**HLL LIFECARE LIMITED**

(A Government of India Enterprises)

Survey No. 1005 (A), pidched Road,

**GAJWEL (V & M)-502278 MEDAK (DIST). (A.P)**

HL/GFM/PS/QA/2013-14 15-Mar-13

***TENDER NOTIFICATION***

Sealed tenders are invited from experienced and registered Labour Contractors for providing services of Workers for attending the works in AT, ET, EWT, Packing & Secondary Packing Sections of our plant at Gajwel - 502278 **on Lump sum rate basis / piece rate basis** in line with the terms and conditions enclosed vide **Annexure-B** for a period of Two years. Period and No. of Workers is at the discretion of the company.

Rate: To be quoted as per enclosed **Annexure-A.**

The Contractor should have valid PF establishment code in his name.

The completed tenders should reach the undersigned along with E.M.D of Rs.20000 /- by D.D drawn in favor of HLL Lifecare Limited, payable at Gajwel – 502278 Dist. Medak on or before **20.04.2013 by 02.00PM** which will be opened on the same day at 2.30 PM/convenient date.

Tenders submitted after the due date will not be considered. The Management reserves the right to accept or reject any tender at any stage without assigning any reason and also to negotiate with the lowest quoted party and the same will be binding on all the tenderers. If the tenderers back out from the commitment their EMD will be forfeited followed by Blacklisting. The tenderers should be ready to attend negotiation at their own cost at Gajwel/Belgaum/Trivandrum or at the place fixed by the Company.

Bidders are requested to contact for any doubt / clarification the undersigned on 89856 41422 OR 08454 - 211422.

Tender details are also available on our website.www.lifecarehll.com.

Please Pay Rs 500/- towards purchase of tender document at the time of submission of tender document in our factory during the office hr(From 9.15 A.M to 5.15 P.M)

H.U Kantharaju

Joint. General Manager (O)

To:

Notice Board: Main gate

Cc to:

1. Mark Security Services, Toopran (mdl), Dist Medak, 502 334

2. Vamshi Krishna Enterprises, Gunla Pocham Pally Village, Medchal Mandal, Ranga Reddy Dist. 500 014

3. Shri Sai Maruthi Enterprises, 4-32-40, Shapur Nagar, Market Road, Hyderabad-55

4. Karthikeya Management Systems, 5-183/1, Near Rly Station, KV Reddy Nagar, Gundla Pochampayy Village, P.O. Hakimpet, Secunderabad - 500 014

5. B. Dass Man Power Services, 4-9, Athevelly – Village, Medchal-Mandal, Dist Ranga Reddy-501 401

6. Mr. Manikantan, Labour Supply Contractor, Gajwel

7. ve vee’s Managerial Services. Hyderabad.

***Annexure- A***

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Particulars | Target Per Shift / Person | Lump sum Rate in Rs. Per Shift / Person |
| **AT SECTION - QC ACTIVITIES** | | | |
| 1. | Visual Inspection (50Pcs/Lot) | 22 Lots |  |
| 2. | BV/BP Inflation Test (10Pcs / every 4th bin) | 40 Pcs |
| 3. | Dimension Analysis | 22 Lots |
| 4. | Documentation | Entry of 22 Lots |
| **ET SECTION - QC ACTIVITIES** | | | |
| 5. | Visual Inspection after completion of each lot (80 Pcs/Lot) | 22 Lots |  |
| 6. | Inprocess Check | 22 Lots |
| 7. | Documentation | Entry of 22 Lots |
| **EWT SECTION - QC ACTIVITIES** | | | |
| 8. | Electronic Water Leak testing (80 Pcs/Lot) | 22 Lots |  |
| 9. | Documentation | Entry of 22 Lots |
| **GENERAL NATURE WORK** | | | |
| 10. | General Work | Work as assigned by the Supervisor |  |
| **PACKING – QC ACTIVITIES** | | | |
| 11. | Seal Integrity (Visual) | As per Shift Output |  |
| 12. | Online packing configuration verification |
| 13. | Batch Identity |
| 14. | Documentation |

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| **SECONDARY PACKING** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Scheme | Configuration | Leaflet | Target in No. of Cartons per Shift | Rate in Rs. Per Carton |
| 15. | Deluxe | 5\*20\*40 | Yes | 73 |  |
| 16. | Free Supply | 10\*50\*12 | No | 60 |  |
| 17. | Bulk Packing | 3\*48\*50 | Yes | 144 |  |
| 18. | Moods 3+1 Square (MUT) | 4\*60\*20 | Yes | 40 |  |
| 19. | Other – 1 | 3\*20\*60 | Yes | 50 |  |
| 20. | Other – 2 | 4\*12\*75 | Yes | 60 |  |
| **Note:** If any new order for a new scheme which is not covered in the above schemes, but the mode of work / configuration is similar to anyone of the above scheme, is required to be packed the contractor shall do the same at the agreed rate without any hesitation or additional cost. | | | | | |

1. The rates shall be quoted considering minimum wages declared from time to time.
2. The rates quoted shall be excluding Insurance, Bonus & Service Tax.
3. Insurance & bonus shall be paid by HLL after submission of proof of payment to the concerned at actual.
4. Service Tax shall be paid by HLL at actual.

