

HLL Lifecare Limited
(A Government of India Enterprise)
Corporate R & D Center,
Sreekariyam PO, Akkulam, Thiruvananthapuram -695017
Ph: 0471 2774770



**Tender for Inviting Quotation for Providing
Canteen Facility**

at

**Corporate R&D Centre (CRDC)
Akkulam**

HLL Lifecare Limited
(A Government of India Enterprise)
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INVITATION OF TENDER (NIT)

HLL Lifecare Ltd, a Government of India Enterprise, invites sealed and super scribed quotations under **Two Bid System** from interested contractors for providing Canteen Services at Corporate R & D Center (CRDC) of HLL Lifecare Ltd at Akkulam, Thiruvananthapuram for a period of ONE Year and extendable for one more year on 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. Particulars of Tender

This is a Two Bid system comprising of:

(a) “Prequalification Bid”

(b) “Financial Bid”

A complete set of document can be had from the **Office of the Jt. General Manager (Purchase), HLL Lifecare Ltd, Corporate R & D Center, Sreekariyam P.O, Akkulam, Thiruvananthapuram - 695017** on all working days from 9.30 am to 5.00pm.

Date of issue of documents	: 07/12/2022
Last Date of submission	: 21/12/2022 at 2.00PM
Date of bid opening	: 21/12/2022 at 3.30 PM

Contact Person for any Clarifications is **MANAGER (HR), Corporate R&D Center, HLL Lifecare Limited, Sreekariyam P O, Thiruvananthapuram - 695017 Phone No. 0471-2774770**

- The Bidder shall submit Tender Fee (Non-refundable) Rs.590/- (Rupees Five Hundred and Ninety only) inclusive of GST in the form of a Demand Draft in favour of CRDC, HLL Lifecare Limited, payable at Thiruvananthapuram / through RTGS/NEFT transfer.
- The bidder shall furnish, as part of this bid, Earnest Money Deposit (EMD) for an amount of Rs 5,000/-. The Bid Security is required to protect the purchaser against the risk of bidder’s conduct, which would warrant the forfeiture of bid security. The bid security shall be in the form of a Demand Draft in favour of CRDC, HLL Lifecare Limited, payable at Thiruvananthapuram / through RTGS/NEFT transfer or a Bank Guarantee from Scheduled Banks. HLL Bank A/c details as follows:

Name of Bank : State Bank of India
A/c number : 67205281549
IFSC Code : SBIN0070581
Branch name : Akkulam

The Earnest Money Deposit (EMD) of the unsuccessful bidder will be discharged/returned as promptly as possible as but not later than 30 days after the expiry of the period of the bid validity.

4. SSI/MSME units interested in availing exemption from payment of bid security should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC/UdyogAadhaar. If the bidder is a MSME, it shall declare in the bid document the UdyogAadhaar Memorandum Number issued to it under the MSME Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSMEs Order 2012. But the Party has to provide Performance Security/Security Deposit if Tender is awarded to them.
5. NSIC /SSI/MSME units have to submit a Bid Security Declaration Form to avail Bid Security exception. The offer shall be firm in Indian Rupees. No Foreign exchange will be made available by the purchaser. The supplier shall quote as per price schedule for all the items given in schedule of requirement.
6. The Rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non - responsive and rejected. The prices quoted by the bidder shall be in sufficient detail to enable the Purchaser to arrive at the price of equipment/system offered.
7. The Rates for the various items quoted by the Bidder shall be rounded to two decimal places. The decimal places in excess of two will be discarded during evaluation.
8. The Technical Bids will be evaluated based on the eligibility criteria and responsiveness to the tender requirements. The Price Bids of tenderers who fulfill the Technical bid requirements only will be opened for further evaluation.
9. HLL CRDC reserves the right to reject any or all of the offers without assigning any reason.
10. The successful bidder/bidders shall be required to execute a Contract Agreement within fifteen (15) days of issue of Letter of Acceptance, failing which the Earnest Money shall be forfeited and the offer cancelled.
11. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HLL-CRDC's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
12. Each page of tender shall be signed by the authorized signatory of the Tenderer.

