

# **TENDER DOCUMENT**

## **SUPPLY OF FURNITURE AT CENTRAL ENGINEERING DIVISION,HLL ,PEROOKADA**

**HLL LIFECARE LTD,  
CENTRAL ENGINEERING DIVISION  
PEROOKADA FACTORY,  
THIRUVANANTHAPURAM – 695 005,  
KERALA, INDIA.  
PHN: ++91 471 2437270  
FAX: ++91 471 2432647**

**IFB No.: HLL/CED/SUPPLY/FURNITURE/2014  
DATE : 23-09-2014**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Central Engineering Division, Peroorkada. P.O,  
Thiruvananthapuram – 695005,  
Kerala, India  
Phn: 0471- 2433374,2437270, 2435090  
Fax No. (0471) 2432647

**INVITATION FOR BIDS (IFB)**

IFB No.: HLL/CED/SUPPLY/FURNITURE/2014  
DATE : 23-09-2014

HLL Lifecare Limited (HLL) invites sealed and super scribed bids from competent and experienced eligible Suppliers/Contractors for the supply of following item at Central Engineering Division, HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram.

Sl. No	Brief Description of Item/Work	Quantity
1	Supply of furniture as per specifications at Central Engineering Division, HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram.	As per schedule of items

**I. INSTRUCTION TO BIDDERS:**

1. A complete set of bid documents can be had from the Office of the Associate Vice President (CED), Central Engineering Division, HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram – 695 005, Kerala, India during office hours on any working day on submission of written application.

The Tender Documents can also be downloaded from our Website [www.lifecarehll.com](http://www.lifecarehll.com) from the date of issue of tender document. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign and seal the form at each page and at the end, in token of acceptance of all the terms and conditions of the tender. Any subsequent changes/amendments will be published only in our website

2. The scheduled date for issue, receipt and opening of bids is as follows.

- a) Date of issue of tender document - 23-09-2014
- b) Last date and time for receipt of bids - 30-09-2014 up to 15.00 Hrs.
- c) Date and time of opening of bids - 30-09-2014 , 15.30 Hrs.
- d) Address for communication, receipt and place of opening of bids:

Associate Vice President (CED)  
Central Engineering Division,  
HLL Lifecare Limited (A Government of India Enterprise),  
PB No 2, Peroorkada, Thiruvananthapuram – 695005,  
Kerala State, India  
Ph: (++91 471) 2433374,2437270 –501,502  
Tele Fax: (++ 91 471) 2432647  
E-mail: srnair@lifecarehll.com, rajeevrv@lifecarehll.com

3. The Bid must include the following information;
  - a. Enquiry No.
  - b. Promised Delivery Schedule for each item.
  - c. Acceptance Form (Schedule III)
  - d. Price Schedule in Format For Quoting (Schedule IV)
  - e. All other documents/certificate/information as specified in the bid document.
4. In addition to the invitation for bids, the bidding documents include the following schedules.

Schedule I	- Instruction to the Bidders
Schedule II	- Conditions of Contract
Schedule III	- Specifications
Schedule IV	- Acceptance Form
Schedule V	- Format for quoting
5. The completed and sealed bid documents should be submitted to Associate Vice President (CED), in the above address. The outer cover should bear the Enquiry No, closing date and General description of item tendered, and the words "DO NOT OPEN BEFORE" 15.30 Hrs (IST) on ----- (Indicate the Closing Date).
6. Bids will be opened in the presence of bidders' representative(s) who choose to attend on the specified date and time, at the office of HLL at the address given in Clause 2 (d) above.
7. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
8. The purchaser 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 Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
9. Purchaser 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.

10. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.

**ASSOCIATE VICE PRESIDENT (CED)**

## **SCHEDULE II**

### **CONDITIONS OF CONTRACT**

#### **1) PRICE**

The price quoted should be inclusive of Basic Price, all applicable taxes and duties including VAT, Entry tax, Octroi & other levies, P&F charges, loading and unloading charges, insurance, etc. The Supplier should pay entry taxes, as applicable and should be included in the offer.

