

HLL Lifecare Limited
(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
Ph: 0484- 2597200
email: ifchll@lifecarehll.com

Tender No. HLL/IFC/HK/CPP/2026-28

Dated: 10.08.2026

TENDER DOCUMENT



INVITATION FOR BIDS

TO

**PROVIDE MANPOWER FOR UNDERTAKING VARIOUS
HOUSEKEEPING WORKS ON CONTRACT BASIS
AT HLL LIFECARE LIMITED, IRAPURAM FACTORY COCHIN -683556**

HLL Lifecare Limited
(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
Ph: 0484- 2597200
email: ifchll@lifecarehll.com

Tender No. HLL/IFC/HK/CP/2026-28

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SCHEDULE A

NOTICE INVITING TENDER (NIT)

E-tender under open two bid system (Technical and Price) are invited for providing MANPOWER FOR UNDERTAKING VARIOUS HOUSEKEEPING WORKS ON CONTRACT BASIS AT HLL LIFECARE LIMITED, IRAPURAM FACTORY COCHIN -683556 for 2 years from 01.10.26 to 30.09.28

SI No	Particulars	Description
1	Name of Item	Provide manpower for undertaking various Housekeeping works on contract basis at HLL Lifecare Limited, Irapuram Factory, Cochin.
2	Location of Delivery	HLL Lifecare Limited, Irapuram Factory, Cochin - 683556
3	EMD	Rs.50,000/- (EMD)
6	Bid submission fee/Tender fee	Rs.590/- (including GST)
7	Period of contract	01.10.2026 – 30.09.2028
8	Eligibility criteria for Bidders	As per Tender document
9	Last date and time for online submission	20-08-2026 at 14.00 hrs
10	Date and time of opening of e-tender	21-08-2026 at 15.00 hrs
11	HLL A/c Details for payment of Tender Fees and EMD (Payment mode: NEFT/RTGS)	Name of Bank : State Bank of India A/c number : 67266462046 IFSC Code : SBIN0070558 Branch name : VALAYANCHIRANGARA, P.B.NO.1, KANIYAMKUDIYIL BLDGS VALAYANCHIRANGARA P.O. 683556, COCHIN - 683556

MANAGER (PURCHASE)

HLL Lifecare Limited
(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
Ph: 0484- 2597200
email: ifchll@lifecarehll.com

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SCHEDULE B

GENERAL INSTRUCTIONS TO BIDDERS

1. This tender is an e-Tender and is being published online in Government eProcurement portal, <https://etenders.gov.in/eprocure/app>
2. Bid documents including the Bill of Quantities (BoQ) can be downloaded from the Central Public Procurement Portal of Government of India (e - portal). All Corrigendum / extension regarding this e-tender shall be uploaded on this website i.e. <https://etenders.gov.in/eprocure/app>.
3. The tendering process is done online only at Government eProcurement portal (URL address: <https://etenders.gov.in/eprocure/app>). Aspiring bidders may download and go through the tender document.
4. All bid documents are to be submitted online only and in the designated cover(s)/envelope(s) on the Government eProcurement website. Tenders/bids shall be accepted only through online mode on the Government eProcurement website and no manual submission of the same shall be entertained. Late tenders will not be accepted.
5. The complete bidding process is online. Bidders should be in possession of valid Digital Signature Certificate (DSC) of class II or above for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.
6. Bidders are advised to go through “Bidder Manual Kit”, “System Settings” & “FAQ” links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal.
7. Bidders are advised to visit CPPP website <https://etenders.gov.in> regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.
8. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Government eProcurement Portal.

9.1 Registration

- a) Bidders are required to register in the Government e-procurement portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home page after log in to the CPP Portal

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(URL: <https://etenders.gov.in/eprocure/app>), by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

- b) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The bidders are required to have Class II or above digital certificate with both signing and encryption from the authorized digital signature Issuance Company. Please refer online portal i.e. - <https://etenders.gov.in/eprocure/app> for more details.
- e) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or above Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /n-code / e-mudra etc.), with their profile.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- g) The Bidder intending to participate in the bid is required to register in the e-tenders portal using his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. He/ She have to submit the relevant information as asked for about the firm. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including all the Forms/Annexure of this tender.
- h) Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on the e-procurement portal.
- i) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- j) Ineligible bidder or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this tender.

9.2 Searching for Tender Documents

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Form of Contract, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization.

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- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

9.3 Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- e) Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

9. 4 More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>

- 10. Tenderers are required to upload the digitally signed file of scanned documents. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

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11. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The 24x7 Help Desk details are as below: -

For any technical related queries please call at 24 x 7 Help Desk Number:
0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787

E Mail Support: For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority
Technical - support-eproc@nic.in, Policy Related - cphp-doe@nic.in

12. Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact details.
13. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Address for communication and place of opening of bids:

MANAGER (PURCHASE)
HLL Lifecare Limited
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IRAPURAM FACTORY COCHIN -683556, Ph: 0484 - 2597200

14. The bids shall be opened online at the **Office of the MANAGER (PURCHASE)** in the presence of the Bidders/their authorized representatives who wish to attend at the above address. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at same time and place.
15. More details can be had from the Office of the MANAGER (PURCHASE) during working hours 10 AM and 3 PM. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.
16. A firm/bidder shall submit only one bid in the same bidding process. A Bidder (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.
17. Joint ventures or Consortiums of two or more registered bidders are not permitted.
18. Online Tender Process:

The tender process shall consist of the following stages:

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- i. Downloading of tender document: Tender document will be available for free download on Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Pre-bid meeting: Not Applicable for this tender
- ii. Publishing of Corrigendum: All corrigenda shall be published on Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>) and shall not be available elsewhere.
- iv. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on Government e-procurement portal. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi. Opening of Financial Bids: Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

19. Tender Document Fees and Bid Security (EMD):

Tender fee (Non-refundable) and EMD as per the tender conditions shall be paid separately, thru RTGS/NEFT transfer in the following HLL A/c details:

Name of Bank : State Bank of India

A/c number : 67266462046

IFSC Code : SBIN0070558

Branch name : VALAYANCHIRANGARA,

P.B.NO.1,

KANIYAMKUDIYIL BLDGS

VALAYANCHIRANGARA P.O. 683556, COCHIN

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Document of the above transactions completed successfully by the bidder, shall be uploaded at the locations separately while submitting the bids online.

Note: Any transaction charges levied while using any of the above modes of payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment is effective on the date and time of bid opening.

20. HLL Lifecare Limited does not bind themselves to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.
21. The HLL Lifecare Limited reserves to themselves the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at his quoted rates. The Unit Chief, HLL Lifecare Limited Irapuram Factory, Cochin - 683556 reserves the right to cancel in part or whole the tender without assigning any reason and his decision will be final and binding on all concerned parties
22. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by HLL Lifecare Limited. Including but not limited to forfeiture of EMD, Security Deposit, black listing etc., as deemed fit by HLL Lifecare Limited.
23. Conditional bids and bids not uploaded with appropriate/desired documents may be rejected outrightly and decision of HLL Lifecare Limited in this regard shall be final and binding.
24. The technical bids should be uploaded as per the requirements of NIT and should not contain price information otherwise the bid will be rejected.
25. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the HLL Lifecare Limited's decision shall be final in this regard.