13. The HLL-CRDC may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. HLL will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted. The company reserves the right to change the qualifying criteria at their discretion and to cancel the tender or reject any of the bids without assigning any reason thereof.
14. Any changes regarding extension of tender time etc. shall be communicated through the website of HLL Lifecare limited only.
15. VP & Head (R&D), HLL-CRDC reserves right to cancel this tender at any point of time without assigning any reason.

Jt.General Manager (Purchase)

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GENERAL TERMS & CONDITIONS

1. The schedule of items (ANNEXURE-I) is appended. Bidders are advised to go through the entire general terms and conditions of this contract carefully.
2. The filled & duly signed quotations as per the format enclosed should be submitted to;

Jt.General Manager (Purchase)
HLL Lifecare Ltd,
Corporate R & D Center (CRDC)
Sreekariyam P O,Akkulam
Thiruvananthapuram-695017

on or before 2.00 PM on 21/12/2022. The quotations will be opened at 3.30 PM on 21/12/2022 in the presence of interested bidders or their authorized representatives who choose to attend at the time of opening of quotation.

3. Canteen should be functioning within 3 Days from the date of receipt of Work Order or LOI.
4. The quotation for the work shall remain open for acceptance for a period of 7 days from the date of opening of quotation.
5. The contractor is advised to visit the Canteen before quoting the rates and clarifications if any required can be had from the undersigned before submitting the quotation.
6. Rates quoted should be inclusive of applicable taxes and duties, all cost of materials, tools/equipments/labour charges, conveyance to site, handling charges, loading and unloading charges, hiring charges, clearing of debris, statutory payments etc. complete. The rate should be inclusive of applicable GST.
7. The contractor cannot sub contract this work to any other entity or agency.
8. The contractor shall ensure the manpower deployed by him has no criminal background or involved in any illegal activities.
9. HLL reserves the right to accept or reject the Quotation either partially or fully without assigning any reason what so ever.

10. Period of contract will be One Year and which may be extendable for one more year with effective from the date of starting the canteen operations on same rate, terms & conditions.
11. The food should be prepared in a hygienic atmosphere using good quality material and supply the same as per the rates offered by you vide your request letter which are attached as annexure to this letter. There will be no change in rates during the period of this work order.
12. The food served should be fresh. If stale food served is noticed, the company shall have the right to terminate the work order without any further notice.
13. Contractor should supply Food in Canteen at the timings as listed below.

The breakfast	from 09.00 am to 09.15 am
The Tea Time	from 10.30am to 10.45 am
	From 03.30pm to 03.45 pm
The lunch	from 12.30 pm to 01.30 pm
14. Canteen Contractor should also provide food at the time as instructed by HLL-CRDC HR Department/Office of Head (CRDC) apart from above mentioned timings.
15. HLL-CRDC shall provide either to a maximum of two manpower per day or equivalent minimum wages as applicable for which the contractor may directly ensure the labour/ labourers on monthly basis to the canteen contractor for the smooth running of canteen.
16. Canteen Contractor may collect the cost of the food items served, through coupons or register system at your convenience. Credit system should not be encouraged and the Company will not be responsible for recovery of the same.
17. The canteen contractor shall provide proper Uniforms, aprons, and disposable cap to the employees for service in the canteen and also in the office area, and ensure the wearing of uniforms during work time without fail.
18. Tea/ Lunch served on official basis may be charged separately by submitting the bill in your letterhead, to the concerned officer who orders for the same.
19. Company shall supply Gas, Equipment's, Utensil plates, Glasses etc. required for the smooth functioning of the canteen and Contractor should use the same for the same purpose of the work covered under this work order. Utensils will be handed over to the contractor, which Contractor may take to your custody and give acknowledgement. They should be returned at the end of the contract

