

**TENDER FOR
RENOVATION OF LOBBY
AT GROUND FLOOR,
CENTRAL MARKETING OFFICE, CHENNAI**

HLL/CMO/HCD/PS/RENOV/LBY-GF/CH-TN/2024-25, DT. 05.04.2024



HLL LIFECARE LIMITED

(A GOVT. OF INDIA ENTERPRISE)

HLL Bhavan, No26/4, Tambaram-Velachery Main Road,
Pallikaranai, Chennai 600 100, Tamilnadu

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Web:www.lifecarehll.com

APRIL 2024

HLL Lifecare Limited,
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INVITATION FOR BIDS (IFB)

HLL Lifecare Limited (HLL), a Government of India Enterprise, invites sealed and super-scribed tenders from interested firms Tender for Renovation of Lobby at Ground floor, Central Marketing Office, Chennai.

The tender document can be downloaded from the website, <http://www.lifecarehll.com>

The tender document will be available up to 16.00 Hrs. on 05.04.2024.

- | | |
|--|---------------------------|
| a) Issue of tender document | - 05.04.2024 at 16.00 hrs |
| b) Last date and time of receipt of bids | - 10.04.2024 at 16.00 hrs |
| c) Date and time of opening of bids | - 10.04.2024 at 16.30 hrs |

Associate Vice President (HCD)

**TENDER NOTICE FOR RENOVATION OF LOBBYAT GROUND FLOOR,
CENTRAL MARKETING OFFICE, CHENNAI**

Ref: HLL/CMO/HCD/PS/RENOV/LBY-GF/CH-TN/2024-25

Date: 05/04/2024

1. HLL Lifecare Limited (HLL), a Government of India Enterprise is in the process of Renovation of Lobby at Ground floor, Central Marketing Office, Chennai. For the said project, sealed and super scribed bids are invited on two bid basis from eligible, competent and experienced firms who are capable to do the following work meeting the requirements as per our tender.
2. The tender documents available on the web site www.lifecarehll.com and submit the tender before the due date.
3. HLL reserves the right to reject any or all tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
4. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
5. The technical bid submitted by the parties shall be opened on the same day i.e last date of submission at 4.30 pm in the presence of tenderers. The price bids of technically qualified parties shall be opened at a later date and the technically qualified parties shall be informed well in advance about the opening of their price bid.

Associate Vice President (HCD).

**RENOVATION OF LOBBY AT GROUND FLOOR, CENTRAL MARKETING
OFFICE, CHENNAI**

CONTENTS

SR. NO.	DESCRIPTION	PAGE NO.
1	Instructions to Bidders	5
2	Project Brief and Site- work Details	8
3	Scope of Work	9
4	General Conditions of Contract	15
5	Financial Statement Format	21
6	Price Bid	22
7	Drawings & Pictures	23

INSTRUCTIONS TO BIDDERS

1.0 GENERAL

- (i) Name of the work is “Renovation of Lobby at Ground Floor, Central Marketing Office, Chennai.
- (ii) Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting the tenders and obtain all necessary information which they feel is necessary to submit their tender.
- (iii) The bidders are advised to quote their rates for executing the work in the format enclosed as Annexure -V.

2.0 SUBMISSION OF TENDER

Tenders shall be submitted in two parts in the following manners: -

i) **“Part-I- Technical Bid”**

The envelope shall be marked Part-I- Technical Bid and shall contain the information/ documents as per clause No. 3 below.

ii) **“Part-II- Price Bid”**

The envelop shall be marked Part-II- i.e. Price Bid will contain Estimated Quantities that are given in the Schedule of Quantities against for which the agency shall quote the rates in figures as well as in words in the format enclosed.

3.0 QUALIFYING CRITERIA

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. The HLL reserves the right to cancel or award the work to any party/tenderers.

- i) contractors having minimum two years’ experience in the relevant

field along with the documents supporting their eligibility and experience in the respective field.