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26. Submission Process:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>) along with tender document fees and EMD.

Note:-It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

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SCHEDULE C

INSTRUCTIONS TO THE BIDDERS (ITB)

Instructions to bidder are broad guidelines to be followed while formulating the bid and its submission to the Purchaser. It also describes the methodology for opening and evaluation of bids and consequent award of contract.

1. DEFINITIONS

In this Contract, the following words and expressions shall have the meanings as stated below:

- a. **‘Invitation for Bid’** shall mean and include the present document, and such other complements and agenda, which may subsequently be issued in this connection.
- b. **‘Bidder/Tenderer’** shall mean the person, firm or Corporation submitting a bid against this invitation for bid and shall also include his agents and representatives.
- c. **‘Purchaser/Owner’** shall mean HLL Lifecare Limited (HLL) (Irapuram Factory, Cochin) or its units thereof.
- d. **‘Supplier’** shall mean the successful bidder whose tender has been accepted by the purchaser/owner and to whom the order is placed by the purchaser/owner and shall include his heirs, legal representatives, successors etc.
- e. **‘Acceptance Letter’**, shall mean written consent by a letter of purchaser/owner to the bidder intimating him that his tender has been accepted.
- f. **‘Contract Period’**, shall mean the period specified in the tender documents during which the contract shall be executed.

2. SCOPE OF THE BID

Irapuram Factory, HLL Lifecare Limited (HLL), a Government of India Enterprise, invites online bids from the eligible, competent and experienced authorized agents who are capable of execute the contract as per our tender conditions and specification in Schedule I for a period of **Two Years** from 01-10-2026 to 30-09-2028

3. ELIGIBLE BIDDERS

- 3.1 A Bidder should have eligibility criteria as per 9.2-b of this section to submit bids against this tender.

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3.2 A firm/bidder shall submit only one bid in the same bidding process. A Bidder (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.

3.3 Joint ventures or Consortiums of two or more registered contractors are not permitted.

4. COST OF BIDDING

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4.2 Tender documents may be downloaded from the Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>). However, tender document fees, as mentioned in the NIT, is required to be submitted along with the online bid.

5. Getting information from web portal

5.1 All prospective bidders are expected to see all information regarding submission of bid for the tender published in the e tender website during the period from the date of publication of NIT and up to the last date and time for submission of bid. Non observance of information published in the website shall not be entertained as a reason for any claim or dispute regarding a tender at any stage.

5.2 All bids shall be submitted online on the Government e-procurement portal only in the relevant envelope(s)/ cover(s), as per the type of tender. No manual submission of bids shall be entertained for the tenders published through Government e-procurement portal under any circumstances.

5.3. The Government e-procurement portal shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In this regard, the department shall not be responsible for any kind of such issues faced by bidder.

6. Bidding Documents

6.1. The Bidder is required to login to the e-procurement portal and download the listed documents from the website. He shall save it in his system and undertake the necessary preparatory work off-line and upload the completed bid at his convenience before the closing date and time of submission.

6.1.1. The bidder is expected to examine carefully all instructions, terms and conditions of Contract, Forms, Technical Specifications and Bill of Quantities in the Bid Document. Failure to comply with the requirements of Bid Document shall be at the Bidder's own risk.

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7. Clarification of Bidding Documents

- 7.1.1. A prospective bidder requiring any clarification of the bidding documents shall contact the office of the Tender Inviting Authority on any working day between 10 AM and 3 PM.
- 7.1.2. In case the clarification sought necessitates modification of the bid documents, being unavoidable, the Tender Inviting Authority may affect the required modification and publish them in the website through corrigendum.
- 7.2 Amendment to bidding documents
 - 7.2.1. Before the deadline for submission of bids, the Tender Inviting Authority may modify the bidding document by issuing amendment.
 - 7.2.2. Any amendment thus issued shall be a part of the bidding documents which will be published in the e-tender website. The Tender Inviting Authority will not be responsible for the prospective bidders not viewing the website in time.
 - 7.2.3. If the amendment thus published does involve major changes in the scope of supply, the Tender Inviting Authority may at his own discretion, extend the deadline for submission of bids for a suitable period to enable prospective bidders to take reasonable time for bid preparation taking into account the amendment published.

8. Preparation of Bids

8.1 Language of the Bid

- 8.1.1. All documents relating to the bid shall be in the English language.

8.2. Documents Comprising the Bid

- 8.2.1. The online bid submitted by the bidder shall comprise the following:

- i. Details required for e-payment (Details of bank account having core banking facility and e-mail address of the bidder) in the prescribed format.
- ii. Payment of tender fee/Udyam as detailed in the e-tender web site.
- iii. EMD payment/Udyam details.
- iv. Bid Security Declaration form for MSE Bidders
- v. Copy of Documents in proof of Eligibility Criteria.
- vi. Copy of Documents in proof of financial turnover.
- vii. Other documents specified in Part III.
- viii. Priced Bill of Quantities.

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8.2.2. Bidders shall not make any addition, deletion or correction in any of the bid documents. If tampering of documents is noticed during tender evaluation, the bid will be rejected and the bidder will be blacklisted.

8.3. Bid Prices

8.3.1. The Bidder shall bid as described in the Bill of Quantities.

8.3.2. For item rate tenders, the bidder shall fill in rates in figures and should not leave any cell blank. The line item total, in words and the total amount shall be calculated by the system and shall be visible to the Bidder.

8.3.3. The rates quoted by the Bidder shall be Service Charge Per day per head (8 hours Shift) in Rupee terms. Service Charge shall also cover the Insurance of the employees being hired, who are not coming under ESI Medical coverage. The Service Charge will be firm and fixed for the entire period of contract.

8.3.4. GST applicable shall be extra.

8.3.5. The charges/ rates quoted by the bidder shall remain firm during the entire period of contract.

8.4. Currencies of Bid and Payment

8.4.1. The currency of bid and payment shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees only.

8.5. Bid Validity

8.5.1. Bids shall remain valid for the period of **180 days from the date of** opening the Price Bid. A bid valid for a shorter period shall be rejected by HLL as non-responsive.

8.5.2. In exceptional circumstances, prior to expiry of the original bid validity period, the tendering authority may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by e mail. A bidder may refuse the request without forfeiting its bid security. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its bid security for the period of the extension.

8.6. EMD

8.6.1. The Bidder shall furnish, as part of his Bid, a Bid Security for an amount as detailed in the Notice Inviting Tender (NIT). For e-tenders, Bidders shall remit the Bid Security using the payment options given in e-tender under Government e-Procurement system only.

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8.6.2. Each bid must be accompanied by E.M.D. Any bid not accompanied by an acceptable Bid Security (EMD) shall be rejected as non-responsive.

8.6.3. The Bid Security (EMD) of the unsuccessful Bidder shall become refundable as promptly as possible after opening of Price Bid and finalization of the tender.

8.6.4. The Bid Security (EMD) of the successful Bidder will be converted to Security deposit on acceptance of LOI/purchase order.