- period. Any loss or damage to the items will be adjusted first from the security deposit and the rest if any from your movable and immovable properties.
20. The company shall have the right to inspect the canteen at any time through its representatives.
 21. All the workers engaged by Contractor shall at all times and for all purposes be the workers of Contractor and shall perform their duties under your sole control and supervision and the company shall not have any employee employer relationship with the persons engaged by you.
 22. A list of persons proposed to be engaged by Contractor in the canteen giving their name, address and age along with a photograph and a copy of their election ID card should be submitted to the company, before Contractor start the work.
 23. Contractor shall be fully responsible for the acts or omissions of the persons engaged by Contractor and Contractor shall indemnify and save the company from and against any such losses, damages and expenses if any caused to the company.
 24. Contractor shall maintain proper discipline among the workers engaged by Contractor.
 25. The workers engaged by Contractor shall be persons of good health, character and behaviors and should be free from any type of diseases.
 26. Contractor will be responsible for compliance of all Acts and Rules applicable in running the canteen and engagement of workers in the canteen and the Company will in no way be responsible for the lapses/ failures on your part. The payment of minimum wages applicable should be ensured.
 27. Contractor should take necessary insurance coverage for the workers engaged by you to meet any injury or accident etc. to any person employed by Contractor in the course of and out of their work or employment.
 28. In the event of theft or pilferage or damage or loss if any of the properties of the Company, by Contractor's workers or attributable to them, Contractor shall indemnify the company and make good for the loss or damage caused to the company.
 29. Waste removal (which includes dumping of food waste, vegetable waste etc. in the bio gas plant) and Cleaning of all utensils (including cooking utensils & used

- plates, glass etc.) should be done by Contractor or the staff engaged by Contractor.
30. Canteen Contractor is also required to serve tea/ snacks to the external delegate meeting/ internal employee meetings in CRDC. During the meetings Contractor is required to stay back and provide necessary canteen support. However it is to be noted that, apart from the approved meetings (mentioned above) canteen must remain closed on all holidays and no personal usage of canteen resources will be allowed and the company reserves the right to terminate the service if found guilty.
 31. If a staff or any other person engaged by Contractor in furtherance of the execution of the work undertaken by Contractor is found to have committed or is likely to commit any activity prejudicial to the interest of the company, Contractor shall substitute him/ her by any other person, suitable for the job as and when the company makes such a request to this effect.
 32. HLL- CRDC shall have the right to and terminate the work order without any notice in case of any irregular working/ in discipline/Cooking and supply of food items in unhealthy and unhygienic conditions is noticed.
 33. An amount of **Rs. 10,000/-** should be deposited as **Security Deposit (SD)** which will be released only after the satisfactory completion of the contract.
 34. Both the parties will have the right to terminate the contract by giving **Two months' notice**. The company shall have a right and to terminate the work order without any notice in case of any irregular working or indiscipline/ cooking and supply of food items in unhealthy and unhygienic conditions noticed. The contract will be initially awarded for one year. It is to start the contract from the date of signing the agreement. Contract will be extended for one more year on mutual consent and agreement may be renewed by the company on such terms and conditions as may mutually be agreed upon between the parties. HLL Lifecare Limited Corporate R&D Centre reserves the right to cancel the contract at any time after giving one months' notice, if it is not satisfied with the working of the said contractor. The decision of the Unit Head of HLL Lifecare Limited Corporate R&D Centre in this regard shall be final and will be binding on the contractor.