- ii) Certified copies of Award letters, completion certificates etc proving their eligibility should be enclosed.
 - iii) Average annual turnover of the bidder during the last three financial years ending 31st March 2023 should be at least 2 Lakhs..
 - iv) The Bidders should have valid GST Registration Certificate and Income Tax PAN. Copies of supporting documents to be attached.
4. The price bids of the bidders who do not meet the qualifying requirements in the technical bid will not be opened.

5. VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 120 days, to revoke or cancel their Tender or to vary the Tender given or any term thereof, without the consent in writing of the Owner. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of owner in writing, HLL shall forfeit Earnest money paid by them along with their tender without giving any notice.

6. Acceptance/ Rejection of Tender

- a. HLL does not bind itself to accept the lowest tender.
- b. The HLL also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- c. HLL also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of HLL regarding the same shall be final and conclusive.

It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded he will have to

enter into an agreement on Performa to be provided by the HLL for work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

PROJECT BRIEF AND SITE DETAILS

HLL Lifecare Limited, Chennai invites sealed quotations for Renovation of Lobby at Ground Floor, Central Marketing Office, Chennai

1. Brief Description of Project:

HLL Lifecare Ltd (A Government of India Enterprise) with Regional office at HLL Bhavan, Poojappura, Thiruvananthapuram – 12.

2. Site-Work Details:

The work involves Renovation of Lobby at Ground Floor, Central Marketing Office, Chennai.

It is requested to submit your offer (format attached) for renovation of the following along with certified copies of Award letters, completion certificates etc proving eligibility.

SCOPE OF WORK:

The scope of work for the Ground floor Lobby area as follows as,

1. Installation of an LED Screen for advertising HLL Lifecare Limited's services and products.
2. Implementation of LED Signage with acrylic background
3. Provision of a water dispenser for visitors.
4. Establishment of a reception counter with the necessary computer and accessories.

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are as under:

1.1 Delay and extension

If the work is delayed by force majeure or any other cause in the absolute discretion of Employer, which is beyond the Agency's control, the agency shall immediately upon the happening of such event contributing to delays give notice thereof in writing to HLL/Engineer-in-Charge but shall nevertheless use constantly their best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of HLL to proceed with the work.

Request for extension of time shall be made by the Agency in writing within seven days of the happening of the event causing delay. The survey Agency shall also indicate with any such request, the period for which extension is required. In any such case HLL may give a fair and reasonable extension of time for completion of individual items or group of items of work for which separate period of completion is specified in the contract as a whole, but it shall be the sole discretion of the Employer to grant or refuse such extension.

The decision of HLL in regard to the extension will be communicated to the Agency in writing within a reasonable time but no compensation or any extra amount shall be paid for such extension granted by HLL.

1.2 Compensation payable for delay in completion and risk prejudice clause

The Agency shall be liable to pay compensation to HLL in case of delay in fulfilling obligation under this agreement for causes solely attributable to the Agency @ 1% (One percent) of contract amount per week of delay subject to maximum of 5%(five percent only) of the total contract price towards their contract.

1.3 Risk Prejudice Clause

In case progress of any part of Agency's work is found to be unsatisfactory

by HLL at any time during the execution vis-à-vis the terms of contract, HLL shall give the Agency a fortnight's notice in writing asking for their plans for remedying the situation and to complete the job within the time decided by Engineer in Charge/HLL, subject however to the conditions that the entire work falling within their scope of work shall be completed within the stipulated time. On the failure to remedy the situation as per agreed time with HLL, HLL shall have the right to withhold that portion of the work and get the same done at the risk and cost of the Agency after giving one weeks' notice.

