

HLL Management Academy  
(Promoted by HLL Lifecare Ltd, A Govt of India Enterprise)  
Keston Road, Kowdiar P O Thiruvananthapuram - 003.  
Tel: 04712312101/2724330 Email : hma@lifecarehll.com  
Web: [www.hllacademy.in/www.lifecarehll.com](http://www.hllacademy.in/www.lifecarehll.com)

TENDER NO: HLL/HMA/M-Cup/JH/2022-2023/01

Dated:03/09/2022

INVITATION FOR BIDS



INVITATION OF  
TECHNO- COMMERCIAL BID

*FOR*

THE APPOINTMENT OF SERVICE PROVIDER *FOR*

M-Cup project implementation  
In Latehar and Chatra districts of Jharkhand.  
Tender No :HLL/HMA/M-CUP/JH/2022-2023/01

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**SECTION I**  
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**Invitation for Bids**

HLL Management Academy invites sealed and super scribed tenders under TWO BID systems from eligible and competent parties for Engaging a Service Provider for the M-Cup project implementation in 2 Districts (Latehar and Chatra) of Jharkhand. For a period of ONE YEAR and extendable for one more year on mutual consent, details as given below. DETAILS are also available at our website [www.lifecarehll.com](http://www.lifecarehll.com).

<b>Period of Completion of project</b>	<b>24 Months</b>
<b>Earnest Money Deposit</b>	<b>Rs. 10,000.00 (Rupees Ten thousand only)</b>
<b>Tender form</b>	<b>Rs.590/- (Including GST)</b>
<b>Period of contract</b>	<b>24 Months from the date of award of work.</b>
<b>Tender documents at HLL website</b>	<b>Up to 18-08-2022</b>
<b>Last date &amp; time of submission of Tender</b>	<b>23-09-2022 at 14.00 Hrs</b>
<b>Date &amp; Time of opening of technical Bid</b>	<b>23-09-2022 at 15.30 Hrs</b>

1. A complete set of Bid Documents can be had from the Office of HLL Management Academy, TC 4/ 1607, Keston Road, Kowdiar P O, Thiruvananthapuram -695003 Kerala, India during office hours on any working day on submission of written application.
2. The Bid Documents will be available up to 15.00 Hrs on the previous day of the Opening Date of the Bids. Address for communication, receipt and Place of opening of bids:

**The Joint General Manager (Materials),**  
**HLL Management Academy**  
(Promoted by HMLifecare Ltd, A Government of India Enterprise),  
TC 4/ 1607, Keston Road, Kowdiar P O, Thiruvananthapuram,  
KERALA -695003,INDIA

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3. A prospective bidder requiring any clarification on the scope of consultancy shall contact the following authority on any working day between 10 AM and 5 PM.

**Senior Manager (HMA)**

**HLL Management Academy**

**Keston Road, Kowdiar P O, Thiruvananthapuram - 003.**

**Mobile +91 471 272 6330**

**Home 0471 231 2101**

4. The completed bid documents and all schedules should be submitted to **Joint General Manager (Materials)** in the above address along with sealed bids and the Bid Security (Earnest Money Deposit- EMD) and Tender Fee. Bids received after due date and time will be rejected. Any bid not accompanied by Bid Security will be rejected.

5. The bidder shall furnish, as part of this bid, Earnest Money Deposit (EMD) for an amount of Rs.10,000/-. The Bid Security is required to protect the HLL Management Academy / HLL 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 HLL Management Academy payable at Thiruvananthapuram / through RTGS/NEFT transfer or a Bank Guarantee (from Scheduled Banks. HMA Bank A/c details as follows:

**Customer Name: HLL Management Academy**

**Current A/c No: 67345027660**

**Name of Bank: State Bank of India**

**Name of Branch: NAC Branch, Poojappura, Thiruvananthapuram, Kerala**

**IFSC CODE: SBIN0070502**

6. The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible but not later than 30 days after the expiry of the period of the bid validity.

7. 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

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eligible for the benefits available under Public Procurement Policy for MSEs Order 2012. But the Service Provider has to provide Performance Security/Security Deposit if Tender is awarded to them.

