Years in case of Societies/Firms/Company)	
3. In case of individuals: Details of movable property & Bank balance or other assets	
(a) Details of movable property & Bank Balance/Credit/Insurance/Policy/Security	

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Bond. Give details of amount/maturity date, debtor, Name of the company in case of share	
(b) Details of Immovable property owned by the tenderer;	
(i) Description of property (please attach a copy of the possession certificate, location certificate & encumbrance certificate (for last 13 years)	
(ii) Survey No/TC No./Residents Assn. No. in case of building	
(iii) Location	
(iv) Village, Panchayat, Taluk	
(v) Area of land in cents/Sq.ft	
(vi) Approximate value	
(vii) Details of heir assignees and Legal representatives	
4. Are you registered with EPF & ESI	Yes/No
If Yes the Code No. (a) EPF	
(b) ESI	
If no, Can you take them within one month (once the contract is awarded)	Yes/No
5. (a) No. & date License if any obtained under the provisions of Contract Labour (R&A) Act 1970, Please attach an attested photocopy of the License	
(b) If there is no License, do you agree to take License within two weeks of awarding the work, if the work is awarded to you	

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6. Do you have 2 years experience in supervising or carrying out works mentioned in Tender Notice or similar work on contract basis (If 'YES' give details of Nature of contract work and experience and No. of workers	YES/NO 1..... 2..... 3.....
7. Are you ready to undertake and carry out the work in the Tender No. By engaging adequate manpower without fail as per the terms and conditions given in the Tender Notification.	YES/NO
8. On awarding the contract, can you	
(i) Ensure that the worker engaged by you are free from contagious diseases	
(ii) Arrange Medical check up once in a year for them	
(iii) Ensure proper wearing of the caps, masks, gloves / finger cots while packing/testing the product and safety equipment	
(iv) Ensure clean clothing to the workers engaged by you	
(v) Prohibit smoking, chewing, eating and drinking in the work area.	
9. Do you agree to follow the provisions of all relevant laws in respect of labour, payment of wages, GMP etc.	
10. Have you read, understood and agree to abide by the terms and conditions of the Agreement to be signed by the tenderer and the company, once the work is awarded.	

DECLARATION

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

Place:
Date:

SIGNATURE
Name & Address

Seal (in case of Society/Organization/Firm)

एचएलएल लाईफकेयर लिमिटेड / HLL LIFECARE LIMITED
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SCHEDULE- D

TERMS AND CONDITIONS

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. The Company shall have the right to inspect the existence and quality of the details claimed in the Techno Commercial Bid, to determine the eligibility of the Bidder prior to the award of work and the tenderer shall extend all co-operation for this. If any information provided in the Techno Commercial Bid is found false or not correct at the stage of inspection or visit, the tenderer may be disqualified. If any information provided in the Techno Commercial Bid is found false at any point of time during the contract period, the same shall result in termination of contract with the tenderer, disqualification of the tenderer from future tendering, forfeiture of EMD paid and Security Deposit and payment of compensation towards loss or damage caused to the company on account of making false claims to the extent of actual loss incurred by the Company in this regard.
4. The Tenderer who does not meet the Minimum Eligibility Criteria shall be considered as DISQUALIFIED in the tender. Their Price Bid shall be returned unopened to them.
5. Workers engaged for the work as per this Tender by the contractor will be employees of the contractor at all times and for all purposes and there will not be any Employer Employee relationship between HLL Lifecare Limited and the persons employed by Contractor for aforesaid work.
6. The minimum qualification of persons engaged for this work by the contractor shall be not less than ITI / Diploma/ Graduate and of good behavior. The persons engaged for production, testing, maintenance and stores operations shall be ITI or Diploma. The persons engaged for commercial operations shall be Graduate. The tenderer shall arrange medical checkup for them, prohibit smoking, chewing etc. at work place and shall comply with all relevant legal / GMP provisions.

