

**HLL LIFECARE LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
**CENTRAL ENGINEERING DIVISION**  
**PEROORKADA FACTORY,**  
**THIRUVANANTHAPURAM – 695 005,**  
**KERALA, INDIA.**  
**PHN: ++91 471 2437270**  
WEBSITE: [WWW.LIFECAREHLL.COM](http://WWW.LIFECAREHLL.COM)



**BID DOCUMENT FOR “APPOINTMENT OF CONSULTANT  
FOR ELECTRICAL SERVICES FOR THE  
PROPOSED WELL VENTILLATION SYSTEM WITH 5 MICRON  
FILTER FOR CONDOM FACILITY AT PEROORKADA FACTORY.**



**HLL LIFECARE LIMITED**  
**CENTRAL ENGINEERING**  
**DIVISION,**  
**THIRUVANANTHAPURAM**

**BID DOCUMENT FOR**  
**APPOINTMENT OF**  
***ELECTRICAL CONSULTANT FOR***  
***PEROORKADA FACTORY***

**TENDERNNO.**  
**HLL/CED/CONDOM/ELE-**  
**CONSULTANT/AHU/2018-**  
**2019**  
**REV – 00 22/01/2018**

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**SECTION -1**

**INVITATION OF OFFERS FROM BIDDER**

**HLL LIFECARE LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
CENTRAL ENGINEERING DIVISION,  
PEROORKADA  
THIRUVANANTHAPURAM- 695005**

SEALED OFFERS ARE INVITED FROM ELIGIBLE AND COMPETENT ELECTRICAL CONSULTANTS FOR DESIGN, PREPARATION OF BOQ ETC. IN CONNECTION WITH THE SETTING UP OF WELL VENTILATION WITH 5 MICRON FILTER FACILITY. AT PFT , WEBSITE [WWW.LIFECAREHLL.COM](http://WWW.LIFECAREHLL.COM). LAST DATE FOR RECEIPT OF OFFERS IS ON 05.02.2018 , 15.00 HRS

**DGM (CED)**



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## **SECTION I**

### **NOTICE INVITING TENDER (NIT)**

#### **1.1 Brief Description of the Job**

HLL Lifecare Limited wishes to appoint Electrical Consultant at Peroorkada Factory for setting up of well ventilated area with 5 micron filter for Male condom manufacturing facility. The nature of services to be provided by the Consultant will include, but not limited to, preparing HT & LT Design and Details, Planning of all Services, Revalidation of Down stream Electrical design, preparation of BOQ & Tender Document, Bid Evaluation & Recommendation , assisting effective implementation of facility with due emphasis on quality of design and work. The Consultant will be required to provide sufficient technically qualified and experienced staff for providing the required level of service. However, the role of the Consultant will be only advisory.

#### **1.2 TENDER DETAILS**

<b>Period of Completion of project</b>	One year
<b>Earnest Money Deposit</b>	Rs.6000/-
<b>Period of contract</b>	1 year from the date of award of work.
<b>Tender Published on</b>	<b>22.01.2018</b>
<b>Last date &amp; time of submission of Tender</b>	<b>5.02.2018 &amp; 15.00 Hrs</b>
<b>Date &amp; Time of opening of technical Bid</b>	<b>05.02.2018 &amp; 15.30 Hrs</b>

#### **1.3 POINTS TO BE NOTED**

- 1.3.1 Each page of tender shall be signed by the authorized signatory of the Consultant.
- 1.3.2 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the Tender/Contract shall be communicated forthwith in writing by the Consultant to HLL.
- 1.3.3 The Technical Bids will be evaluated based on the eligibility criteria and responsiveness to the tender requirements. HLL Lifecare Limited reserves the right to reject any or all of the offers without assigning any reason.
- 1.3.4 EMD/Bid security amount in the form of DD, drawn in favour of HLL LIFECARE LIMITED, payable at Thiruvanthapuram. The EMD/Bid security shall be refunded to the Non- responsive bidders within 60 days from the date of opening of Bid.Tenders without EMD will be rejected.
- 1.3.5 The successful Consultant shall be required to execute a Contract Agreement within 10 days of issue of Letter of Acceptance, in the form prescribed by HLL.
- 1.3.6 The Offers must be delivered to the address below on or before 15.00 hrs, 05.02.2018. The envelope should be duly super scribed clearly “Offer for providing Electrical Consultancy Services”.