The Format for Quoting (Schedule V) shall be suitably filled as applicable. The quoted rate shall be valid for a period of 31<sup>st</sup> Dec 2014. No price escalation and no change in terms and conditions will be allowed on any ground till the order is completely executed.

#### **2) TAXES/DUTIES/LEVIES**

The supplier shall be entirely responsible for all taxes including entry tax, duties, license fees, etc. incurred until successful completion of contract. All central, state, municipal taxes, duties and levies payable shall be shown by the bidder separately in the Bid. The Purchaser will issue necessary 'C' Form, if required.

#### **3) COMPLETION TIME**

- a. The item should be delivered within **4weeks** from the date of issuing the Letter of Intent or Supply Order.
- b. The quantity mentioned herein are approximate requirement with staggered delivery.
- c. In case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.

#### **4) DELIVERY ADDRESS**

Associate Vice President (CED)  
Central Engineering Division,  
HLL Lifecare Limited (A Government of India Enterprise),  
PB No 2, Peroorkada, Thiruvananthapuram – 695005,  
Kerala State, India  
Ph: (++91 471) 2433374,2437270 –501,502  
Tele Fax: (++ 91 471) 2432647  
E-mail: srnair@lifecarehll.com, rajeevrv@lifecarehll.com

## **5) GUARANTEE PERIOD**

The Guarantee against any possible manufacturing defects shall be given for a period of 18 months from the date of supply and inspection of the item at HLL site or 12 months from the date of supply, whichever is earlier. The supplier has to provide 10% performance bank guarantee valid for guarantee period as per tender.

## **6) LIQUIDATED DAMAGES FOR DELAYS**

If the material is not supplied to the purchaser within the time stipulated in the Order, Purchaser may at their option, either (1) recover from the Supplier liquidated damages at the rate of 0.5 % of the total purchase order value for every week of delay, subject to a maximum of 7.5 % of the total purchase order value, or (2) at the risk and cost of the Supplier and without prejudice to the other remedies/rights as per the Contract, terminate the order wholly or partially and complete it themselves or reassign it to other Suppliers.

## **7) PAYMENT TERMS**

100% of the total supply price will be paid against supply, inspection and acceptance of the items at HLL, site, within 15 days.

## **8) SETTLEMENT OF DISPUTES**

Any disputes or differences or questions or claims arising under or relating to or touching this agreement shall be referred for arbitration to a Sole Arbitrator under the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time be in force. The award passed by the arbitrator shall be final and binding on the parties hereto.

The contract shall be deemed to have been concluded at Thiruvananthapuram, Kerala and suits and proceedings, if any, shall be only in the courts of competent jurisdiction in Thiruvananthapuram.

The venue of arbitration shall be the place from where the contract is issued.

**The company reserves the right to club or split the items of supply and reject or cancel the Invitation for bids without assigning any reason thereof.**

**SCHEDULE III**  
**SPECIFICATIONS**

<b><u>I.BOOK CASE</u></b>		
SL.NO.	FEATURE OR PARAMETER	SPECIFICATIONS
1.	Make	<ul style="list-style-type: none"> <li>• Godrej</li> </ul>
2.	Product size :	<ul style="list-style-type: none"> <li>• 914 mm (W) x 320 mm (D) x 940mm (H) for 2 Door</li> <li>• Drawing no.. PL13-A3-D12252 R0</li> </ul>
3.	Construction & Material	<ul style="list-style-type: none"> <li>• Rigid knock down construction</li> <li>• Top panel, Back panel and side panel are made from 0.7mm high yield strength CRCA, rest in 0.8mm CRCA</li> </ul>
4.	Configuration (Doors)	<ul style="list-style-type: none"> <li>• 2 Door</li> </ul>
5.	Door Features / Locking	<ul style="list-style-type: none"> <li>• Each door has 6 Lever cam lock with common key</li> <li>• Each Door has 3 mm Thk transparent glass for clear inside vision secured in a Metal Frame through rubber gasket</li> <li>• Each door has a Scissor mechanism for receding inside the top of respective compartment &amp; ensures parallel &amp; smooth movement</li> <li>• Each door has a Plastic side end caps as Handle which is easy to grip</li> </ul>
6.	Behind Storage Shelving	<ul style="list-style-type: none"> <li>• Each compartment has storage shelf</li> <li>• Uniformly distributed load capacity per each shelf is 80 kg maximum</li> </ul>
7.	Top Panel	<ul style="list-style-type: none"> <li>• 2 Door has 18mm PLB Top straight edge with PVC Lipping</li> </ul>
8.	Finish	<ul style="list-style-type: none"> <li>• Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10)</li> </ul>