8. 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 HLL Management Academy / HLL. The Service Provider / Contractor shall quote as per price schedule for all the items given in schedule of requirement.
9. 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 HLL Management Academy / HLL to arrive at the price of total consultancy charge offered.
10. 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.
11. 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. HLL Management Academy reserves the right to reject any or all of the offers without assigning any reason.
12. The successful bidder shall be required to execute a Contract Agreement within fifteen days of issue of Letter of Acceptance, failing which the Earnest Money shall be forfeited and the offer cancelled.
13. Bids will be opened in the presence of Bidders representative(s) who wishes to attend on the specified date and time, at the office of HMA at the address given in Clause '2' above.
14. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HMA's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

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15. Tenderers shall submit a written Power of Attorney authorizing the signatory (ies) of the tender to commit the tender.
16. Each page of tender shall be signed by the authorized signatory of the Tenderer.
17. Cancellation or creation of a document such as Power of Attorney, Service Providership deed, Constitution of firm etc., which may have bearing on the Tender/Contract shall be communicated forthwith in writing by the Tenderer to HMA.
18. The HMA 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 HMA and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. HMA 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 club or split the items of works, change the qualifying criteria at their discretion and to reject / cancel the tender without assigning any reason thereof.
19. Any changes regarding extension of tender time etc. shall be communicated through our website.
20. CEO, HLL Management Academy(HMA) reserves right to cancel this tender at any point of time without assaining any reason.

**Joint General Manager (Materials)**

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**SECTION II**

**INSTRUCTION TO BIDDERS (ITB)**

**1. Brief Description of the Job**

HLL Management Academy wishes to Engaging a Service Provider for the M-Cup project implementation in 2 Districts (Latehar and Chatra) of Jharkhand

The nature of services to be provided by the Service Provider will include, but not limited to detailed with respect to the requirement of norms and accordingly preparing Planning of all Services, Co-ordination with HMA and for smooth implementation of project, Preparation and providing day to day records, supervision at execution stage with due emphasis on quality of services as per HMA's standard norms.

The selection process would be Quality and Cost Based Selection (QCBS) Method. Based on the information supplied in the Technical Bid in respect of the Eligibility Criteria, firms would be short-listed and the Price Bid of short listed firms would only be opened. The Service Provider will be required to provide sufficient technically qualified and experienced staff for providing the required level of service.

**2. Scope of Work**

Sl No	Activity	Quantity
1	<b>Liaison with local stake holders in Latehar and Chatra districts of Jharkhand.</b> Build and maintain mutually beneficial relationships, facilitate communications and coordinate activities between HMA and the district administration, local NGO's and other local specific groups.	1
2	<b>Mobilization of the M-Cup beneficiaries.</b> Forge connections with the local stakeholders and beneficiaries, generate demand, and educate the community with accurate information on menstrual hygiene and the relevance of M-Cups. Such activities should also ensure that men, local leaders and youth are engaged and part of the awareness programme in their own communities. Community involvement to be ensured.	20,000

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Sl No	Activity	Quantity
3	<p><b>Conducting awareness sessions and distribution of M-Cups to the beneficiaries.</b></p> <p>During the awareness sessions should inform the beneficiaries about the issues associated with improper menstrual hygiene by highlighting and drawing attention to it in such a way that the information and education provided can solicit action to make the beneficiaries use M-Cups for a better menstrual hygiene experience.</p> <p>Material movement / material relocation / material re-arrangement involved in the distribution shall be done by the Service Provider.</p>	20,000
4	<p><b>Collecting feedback from the beneficiaries before and after their use of M-Cups.</b></p> <p>Feedback to be collected proactively from the beneficiaries at each session for the experiences before using M-Cups. Follow-up feedback collection to be collected from the same beneficiaries 3 months after completion of the project.</p>	20,000
5	<p><b>Impact study and analysis of the M-Cup project implementation in Latehar and Chatra districts of Jharkhand.</b></p> <p>The impact evaluation should provide information about the impacts produced by the intervention - positive and negative, intended and unintended, direct and indirect etc using statistically relevant tools.</p> <p><b><u>Note: A final study report to be presented.</u></b></p>	1

The team deputed by the Service Provider shall be prepared to travel extensively throughout the project period or over the period, if required. Any expenses incurred towards boarding, lodging, travel, stationeries, Manpower etc shall be under the scope of the Service Provider.

