

**HLL/BGM/HR/ RETAINER CONSULTANT /2020-2021**

**Date: 24.02.2021**

## **TENDER NOTIFICATION**

Sealed Tenders are invited from Professionally Qualified and Experienced Candidate for **Retainer Consultant** requirement in Mumbai on monthly contract basis by engaging consultant for a period of **ONE** Year. The general terms and conditions will be applicable as per the Annexure - A enclosed herewith.

SI. No	Particulars	No of Requirement
1	Retainer Consultant	1

1. The completed tenders should reach the undersigned along with all relevant documents at HLL Lifecare Limited on or before **10.03.2021(Wednesday) 17:00** Hrs.
2. The tender will be opened on **11.03.2021 (Thursday) at 11:00 AM**. Or if the tender will not open on said date the convenient date will be communicated to the tenderer.
3. **Preference will be given to L1 party. However, HLL reserves the rights to allot the contract to the other parties other than L1.**

**Senior Manager (HR)**

**A. Work Profile:**

1. To coordinate and collection of endorsed I -Notes from GMSD Authorities immediately on delivery of consignments.
2. To Coordinate and make the sufficient space availability for delivery in GMSD Mumbai when consignments from Factories are report for unloading.
3. The Retainer Consultant to play key role as a Nodal officer and liaison activities.
4. Export department's custom duties documents preparation and follow-up.
5. Goods re-dispatch from various destination from HLL transportation and other liaisioning work by giving higher authorities like FDA, CDL etc.
6. Look after social marketing supply to KFB, AFT, PFT various types of goods from the social marketing Stores from GMSD, Mumbai.

**B. Education Qualification:**

Post Graduate in any Discipline.

**C. Experience:**

Candidate should have minimum of 15 Years of experience in the field liaison with various Government officials/ Local bodies/ Corporates.

**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

## Retainer Consultancy Fee Schedule

1. Name & Address of the Tenderer:

2. Consultancy Fee

Sl. No.	Service Particulars	Amount in (Rs.)
1	Retainer Consultant Fee / Monthly*	20,500
2	Contractor Commission**	
Total Amount		

Note:

*\*The Tenderer should enclose Resume, self-attested Educational Qualifications and Experience Certificate, Address and ID Proof, PAN Card, and all relevant documents etc.*

*\*\* All Statutory Payments and Commission*

**Seal & Signature of Tenderer**

**Place:**

**Date:**

**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 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.
3. 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 tenderer shall supervise the work.
4. Retainer Consultant engaged by you for aforesaid contract shall be Consultant only and not of HLL Lifecare Ltd, Kanagala.
5. There will not be any Employee Employer relationship between HLL Lifecare Ltd and the persons employed for aforesaid work.
6. HLL Lifecare Ltd will not be liable for any accident happened while on work during the contract period.
7. The Retainer Consultant will not have any lien or right of employment as regular employees of HLL Lifecare Ltd.
8. In case of any damages caused to our property while executing the job, the cost of the same shall be recovered from the monthly bill.
9. The tenderer should have PAN number and other statutory relevant documents, if applicable. All statutory deductions will be applicable.
10. Company reserves the right to incorporate any left out clause subsequently that will be binding on the Retainer Consultant. The Consultant should follow the suggestion / instruction given by HLL Lifecare Ltd Representative time to time for the same.
11. Sub contract is not allowed. On award of contract the Consultant should execute an **agreement** with HLL Lifecare Ltd., in the prescribed manner.
12. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
13. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer.
14. 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.
15. 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.
16. The tenderer should comply with the Safety and Quality policy of the Company.
17. In case of back out from the commitment, monthly payment will be forfeited followed by blacklisting, if applicable.
18. Issue of Tender Form is solely at the discretion of the Management.