<b>II.STOREWELL ALMIRAH- MINOR</b>		
<b>SL.NO.</b>	<b>FEATURE OR PARAMETER</b>	<b>SPECIFICATIONS</b>
1.	Make	Godrej
2.	Models	Minor
3.	Product size :	Minor : 900 mm (W) x 450 mm (D) x 1167.5 mm (H) <ul style="list-style-type: none"> <li>• Drawing no. PL13-A3-27711 R1</li> </ul>
4.	Construction & Material	<ul style="list-style-type: none"> <li>• Rigid knock down construction</li> <li>• Prime quality CRCA Steel – Panels from 0.6 mm thick &amp; Front frame, Shelf 0.8 mm thick</li> </ul>
5.	Configuration (Doors)	<ul style="list-style-type: none"> <li>• Full height Steel Hinged Door</li> </ul>
6.	Locking & Handle	<ul style="list-style-type: none"> <li>• Plastic Recessed Handle cum Cam Lock</li> <li>• 3 way locking mechanism with shooting bolt arrangement</li> </ul>
7.	Shelving	<ul style="list-style-type: none"> <li>• Height wise Adjustable Shelf Mounting</li> <li>• Uniformly distributed Load capacity per each full shelf is 80 Kg maximum</li> <li>• Minor : 2 Nos of Adjustable full shelves</li> </ul>
8.	Top	<ul style="list-style-type: none"> <li>• Plain : Metal Top</li> <li>• Minor : Option of Metal or Plain Wooden Top (add in unit height 1 mm for Metal Top &amp; 25 mm for wooden top)( Note : Wood top packed separately)</li> </ul>
9.	Leveler (only for Minor)	<ul style="list-style-type: none"> <li>• Minor : Screw type leveler with hex plastic base (add in unit height min.8 mm &amp; additional 5 mm max for adjustment)</li> </ul>
10.	Finish	<ul style="list-style-type: none"> <li>• Epoxy Powder coated to the thickness of 50 microns (=/-10)</li> </ul>



**SCHEDULE IV**  
**ACCEPTANCE FORM**

*(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)*

From

To

Associate Vice President (CED)  
Central Engineering Division,  
HLL Lifecare Limited (A Government of India Enterprise),  
PB No 2, Peroorkada, Thiruvananthapuram – 695005,  
Kerala State, India  
Ph: (++91 471) 2433374,2437270 –501,502  
Tele Fax: (++ 91 471) 2432647  
E-mail: srnair@lifecarehll.com, rajeevrv@lifecarehll.com

Dear Sir,

I / We, hereby offer to supply materials as detailed in schedule here to or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open till 90 days after the date of bid opening prescribed by the purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications and drawings in the bid document hereto and are fully aware of the nature of the scope of supply and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above. I/We have understood that the PURCHASER is the sole owner of the technology, equipment, specification and drawings given along with the bidding documents. I/we here by assure that the above information will be kept confidential and will not be used for any other purpose or will not be transferred to third party.

Yours faithfully,

**SIGNATURE OF THE BIDDER**

**SCHEDULE V**  
**FORMAT FOR QUOTING**

<b>Schedule of Items</b>					
<b>Schedule for the Supply of Furniture for CED</b>					
<b>Sl.No.</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate in Rs.</b>	<b>Amount in Rs.</b>
1.	Book Case as per specifications	Nos	2 Nos		
2.	Steel Almirah (STROE WELL – MINOR) as per specifications	Nos	6 Nos		
	<b>Basic price in Rs.</b>				
	<b>Applicable Taxes &amp; Levies in Rs.</b>				
	<b>Gross Amount in Rs.</b>				

**(In words)**

**I agree to execute the supply of items as per the schedule at the rates quoted by me as above.**

**Signature of the Supplier**