Signature of the Party:

Annexure-B

***GENERAL TERMS & CONDITIONS***

1. The Contractor should have a valid license issued by the Authorities (ALC, Hyderabad) under the Contract Labour **(Regulation & Abolition**) Act 1970 and also hold due Registration as an Establishment under the Shops & Commercial Establishment Act.
2. Section 101 (Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948 is applicable.
3. The Contractor should have separate **PF establishment** code in their name. If they have applied for sanction of PF code the proof for the same should be enclosed with the tender notification & the PF code should be obtained & submitted before commencement of work/submission of First bill.
4. On award of contract, the contract can be **terminated** by HLL Lifecare Limited at any time during the contract period without paying any compensation&the decision of the HLL Lifecare Limited with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
5. The charges quoted should be valid for Two years & inclusive of all. Statutory deductions on contractor account only.
6. **Security Deposit** @ 5% of Work Order value is to be deposited on award of contract and the same will be refunded by cheque without any interest on successful completion of contract period.
7. 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.
8. Workers engaged by Contractors for aforesaid work shall be Contractors employee only and not of HLL Lifecare Limited, Gajwel.
9. It will be contractor’s responsibility to maintain proper discipline and control among the person deployed by him within the premises of the Company.
10. There will not be any Employee Employer relationship between HLL Lifecare Limited and the persons employed by Contractor for aforesaid work.
11. Labour / Worker list should be furnished well in advance at the Security personnel of HLL Life care limited at Main gate.
12. The **Bonus** if any should be paid by contractor only for the workers deputed for work at our plant.
13. HLL Lifecare Limited has no obligation with regard to statutory and other welfare measures for the workmen employed by the Contractor for the said work.
14. Transport / conveyance of workers engaged by the Contractor is to be arranged by the contractor at his cost only wherever and whenever required or insisted.
15. HLL Lifecare Limited will not be liable for any accident happened to Contractors’ workmen while on work during the contract period. The contractor has to buy at his cost **Personal Accident Insurance Policy/EDLI** in respect of the employees deployed by him as per the Payment of Workmen compensation Act.
16. The Contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Limited.
17. 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.
18. **Wage Slip** indicating the PF deductions should be compulsorily given to the concerned employees each month along with the salary and the same is Mandatory.
19. The Contractors with separate PF code account should compulsorily furnish the employees individual PF account number and the same should be invariably reflected in the wage slips.
20. Contractor will have independent ESI code No. allotted by the concerned authorities if required.
21. Contractor will comply with all the statutory norms including hours of work, Holidays / Rest & **minimum wages declared from time to time**.
22. Contractor shall disburse the wages to his employees deployed by him for the concerned contract work on or before 7th day of subsequent month following, irrespective of whether HLL Lifecare Limited has settled any of Contractor’s bills or not before that date. Contractor shall disburse the payment to his deployed employees in the presence of personnel of HLL Lifecare Limited.
23. On award of contract the Contractor has to execute an agreement with HLL Lifecare Limited in prescribed format. Sub contract is not allowed.
24. Contractor should have valid PAN registration and service tax registration.
25. It is the contractor’s responsibility to ensure that all employees engaged by him will follow the safety requirements**.**
26. It is the responsibility of contractor that none of employee/supervisor engaged by him should work more than 8 hours.
27. Contractor is responsible for any major damage to the machinery due to mishandling or improper operation of machinery. This loss will be recovered from the Contractor only.
28. Contractor/ contract supervisor has to ensure that all safety equipments like safety goggles, safety shoes (always), hand gloves (always while operation) etc. are used by the employees wherever and whenever required while operation.
29. Medical Examination report of all employees attending work shall be submitted for fitness to HR Dept. before starting the operation and at the end of the year / Completion of the order / as directed by the Officer In-Charge.
30. It is the duty of the Contractor to see that his workers payment is released on or before 7th of following month and no complaints for nonpayment is to be received.
31. Contractor has to ensure compliance of Safety & Quality Policy of Company
32. The work is generally to be carried out in all the shifts.

H.U Kantharaju

Joint. General Manager (O)