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PRE-QUALIFICATION CRITERIA

1. Bidder should have minimum Two Years' experience in any Government Institutions / Offices or Industrial Canteen in reputed organizations.
2. Bidder should have to remit Earnest Money Deposit (EMD) of Rs 5,000/- and should enclose proof of remittance in Technical Bid / Prequalification Bid.
3. Bidder should have to remit Tender Fee of Rs.590/- and should enclose proof of remittance in Technical Bid / Prequalification Bid.
4. Successful bidder should ready to provide Performance Security Deposit (SD) for an amount of Rs. 10,000/- by Cash from a National / Scheduled Bank before under taking the work.
5. Successful bidder should ready to take FSSAI License from the statutory bodies in the name of Corporate R & D Centre, HLL Lifecare Limited, Akkulam, Thiruvananthapuram.
6. The Bidder have to attach duly signed Bid Security declaration form If they are a MSME vendor along with Technical Bid.
7. The Bidder should have to attach duly signed Declaration form along with 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 have minimum Two Years' experience in any Government Institutions / Offices or Industrial Canteen in reputed organizations?	Yes/No
3	Have you enclosed proof of remittance for Rs 5,000/- towards EMD in Technical Bid / Prequalification Bid.	Yes/No
4	Have you enclosed proof of remittance for Rs.590/- towards Tender Fee?	Yes/No
5	Do you agree to provide Performance Security Deposit for an amount of Rs. 10,000/- by Cash from a National / Scheduled Bank before under taking the work, if awarded?	Yes/No
6	Are you ready to take FSSAI License from the statutory bodies in the name of Corporate R & D Centre, HLL Lifecare Limited, Akkulam, Thiruvananthapuram.	Yes/No
7	Have you attached Bid Security declaration form if you are MSME/SSI Bidder	Yes/No
8	Have you attached duly signed Declaration form along with Technical Bid.	Yes/No
9	Will you meet all the legal / statutory requirements with respect to this work	Yes/No
10	Do you have the financial capacity to running the canteen contract at HLL-CRDC	Yes/No

All the information provided herein are true and correct.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

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EVALUATION CRITERIA & METHODOLOGY

- A. Firstly, the envelopes containing Pre- qualification Bids shall be opened in respect of all the bidders.
- B. 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.
- C. Only the successfully qualified bidders in the Pre-qualification stage will reach the Financial Bid evaluation stage.
- D. The Financial Bid of unsuccessful bidders in Pre-qualification stage shall be returned unopened.
- E. The Financial Bid of only the qualified bidders in Pre-qualification stage shall be opened.
- F. 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.

ANNEXURE 1

Sl No	Item	Qty	Amount (Rs)
1	Tea	1 No	
2	Break Fast	1 Set	
3	Tea	1 No	
4	Snacks	1 No	
5	Lunch	1 set	
6	Tea	1 No	
7	Snacks	1 No	
	TOTAL AMOUNT		

General information of the Bidder

Sl No	Description	Status
1	Name & Address of the Supplier	
a.	Telephone No.	
b.	E-mail Address	
c.	Name of contact person	
d.	Whether proprietary/partnership/ Limited company.	
e.	Specify whether SSI / MSME unit	
f.	If Yes, please specify if your unit is owned by SC/ST /Women entrepreneur	
g.	Specify whether Startup unit	
h.	GST NO	
i.	PAN No	
2.	Bank Details	
a.	Name	
b.	Branch & Address of your Banker	
c.	Account No.	
d.	IFSC Code	
3.	How many years have you been in the business of running Canteen	
4.	How many contracts currently running, Attach details.	
5.	Indicate the quantity you can supply to HLL per month	
6.	What would be the minimum period required to start the contract, if the contract is awarded?	
7.	Have you been black listed by any Government/PSU/Private Organization, If so mention the reason.	

All the information provided herein is true & correct.

PLACE:
DATE :

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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List of Items for CRDC Canteen 2022-23
Milk Tea
Black Tea
Green Tea/ Masala tea
Chukku Kappi
Milk Coffee
Black Coffee
Milk
Horlicks/Boost
Lime Juice
Snacks: (Cutlet, Uzhunuvada, Parippuvada, Pazhampori, Bonda, , Roasted Sandwich , Bajjy, Samosa, Alavanku)
Snacks (Oil free) : Tapioca, Rava Upma,Kozhukatta, Sandwich,Semiya Upma, Aval Upma, Chundal Kadala, ilaappam, Vatta Appam, Aval,Kinnathappam
Special Snacks : (Veg Roll, Roasted Banana)
Breakfast:
1) Dosa (3 Nos) (Chutney & Sambar) - 1 set
2) Idly (3 Nos)(Chutney , Sambar& Kesari) - 1 set
3) Appam (3 Nos) + Curry - 1 set
4) Poori (3 Nos) + Curry - 1 set
5) 01 unit of Puttu/ upma + Curry (Kadala Curry/ Greenpeace)
6) 4 slice Fried Bread + Omelet
7) Ghee Roast + Chutney & Sambar (1 Nos).
8) Wheat Porotta (2 Nos) +Curry - 1 set
9) Masala Omelet
Meals:
1) Rice+ Curry+Thorani, Aviyal, Sambar, Rasam, Moru,Pulissery,Pappadam, pickle - 1 Set
2) Chapatti (3 Nos.) + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)- 1 Set
Curd
Special Meal :
1) Veg Fried rice + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)
2) Porotta (3 Nos)+ Veg Curry (Potato/ Green Peas Curry/ Cauliflower)
3) Egg curry