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#### **1.4 DESIRED QUALIFICATION OF CONSULTANT**

- 1.4.1 Basic qualification – B.Tech / BE in Electrical Engineering from reputed university  
1.4.2 Work experience – Min 20 years of work experience in handling, design and execution of electrical installations / substations and operation/ maintenance works in a large power industry in compliance with latest Central electricity authority (CEA) rules and regulations.  
**For proof Supporting documents Experience / Qualification should be submitted along with the Bid document.**

- a) Date of issue of bid document: 22/01/2018  
b) Last date and time for receipt of bids: 05/02/2018 at 15.00 Hrs  
c) Date and time of opening of bids: 05/02/2018 at 15.30 Hrs

Further information if any, may be obtained from the address and telephone no. given below:

DY GENERAL MANAGER (CED),  
CENTRAL ENGINEERING DIVISION,  
HLL LIFECARE LIMITED (A GOVERNMENT OF INDIA ENTERPRISE),  
PB NO 2, PEROORKADA, THIRUVANANTHAPURAM – 695005,  
KERALA STATE, INDIA  
PH: (++91 471) 2433374,2437270 –501,502  
TELE FAX: (++ 91 471) 2432647  
E-MAIL: [RAJEEVRV@LIFECAREHLL.COM](mailto:RAJEEVRV@LIFECAREHLL.COM), [RAJESHKUMAR@LIFECAREHLL.COM](mailto:RAJESHKUMAR@LIFECAREHLL.COM)



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## **SECTION II**

### **INSTRUCTION TO THE BIDDER (ITB)**

#### **1.0 Brief Description of the Job**

HLL Lifecare Limited wishes to appoint Electrical Consultant for setting up of Well ventilated air with 5 Micron filter facility at Peroorkada factory. The nature of services to be provided by the Consultant will include, but not limited to, preparing HT & LT Design and Details, Planning of all Services, Revalidation of Down stream Electrical design, preparation of BOQ & Tender Document, Bid Evaluation & Recommendation , assisting effective implementation of facility with due emphasis on quality of design and work..

#### **2.0 SCOPE OF WORK**

##### **2.1 Preliminary/ Working Drawing stage (For Tender purpose)**

The services to be provided by the Consultants shall interalia include the following:-

- a) Visiting the site, discussing details and requirements with the HLL regarding location of AHU Electrical Panel boards and plenum in the proposed site plan. Integration between the existing and proposed Electrical services, if any, shall also be considered. The inputs regarding external services like roads, cable trench & routing, communication to Kerala State Electricity Board and licensing authority, fire authority etc. shall be provided to the HLL team.
- b) Consultant should study the present loading pattern of factory (PFT) and advice HLL team in revising the contract demand (C.D.) to the optimize C.D. with Kerala State Electricity Board. Consultant will be responsible in preparing all supporting documents and drawings as per the Kerala State Electricity Board requirements. He shall assist HLL team in the complete procedure of revising the C.D. with kerala state electricity board till its completion.
- c) Consultant is responsible for capacity assessment of present substation utilities like transformers, DG sets, HT & LT panel boards, HT & LT switch gears & protections units, incomer HT cables, outgoing LT cables and all other electrical accessories, so as to meet the new load addition by installing the 5 Micron filter facility. Consultant should submit a detailed **CAPACITY ASSESSMENT REPORT**, having details on present substation capacity, proposed modifications and additions so as to successfully install the new 5 micron filter facility. The report should be supported by relevant calculations adopting universally accepted scientific methods, design details, drawings etc.
- d) Preparation of schematic drawing covering the new HT/LT installations.



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- e) Design of electrical earthing systems based on the soil resistivity complying with all Central Electricity Authority regulations & preparation of technical specifications & schedule for earthing. Appropriate lightning arrestors shall be also incorporated if necessary.
- f) The Bill of quantities (BOQ) with detailed specification & rates shall be submitted for approval by HLL-CED.
- g) Preparing final tender doc to the satisfaction of HLL-CED
- h) Daily inspections of work and appropriate guidance during the course of installation. The consultant shall also accompany designated officials in HLL-CED for Factory acceptance and site inspection as when required.
- i) Tender documents and cad drawings in soft copies along with 1 set of hard copy shall be submitted to HLL in the format as required by HLL.

### **2.2 Details of drawings to be submitted:-**

- a) Detailed execution drawings duly signed & sealed in suitable size paper in co-ordination with the project scheduling.
- b) Approvals/ CC/ NOCs- Assisting HLL in obtaining initial approval/ NOC from all concerned department for Electrical services. This includes assisting preparation & submission of required number of drawings, preparation of documents etc. as applicable according to the local Acts, Laws, Regulations etc. including making any changes desired by such authorities at no extra cost.