8.6.5 SSI/MSE/ NSIC/Start Up units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their MSE /Udyam registration certificate as mentioned in the NIT. But the Party has to provide Security deposit if Tender is awarded to them. **Security deposit will be 5 % of the order value subject to a maximum of Rs.2, 00,000.00.** MSE bidders have to sign a Bid Security Declaration form accepting that if they withdraw or modify the bids during period of validity etc, they will be suspended for the time specified in tender documents

8.6.6 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises.

8.6.7 Startup units interested in availing exemption from payment of tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion on or before due date as per tender notice. But the party has to provide security deposit if Tender is awarded to them.

8.6.8. The Bid Security may be forfeited:

- 1) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity including extended period of validity; or
- 2) If any modification is effected to the tender documents or
- 3) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - a) Accept the LOI/purchase order; or
 - b) Furnish the required Security Deposit.

8.6.9. In such cases, material will be procured from alternate sources at the risk and cost of the selected bidder. In such cases, the additional cost incurred will be recovered from them.

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8.6.10. The Bid Security deposited will not carry any interest.

8.7. Tender Fee

8.7.1. For e-tenders, the mode of remittance of Tender Fee shall be the same as detailed for remitting Bid Security. For e-tenders, Bidders shall remit the Tender fee using the payment options as mentioned in the e-tender in Government E - Procurement portal only. Tender Fee is exempted for those coming under Clause 8.6.5.

8.7.2. Any bid not accompanied by the Tender Fee as notified, shall be rejected as nonresponsive.

8.7.3. Tender Fee remitted will not be refunded.

8.8 Alterations and additions

8.8.1. The bid shall contain no alterations or additions, except those to comply with instructions, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

8.8.2. The bidder shall not attach any conditions of his own to the Bid. Any bidder who fails to comply with this clause will be disqualified.

9. Submission of Bids

The Bidder shall submit their bid online only through the Government eProcurement portal (URL: <https://etenders.gov.in/eprocure/app>) as per the procedure laid down for e-submission as detailed in the web site. For e tenders, the bidders shall download the tender documents including the Bill of Quantity (BoQ) file from the portal. The Bidder shall fill up the documents and submit the same online using their Digital Signature Certificate. On successful submission of bids, a system generated receipt can be downloaded by the bidder for future reference. Copies of all certificates and documents shall be uploaded while submitting the tender online.

9.1 The tender is invited in **3 Envelope system** from the registered and eligible firms at CPP Portal.

9.2 Pre-qualification Criteria for bidders: Following 3 envelopes shall be submitted online at CPP-portal by the bidder.

a) Envelope - I (Tender Fee and EMD):

Tender fee (Non-refundable) and EMD as per the tender conditions **shall be paid separately**, thru RTGS/NEFT transfer in the following HLL A/c details:

Name of Bank : State Bank of India
A/c number : 67266462046

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(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
Ph: 0484- 2597200
email: ifchll@lifecarehll.com

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IFSC Code : SBIN0070558

Branch name : VALAYANCHIRANGARA,
P.B.NO.1,
KANIYAMKUDIYIL BLDGS
VALAYANCHIRANGARA P.O. 683556

Document of the above transactions completed successfully by the bidder, shall be uploaded separately while submitting the bids online.

b) Envelope -II (Technical bid):

Technical Bid should contain signed and scanned soft copy of documents duly filled and signed as specified in Part III.

Qualification Criteria for contractors / firms

The bidder should be fulfilling the following preconditions and must also upload/ submit documentary evidence in support of fulfillment of these conditions while submitting the bid.

Sl No	Eligibility Criteria
1	Minimum eligibility criteria for qualifying in Technical Bid as per Schedule F
2	Questionnaire- General information of the Tenderer - Schedule H
3	Duly filled and signed copy of requisition for e-payment form along with clear and visible scan copy of cancelled cheque as per Schedule S
4	Technical Bid Questionnaire for Minimum Eligibility Criteria Schedule G
5	Indemnity Clause as per Schedule P
6	Declaration by accepting Terms and Conditions by the Tenderer Schedule O
7	Bid security declaration Form (For MSE Bidders) Schedule R

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c) Envelope - III (Financial Bid): The Financial e-Bid through CPP portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the file, open it and complete the colored (Unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the file is found to be modified by the bidder, the bid will be rejected.

Note:-

1. HLL Lifecare Limited reserves the right to verify the credential submitted by the agency at any stage (before or after the award of order). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then HLL shall take the following action:
 - a) Forfeit the entire amount of EMD submitted by the firm.
 - b) The agency shall be liable for debarment from tendering in HLL Lifecare Limited, apart from any other appropriate contractual /legal action.
2. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.

10. Deadline for Submission of the Bids

10.1 Bid shall be received only online on or before the date and time as notified in NIT.

The Tender Inviting Authority, in exceptional circumstances and at its own discretion, may extend the last date for submission of bids, in which case all rights and obligations previously subject to the original date will then be subject to the new date of submission. The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time).

10.2 Modification, Resubmission and Withdrawal of Bids

- 10.2.1 Resubmission or modification of bid by the bidders for any number of times before the date and time of submission is allowed. Resubmission of bid shall require uploading of all documents including price bid afresh.

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10.2.2 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

10.2.3 The Bidder can withdraw his/her bid before the date and time of receipt of the bid. The system shall not allow any withdrawal after the date and time of submission.

11. Bid Opening and Evaluation

11.1. Bid Opening

Bids shall be opened on the specified date & time, by the tender inviting authority or his authorized representative in the presence of bidders or their designated representatives who choose to attend.

11.1 Bid Opening Process

11.1.1. Opening of bids shall be carried out in the same order as it is occurring in invitation of bids or as in order of receipt of bids in the portal. The bidders & guest users can view the summary of opening of bids from any system. Bidders are not required to be present during the bid opening at the opening location if they so desire.

- a) Envelope -I: Envelope-I Opening date shall be mentioned in NIT Document. (Envelope - I shall contain scanned copy of Tender Fees and EMD)
- b) Envelope -II: Envelope-II opening date shall be as mentioned in NIT Document. The intimation regarding acceptance / rejection of their bids will be intimated to the bidders through e-tendering portal. (Envelope-II shall contain scanned copy of Pre-qualification document.)

If any clarification is needed from bidder about the deficiency in his uploaded documents in Envelope- I and Envelope-II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by HLL Lifecare Limited, failing which tender will be liable for rejection.

- c) Envelope -III: The financial bids found to be meeting the qualifying requirements shall be opened as per NIT Document. (Depending on evaluation of Envelop I & II, the date shall be intimated through CPP Portal)

11.1.2. In the event of the specified date of bid opening being declared a holiday for HLL, the bids will be opened at the same time on the next working day.

11.2. Confidentiality

11.2.1. Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of orders shall not be disclosed to Bidders or any other persons

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not officially concerned with such process until the award has been announced in favour of the successful bidder.

- 11.2.2. Any effort by a Bidder to influence the Purchaser during processing of bids, evaluation, bid comparison or award decisions shall be treated as Corrupt & Fraudulent Practices and may result in the rejection of the Bidders' bid.

11.3. Clarification of Bids

- 11.3.1. To assist in the examination, evaluation, and comparison of bids, the Tender Inviting Authority may ask the bidder for required clarification on the information submitted with the bid. The request for clarification and the response shall be in writing or by e-mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted.
- 11.3.2. No Bidder shall contact the Tender Inviting Authority on any matter relating to the submitted bid from the time of the bid opening to the time the order is awarded. If the Bidder wishes to bring additional information to the notice of the Tender Inviting Authority, he shall do so in writing.