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Bid Security Declaration Form

Date: _____ Tender No. _____

(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 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 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 the 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)

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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.

PLACE:
DATE :

NAME & SIGNATURE OF THE APPLICANT

(WITH OFFICE SEAL)

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PRICE BID FORMAT FOR CANTEEN AT HLL - CRDC,

Sir,

Please find the quotation for providing canteen services at Corporate R & D Centre, Akkulam. The rates are given below:

Sl.No	Items	Quantity	Rate (Rs.)
1	Milk Tea	150 ML	
2	Black Tea	150 ML	
3	Green Tea/ Masala tea	150 ML	
4	Chukku Kappi	150 ML	
5	Milk Coffee	150 ML	
6	Black Coffee	150 ML	
7	Milk	150 ML	
8	Horlicks/Boost	150 ML	
9	Lime Juice	210 ML	
10	Snacks: (Cutlet, Uzhunuvada, Parippuvada, Pazhampori, Bonda, , Roasted Sandwich , Bajjy, Samosa, Alavanku)	30 Gram	
	Snacks (Oil free) : Tapioca, Rava Upma,Kozhukatta, Sandwich,Semiya Upma, Aval Upma, Chundal Kadala, ilaappam, Vatta Appam, Aval,Kinnathappam	50 Gram	
11	Special Snacks : (Veg Roll, Roasted Banana)	50 Gram	
12	Breakfast:		
	Dosa/ Idly/ Appam/ Poori/ Chapathi / Parotta	50 Gram	
	Kadala / Greenpeace / Masala / Tomato Curry	1 Plate	
	Puttu (1/2 Kutti)	150 Gram	
	Dosa (3 Nos) (Chutney & Sambar)	1 Set	
	Idly (3 Nos)(Chutney , Sambar& Kesari)	1 Set	
	Appam (3 Nos) + Curry	1 Set	
	Poori (3 Nos) + Curry	1 Set	
	1/2 Unit of Puttu/ upma + Curry (Kadala Curry/ Greenpeace)	1 Set	
	4 slice Fried Bread + Omelet	1 Set	
	Ghee Roast + Chutney & Sambar (1 Nos).	1 Set	
	Wheat Porotta (2 Nos) +Curry - 1 set	1 Set	
	Masala Omelet (Single Egg)	1 No	
	Masala Omelet (Double Egg)	1 No	
13	Meals:		

	1) Rice+ Curry+Thoran, Aviyal, Sambar, Rasam, Moru,Pulissery,Pappadam, pickle - 1 Set	1 Set	
	2) Chapatti (3 Nos.) + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)- 1 Set	1 Set	
14	Curd	1 Plate	
15	Special Meal :		
	1) Veg Fried rice + Veg Curry (Potato/ Green Peas Curry/ Cauliflower)	1 Set	
	2) Porotta (3 Nos)+ Veg Curry (Potato/ Green Peas Curry/ Cauliflower)	1 Set	
	Egg curry		

- Rate is inclusive of GST
- Rate will be firm & Fixed for the Contract Period

PLACE:

SIGNATURE

DATE:

NAME & ADDRESS OF TENDERER

Seal (In case of Society/Organization/Firm)