The quantity / No of District in the state of Jharkhand mentioned herein is estimated based on the present requirement and in case less or more quantity / No of District with in the state of Jharkhand is required, the Service Providers should be prepared to effect service at short notice on the same terms and conditions.



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## 2.1 Preliminary stage

2.1.1. The services to be provided by the Service Provider shall inter alia include the following:-

a) Liaison with local stake holders in Latehar and Chatra districts of Jharkhand.

Build and maintain mutually beneficial relationships, facilitate communications and coordinate activities between HMA and the district administration, local NGO's and other local specific groups.

b) Mobilization of the M-Cup beneficiaries.

Forge connections with the local stakeholders and beneficiaries, generate demand, and educate the community with accurate information on menstrual hygiene and the relevance of M-Cups. Such activities should also ensure that men, local leaders and youth are engaged and part of the awareness programme in their own communities. Community involvement to be ensured.

## 2.2 Execution/Completion stage

The Service Provider shall:

a) Conducting awareness sessions and distribution of M-Cups to the beneficiaries.

The awareness sessions should inform the beneficiaries about the issues associated with improper menstrual hygiene by highlighting and drawing attention to it in such a way that the information and education provided can solicit action to make the beneficiaries use M-Cups for a better menstrual hygiene experience.

b) Collecting feedback from the beneficiaries before and after their use of M-Cups.

Feedback to be collected proactively from the beneficiaries at each session for the experiences before using M-Cups. Follow-up feedback collection to be collected from the same beneficiaries 3 months after completion of the project.

## 2.3 Validation of the Impact study and analysis

a) Impact study and analysis of the M-Cup project implementation

The impact evaluation should provide information about the impacts produced by the intervention - positive and negative, intended and unintended, direct and indirect etc using statistically relevant tools.

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All material (s), printed literature, information sheets, drawings, Mensural Cups, Feedback form (s) to be distributed at various stages among the stack holders / beneficiaries etc to be distributed among the stack holders will be provided by HMA.

b) A final study report to also be presented.

The team deputed by the Service Provider shall be prepared to travel extensively throughout the project period or over the period, if required. Any expenses incurred towards boarding, lodging, travel, stationeries, Manpower etc shall be the scope of the Service Provider.

3.The Service Providers should have hired/rental/own facility to store the materials given for the distribution purpose by HLL Management Academy (HMA) and Transportation Facility for the movement of the material. The rental / hired amount for these would borne by the Service Provider.

#### **4. Reporting**

a) A report shall be generated every fortnightly and update the Status to the HMA's Project Authorities.

b) Project Presentation

As and when required by the HMA, the Service Provider shall have to prepare the presentation on detailing the current status of the project on all aspects. The presentation will be approved by HMA.

#### **5. Eligibility Criteria.**

1. The bidder should be in the business of Consultancy Services (planning, contract management, supervision etc) for a minimum period of last three years, supported by documentary evidences.
2. The proprietor or one of the Service Providers or a Director in the case of Firm(s) should be registered /licensed agency.
3. The total executed value of the projects during the last 3 years should be at least Rs.10 Lakhs which should be supported by documentary evidence with completion certificate.

#### **6. Submittal of Offer.**

The intending Service Provider shall submit their Offer in two parts, the Technical Bid and the Price Bid.

#### **6.1 TECHNICAL BID**

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6.1.1 The technical bid, clearly labelled as “**TECHNICAL BID**”, shall consist of following information /details for evaluating the eligibility criteria of bidders.