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7. The work awarded shall not be subcontracted to any other person / organization. In case the company finds, at any point of time during the period of contract, that the work undertaken by the contractor has been subcontracted, the same will be treated as violation of the agreement, liable for legal action, termination of contract, forfeiture of EMD, Security Deposit and disqualification from future tenders to HLL Lifecare Limited.

8. Operations and maintenance works as per this tender will be given on contract basis to meet temporary need as and when required and only if there is work after providing employment to the permanent / excess employees in Kakkanad Factory of HLL Lifecare Limited.

9. As and when work is available subject to clause (8) above, the contractor will be given specified direction regarding quantity of work to be done, the time within which the work under the said order is to be completed and any other instructions that may be necessary for the performance of the contract.

10. The Tenderer should comply with all requirements of GMP and Drugs Control Rules & Regulations.

11. The company reserve the right to inspect the work, quality and existence of the details maintained as per this Tender by the contractor, at any point of time during the period of contract, to satisfy that the necessary GMP and hygienic and other conditions as per the tender are being followed by the Contractor and the contractor shall extend all co-operation for this.

12. The management has the right to impose penalty for delay in supply of manpower as per below conditions. Any delay in the manpower requirements which are attributable to the contractor will attract penalty @ 2% of value of contract per week of delay subject to a maximum of 12%. Value of the contract means the contract value attributable to the delayed manpower strength. Delay beyond this time limit, will result in termination of contract without prior notice, forfeiture of EMD and Security Deposit and legal action for recovery of loss or damage suffered by the Company on account of delay.

13. The contract is for a period of ONE YEAR. However, HLL has the right to extend the contract for further period on mutually agreed terms & conditions.

14. Payment of wages

The contractor shall pay wages and remit EPF & ESI contributions in respect of their employees.

a) The contractor shall pay wages to his employees employed for the work undertaken @ the minimum wages prescribed by the State Govt. or Central Govt of India for unskilled/semi-skilled/skilled category of workers.

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b) For those engaged for supervision, he/she shall pay minimum wages applicable to the highly skilled category of workers prescribed by State Govt. or Central Govt. of India.

c) Payment should be made by the contractor within 7th day of the succeeding month, by crediting the amount payable to the bank account of each employee of the contractor and necessary register / record shall be maintained. The contractor shall ensure that each of his employees has bank account.

14. Payment of EPF and ESI

The contractor should ensure payment of ESI and EPF contribution within the prescribed dates as per the relevant Acts & Rules in this regard and payment eligible in these respects will be paid by the company only on production of proof of payment of the amount concerned, to the authority concerned. Contractor shall be responsible for penal action and penalty payable on account of delayed payment of contributions and HLL will not pay any amount in this regard.

E P F contribution will be limited to Rs.15000/- / month.

15. Payment of festival allowance

HLL has no liability in the matter of Bonus to the workers of the contractors. However, since the tender is for a period of one year, in case the contractor pays festival allowance during Onam, the management (HLL Lifecare Ltd.) may consider reimbursement of the amount so paid to the contractor. The basis for the calculation of allowance, if it is allowed, will be on the basis of the Payment of Bonus Act.

16. PRICE BID

The Tenderers shall quote the lowest competitive rate to carry out the activities / work. The details of activities / work involved are given as SCHEDULES A, A1 & A2.

17. Before quoting the rate in the Price Bid, the tenderer should study well the nature of works given in SCHEDULE A, A1 & A2 and calculate the work involved as per SCHEDULE A1. Thereafter the tenderer shall quote separately the Minimum wages prescribed by State Govt. / Central Govt. for unskilled / semi-skilled / skilled / highly skilled workers category (Including Employee contribution of EPF & ESI, Contractor's EPF and ESI contributions, Income Tax and GST as applicable, Service charges and other statutory obligations. HLL Lifecare shall have no obligation with regard to statutory or other welfare measures of the workers employed by the contractor for the said work. The contractor shall bear all statutory levies in respect of the employees engaged by him during the tenure of contract. He should comply with all statutory obligations in respect of labour, GMP etc.

18. The tenderer should quote his rate in the format given as Annex. A. Finalisation of tender will be based on the lowest service charges quoted in Annexure A.

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19. The price quoted by the tenderers will be valid for **one year** and extendable on mutual agreement.

20. On finalization, the Tenderer shall execute an Agreement as in the draft agreement available in HR Department of Kakkanad Factory, Cochin, on a stamp paper worth Rs.200/-. The agreement shall contain the terms and conditions mutually agreed upon. The agreement will be valid for a period of one year and extendable on the same terms and conditions on mutual agreement. The draft agreement available in the HR Department shall be studied well by the Tenderer before the tender is submitted.

21. The rates quoted shall be valid till the completion of the contract and no enhancement in rate shall be claimed or payable during the period of the contract except for minimum wages. Minimum wages and DA as and when revised by State Govt. / Central Govt. shall be revised and paid to the contractor by the company, on a request for the same by the contractor.

22. RECOVERY OF LOSS/DAMAGE TO COMPANY: - On awarding the contract, but before signing the Agreement, the tenderer shall furnish Security Deposit by Bank Guaranty for a value of **Rupees Seven Lakhs Twenty Thousand only** which will be returned without interest on completion of contract period. This Security Deposit shall be forfeited in case the tenderer withdraws from the contract once it is awarded or fails in completing the work in time as required by the Company or in case any loss or damage is caused to the Company by the contractor or by his/her/its workers or on breach of any of the conditions of the contract. Loss or damage caused to the Company at the instance of the contract awarded to the contractor including the loss or damage caused by the employees of the Contractor/shall be recovered from the Security Deposit in proportionate to the loss or damage sustained by the Company and the decision on the amount of compensation for the loss or damage shall be at the discretion of the Company. The Company shall also have the right to recover such loss or damage from the movable or immovable properties of the contractor and his heirs and legal representatives if the loss or damage caused is in excess of Security Deposit.

23. DISTRIBUTION OF WORK IN CASE OF AWARDING WORK TO MORE THAN ONE TENDERER:-

In case more than one tenderer quote the same rate in the Price Bid, then preference will be given to:

(i) Self Help Groups and charitable societies functioning under the auspices of Government Local Bodies, Societies registered under Travancore Cochin Literary Scientific and Charitable Societies Act., Societies registered under Kerala Co-operative Societies Act 1961 Individuals/firms/Company.

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In case of individuals/firms/company other than societies as said above, preference will be given to those who have experience of undertaking work of operations and maintenance by engaging 75 workers or more at a time. The company reserves the right to distribute the work at its discretion to different societies or tenderers who agree to do the work at the lowest rate accepted. However, the company is not bound to accept the lowest rate.

24. The Company has the right to give the work under this tender to one or more parties, in full quantity or partially, at the discretion of the Company. In case of two or more parties the Security Deposit will be calculated proportionately to the value of the contract assigned to them.

25. **GENERAL**

This Tender is liable to be suspended or cancelled at any time at the discretion of the Unit Chief of the Kakkanad Factory, Cochin with or without assigning any reason. Also any Techno Commercial Bid and Price Bid can be rejected or cancelled by him/her without assigning any reason.

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SCHEDULE -E

TECHNO COMMERCIAL BID

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA
SECONDARY PACKING WORKS, ALLIED WORKS & ETD WORKS

1	Can you undertake the Secondary Packing, allied works & ETD works as given in the SCHEDULE A, A1 & A2	Yes/No
2	Do you agree to provide Security Deposit for an amount of Rs.7,20,000/- by Bank guarantee from a National /Scheduled Bank before under taking the work, if awarded.	Yes/No
3	Do you have minimum Two years experience in carrying out contracts in manual packing works in State/Central Govt. Depts or PSUs	Yes/No
4	If the above '3' is yes, have you enclosed the true copies of experience certificate along with this Techno Commercial Bid	Yes/No
5	Have you attached the Declaration (as in SCHEDULE-F) along with this Bid	Yes/No
6	Will you ensure the GMP in the work station	Yes/No
7	Will you meet all the legal/statutory requirements with respect to this work	Yes/No
8	Have you enclosed DD for Rs.2,88,000/- towards EMD in Techno Commercial Bid	Yes/No

All the information provided herein are true and correct.