### **2.3 Execution/Completion stage**

The Consultant shall:

- a) Supply all the approved working drawings, specifications and details in the manner required by HLL for proper execution of the work.
- b) Obtain HLL's approval for any material deviation in design or specifications.
- c) Inspect & certify correctness of the physical layout at site as per approved plans.
- d) Coordinate the various activities of sub-consultants.
- e) Certify final completion of the Electrical work and furnish to HLL the Facility Completion Certificate along with six sets of completion plans/drawings and one set of reproducible drawings in A-2 size, and other connected documents.
- f) The revision drawings shall be provided in soft copies during major revisions for execution with the details of change note as per the requirement of project execution team.
- g) Shall extend support to HLL in certifying final completion of the Electrical work and obtain all the required completion certificates/ NOCs/ OEM documents from the various statutory authorities.
- h) Submit with four sets of as-built completion plans/ drawings of all Electrical services undertaken and one set of reproducible drawings in A1 size, 2 sets CD with soft copies etc. along with other connected documents prepared by the contractor and verified by the Consultant.



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## **2.4 Execution of the facility**

The Consultant shall be responsible for the effective execution of the facility to meet all critical parameters and shall comply with latest amended Central Electricity Authority regulations and Kerala State Electricity Board rules .

## **3.0 PAYMENTS TERMS**

### **3.1 Payments Terms:-**

The fees will be paid in instalments as specified below:-

10% of the consultant fee - after successful submission of capacity assessment report

20% of the consultant fee-after preparation and submission of detailed drawings/Estimate/BOQ/DPR & tender documents

20% of the consultant fee - after order finalization

20% of the consultant fee -completion of erection

20% of the consultant fee - after successful commissioning, validation & taking over by HLL

10% of the consultant fee - **Against Bank Guarantee of one year.**

Payments to the consultant shall be "on account" and shall be adjusted against the final bill.

## **4.0 TIME SCHEDULE AND MILESTONES**

### **4.1 Time Schedule**

Submission of preliminary Layout Drawings	Within 15 Days from the date of issue of the work order
Submission of Capacity assessment report and Schematic drawings	Within 15 Days from the date of approval of preliminary drawings by HLL
Submission of BOQ, Estimates and Specifications	Within 15 Days from the date of approval of DBR (Design Basis Report) and Schematic drawing by HLL

## **5.0 SIGNING OF AGREEMENT**

HLL shall prepare the Agreement if required in the Prescribed Performa, 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 Consultant will be required to execute the Contract agreement. One copy of the Agreement duly signed by HLL and the Consultant through their authorized signatories will be supplied by HLL to the Consultant.

## **6.0. ADDITIONS AND ALTERATIONS**

- (i) HLL shall have the right to request in writing for changes, additions, modifications or





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deletions in the design and drawings or any part of the work and to request in writing additional work in connection therewith and the consultant shall comply with such request.

- (ii) The consultant shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the contractor except through and with proper approval of HLL.

### **7.0 EXTENSION OF TIME**

- 7.1 To adhere to the above mentioned time schedule the consultant shall be provided on demand necessary documents, information and certificates/undertakings by HLL. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Consultant shall be considered for grant of extension of time. If the Consultant requires extension of time, they shall intimate in writing to HLL within 7 days of the occurrence of such hindrance/delay.
- 7.2 HLL after satisfying about the reasonableness of grounds, may grant extension of time as in it's opinion be justified and communicate the same in writing. (The decision of HLL shall be final and binding). Whenever such extension of time is granted, it would be without prejudice to the rights of HLL. Any extension of time granted as stated above shall neither entitle the Consultant to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.

### **8. SUPPLY OF DRAWINGS AND COPY-RIGHT**

- 8.1. All the estimates, bill of quantities, detailed designs with calculations, and any other details envisaged under this agreement shall be supplied in triplicate. All drawings and details of services/utilities (internal and external) shall be supplied by the Consultant as per requirements of local bodies and other authorities. HLL shall be supplied with six sets of such drawings along with one reproducible copy in A-1 size. If there is any revision of any detail in any drawing for any reason whatsoever, same number of drawings shall be reissued after such corrections without any extra charge. The consultant shall submit required number of sets of completion drawings and other details to local authorities and obtain completion certificates. Four sets of drawings and other details of completion plans shall be supplied to HLL.
- 8.2 All these drawings shall become the property of HLL and they shall have the right to use the same anywhere else. Such drawings and designs shall not be issued to any other person firm or authority or used by the Consultant for any other project. No copies of any drawings or documents shall be issued to anyone except HLL and/or it's authorized representatives.



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## **9.0 PERFORMANCE GUARANTEE**

9.1 Consultant shall guarantee that the Services as specified/ described under the scope of work in this tender, and technical documents to be developed by Consultant shall be in accordance with sound and established Electrical engineering practices, using Indian Codes and Regulations and wherever applicable, International Standards, for the purpose(s) specified, free from defects and suitable for respective uses intended. The guarantee has to be provided in the form of Performance Bank Guarantee in the prescribed format for amount equivalent to 10% of the Consultancy fee

9.2 If the consultant fails to perform services as specified/described under the scope of work in this tender or fails to comply with the terms and conditions of the work issued by HLL, final bill of 10% of the fees will be forfeited.