- a. Covering letter for the Bid in Form A.
- b. Checklist for the enclosed documents in the format as **APPENDIX - I**
- c. Tender fee and Earnest Money Deposit (EMD) in the form of either DD drawn in favour of M/s. HLL Management Academy payable at Thiruvananthapuram / or by NEFT/ RTGS in the HMA account for Rs.10,000/-, proof of remittance in a separate sealed envelope duly marked “EMD ”.
- d. Attested Copy of Power of Attorney, wherever applicable (in favour of the Authorized Signatory of the Bidder) to submit the Bid.
- e. Relevant Experience for the projects
  - i. Experience in business in the form attached as Form T-I.
  - ii. Total number of projects which have been planned and designed including subsystems during the last Three years; by the Tenderer in the format attached as Form T-II.
  - iii. Performance certificate from client in the Form T-IV in respect of Works above.
- f. Technical and organizational capability- Form T-III

6.1.2 In addition to the above, following information shall also be furnished as part of Technical Bid.

The name, background and professional experience of each key staff member to be assigned to the project, with particular reference to his experience of a nature similar to that of the proposed assignment.

## 6.2 THE PRICE BID

6.1.1 The price bid, clearly labeled as “**PRICE BID**” will contain the following:

- i. Form of Tender (Form A).

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ii. Price Bid of the Offer as per Form B.

6.1.2 The price proposal should be separately completed and submitted in a separate sealed envelope in the Format prescribed in Form B. The final prices shall be entered in the **Form B**. These prices should include all statutory deductions and duties and taxes associated with the contract.

## **7 AWARD OF CONTRACT**

### **7.1 AWARD CRITERIA**

7.1.1 Subject to meeting the eligibility criteria stipulated in Clause 3 and Technical Bid stipulated in Clause 4.1 above, HMA will award, the Contract to the Service Provider, whose Offer has been determined to be substantially responsive, complete and in accordance with the Bid documents, and whose Price has been determined to be the lowest.

7.1.2 If the price bid of one or more parties is equal then the Service Provider having better/higher Eligibility Credentials shall be considered for award of Contract.

### **7.2 EMPLOYER'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS**

Notwithstanding Clause 5.1, HMA reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for HMA's action.

### **7.3 NOTIFICATION OF AWARD& SECURITY DEPOSIT**

7.3.1 Prior to the expiry of the period of offer validity prescribed by the HMA, HMA will notify the successful Bidder by Tele-fax or e-mail, to be confirmed in writing by registered post/ by courier, that his offer has been accepted. The Letter of Acceptance will be sent to the successful bidder. No correspondence will be entertained by HMA from the unsuccessful Bidders.

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7.3.2 The Letter of Acceptance shall constitute a part of the contract.

7.3.3 On award of work to the successful bidder, HMA will promptly notify the unsuccessful Bidders and discharge / return their EMD.

7.3.4 Up on receipt of Service Order / LOI, contractor shall submit Security Deposit amounting to 3 % of the Service Order Value.

#### 7.4 SIGNING OF AGREEMENT

7.4.1 HMA shall prepare the Agreement in the Performa (Form C) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 10 days from the date of issue of the Letter of Acceptance the successful Bidder will be required to execute the Contract agreement. One copy of the Agreement duly signed by HMA and the Service Provider through their authorized signatories, will be supplied by HMA to the Service Provider.

#### 7.5 Schedule of Payments

Sl No	Activity	Quantity	Payment Terms
1	Liaison with local stake holders in Latehar and Chatra districts of Jharkhand.	1	Completion of the work duly certified by the authorized officer.
2	Mobilization of the M-Cup beneficiaries.	20,000	On pro rata basis with the identity proof of beneficiary duly certified by the authorized officer.
3	Conducting awareness sessions and distribution of M-Cups to the beneficiaries.	20,000	On pro rata basis with the identity proof of beneficiary duly certified by the authorized officer.

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Sl No	Activity	Quantity	Payment Terms
4	Collecting feedback from the beneficiaries before and after their use of M-Cups.	20,000	On pro rata basis with the identity proof of beneficiary duly certified by the authorized officer.
5	Impact study and analysis of the M-Cup project implementation in Latehar and Chatra districts of Jharkhand. <u>Note: A final study report to also be presented.</u>	1	Completion of the project and submission of final study report which has been duly accepted and approved by the authorized officer.