1.4 Arbitration

If at any time any doubt, question, dispute or difference whatsoever, shall arise between the Agency and HLL upon or relating to or in connection with this contract, either of the parties may give the other notice in writing of the existence of such doubt, question, dispute or difference and the same shall be referred to the Engineer-In- Charge, HLL or his nominee as Sole Arbitrator. The decision of the sole arbitrator thereon shall be final, conclusive and binding upon the parties to dispute. The party invoking arbitration shall specify the dispute or disputes to be referred to the arbitration under the clause together with the amount or amounts claimed in respect of each of dispute.

1.5 Jurisdiction of Court

The courts at Thiruvananthapuram shall have jurisdiction to entertain and adjudicate any disputes.

1.6 Termination of Contract

HLL reserves the right to terminate, or postpone the work on account of fulfillment of contractual obligation(s) or any sufficient cause, HLL being sole judge of the same. The Agency shall be paid for the useful work done up to the date of termination. HLL shall determine the credit to be given to the agency for the value of the work executed by the Agency. The Agency shall give HLL all the data, compiled report, drawings etc. prepared by them till the date of termination before the final dues are paid to the

Agency. Even after the termination of agreement, the Agency shall continue to cooperate with HLL to such a reasonable extent as may be necessary to clarify or explain any reports or recommendations in documents or detailing made by them.

1.7 Breach of Trust

Unless otherwise directed by HLL specifically, the Agency shall not contact directly or indirectly the client or any other authorities connected with the project. Non-compliance of this clause shall be treated as breach of trust resulting in the termination of contract between HLL and the Agency for which without any prior notice to him. In such event, no job will be entrusted to him in future by HLL.

1.8 Discussions with HLL and Approvals

The Agency shall make themselves available at reasonable notice to be present for discussions with HLL. The Agency shall also provide assistance, advice and information to HLL as may be required from time to time for discussions with HLL officials connected with the work other agencies or

The Agency shall get approved the work done by him at every stage throughout the period from HLL. However, such approval by HLL shall not be deemed to absolve the Agency of the total responsibility of the correctness and soundness of the work and other obligations under this contract.

1.9 Guarantee and liability of the Agency

The Agency shall be liable for all consequence of errors and omissions arising from errors solely attributable to Agency or on the part of their employees to the extent and with the limitation specified by HLL.

1.10 Periodical Progress Report

The Agency shall prepare and submit periodical progress reports and status of works being performed by them. Such submissions of reports and review and approvals, if any, thereof by HLL shall not be deemed to absolve the responsibilities of the completion of the assignment.

1.11 Unit Rates

Contractor must ensure to quote rate of each item, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as **"0" (ZERO)**. The Unit rates quoted shall remain firm throughout the validity of the contract. The rate shall include cost of materials, machineries, labour (including lodging and boarding charges), removal of bushes and vegetation as required to carry out and complete the scope of work without any hindrances, tools and equipment's, transport charges, taxes, royalties, octroi, GST etc. payable on all transactions for the due performance of work under this contract. The rates shall be given in the schedule, as specified **herein itself positively**. No additional cost or escalation shall be paid on whatever accounts it maybe.

Rate quoted shall be binding for any quantity of each of the items.

1.12 Variation in scope of work and schedule of quantity

The scope of work & schedule of quantities may vary to any extent. The rates quoted by the Agency shall remain firm for the complete job as directed by the Engineer in Charge.

1.13 Mobilization Advance

No Mobilization advance shall be paid.

1.14 Tax

Tax shall be deducted from Agency's bill as per rules.

1.15 Computerized output

The Agency shall prepare a CD of the complete work assigned to them including drawings, report work, data, and other documents & the same shall be submitted to HLL after completion of job. All drawings shall be on AUTOCAD and in A0 sizes only. All Reports/ investigation. Data in 03 (three) sets to be attached in copy including Drawings etc. complete. If any.

1.16 Submission of Tender:

Sealed Quotations (Hard Copy) addressed to **Associate Vice President (HCD)** are to be submitted before 4.00pm by 10.04.2024 at following address(**HLL Lifecare Limited, HLL Bhavan, No26/4, Tambaram-Velachery Main Road, Pallikaranai, Chennai 600 100, Tamilnadu**) will be valid for 60 days from the date of submission of quote.

