



Kakkanad Factory, Cochin

Tender No: HLL/KFC/PUR/ MATERIAL SHIFTING / 2025-2026

Date: 14.02.2025

TENDER FOR SHIFTING OF MATERIALS INSIDE CSEZ.

**AT
HLL LIFECARE LIMITED,
KAKKANAD, COCHIN**

Kakkanad Factory, Cochin

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Sealed quotations are invited in prescribed format for materials shifting for a period of One Year starting from 01.03.2025 to 28.02.2026 from HLL premises to Company Godown (Plot no : 43) inside CSEZ.

REQUIREMENT

Sl.No.	Type of Materials
1	Finished Goods in Box Rate (Up to 25 KG/Box) Shifting 4 th floor, Plot no.43 ware house to/from (one way) Plot no.16A/1 storage area.
2	Finished Goods in Box Rate (Up to 12 KG/Box) Shifting 4 th floor, Plot no.43 ware house to/from (one way) Plot no.16A/1 storage area
3	Packing Materials and Raw materials in Per Kg Rate Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.16A/1 storage area
4	Finished Goods in Box Rate (Up to 25 KG/Box) Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house.
5	Finished Goods in Box Rate (Up to 12 KG/Box) Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house .
6	Packing Materials and Raw materials in Per Kg Rate Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house.

The tender documents can be downloaded from our Website: www.lifecarehll.com. The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.590/- (including GST) drawn in favor of HLL Lifecare Ltd., payable at Kochi towards the cost of tender documents, along with the Bid.

Packing Materials, Raw materials and Finished Goods has to be collected from HLL Premises and to be arranged batch wise, as the case may be, in company godown located inside CSEZ. Necessary manpower shall be provided by the contractor for arranging/shifting of goods. All necessary pre-cautions shall be made for the safe custody of our material.



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Last date & time of submission of Tender : 25.02.2025 3 PM
Date of opening of tender : 25.02.2025 3.30 PM
Tender Fee : Rs.590/-
EMD : Rs. 20,000/-
HLL Bank Details : Bank: State Bank of India
A/c no. 10295187178
IFSC Code. SBIN0009485
Branch: CEPZ Kakkanad

The terms and conditions, format for quoting rates etc., are given in the tender document

The completed and sealed quotations along with supporting documents should be submitted to the below address. The outer cover should bear the Enquiry No, closing date and General description of item tendered **TENDER FOR MATERIAL SHIFTING INSIDE CSEZ "DO NOT OPEN BEFORE"3.30 pm (IST) on 25.02.2025**. The document should be addressed to

Deputy General Manager (Purchase)
HLL Lifecare Ltd
Kakkanad Factory
Plot No.16 - A/1
CSEZ, Cochin - 682037

Kakkanad Factory, Cochin

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SCHEDULE A

TECHNICAL BID FORMS

Service Requirement

Sl. No	Type of Materials		Estimated Quantity	UoM
1	Finished Goods Box Shifting (up to 25Kg)	Shifting 4 th floor, Plot no.43 ware house to/from (one way) Plot no.16A/1 storage area.)	10,000	No
2	Finished Goods Box shifting (up to 12 Kg)	Shifting 4 th floor, Plot no.43 ware house to/from (one way) Plot no.16A/1 storage area	25,000	No
3	Material Shifting	Shifting 4 th floor, Plot no.43 ware house to/from (one way) Plot no.16A/1 storage area	20,000	Kg
4	Finished Goods Box Shifting (up to 25 Kg)	Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house.	10,000	No
5	Finished Goods Box Shifting (up to 12 Kg)	Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house.	25,000	No
6	Material Shifting	Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house.	20,000	Kg

***The quantity mentioned above is indication only and may increase or decrease based on actual requirement from user department.**

Taking the Boxes / Materials from the pickup location and arrange batch wise at the delivery location would be in the scope of the awarding party.



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SCHEDULE B

MINIMUM ELIGIBILITY CRITERIA

- 1) Valid fitness certificate of the vehicle, issued by RTO
- 2) Copy of RC Book
- 3) Records of having paid Road Tax and Insurance to carry out transportation of Goods and Materials as mentioned. Goods carriage permit.
- 4) Pollution Certificate duly attested
- 5) GST Registration Certificate
- 6) Proof of experience certificate for last 2 FY years (2022-23 & 2023-24) in similar activities / transportation

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SCHEDULE C

TERMS AND CONDITIONS

1. The vehicles should be roadworthy, in good condition, and should have valid registration, records of having paid road tax and insurance, to carry out Transportation of Goods and materials as mentioned.
2. The Contractor should ensure that the goods and materials transported is protected from dust, rain, pilferage, etc by proper covering till the materials are unloaded at the locations specified from time to time. **In case of any loss or damage to the goods in transit, the cost of the material along will be recovered from the contractor, from the amount payable to him/her or from security deposit made by him/her to the Company.**
3. In case of any accident or loss or damage that happens either to the vehicle or to the driver or any persons within or not within the company, shall be taken care of by the contractor. The contractor alone will be liable for compensation if any to be paid and the company shall not have any liability in this regard.
4. The Contractor should have GST Registration (if applicable) and shall produce a copy of the Registration Certificate to the Company before commencement of the Work.
5. **Collecting the Boxes/Materials from the pickup location (inside plant area, warehouses or any other location etc.), safely loading in the vehicle, safely unloading and arrange batch wise at the delivery location as per the instruction from the concerned HLL officer would be in the scope of the awarding party without any extra payment. Man power arrangement for the works to be in the scope of awarding party without any extra payment.**
6. The breakup of the rate should be furnished in the price bid. Income tax as applicable will be deducted. **(HLL Lifecare Limited, Kakkanad Factory, Kochi are situated in Cochin Special Economic Zone, hence GST is Zero rated for us.)**
7. The Contractor shall submit bills for payment on monthly basis and the bills will be paid within 30 days of receipt of the bills.
8. Tender forms duly completed should be submitted along with EMD by way of DD favoring HLL Lifecare Limited, Kakkanad Factory, Ernakulam as detailed below:

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9. Tender received without EMD & Tender Fee shall be rejected. (Those bidders exempted from EMD shall submit copy of Udyog Aadhar/MSME Certificate)
10. Forfeiture of EMD: The EMD will be forfeited if the Bidder withdraws the bid after opening of the tender or fails to sign the Contract/Agreement or fails in providing the vehicle during the currency of the period of agreement.
11. The Drivers engaged by the contractor should be experienced and should have valid driving license. They should have good character and conduct. In case the Company desires to change the driver, the contractor should provide substitute immediately.
12. There shall be no employer employee relation between the HLL and the driver and cleaner. The whole supervision and control of driver and cleaner shall be with the contractor.
13. In case of failure to place vehicle on any working day, HLL shall arrange another vehicle and the expense incurred will be deducted from the transporter. If any such cases repeated frequently, HLL has the right to cancel the contract.
14. The company retains the right to have a panel of transporters and allocate loads to the transporter in the panel as per requirement.
15. HLL reserves the right to examine and accept / reject any documents after the tender opening without assigning any reason.
16. Security deposit for this tender will be 3 % of the work order value subject to maximum of Rs. 5,000/-. The EMD of the successful bidder will be adjusted against Security Deposit and the bidders are required to remit the balance amount. The successful bidder/s are required to furnish the Security Deposit within 15 days of award of work.
17. Forfeiture of Security Deposit: The security deposit shall be forfeited, in the event of failure on the part of contractor to place vehicle regularly as per requirement / make available the required number of vehicle or failure to execute the work during the contract period. Further such contractor/s may also be blacklisted / barred from participating in HLL's future tenders for a period of two years.
18. The rate quoted should be firm for a period of one year from the date of work order and no revision/escalation will be considered.

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19. Sealed covers, duly super-scribed as “TENDER FOR SHIFTING OF MATERAILS INSIDE CSEZ” should be addressed to the SM(Purchase), Kakkanad Factory, Cochin, Plot No.16-A/1 CSEZ, Kakkanad P.O. Ernakulam – 682 037, Kerala, India. Ph: +91 484 2413999 and reach **on 3PM on. 25.02.2025**. The Tender will be opened at **3:30** hours on **25.02.2025**.
20. Tender by email will not be accepted.
21. The Company shall not be liable for the delay in submission of tenders after the due date specified above due to any reason including Postal delays etc.
22. The Unit Chief of HLL Kakkanad Factory, CSEZ, Ernakulam, reserves the right to cancel or reject the Tender fully or partially, without assigning any reason and his/her decisions will be final and binding on all Tenderers.
23. HLL will have the right to cancel the contract at any point of time, after giving 3 months’ notice.
24. HLL reserves the right to get clarifications/documents from bidders as and when required
25. SSI/MSE units interested in availing exemption from payment of Tender fee/EMD should submit a valid copy of their Udyog Adahar registration certificate
26. HLL LIFECARE LIMITED shall not be responsible for postal delay, if any, in the delivery of the bidding documents or non-receipt of the same.
27. The last date of receipt of Bid and Date of opening of bid is as per tender notice.
28. In the event of the date mentioned above being declared subsequently as holiday for the Purchaser’s Office, the due date for submission and opening of bids will be following working day at the same time.
29. The tenders shall be complete in all respects. Incomplete tenders are likely to be rejected.
30. Bids received after the deadline for submission shall not be considered.
31. The Bidder is expected to examine all instructions, forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding

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documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid.

32. When the contractor fails to carry out the work at any time of the contract, the company may get the work done by other means at the risk and cost of contractor and recover the cost from the pending bills, Bank guarantee/SD, sales of movable & immovable properties etc. of the contractor without prejudice to the rights available under the contract.



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SCHEDULE – D

DECLARATION

I/We confirm having read and understood all the requirements, terms and conditions of the above tender (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/We agree to abide by all without any deviation.

SIGNATURE:

NAME & ADDRESS OF BIDDER

(Seal of the Bidder)

Place:

Date:

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PRICE BID

1 Name & Address of the Tenderer :

Email :

Phone : Res: Mob.:

PAN No :

GST registration No. :

2. Details of EMD paid :

Sl. No	Type of Materials	UoM	Rate in INR
1	Finished Goods in Box Rate (Up to 25 KG/Box) Shifting 4 th floor, Plot no.43 ware house to/from (one way) Plot no.16A/1 storage area.	No	
2	Finished Goods in Box Rate (Up to 12 KG/Box) Shifting 4 th floor, Plot no.43 ware house to/from (one way) Plot no.16A/1 storage area	No	
3	Packing Materials and Raw materials in Per Kg Rate, Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.16A/1 storage area	Kg	
4	Finished Goods in Box Rate (Up to 25 KG/Box) Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house	No	
5	Finished Goods in Box Rate (Up to 12 KG/Box), Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house	No	
6	Packing Materials and Raw materials in Per Kg Rate Shifting 4 th floor, Plot no .43 ware house to/from (one way) Plot no.17 ware house.	Kg	

Place :

Date :

Signature of the Tenderer

(Seal)