Payment will be processed and released as per the standard terms (within 30 days from the date of completion of the Project/Work/Quantity Executed, submission of Bills and duly certified by HMA).

## 8) TERMINATION

The HLL Management Academy / HLL, without prejudice to any other contractual rights and remedies available to it (the HLL Management Academy / HLL), may, by written notice of default sent to the Service Provider, terminate the contract in whole or in part, if The Service Provider / Contractor fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the HLL Management Academy / HLL.

In the event of the HLL Management Academy / HLL terminating the contract in whole or in part, the HLL Management Academy / HLL may arrange services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and The Service Provider/ Contractor shall be liable to the HLL Management Academy / HLL for the extra expenditure, if any, incurred by the HLL Management Academy / HLL for arranging such services.

Unless otherwise instructed by the HLL Management Academy / HLL, The Service Provider / Contractor shall continue to perform the contract to the extent not terminated.

## 9) Termination for insolvency

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If The Service Provider / Contractor becomes bankrupt or otherwise insolvent, the HLL Management Academy / HLL reserves the right to terminate the contract at any time, by serving written notice to The Service Provider / Contractor without any compensation, whatsoever, to the Service Provider, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the HLL Management Academy / HLL.

#### **10) Force Majeure**

Notwithstanding the provisions, the Service Provider shall not be liable for imposition of any such sanction so long the delay and/or failure of the Service Provider in fulfilling its obligations under the contract is the result of an event of Force Majeure.

For purposes of this clause, Force Majeure means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and which is not foreseeable and not brought about at the instance of, the Service Provider claiming to be affected by such event and which has caused the non-performance or delay in performance. Such events may include, but are not restricted to, acts of the HLL Management Academy / HLL either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

If a Force Majeure situation arises, the Service Provider shall promptly notify the HLL Management Academy / HLL in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the HLL Management Academy / HLL in writing, The Service Provider / Contractor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either Service Provider may at its option terminate the contract without any financial repercussion on either side.

In case due to a Force Majeure event the HLL Management Academy / HLL is unable to fulfil its contractual commitment and responsibility, the HLL Management Academy / HLL

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will notify The Service Provider / Contractor accordingly and subsequent actions taken on similar lines described in the above sub-paragraphs.

**11) Termination for convenience**

The HLL Management Academy / HLL reserves the right to terminate the contract, in whole or in part for its (HLL Management Academy / HLL's) convenience, by serving written notice on the Service Provider at any time during the time period of the contract. The notice shall specify that the termination is for the convenience of the HLL Management Academy / HLL. The notice shall also indicate interalia, the extent to which the Service Provider's performance under the contract is terminated, and the date with effect from which such termination will become effective.

**12) Governing language**

The contract shall be written in English language only. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

**13) Notices**

Notice, if any, relating to the contract given by one Service Provider to the other, shall be sent in writing or by cable and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

**14) Applicable Law**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

**15) General/ Miscellaneous Clauses**

- a. Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. The Service Provider / Contractor/its Indian Agent/Service



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- Provider on the one side and the HLL Management Academy / HLL on the other side, a relationship of master and servant or principal and agent.
- b. Any failure on the part of any Service Provider to exercise right or power under this Contract shall not operate as waiver thereof.
  - c. The Service Provider / Contractor shall notify the HLL Management Academy / HLL of any change in the schedule/programme, which would impact on performance of its obligations under this Contract.
  - d. Each member/constituent of The Service Provider / Contractor/its Indian Agent/ Service Provider, in case of consortium shall be jointly and severally liable to and responsible for all obligations towards the HLL Management Academy / HLL for performance of contract/services including that of its Associates/Sub Contractors under the Contract.
  - e. The Service Provider / Contractor/its Indian Agent/ Service Provider shall at all times, indemnify and keep indemnified the HLL Management Academy / HLL against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Contract.
  - f. The Service Provider / Contractor/its Agent shall, at all times, indemnify and keep indemnified the HLL Management Academy / HLL against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third Service Provider resulting from or by any action, omission or operation conducted by or on behalf of The Service Provider / Contractor/its associate/affiliate etc.
  - g. All claims regarding indemnity shall survive the termination or expiry of the contract.