The date & time of opening of Bids is on 10.04.2024 at 16.30 Hrs. The venue of opening of bids shall be Chennai Office, HLL at the above address.

All pages of the NIQ documents and supporting documents if any and quotation sheet (Annexure-1) to be signed & sealed by authorized representative of Agency. Multiple forms can be submitted for different projects.

1.17 Completion Time

Total time period for completion of job will be 30 days from the date of the work order issued to party

1.1 TERMS OF PAYMENT

- I. 95% of the payment shall be released on the submission of final Measurement book (Inspected and Verified by HLL Lifecare Limited) along with completion certificates from concerned authorities and original invoices.
- II. All statutory payments should be made by the contractor and the same shall be reimbursed on recipient of valid documents.

Retention: Retention money shall be deducted at **5%** from each bills. Retention shall bear no interest and this amount will be released after passing the satisfactory completion of **defect liability period of 12 months.**

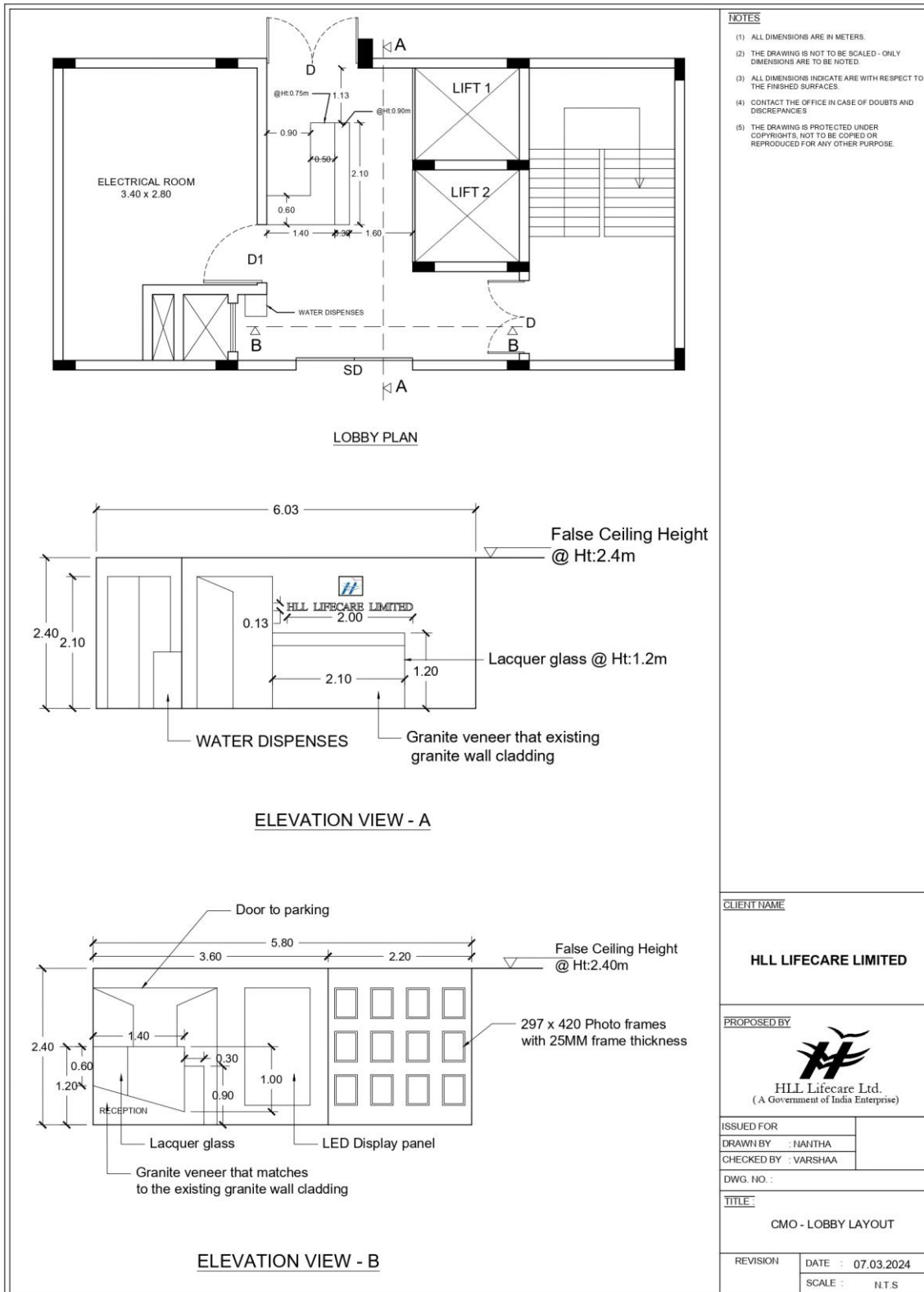
ANNEXURE V

**PRICE BID FOR RENOVATION OF LOBBY AT GROUND FLOOR, CENTRAL
MARKETING OFFICE, CHENNAI.**

Renovation of Lobby at Ground Floor, Central Marketing office, Chennai					
S.NO	Description	Unit	Quantity	Rate	Amount
1	Supply and installation of reception table with required storages with locks and movable keyboard tray using commercial grade plywood having a thickness of 16mm, surfaced with laminates on both sides and incorporating lacquered glass, as per the design drawings and provided views. The color of the laminates and lacquered glass shall be as per the provided views. The rate includes Acrylic lettering signage, Labour charges and all necessary fittings including handles, hinges,screws, locks, and brackets	Sqm	4.55		