NAME & SIGNATURE OF THE BIDDER

Place
Date

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SCHEDULE – F

HLL LIFECARE LIMITED
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Kakkanad Factory, Cochin- 37

TENDER NO.
Date:

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 submitted is as per the requirements given in this Bid and that I/We agree to abide by all without any deviation.

SIGNATURE :

NAME & ADDRESS OF APPLICANT

(Seal of the Applicant)

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कीमत बोली निविदा प्रपत्र
PRICE BID TENDER FORM

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SCHEDULE- G.

PRICE BID – RATE SCHEDULE FOR OUTSOURCING OF OPERATIONS AND MAINTENANCE WORKS

1. Name & Address of the Tenderer :.....
.....
.....
.....
2. The Tenderer shall quote his/her/its lowest competitive rate for carrying out the Outsourcing of Operations and Maintenance Works of male and female condoms and other operations in premises provided by the Company in this Price Bid. The tenderer should essentially understand the Tender conditions and work requirements in the Techno Commercial Bid.
3. The Details of ACTIVITIES is given as SCHEDULES A, A1 & A2 and the Tenderer should quote rate based on the work requirements.
4. The tenderer shall quote the rate in the Annex. A of SCHEDULE G.
5. The Tenderer should study well the following before submitting the tender;
 - (i) **The nature of job requirements,**
 - (ii) **The liabilities of contractor on undertaking the work.**
 - (iii) **The provisions given in the draft of the agreement.**
 - (iv) **In case any clarification is required, the tenderer may contact the Purchase Department of KFC.**
6. The party should provide required number of manpower strength throughout the contract period without fail otherwise Clause 12 of Schedule D of the Tender Document will be applicable.
7. The tenderer should provide security by Bank Guarantee from Nationalized / Scheduled Bank for an amount of **Rs.7,20,000/- (Rupees Seven Lakhs Twenty Thousand only)** before commencement of the work, if the work is awarded.

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Annexure A

SI No.	Service	Details	No. of Personnel	Unit Rate Per Month (RS.)	Amount
1.	Providing Manpower for Operations & Maintenance	Providing Semiskilled ITI Qualified	85		
2.	Providing Manpower for Operations, Maintenance & Commercial functions	Providing Skilled ITI / Diploma Qualified	3		
3.	Providing Manpower for Operations	Providing Highly Skilled ITI / Diploma Qualified	1		
Total Amount per Month in Rs.					
Total Amount per Annum in Rs.					

Price breakup for manpower cost:

Heads	Unskilled	Semiskilled	Skilled	Highly Skilled
BASIC+DA	8112	9178	10764	11856
Special Allowance	650	1000	1250	1500
*EPF @ 13.6%	1084	1226	1438	1584
*ESI @ 4.75%	416	483	571	634
Gratuity @ 4.81%	390	441	518	570
BONUS @ 8.33%	676	765	897	988
Leave wage on Gross 4.79%	420	488	575	640
**Service Charges @ %				
TOTAL				
TOTAL PER MONTH				
No. of persons				
Monthly Rate in Rs.				

*EPF and ESI rates given shall include employer contribution.

**Service charges shall include administration OHs, Uniform expenses, profit margin & all other charges.

***Only statutory rate changes will be considered during the contract period

****GST as per SEZ Rules

Date

Name & Signature of the tenderer

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DECLARATION

I/We am/are fully aware of the statutory obligations to be complied with respect to this offer and on awarding the work to me/us, I/We will be responsible for all the statutory/legal aspects like labour, GMP etc. I/We have also fully understood the nature of work and costs involved. The rates quoted by me/us in this bid is all inclusive.

SIGNATURE OF THE TENDERER
NAME & ADDRESS (SEAL) OF THE TENDERER

Place:.....
Date:.....