11.4. Examination of Bids, and Determination of Responsiveness

- 11.4.1. During the bid opening, the Tender Inviting Authority will determine for each Bid whether it meets the required eligibility as specified in the NIT; is accompanied by the required EMD, Tender fee and the required documents and certificates.
- 11.4.2. A substantially responsive bid is one which conforms to all the terms, conditions, and requirements of the bidding documents, without material deviation or reservation.
- 11.4.3. If a Bid is not substantially responsive, it may be rejected by the Tender Inviting Authority, and may not subsequently be made responsive by correction or withdrawal of the nonconforming material deviation or reservation.
- 11.4.4. Non submission of legible or required documents or evidences may render the bid non-responsive.
- 11.4.5. Bidder can witness the principal activities and view the documents/summary reports for that particular tender by logging on to the portal with his DSC from anywhere.
- 11.4.6. Single tender shall not be opened in the first tender call.

11.5. Negotiation on Bids

- 11.5.1. The Tender Inviting Authority reserves the right to negotiate with the lowest evaluated responsive bidder.

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12. Award of Order

- 12.1. HLL will award the order to the Bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- 12.2. In the eventuality of failure on the part of the lowest successful bidder to produce the original documents, or submit the security deposit, or acceptance of order within the specified time limit, the Bidder shall be debarred in future from participating in Bids for three years and will be recommended for blacklisting by the competent authority. In such cases, the material will be procured from other responsive bidders at the risk and cost of nonresponsive L1 bidder.
- 12.3 The rates for the various items quoted by the Bidder shall be rounded to two decimal places. The decimal places in excess of two will be discarded during evaluation.
- 12.5 The Tender Inviting Authority reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the finalization of tender, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Inviting Authority's action without assigning any reason.
- 12.6 Notification of Award and Order Acceptance
- 12.6.1 The Bidder, whose bid has been accepted, shall be notified of order by HLL prior to expiration of the bid validity period by e-mail.

13. Corrupt or Fraudulent Practices

- 13.1 The purchaser requires that the bidders and suppliers observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sl. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	Means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.

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Sl. No.	Term	Meaning
(d)	Coercive practice	Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

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SCHEDULE D

GENERAL TERMS & CONDITIONS

1. The work shall be awarded to the applicants quoting lowest rates and meeting the statutory requirements as specified in the Price Schedule. There shall not be any additions to the given price schedule.

Applicants are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their applications as to the form and the nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their application. An applicant shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work. Submission of this application implies that the applicant has read this notice and all the documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factor shaving a bearing on the execution of the work.

Canvassing whether directly or indirectly, in connection with this application is strictly prohibited and the application submitted by the applicants who resort to canvassing will be liable for rejection. The tender for the work shall remain open for acceptance for a period of 120 days from the date of opening of the application. If any applicant withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to the HLL.

2. This Notice Inviting Tender shall form a part of the Contract Document. In accordance with clause 1 of the contract, the letter of acceptance shall be issued first in favor of the successful Applicant. On such communication of acceptance, the successful Applicant shall, within 15 days from such date, formally sign the agreement consisting of: -

- a) The Notice Inviting Tender, tender documents including scope of work and other documents if any as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
- b) Agreement signed on a non-judicial stamp paper. The Proforma for the same will be given along with the Letter of acceptance.

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SCHEDULE E

SPECIAL CONDITIONS

1. The Company shall have the right to inspect the existence and quality of the details claimed in the Technical Bid, to determine the eligibility of the Bidder prior to the award of work and the tenderer shall extend all co-operations for this. If any information provided in the Technical Bid is found false or incorrect at the stage of inspection or visit, the tenderer shall be disqualified. If any information provided in the Technical Bid found false at any point of time during the contract period, the same shall result in termination of contract with the tenderer, disqualification of the tenderer from future tendering, forfeiture of EMD paid and Security Deposit and payment of compensation towards loss or damage caused to the company on account of making false claims.
2. Workers engaged for the work as per this tender by the contractor will be employees of the contractor at all times and for all purpose and not of Irapuram Factory, HLL LIFECARE LIMITED and there will not be any employer employee relationship between HLL LIFECARE LIMITED and the persons employed by contractor for aforesaid work. The supervision and control of the employees engaged by the contractor shall fully be on the contractor.
3. The persons shall be within the age group of **18 years to 56 years** and the newly joining persons shall be within the age group of 18 years to 45 years. The tenderer shall arrange medical checkup for them, prohibit smoking, chewing etc. at work place, shall comply with all relevant legal/ GMP provisions and the overall discipline of the company shall be maintained.
4. The personnel employed by the tenderer should have good physique and should be free from contagious/communicable diseases and should have normal vision. Medical certificate in this regard should be furnished before the engagement of labours.
5. The employees deployed for duty should not have been involved in any police/criminal cases.
6. The work awarded shall not be subcontracted to any other person/organization. In case the company finds, at any point of time during the period of contract, that the work undertaken by the contractor has been subcontracted, the same will be treated as violation of the agreement, liable for legal action, termination of contract, forfeiture of EMD, Security Deposit and disqualification form future tenders to HLL Lifecare Limited,
7. If any of the persons engaged by the applicant misbehaves with any of the officials of HLL or commit any misconduct with regard to the property of the HLL or suffers from any serious communicable disease, the applicant shall replace them immediately. In case Authority of

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HLL feel that the conduct of any of Applicant's employees is detrimental to the interests of HLL, the competent authority of HLL shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons etc., while on or off the job. The Applicant shall comply with any such request to remove limit allowed by HLL.

8. The applicant shall get the antecedents of the persons engaged by him verified from police station concerned and produce a certificate in this regard to HLL.
9. The Applicant shall pay wages directly to his workmen. The applicant shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages. The wages shall be remitted to bank accounts of the workmen.
10. The applicant shall provide necessary insurance coverage to his workmen engaged in the execution of this contract, if the employee is not coming under ESI purview as applicable so as to hold the HLL non liable for any act from applicant's workmen in case of any accident mishap including death. The insurance cost of personnel working for the applicant at the site shall be borne by the applicant.
11. The applicant shall deploy adequate number of experienced persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits.
 - 11.1 The applicant shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law.
 - i) Applicant shall provide proper identification cards to his employees to be deputed by him for work as per the prescribed format.
 - ii) The applicant shall provide uniforms, shoes and other safety equipments to the employees engaged by him.
 - 11.2 The personnel deployed by the applicant for the job shall meet the following requirements:
 - i) Should be medically fit.
 - ii) Should possess good conduct and discipline.
 - iii) Should not have a criminal record.
 - iv) Should have relevant experience.
 - 11.3 Applicants are advised to inspect and examine the site and assess the manpower required in a professional manner. In case HLL feels that work is not performed in a satisfactory manner after commencement of operations, the successful applicant shall be asked to increase the manpower (over & above 13 nos) as required at their own cost.

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11.4 An applicant shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work. Submission of this application implies that the applicant has read this notice and all the documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.