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**Eligibility Criteria**

1. The bidder should be in the business of Consultancy Services (planning, contract management, supervision etc) for atleast the last THREE YEARS in Social Projects, supported with documentary evidences.
2. The proprietor or one of the Service Providers or a Director in the case of Firm(s) should be a registered /licensed agency.
3. Project plan: Detailed Project implementation plan shall be submitted in the technical bid to prove the capability for smooth implementation of the project.
4. The total executed value of the projects during the last 3 years should be at least Rs. 10 Lakhs which should be supported by documentary evidence with completion certificate.
5. Consultant should have sufficient numbers of staff with necessary competency to execute the project, vide Form T -III.
6. Consultant should have Registration or an Office Facility in the state of Jharkhand.

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**Questionnaire to be filled for Minimum Eligibility Criteria**

1.	Are you a Registered agency in the state of Jharkhand ?	YES/NO
2.	Are you have Office facility in the state of Jharkhand ? If yes: specify details	
3.	Do you have facility at <b>Latehar and Chatra districts?</b> If yes, specify details	YES/NO
4.	Do you have minimum three year experiencein theessentialcriteria for qualifying the Technical bid	YES/NO
5.	<i>Are you an existing vendor to HMA / HLL? And if yes, Since when</i>	YES/NO
6.	<i>Declaration as per SectionVIII</i>	YES/NO
7	What is your Annual Turnover for the last three years?	
8.	Do you have ANY QUALITY ACCREDIATION certification? If yes, please attach a copy of the certificate and summary of latest audit report	YES/NO
9.	Do you have qualified and experienced staff for executing the project.	
<i>*The tenderer should submit Tender fee &amp; Earnest Money Deposit in the manner specified along with the tender document.</i>		

All the information provided herein is true & correct

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

Note: Forms must be completed in all respect and supported by relevant documents.

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**Form T I**

**Questionnaire**

**(General information of the Contractor / Service Provider)**

1. Name & Address of The Service Provider / Contractor with:

- (a) Telephone No.
- (b) Fax No.
- (c) E-mail Address
- (d) Name of contact person
- (e) Whether proprietary/Service Providership/Limited company.
- (f) Specify whether SSI / MSME unit  
(Attach the copy of SSI registration / MSME registration certificate.)
- (g) UdyogAadhaar: Attach the copy of UdyogAadhaarwithout fail.

2. What would be the minimum period :

required to commence the project  
from the date of confirmed work order?

3. Have you been a Service Provider to any menstrual cup:

dealers, if so give details of the  
name, address, quantity / values of  
orders received and executed during the  
last three year? (Attach separate sheet)

4. What is your Annual Turn Over during the :

last 3 years?

(Copy of P&L and Balance sheet to be attached.)

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5. Details of tax registration :-

- a) GST No. :
- b) PAN No.:
- c) UdyogAadhaar(if applicable?):

6. Name & Address of your Banker(s) :

- a) A/c no. & Swift Code:
- b) Any other details:

All the information provided herein is true & correct.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE : (WITH OFFICE SEAL)

\*\*\*

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**FORM T-II**

**NUMBER OF PROJECTS FOR WHICH COMPREHENSIVE CONSULTANCY SERVICES  
PROVIDED IN THE LAST THREE YEARS**

Sl. No	Name and location of the Project	Name and address of the Client	Duration of project		Year of Completion of Project	Contract Value
			From	To		
1						
2						
3						
4						
5						
6						

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**FORM T-III A**

**KEY PERSONNEL PROPOSED FOR THE CONSULTANCY SERVICES**

Sl. No.	Sector	Number of proposed personnel	Education	Proposed Designation	Total Years of Experience	Relevant Experience in years
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Note :