## **10. DETERMINATION AND RESCISSION OF AGREEMENT**

10.1 HLL without any prejudice to its right against the Consultant in respect of any delay by notice in writing absolutely determine the contract in any of the following cases:-

i) If the Consultant, being a firm/company shall pass a resolution or the court shall make any order that the firm/company shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court to appoint a receiver or a manager or which entitles the court to make up a winding order.

ii) If the Consultant commits breach of any of the terms of agreement.

10.2. When the Consultant has made himself liable for action under any of the clauses aforesaid, HLL shall have powers:

a) To rescind the agreement.

b) To engage another Consultant to carry out the balance work debiting the Consultant the extra amount, if any, so spent for getting the balance work done. This amount would be in addition to the recovery of liquidated damages under Clauses 6 and 7 herein above.

## **11. ARBITRATION**

Any dispute or difference whatsoever arising between the parties relating to or arising out of contract, shall be settled first by conciliation in accordance with the Rules of Conciliation of Scope and the settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties.

**BOTH THE PARTIES AGREE THAT ONLY THE COURTS IN THIRUVANANTHAPURAM, KERALA, SHALL HAVE SOLE JURISDICTION IN ANY MATTER OF DISPUTES ARISING OUT OF OR IN CONNECTION WITH THE WORK.**



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## **12.0 THE PRICE BID**

### **3.1 CONSULTANCY OFFER FOR THE PROJECT UNDER HLL LIFECARE LIMITED**

*Name of Work:* .....

.....  
.....  
*The Fees for providing consultancy services for the above said work is Rs.....*  
*(In Words. ....)*

*[The fee shall be excluding GST.]*

Place:

Signature of the Consultant/ Authorised Person\*

Date:

Name  
Address



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**FORM- A**

**FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK**

1. This deed of Guarantee made this day of \_\_\_\_\_ between Bank of \_\_\_\_\_ (hereinafter called the “Bank”) of the one part, and HLL Lifecare Limited (hereinafter called “HLL”) of the other part.

2. Whereas HLL Lifecare Limited HAS AWARDED the Electrical Consultancy Contract the work of providing Electrical Consultancy Services for ..... (Hereinafter called the contract) to \_\_\_\_\_ (hereinafter called the Consultant). (Name of the Consultant)

3. AND WHEREAS the Consultant is bound by the said Contract to submit to HLL a Performance Security for a total amount of Rs. .... (Rupees .....).

4. Now we the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee HLL the full amount of Rs ..... (Rupees .....) as stated above.

5. After the Consultant has signed the aforementioned Contract with HLL, the Bank is engaged to pay HLL, any amount up to and inclusive of the aforementioned full amount upon written order from HLL to indemnify HLL for any liability of damage resulting from any defects or shortcomings of the Consultant or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by HLL immediately on demand without delay without reference to the Consultant and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Consultant. The Bank shall pay to HLL any money so demanded notwithstanding any dispute/ disputes raised by the Consultant in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. This Guarantee is valid till ..... (The initial period for which this Guarantee will be valid must be for at least 12 months).

7. At any time during the period in which this Guarantee is still valid, if HLL agrees to grant a time extension to the Consultant or if the Consultant fails to complete the Works within the time of



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completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 5, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by HLL and at the cost of the Consultant.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.

9. The neglect or forbearance of HLL in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by HLL for the payment hereof shall in no way relieve the bank of their liability under this deed.

10. The expressions “HLL”, “the Bank” and “the Consultant” herein before used shall include their respective successors and assigns.

IN WITNESS WHERE OF I/ WE OF THE BANK HAVE SIGNED AND SEALED THIS GUARANTEE ON THE ----- DAY OF ----- (MONTH) 20..... BEING HEREWITH DULY AUTHORIZED.

FOR AND ON BEHALF OF  
THE.....BANK.  
SIGNATURE OF AUTHORIZED BANK OFFICIAL

NAME : .....  
DESIGNATION : .....  
STAMP/SEAL OF THE BANK: .....

SIGNED,SEALED AND DELIVERED  
FOR AND ON BEHALF OF THE BANK BY THE ABOVE NAMED ----- IN  
THE PRESENCE OF:

WITNESS 1.  
SIGNATURE.....  
NAME.....  
ADDRESS.....



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WITNESS 2.

SIGNATURE.....

NAME.....

ADDRESS.....