11.5 **The requirement 13 nos** (1 Supervisor +12 Manpower) given in the scope of work is only indicative. HLL reserves the right either to increase or decrease it as per requirement. The decision of HLL in this regard shall be final and binding on the Applicant. The payment to applicant will be based on the actuals measured at site.

11.6 The applicant must ensure that the workman is not forming any associations and acting against the interest of the company which may lead to the termination of contract. The applicant has to ensure that the workman's grievances are addressed by the applicant only. And at any cost the unit where they are attached with will not get involved in any of the service, terms and conditions or payment related issues or grievances raised by the workman.

11.7 Applicant must adhere to the following conditions in relation with the payment of workman;

- Salary for the workman should be credited through bank account only
- Salary should be given before 7th of every month
- Pay slips including PF, ESI, deductions details should be given on monthly basis.

10. PRICE BID

1. The Tenderer shall quote his/her/its competitive Service Charge Per day per head (8 hours Shift) in Rupee terms for engaging labours for carrying out the work provided by the company. The tenderer should essentially understand the Tender conditions and other requirements in the Technical Bid.

2. HLL shall pay Minimum Wages, which includes Basic Wage, DA, PF, ESI along with Service Charge, inclusive of GST to the contractor. The tenderer shall pay to his workmen statutory payments as per EPF, ESI, Bonus Act etc and any other payments with statutory deductions as per Acts or Rules applicable, at the rates prevalent from time to time. For this, the tenderer shall study well all the statutory payments involved.

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3. The tenderer should study well the following before submitting the tender;

- i) The nature of job, labour and other charges involved in carrying out the work,
- ii) The liabilities of contractor on undertaking the work and all statutory requirements
- iii) In case any clarification is required, the tenderer may contact the SENIOR MANAGER (PURCHASE) Irapuram Factory, Cochin - 683556

11. The work should be done in time, complying with relevant laws and GMP standards as given by the Company and other statutory requirements in this regard.

12. Bidder /contractor need quote his service charge alone as other rates are statutory which cannot be changed. If the bidder changes any of the statutory rates given, the tender will be summarily rejected. Finalization of tender will be based on the lowest service charge in Rupee terms quoted in BOQ. The Service Charge will be firm and fixed for the entire period of contract.

13. The rates quoted shall be valid during the period and till the completion of the contract. No enhancement in rate shall be claimed or payable during the period of the contract except for Minimum Wages. The Contractor cannot claim enhancement as a matter of rights.

14. RECOVERY OF LOSS / DAMAGE TO COMPANY: - On awarding the contract, but before signing the agreement, the tenderer shall furnish Security Deposit by either Cash Deposit or Bank Guarantee for a value of **5% of Order value subject to a maximum of Rs 2,00,000/-** which will be returned without interest on completion of contract period. This Security Deposit shall be forfeited in case the tenderer withdraws from the contract once it is awarded or fails in completing the work in time as required by the Company or in case any loss or damage is caused to the Company by the contractor or by his/her/its workers or on breach of any of the conditions of the contract. Loss or damage caused to the Company at the instance of the contract shall be recovered from the Security Deposit in proportionate to the loss or damage sustained by the Company and the decision on the amount of compensation for the loss or damage shall be at the discretion of the company. The Company shall also have the right to recover such loss or damage from the movable or immovable properties of the contractor and his heirs and legal representatives if the loss or damage caused is in excess of Security Deposit.

15. The tenderer should take care of insurance for their workers against any eventuality of accident etc. HLL Lifecare Limited, will not be liable for any accident sustained to contractor's workmen while on or out of the work during the contract period. The tenderer has to cover personal accident insurance policy in respect of the employees engaged by him under Workmen Compensation Act.

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16. If any new work which is not covered in the above, but the mode of work is similar to any one of the above work, is required to be done, the tenderer shall do the same at the agreed rate without any hesitation or additional cost.

17. Tenderer shall visit the factory and see the site and go through the standard procedures of job before submitting the offer.

18. If any new work, which is not covered in the above, required to be done, company reserves the right to fix the rate for the same and contractor shall do the same at agreed rate.

19. Proper Supervision shall be arranged by the tenderer in order to ensure the cleanliness and for the proper control.

20. The contractor shall comply with all requirements of GMP Standards, Drugs Control Rules & Regulations, Quality Management System and Safety Rules & Regulations of HLL.

21. All the staffs are required to perform any other additional jobs arises from time to time.

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SCHEDULE - F

MINIMUM ELIGIBILITY CRITERIA

1. Party should remit an amount of Rs. 50,000/-towards Earnest Money Deposit and Rs 590/- (Rs 500 + GST) towards Tender Fee, failing which the Tender will be summarily rejected. MSE & startups are exempted from EMD.

1.1 If SSI/MSE/ NSIC/Start up units interested in availing exemption from payment of Tender Fee & EMD should submit duly filled **Bid Security Form** with the document and the bidder shall also submit a valid copy of their MSE /Udyam registration certificate as mentioned in the NIT.
2. Bidder should be ready to submit the Security Deposit of 5% of the order value to a maximum of Rs 2,00,000/- if the contract is awarded to them.
3. The bidder should have Registered Office in Keralam and should have a regional office in Ernakulum district with Statutory Registration / Statutory License of Keralam State / Keralam State Local bodies for undertaking labour contracts in Keralam State.

You are required to provide appropriate proof of document to ascertain the above mentioned criteria for qualification purpose.
4. Duly filled **Declaration** should be submitted by the tenderer and confirming that the offer being submitted is as per the requirements given in this bid is to be attached along with the document.
5. The tenderer should have minimum TWO years of experience in carrying out Housekeeping works in large Factories. The tenderer should have executed at least one work/service of value **Rs.15 Lakhs** in providing Housekeeping works/services or miscellaneous works related to housekeeping works /services in a PSU/Government organization/any reputed private companies or firms for a continuous period of one calendar year in the past two years (**Period 01.04.2024 to 31.03.2026**). Bid of those tenderers who lack minimum years of experience in any of these above mentioned prescribed areas will be rejected.

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The tenderer should have had an annual turnover of Rs.15 lakhs for providing housekeeping or related works/services in the last 3 years **(Period 01.04.2023 to 31.03.2026)**.

The applicant should have a registered office in keralam also must have an office at Ernakulum. Tenderer who submits bids without proper proof of the above mentioned details will be rejected.

The tenderer should be in possession and must have deployed walk behind scrubber drier, single disc scrubbing machines, mechanized man lifts for high-rise cleaning, vacuum cleaners and high pressure jet machines to provide mechanized cleaning services at the sites mentioned for qualifying experience. **The applicant should submit documentary proofs along with list of housekeeping equipment in his possession.**

6. The Tenderer shall submit the financial Turnover of last 3 years and should submit the necessary supporting documents.
7. The tenderer should submit **Letter of Acceptance** to undertake the works mentioned in the Technical Part of the Tender Document.

Even though an applicant satisfy the **Minimum Eligibility Criteria**, he would be liable for disqualification if he has:

- A. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document,
 - B. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
 - C. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law , their application will be summarily rejected.
- a. All applicants who qualified based on Technical Bid shall be informed and to attend the price bid opening on prescribed date and time.