2	Supply and installation of lacquered glass wall paneling with 12mm thick ply panelling and lacquered glass over door with studs and vision panel as per the provided views and detailed drawings . The color of the lacquered glass shall be as per the provided views. The rate includes labor charges and all necessary fittings including adhesives,studs,vision panel,transportation,loads & lifts,cutting of lacquered glass for providing the LED Logo & signage.	Sqm	11.15		
3	Providing and applying paint for the false ceiling as per the provided views	Sqm	12.08		
4	Providing and applying one coat of primer and two coats of selected shade paint of acrylic emulsion paint of approved brand on walls as per the provided views. The rates includes providing and applying of putty to fill gaps on walls wherever necessary.	Sqm	4.65		

Renovation of Lobby at Ground Floor, Central Marketing office, Chennai					
S.NO	Description	Unit	Quantity	Rate	Amount
5	Providing and applying texture painting on the selected wall in the reception area with approved brand as per the provided views. The rates includes providing and applying of putty,primer to fill gaps on walls wherever necessary.	Sqm	13.94		
6	Supply and application of frosted sticker for the entrance glass door as per the provided pattern. The color of the sticker shall conform to the provided views .	Sqm	5.11		
7	Supply and installation of Branding signage in the backside lacquered glass panelling of the reception table with required LED Lighting as per the provided views.The rate shall include necessary electrical works for the signage lighting	Sqm	0.39		
8	Supply and installation of clipped photo frame of size 297mmx420mm in the receotion lobby as per the detailed drawing and provided views.	nos	12		
9	Supply and installation of required electrical works for the Reception table,LED Panel, computer over the reception table.The rate shall include wall chasing,replastering,putty and required switches,sockets and wires.	LS	1		
10	Supply and installation of required network cable from the LED Panels,cameras to the reception table.The rate shall include required wall chasing,replastering,putty,sockets and laying wires upto the existing network rack	LS	1		
	Total (Excl GST)				-
	GST %				-
	Grand Total				-

Lobby Plan:



Lobby Picture:

