

# **TENDER DOCUMENT**

**SUPPLY OF TILES FOR SETTING UP OF  
PERSONAL LUBE FACILITY AT PFT**

**HLL LIFECARE LTD,  
CENTRAL ENGINEERING DIVISION  
PEROORKADA FACTORY,  
THIRUVANANTHAPURAM – 695 005,  
KERALA, INDIA.  
PHN: ++91 471 2437270**

**JUNE 2017**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Central Engineering Division, Peroorkada. P.O,  
Thiruvananthapuram – 695005,  
Kerala, India  
Phn: 0471- 2433374,2437270, 2435090  
Fax No. (0471) 2432647

**INVITATION FOR BIDS (IFB)**

**IFB No: HLL/CED/TILE/PFT/LUBE-FACILITY/2017-18 Dated 01.06.2017**

HLL Lifecare Limited (HLL), a Government of India Enterprise is in the process of setting up Personal lube facility at Peroorkada Factory Thiruvanthapuram. For the said project, sealed and super scribed bids are invited from competent and experienced Suppliers/Contractors who are capable to supply as per our tender.

Sl. No	Brief Description of Item/Work	Quantity	EMD in RS
1	Supply of Tiles for setting up Personal lube facility at HLL, Peroorkada Factory, Thiruvananthapuram	As per schedule of items	RS 6000

2. The bid documents will be available up to 15.00 Hrs. on the previous working day of the opening of the bids. The scheduled date for issue, receipt and opening of bids is as follows.

- Date of issue of tender document - 01.06.2017 onwards
- Last date and time for receipt of bids - 20.06.2017 up to 15.00 Hrs.
- Date and time of opening of bids - 20.06.2017, 15.30 Hrs.
- Address for communication, receipt and place of opening of bids:

**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, rajeshkumar@lifecarehll.com.**

3. The completed and sealed bid documents should be submitted to Dy General Manager (Central Engineering Division), in the above address along with the EMD.

The outer cover should bear the Enquiry No, closing date and General description of item tendered, and the words "DO NOT OPEN BEFORE" 15.30 Hrs (IST) on ----- (Indicate the Closing Date). EMD shall be submitted in the form of demand draft draw from a nationalized bank in favor of HLL Lifecare Limited payable at Thiruvananthapuram. Bids received after due date and time will be rejected. Any bid not accompanied by EMD will be rejected

4. Bids will be opened in the presence of Bidders representative(s) who choose to attend on the specified date and time, at the office of HLL at the address given in Clause 2 (d) above.
5. In the event of the date specified for bid receipt and opening being declared as a closed holiday for the above purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
6. HLL may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
7. HLL will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.
8. The EMD should be enclosed in a separate envelope and super scribed as "EMD" and to be attached in the main cover.
9. SSI units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC.
10. The company reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.
11. The Bid must include the following information;
  - a. Enquiry No.
  - b. EMD
  - c. Promised Delivery/Completion Schedule
  - d. Price Schedule in Format For Quoting (Schedule III)
  - e. All other documents/certificate/information as specified in the bid document.
12. In addition to the invitation for bids, the bidding documents include the following schedules.

Schedule I	-	Conditions of Contract
Schedule II	-	Acceptance Form
Schedule III	-	Schedule of Work

**Dy Genral Manager ( CED)**

**SCHEDULE I**

**CONDITIONS OF CONTRACT**

**1) PRICE**

The price quoted should be inclusive of all material cost, loading and unloading charges, all applicable taxes and other levies, labor charges, insurance etc. The **Schedule of Work** is enclosed as **Schedule III**.

Price quoted should be firm without any escalation till the order is completely executed.

**2) TAXES/DUTIES/LEVIES**

The contractor shall be entirely responsible for all applicable taxes including sales tax, work contract tax, service tax, entry tax, duties, license fees etc. incurred until successful completion of contract.

**3) ESCALATION**

The rates quoted by the Contractor in the contract documents shall be final and shall not be subjected to any change due to the increase in labour wages or inflation in the cost of materials or any other price variations due to any reason during the stipulated time period of the contract or during the extended time period of completion.

Rates quoted should be inclusive of all cost of materials.

**4) COMPLETION TIME**

Supply should be completed within **3 WEEKS** from the date of issuing the Letter Of Intent or Work Order.

**5) PAYMENT TERMS**

- a) 90% of the bill value will be paid against the supply of material.
- b) 10% amount of the Bill will be retained as retention money and will be released only after the Defect liability period of 12 months.

Tax Deduction: All statutory deductions like Income Tax, or any other government-imposed liabilities shall be borne by the Supplier.

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## **6) SECURITY DEPOSIT**

- 6.1 Simultaneously with the execution of the contract successful bidder shall furnish a Security deposit in the form of a Demand Draft from a nationalised bank drawn in favour of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram or a Bank Guarantee from a nationalised bank, for an amount equal to 10 % of the total contract value as Security Deposit for his faithful execution of contract. The Security deposit should be valid until successful completion of the contract and acceptance of the Equipment/works by the Purchaser/Owner and will be released after acceptance of the Equipment/works by the Purchaser/Owner. In case of a delay in the works the validity of security deposit shall be extended.
- 6.2 Within 10 days of the receipt of notification of award from the Purchaser/Owner; the successful Bidder shall furnish the security deposit in the form of a Demand Draft or Bank Guarantee in the security deposit form to be sent along with the Notification Of Award.
- 6.3 Failure of the successful Bidder to accept the notification of award or submission of security deposit within the timeframe shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which even the Purchaser/Owner may make the award to the next lowest evaluated bidder or call for new bids.

## **7) EARNEST MONEY**

- 7.1 Each bid must be accompanied by E.M.D.
- 7.2 The EMD is required to protect the Purchaser/Owner against risk of Bidder's conduct, which would warrant the security's forfeiture.
- a. The EMD shall be in the form of cash deposit or demand draft from a nationalized bank drawn in favour of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram.
  - b. E.M.D. from unsuccessful bidders will be returned after the acceptance of order by the L1 party.
  - c. In the case of successful bidder, the Earnest Money will be returned after signing the contract, and submission of Security Deposit, which they will have to offer for the faithful execution of the contract.

7.3 The EMD may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bidding Document; or
- (b) In case of the successful Bidder, if the Bidder fails:
  - (i) to sign the Contract
  - (ii) to furnish security deposit

## **8) LIQUIDATED DAMAGES FOR DELAYS**

If the work is not completed and handed over to the Purchaser/Owner within the time stipulated in the Order, Purchaser/Owner may at their option, either (1) recover from the Contractor liquidated damages at the rate of 0.5 % of the total contract value for every week of delay, subject to a maximum of 7.5 % of the total contract value, or (2) at the risk and cost of the Contractor and without prejudice to the other remedies/rights as per the Contract, terminate the order wholly or partially and complete it themselves or reassign it to other contractors.

## **9) CORRESPONDENCE**

All correspondence relating to this Order shall be in English, to:

**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, rajeshkumar@lifecarehll.com.**

## **10) SETTLEMENT OF DISPUTES**

Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or any thing connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation.

The Courts at Thiruvananthapuram alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract.

## **SCHEDULE II**

### **ACCEPTANCE FORM**

*(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)*

From

To

**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, rajeshkumar@lifecarehll.com.**

Dear Sir,

I / We, hereby offer to supply/construct/erect/install/commission the work as detailed in schedules/drawings hereto or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open till 90 days after the date of bid opening prescribed by the purchaser/Owner. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document/drawings hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

Yours faithfully,

**SIGNATURE OF THE BIDDER**

### SCHEDULE III

#### SCHEDULE FOR THE SUPPLY OF VITRIFIED TILE FOR PERSONAL LUBE MANUFACTURING FACILITY.

SL. NO	Description	Unit	Qty.	Rate	Amount
1	<b>Vitrified tile</b>				
(a)	Supplying vitrified floor tiles double charged of size 600x600 mm (thickness to be specified by the manufacturer) approximate 9 to 10 mm with water absorption less than 0.08% and conforming to IS : 15622, of approved make, (NITCO/JOHNSON/RAK) in all colours and shades.	Sq M	385		