Signing of the application and number of copies

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- 1 The applicant shall prepare one original set of the document. The documents (Part I- Technical bid & Part II- Price Bid) shall be stamped and signed on all pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney on a stamp paper authorizing the person to sign and act on behalf of the firm, duly notarized should be submitted.
2. The completed tender shall be without alteration, overwriting, interlineations or erasures except those to accord with instructions issued by HLL or as necessary to correct errors made by the applicant. All amendments/ corrections shall be initialed by the person/ persons signing the tender.
3. An authorized representative shall have the authority to conduct all Business and incur liabilities related thereto for and on behalf of the Applicant, during the process and thereafter.

. Deadline and Address for Submission of Applications

- a. Applications shall be submitted in CPP before the deadline specified in CPP against this tender. Documents submitted in connection with this tender will be treated confidential.
4. The Application should be addressed to

UNIT CHIEF
HLL Lifecare Limited,
Plot no 1& 2, Rubber Park
Valayanchiranagara P.O
Ernakulam -683556
[Tel:0484 2597200](tel:04842597200)
5. HLL may, at its discretion, extend the deadline for the submission of tender, in which case all rights and obligations of HLL and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

6. Late Submission of Applications

Application received after the dead line of submission of Application shall not be considered or opened under any circumstances.

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(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
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email: ifchll@lifecarehll.com

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7. Validity of Applications

Application shall be valid for a period of 180 days from the last date of submission of Applications. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

8. Amendment of Tender Documents

At any time prior to the deadline for submission of Applications, HLL either on its own or on request of the Applicant may amend the Tender Documents by issuing addenda.

- a. An addendum issued shall be part of the Tender Documents and shall be posted at the website of HLL as per the date specified in Schedule for submission of tender. The applicants are advised to check the websites specified above after the last date of issue of addendum and download the addendum issued, if any.
- b. To give Applicants reasonable time to take an addendum into account in preparing their Applications, HLL may, at its discretion, extend the deadline for the submission of Applications.

9. Price Bid Opening

The price bid of only the technically qualified applicants will be opened. Evaluation of the financial offer will be based on price quoted by the applicant. Any subsequent alteration in prices shall not be given any cognizance.

10. Award Criteria

HLL will award, the contract to the applicant, whose tender has been determined to be subsequently responsive, complete and in accordance with the tender documents, and whose total evaluated price for undertaking the entire project as per the tender documents is the lowest.

11. Employer's Right to accept and to reject any or all Tenders

The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:

1. Amend the scope and value of contract to the applicant.
2. Reject any or all of the applications without assigning any reason.

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Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

12. Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Ernakulam, India and will be governed by the laws of India.

13. LEGAL COMPLIANCE: - The tenderer should take license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce proof to the Company.

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SCHEDULE - G

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

1	Have you submitted Rs. 50,000/-towards Earnest Money Deposit and Rs 590/- towards Tender Fee?	YES / NO
1.1	Are you interested in availing exemption from payment of Tender Fee & EMD?	YES / NO
1.2	If yes, Have you submitted duly filled Bid Security Form?	YES / NO
1.3	Are you SSI/MSE/ NSIC/start up units, If yes have you submitted copy of Udyam Certificate?	
1.4	Can you undertake the contract as given in the SCHEDULE I?	YES / NO
2	Do you agree to provide Security Deposit for an amount of 5% of Annual Order Value by Cash or Bank guarantee from a National / Scheduled Bank before under taking the work, if awarded?	YES / NO
3	Have you attached the Declaration along with this Bid?	YES / NO
4	Do you have TWO Years experience in carrying out similar type contracts in all the mentioned areas in reputed Hospitals / Pharma-Industries / State / Central Public Sector Enterprises / Institutions in the area of medical device manufacturing, if Yes have you attached documentary proof?	YES / NO
5	Are you ready to comply with all requirements of GMP and Drugs Control Rules & Regulations?	YES / NO
6	Have you submitted Letter of Acceptance to undertake the works mentioned in the Technical Part of the Tender Document?	YES / NO
7	The Tenderer shall submit the Financial Turnover of last 3 years and should submit the necessary supporting documents	YES / NO
8	Will you meet all the legal / statutory requirements with respect to this work?	YES / NO

All the information provided herein are true and correct.

Place:

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Date:

NAME & SIGNATURE OF THE TENDERER

SCHEDULE - H

QUESTIONNAIRE
(GENERAL INFORMATION OF THE TENDERER)

1	Name & Address of the Tenderer	
a	Land Phone	
b	Mobile Phone	
	Fax No	
	E-mail address	
	Name of contact person (in case of organization)	
	Goods Service Tax (GST) No	
2	Whether individual /proprietary/Partnership firm /Limited Co./Society	
a	If society, Whether Regd. Charitable Society/ Co-operative Society/Labour Supply Society	
b	The Act under which Regd	
c	Registration No. & Date	
d	Details of governing body (Please attach attested copies as proof for the above)	
e	Details of Financial stability	
i	Name and address of your Bank	
ii	Bank Account : Type	
iii	Account No	
iv	What is your financial stability (Rs.) (Please enclose copy of audited Annual Report for the last two years in case of Societies / firms / Company)	
3	In the case of individuals, Details of Financial stability	
A	Name and address of your Bank	

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B	Bank Account : Type	
C	Account No	
4	Statutory Requirements	
A	Are you registered with EPF, ESI?	YES / NO
B	If YES the code Nos of EPF & ESI	
C	If 'NO', can you take it within one month?	YES / NO
D	Number & date of license obtained under the provisions of the Contract Labour (R&A) Act 1970 if any. Please attach an attested Photocopy of the license.	
E	If there is no license, do you agree to take license within two weeks of awarding the work, if the work is awarded to you?	YES / NO
5	Do you have experience in carrying out works mentioned in Tender Notice or similar works on contract basis?	YES / NO
a	If 'YES' give details of nature of contract work and experience and no. of workers engaged. Also attach the copy of Certificate in proof	
6	Are you ready to undertake and carry out the work in the Tender by engaging adequate manpower without fail as per the terms and conditions given in the Tender Notification?	YES / NO
7	If the contract is awarded to you, can you ensure that the worker engaged by you are free from contagious diseases?	YES / NO
8	If the contract is awarded to you, can you ensure that medical check-up will be arranged for the workers once in a year?	YES / NO
10	If the contract is awarded to you, can you ensure that prohibit smoking, chewing, eating and drinking in the work area?	YES / NO
11	Do you agree to follow the provisions of all relevant laws in respect of labour, payment of wages, ESI, EPF, Bonus and GMP etc.?	YES / NO
12	Have you read, understood and agree to abide by the terms and conditions of the agreement to be signed by the Tenderer and the Company, once the work is awarded?	YES / NO

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SCHEDULE I

SCOPE OF WORK

WORK REQUIREMENTS

The tenderer shall undertake **Housekeeping** works in various sections of HLL Lifecare Limited, Irapuram on contract basis for which the rates quoted to the complete satisfaction of the company, as per the requirement of the company as per tender condition.

The applicant shall provide the following services as per below estimated numbers.

Name of work	Estimated resources to be provided
Supervisor	1
Housekeeping Manpower	12

*Housekeeping Equipment's & chemicals, consumables and other amenities should be provided by the contractor.

*At least 2 nos. male housekeeping staff shall be deployed.