- 1) A summary of the qualification and work experience of each key staff, to be attached.
- 2) CVs to be submitted for all the proposed personnel in the format provided

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**FORM T-III B**  
**CVs OF KEY STAFF**

Name of the Staff		
Designation		
Name of the firm presently employed		
Years with the firm		
Proposed position		
Details of task assigned		
Man- Months budgeted for the task assigned		
Key Qualifications		
Education		
Employment Record		
Name of the Firm	Position Held	Years of Employment



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**FORM T-IV**

**PERFORMANCE REPORT OF WORKS (On Clients' Letter Head)**

1. Name of Project and location
2. Agreement No.
3. Estimated Cost
4. Date of Start
5. Date of Completion
6. Performance Report
8. Quality of Services provided Very Good/ Good/ Fair/ Poor

DATE:

AUTHORISED SIGNATORY (WITH STAMP)

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**Terms & Conditions**

1. The Tender should be complete in all respects. Incomplete tenders are liable to be rejected.
2. EMD& Tender Fee
  - a) The Bidder shall furnish, as part of his Bid, a Bid Security & Tender fee for an amount as detailed in the tender notice. Bidders shall remit the Bid Security & Tender fee using the payment options given under e-payment system only.
  - b) Each bid must be accompanied by E.M.D& Tender fee. Any Bid not accompanied by an acceptable Bid Security (EMD)& Tender fee shall be rejected as non-responsive.
  - c) The Bid Security (EMD) of the unsuccessful Bidder shall become refundable as promptly as possible after opening of Price Bid and finalization of the tender.
  - d) The Bid Security (EMD) of the successful Bidder will be converted to Security deposit on acceptance of LOI/Purchase Order.
  - e) SSI/MSE units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their MSME /UdyogAadhaar registration certificate as mentioned in the NIT. But the Service Provider has to provide Security deposit if Tender is awarded to them. **Security deposit will be 3% of the order value subject to a maximum of Rs 1,00,000/-.**
  - f) Startup units interested in availing exemption from payment of tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion on or before due date as per tender notice. But the Service Provider has to provide security deposit if Tender is awarded to them.
3. The Bid Security may be forfeited:
  - a. If the Bidder withdraws the Bid after Bid opening during the period of Bid validity including extended period of validity; or

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- b) If any modification is effected to the tender documents or
  - c) In the case of a successful Bidder, if the Bidder fails within the specified time limit to: Accept the LOI/Work Order ; or Furnish the required Security Deposit.
4. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
5. Period of validity of tender: The tender will remain open for acceptance for 90 days from the date of opening of the tender and the rate quoted shall be firm and valid for a period of **ONE year** from the date of commencement of first accepted work order and extendable for ONE more year on mutual consent.
6. HLL Management Academy/ HLL, Thiruvananthapuram reserves the right to terminate the contract without assigning any reason by giving a notice of 21 days to the successful tenderer by Registered Post to the address given in the tender submitted, or to any other address which may be recorded in the office at the request of the tenderer. The period of 21 days will be counted from the date of dispatch of the notice. HLL Management Academy / HLL will not be liable for payment of any compensation for any loss that the contractor may be put to or alleged to have been put to on account of such termination.
7. In case of notice sent by registered post/ courier to the address recorded in the office is returned undelivered with the remark addressee not found or addressee refused to accept, the notice shall be deemed to have been served and the termination will automatically take effect from the 22<sup>nd</sup> day of dispatch of the notice.

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8. HLL Management Academy / HLL will have the full right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest tender  
HLL Management Academy / HLL also reserves the right to award the contract with more than one Service Provider.
9. Violation of any of the above terms and conditions would tantamount to termination of the Contract, forfeiting the EMD / Security Deposit (SD).
10. The HLL Management Academy / HLL may, as its discretion, extend the date & time for the submission of bids by amending the bid documents in which case all rights & obligations of the HLL Management Academy / HLL & bidders shall be subject to the extended date & time.
11. The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened. The Price Bids of Tenderers who do not qualify will be returned unopened. The date and time of opening of price bid will be intimated separately.
12. The Service Provider / Contractor should have at least three year experience in conducting social development projects.
13. The quoted rate shall be valid for a period of ONE year during which period no price escalation and no change in terms and conditions will be allowed on any ground.
14. In the event of failure on the part of The Service Provider / Contractor to undertake the implementation of project as per schedule or at the agreed rate during the contract period, HLL Management Academy / HLL would undertake the project implementation with an alternate source at the risk and cost of the Service Provider. In such cases, the additional cost incurred will be recovered from the Service Provider.

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- 15.Failure to undertake the services as directed by the concerned officer of the HMA / HLL for any of the above reasons will also entail blacklisting of The Service Provider / Contractor for a minimum period of two years.
- 16.Conditional tenders / tenders with deviation will not be considered.
- 17.The quantity mentioned herein is approximate annual requirement and in case the company requires less/more quantity, The Service Provider / Contractor should be prepared to undertake the services at short notice at the agreed rate, terms and conditions.
- 18.HLL Management Academy / HLL reserves the right to split up the quantity and place the order to multiple Service Providers.
- 19.The tender is liable to be suspended or cancelled at any-time at the discretion of the company without assigning any reason whatsoever.
- 20.The parties have to abide by the delivery schedule given in the Work Order / Contract strictly.
- 21.The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram, Kerala as the case may be.

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**INDEMINITY CLAUSE**

If The Service Provider / Contractor fails to execute the order within the time prescribed for the delivery of services ordered or violates or infringes the existing rates as agreed to as mentioned in the Work Order, The Service Provider / Contractor shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of the services at agreed quantity and rate with in the time specified in the Purchase Order. The company will initiate legal action if The Service Provider / Contractor fails to execute the Work Order / Contract as per the schedule in the Work Order / Contract for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL MANAGEMENT ACADEMY / HLL .

The Service Provider / Contractor shall have no right to change the quantity stipulated in the Purchase Order. Bid pronounced Non Responsive by HLL MANAGEMENT ACADEMY / HLL shall be summarily rejected. The decision of HLL MANAGEMENT ACADEMY / HLL will be final and no correspondence on this shall be entertained. We have read and understood the above conditions and agree to abide by the same.

PLACE: NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

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**Declaration**

I/We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

NAME AND ADDRESS OF APPLICANT

SIGNATURE & SEAL OF THE APPLICANT

(WITH OFFICE SEAL)

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**Bid Security Declaration Form**

Date: \_\_\_\_\_ TenderNo. \_\_\_\_\_

To (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 THREE year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) 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
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse 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)

Corporate Seal (where appropriate)



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PRICE BID  
INVITATION OF BID  
*FOR*  
THE APPOINTMENT OF *SERVICE PROVIDER FOR*  
M-Cup project implementation  
In Latehar and Chatra districts of Jharkhand.

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TENDER NO: HLL/HMA/M-Cup/JH/2022-2023/01

Dated:03/09/2022

**SECTION X**  
Page: 1 of 2

**PRICE BID**

SI No	Activity	Quantity	UoM	Unit Rate	Amount in Rs
1	Liaison with local stake holders in Latehar and Chatra districts of Jharkhand.	1	LS		
2	Mobilization of the M-Cup beneficiaries.	20,000	Beneficiaries		
3	Conducting awareness sessions and distribution of M-Cups to the beneficiaries.	20,000	Beneficiaries		
4	Collecting feedback from the beneficiaries before and after their use of M-Cups.	20,000	Beneficiaries		
5	Impact study and analysis of the M-Cup project implementation in Latehar and Chatra districts of Jharkhand.  <i><u>Note: A final study report to also be presented.</u></i>	1	LS		

- A) GST Extra (..... %)  
B) HSN .....  
C) Other(s) / Remarks if any :

Certified that the rate quoted will hold good for one year during which period no upward revision will be asked for.

PLACE: \_\_\_\_\_ NAME AND SIGNATURE OF THE TENDERER \_\_\_\_\_

DATE: \_\_\_\_\_ (WITH OFFICE SEAL) \_\_\_\_\_