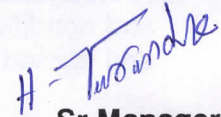


**TENDER NOTIFICATION**

Sealed Tenders are invited from Experienced and Registered Contractors for providing Manpower Services for **SNP Operators** requirements in our Factory at Kanagala - 591225 on daily contract basis by engaging manpower for a period of ONE Year. The general terms and conditions will be applicable as per the Annexure - A enclosed herewith.

Sl. No	Particulars	No of Requirements
1	SNP Operators	6

1. The completed tenders should reach the undersigned along with all relevant documents at HLL Lifecare Limited on or before **04.01.2022 17:00 Hrs.**
2. The tender will be opened on **05.01.2022 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.**

  
Sr. Manager (HR)

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

Sl.	Subject	Details
1	Name of the Contractor	
2	Contact Person Telephone No/Fax No/E-mail ID	
3	In case the contract is awarded Manpower capacity per day.	Max. Persons employed ..... Per day
4	GST Registration No, if applicable	
5	PAN Card No	
6	EPF Registration No, if applicable	
7	ESI Registration No, if applicable	
8	Labour 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.

Signature  
Name & Address

Date:  
Place:

Seal of the Tenderer

### Rate Schedule:

1. Name & Address of the Tenderer:

2. Rates Quoted

Sl. No.	Service Particulars	Amount in (Rs.)
1	Wages Per Month Per Manpower (Including Employees EPF & ESI Contribution)	
2	Add.Er. EPF @ 13%	
3	Add.Er. ESI @ 3.25%	
4	<b>Contractor Commission Per Manpower Per Month*</b>	
5	Total (Sl. No 1+2+3+4)	
6	Add. GST 18% on Sl. No 5	
<b>Total Amount (Sl. No 5+6) Payable to Contractor Per Manpower Per Month</b>		

- Wages shall be fixed by the Company, Contractor should quote commission part (i.e. per manpower per month only.)

**Note:**

\*Service charges shall include administration overheads, **Safety Shoe** and Payment of Supervisory Staff, Profit margin and all other charges etc.

\*Approximately **6 No's of manpower** for SNP Operators may be required on monthly basis.

\*\* Grand Total L-1 rates only will be considered for further process of Tender.

**Seal & Signature of Tenderer**

**Place:**

**Date:**

**A. General Eligibility Criteria:**

1. The Tenderer / Contractor should have a minimum of one year of experience in Manpower Supply in any reputed organization.
2. The Tenderer / Contractor should have Registration with EPF, ESI, Income Tax, GST, and Labour authorities, if applicable.
3. The Tenderer / Contractor should be able to provide sufficient manpower as per the requirements.

**B. 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) (23<sup>rd</sup> 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 Lifecare 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. On award of contract, Security Deposit (SD) of Rs. 2 Lakhs or 3% of the Tender Value whichever less in cash OR Bank Guarantee of equivalent amount is to be submitted. OR SD will be recovered @3% from each bill, subject to maximum of Rs. 2 Lakhs. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.
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 **GST** 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. The contractor should follow the suggestion / instruction given by HLL Lifecare Ltd Representative time to time for the same.
16. Sub contract is not allowed. On award of contract the contractor should execute an **agreement** with HLL Lifecare Ltd., in the prescribed manner.
17. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
18. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer.
19. 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.
20. 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.
21. 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.
22. HLL Lifecare 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.
23. 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.
24. 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.
25. 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.
26. Contractor should comply with the Safety and Quality policy of the Company.
27. 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.
28. 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.
29. 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.
30. All statutory deductions will be applicable. Approximately 6 No's of manpower may be required on monthly basis. If less no of manpower engaged proportionately amount to be paid to the Tenders.
31. In case of back out from the commitment, the EMD/SD will be forfeited followed by blacklisting.
32. Issue of Tender Form is solely at the discretion of the Management.