The site is situated at Ernakulum district

The period of work shall be two years which may be extended on mutual consent for one more year.

The applicant shall provide housekeeping Services at HLL, Irapuram Factory

Age limit for the manpower to be deployed shall be between 18 - 56 years

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AREAS TO BE COVERED

I. PLANT

1. COMPOUNDING SECTION

Equipment List (quantities are approximate only) in compounding section

Mixing tanks -4 Nos, Supply tanks- 24 Nos , Attritor mill unit- 2Nos, Ammonia tank3No , De-ionizer unit -1 No , DM water tank-1No, Chemical box -2, Centrifuge -1No, SS Vessel- 2Nos ,Weighing balance-2, Work table-3, Chair-5 Nos& Computer-2 Nos, Eye -washer-1Nos.

Sl.NO	AREAS	EQUIPMENT TO BE USED	CLEANING FREQUENCY
1	All floor areas including staircase.	Brushes/ mopes. Cleaning machine with detergent.	Daily
2	The Platform area and Outer surface area of the mixer tank and supply tank.	Brushes/ mopes	Daily
3	Outer surface of latex barrels, Vessels & Storage pallets	Use wet cloth / brush/wet mop	Daily
4	Outer surface of latex barrels, Vessels & Storage pallets	Use wet cloth / brush/wet mop	Daily
5	The containers and chemical box ,buckets, weighting balance etc used in compounding	Vacuum cleaner/dry sponges	Daily
6	Outer surface of panel boards	Dry cloth/sponge	Daily
7	Work table.Chairs,Stools,Furniture& Computer	Dry cloth/Vacuum cleaner	Daily
8	Outer surfaces of Attritor Mill	Wet cloth/sponge	Daily
9	Cleaning of buckets and feed hoses	Wet Sponge/mop	Daily
10	Cob webs in the section, washroom, rest room and	Broomsticks	Daily

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	toilet		
11	Cleaning of Latex feeding station and Platforms	Brushes/Mopes	Daily
12	Removal of barrels and carboys and wastes and for transfer to depot.	Manually/with trolleys	Daily
13	Mixer tank, DE-ioniser unit, ammonia storage tank, DM water storage tank. Notice board, Display boards	Wet cloth/Sponges	Alternative Days
14	Trolleys, Chemical feed pump units	Wet cloth/Sponges	Alternative Days
15	Centrifuging unit, accessory table.	Wet cloth/Sponges	Alternative Days
16	Switch board & Panel board	Dry cloth/sponge/Vacuum cleaner	Alternative Days
17	All the floor area is to be cleaned with Scrubber cum drier	Machine Cleaning	Twice in a week
18	Areas beneath equipment, Shelves and cupboards, safety boxes/PPEs and Safety equipment, Notice Boards.	Wet/dry Cloth/sponge Vacuum cleaner	Weekly
19	The outer surfaces of all cleaning water drain pipes and valves of the section	Brushes/ mopes/ Clothes/sponges	Weekly
20	Drain utility lines in compounding Section	Brushes/ mopes	Weekly
21	Supply tanks ,Tube lights ,utility lines etc	Sponge/Wet or dry cloth/mop/vacuum cleaner	Weekly
22	The ceilings of cabins are to be cleaned including the top portion of the ceilings, glass panes, and aluminum door.	Wet/dry cloth/sponge	Monthly

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II. MOULDING SECTION

List of Machines

Moulding machines (6nos), (Kendek -2 nos, Lifecare- 3nos, RRT -1Nos)

SI.NO	AREAS	EQUIPMENT TO BE USED	CLEANING FREQUENCY
1	All floor areas and wash basins	Brushes/ mopes/ Cloth with detergents..	Daily twice
2	All glasses & window panes, of the section and moulding machine	Brushes/ mope swipes with glass cleaning solution	Daily
3	The edge roller platforms, Machine Platform.	Brushes/ mopes Vacuum cleaner	Daily
	Outer surface of Moulding machines, anti-sticker tank, Brushing unit.	Brushes/ mops with detergents	Daily
4	Outer surface of antisticker dosing tanks, & slurry lines.	Wet/dry cloth/sponge	Daily
5	Cobwebs in the section	Broomstick	Daily
6	Any grease, lubricating oil found dripping into the platform or floors.	Brushes/ mop with suitable detergents	Daily
7	All wastes generated in the section are to be removed and to be handed over to stores/waste yard.	Manually / with Trolley	Daily
8	Clean and remove dust from the floor and outer surface of auxiliary equipment inside & outside & dust collector area.	Vacuum cleaner/ brushes/ mops	Daily
9	Disposal of empty carboys and to be handed over to depot.	Manually/ with suitable trolleys	Daily
10	Strip curtains in Moulding	Manually	Daily

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	Machines		
11	All the floor area is to be cleaned with Scrubber cum drier	Machine Cleaning	Twice in a week
12	Walls, Windows & panel board & switch boards	Dry mop/sponge/vacuum cleaner.	Alternative days
13	The drains must be cleaned of any latex and condoms.	Brushes/ mopes	Weekly
14	Cleaning of portable type eye washers & replacement of water.	Sponge / dry cloth	Weekly
15	Tube lights ,Utility lines ,Support of cables etc.	Mop/vacuum cleaner.	Weekly
16	Fire buckets/ safety equipment, storage racks and panel boards are to be cleaned	Wet cloth	Monthly
17	Outer and inner surfaces of dipping tank, leaching tank, and floor area in the dipping tank/leaching tank etc. are to be cleaned during clarification works and Plant shut downs	Brushes	Monthly
18	Cleaning the drain lines of leaching tank.	Brushes/Mopes/Spraying with water	Monthly
19	Removal of dust accumulated in different part of machine & utility lines & support structures	Brusher/Mopes/Vacuum cleaner etc.	Monthly

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III. VULCANISING SECTION

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List of equipment (quantities are approximate only)

Manual vulcanizing machine (12 No's), Washing machine (8 nos), Spin Dryer (6nos), supervisor's cabin , operators cabin, Furniture , all the , pipe lines & ducting, all the doors & windows of all rooms & machineries.

SI.NO	AREAS	EQUIPMENT TO BE USED	CLEANING FREQUENCY
1	All floor & wall tiles are to be cleaned.	Brushes/ mopes/ Cleaning machine with Detergent. This is to be twice in a day.	Daily twice
2	All the dusts from the dehydrators, vulcanizing machines and dust collectors are to be removed.	Vacuum Cleaner, brushes/mopes/ wash with water	Daily
3	Vulcanizing operator's cabin & officer's cabin.	Brushes/Mopes	Daily
4	Cobwebs in all areas	Dry Mopes, Broom sticks	Daily
5	Cleaning of pallets for storage of precipitated silica & vulcanizing chemicals	Dry Mopes, Vacuum cleaner	Daily
6	Cleaning the outer surface of washing machines, Spin drier and Tumbling machines, online vulcanizing machine in M5 Machines.	Brushes, Dry sponge	Daily
7	The outer surfaces of all drain pipes, conduits and valves of the section are to be cleaned with moist cloth	Sponge/Mop	Daily
8	Silica bags and carboys to be removed and to be handed over to stores	Manually with equipment	Daily

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	dept./transferred to waste yard.		
9	The drains from plant to ETP must be cleaned of any silica powder, Latex Waste and condoms.Clean the Filters provided in the drain lines to prevent the flow of condoms to ETP..	Mop/broom stick	Daily
10	All wastes generated in the section are to be separately removed and handed over to stores dept./ depot/ transferred to waste yard.	Manually/with equipment	Daily
11	All the floor area is to be cleaned with Scrubber cum drier	Machine Cleaning	Once in a week

2.STAFF LUNCH ROOM

SI.NO	AREAS	EQUIPMENT TO BE USED	CLEANING FREQUENCY
1	All dining tables chairs Remove food wastes, plates all types of steel glasses, jugs, tea pots, other dishes from the dining tables and wash these items	Soap oil/ Scrubber	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
2	Timely cleaning & clearing the food wastes at the food service counters	Soap oil/ Scrubber	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
3	Collect the waste from dust bins/ waste bins and dispose them.		Breakfast hrs, Lunch hrs, Dinner and other tea hrs
4	Dusting of windows Ledges and horizontal surfaces and sunshades	Mop	Daily
5	Sweep and wash and mop dining hall	Broom/Mop	Breakfast hrs, Lunch hrs, Dinner

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			and other tea hrs
6	Front entrance near staircase, first floor open area	Wiper/mop	Daily
7	Cob-web removing from the dining hall	Broom	Daily
8	All door knobs, switches, fans, lights, all cabinets, fixtures and fittings.	Cloth	weekly
9	Cleaning of Cooler Machine	Cloth	Weekly

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work.

3. ENGINEERING

Engineering area consist of 1.Substation Area, 2.Utility area, 3.Engineing Supervisors Cabin, 4.Engineering Workbench area,5.DG area.

Sl. No	AREA AND EQUIPMENTS	EQUIPMENT TO BE USED	Frequency
1	Cleaning of Floor HT & LT Station, Utility area, Engineering Work Bench area	Soap oil/ Scrubber	Daily
2	Utility Area Floor	Broom/Mop	Daily
3	Collection of wastes in respective colour-coded waste bins and clearing of waste bins.		Daily

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4	Cleaning of furniture, personal computer, glass windows, doors, glass portions of cabins, display boards etc. in Electrical Section.	Cloth /Vacuum Cleaner	Daily
5	Removal of cobwebs from all areas of Electrical Sections.	Vaccum Cleaner/Broom	Weekly
6	Wall tile in Engineering Work tile area	Cloth/	Weekly

4. STORES

Areas: -

(1) Half product store (2) Engineering stores, (3) Chemical stores,(4) Quarantine store, (5) Sulphur Store (6) Rejected material storage area (7) Latex storage areas

Type of cleaning:

Sweeping, Dusting, Wet & Dry moping, Removal of cobwebs, Clearance of wastes. Removal of outer packages of incoming materials including wooden scraps.

Sl. No	AREA AND EQUIPMENTS	EQUIPMENT TO BE USED	Frequency
1	Floors of all the stated storage area	Soap oil/ Scrubber	Daily
	From all waste bins provided in the section		Dialy
2	Cupboards, furniture, computer systems existing in the various storage areas of the Stores Department & the materials kept on various racks	Cloth/Vaccum Cleaner	Weekly Twice

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3	All types of racks, light fittings, fans & other equipment used in various stores	Dry moping	Twice in a week
4	Cob webs removal	Broom	Weekly
5	Wall tiles of storage area	Cloth	Weekly

5. QUALITY ASSURANCE & HP

FLOOR AND WALL AREA

- 1) QA Storage areas.
- 2) QA Section
- 3) Half Product checking areas
- 4) Officer's Cabin
- 5) Supervisor's Cabin
- 6) BV/BP room
- 7) Surrounding area of QA Dept.
- 8) Reserve samples Storage Room
- 9) ETD Online area

Method of cleaning in various Areas in QA Dept.

Floor cleaning once in a day in General Shift using Mop sticks and once in week with scrubber cum drier.

Sl. No.	AREA	Type of cleaning	Frequency of cleaning
1	Computer, Printers and UPS, equipments.	Dust Removal using Vacuum cleaners	Daily
2	Floor, Racks, Tables, Furniture, windows, Doors wall ceiling, Almirah etc.	Dust Removal using Vacuum cleaners	Daily
3	Floor, wall tiles, Work Table weighing Balance, Pedestrian Fans, Crates, Tables, Racks, Glass Panels, Aluminium doors, equipments, gauges, racks	Wet Moping	Daily

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4	Cleaning of cob webs from ceiling and corners in the walls	using Vacuum cleaners	Weekly
5	Cleaning Electronics Light Frames, Fans, Panel Boards, Industrial Plugs etc.	Dry Moping	Weekly
6	Cleaning of Fire Extinguishers	Dry Moping	Daily
7	Collection and disposal of Paper waste packing Material Waste, Condom (Dry and wet)	Removal from respective Bins	Daily
8	Equipments		
	a) DOKA ETD Machine		Daily
	c) Water Leak Tester Dry Condom (Other Machine)		Daily
9	Cleaning of waste bins		Daily
10	Cleaning with Appropriate Soap solution (Stainless Steel Testing area) for all water leakage testers available .	Cloth	Once in a week
11	Cleaning of water tanks (2no.s) attached with water leak testers with appropriate solution.	Cloth/scrubber	Once in week
12	Cleaning of Rubber Mat in Water leak testing area floor	Mop/wiper	Weekly

6. MATERIAL TESTING LAB

AREAS.

(1) A/C Lab, (2) Non A/C Lab area,

METHODS OF CLEANING IN VARIOUS AREAS IN MT, lab

Wet moping should be done using wet mops, scrubbers, cloths etc. Dry moping should be done using dry mops, dungry cloths, sponges, vacuum cleaners etc in appropriate places.

A/C Lab area.

Sl. No	Place of cleaning	Type of cleaning	Frequency of cleaning
1	Equipment's, computers,	Dust removal using	Daily

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	printers and UPS	vacuum cleaners.	
2	Floor, racks, tables, furniture, windows, doors, walls, ceiling , Almirah etc.	Dust removal using vacuum cleaners.	Daily
3	Floor, wall tiles, work table, tables, racks, glass panels, aluminium doors etc.	Wet moping	Daily
4	Cleaning of cob webs from ceiling and corners in the walls.	Using vacuum cleaner	Weekly Once
5	Cleaning of electronic light frames, fans, panel boards, industrial plugs etc.	Dry moping	Daily
6	Collection and disposal of paper waste, latex waste, rubber waste, chemical waste, glass waste, cotton waste, plastic waste etc.	Removal from respective bins	Daily
	Glass vessels, Trays bottles and Latex Sample bottles		Three times in a day
7	Removal of cobwebs from ceiling and corners in the walls	Using vacuum cleaner	Weekly Once
8	Cleaning electric light frames, fans, panel boards, industrial plugs	Using vacuum cleaner, dry moping etc	Weekly Once
9	Glass vessels, Trays bottles and Latex Sample bottles	scrubber	Three times in a day
10	Glass Windows and Window frames	cloth	Weekly

Non A/C Lab area.

All the items given under A/C Lab area to be done in the Non A/C Lab area also.

7. OFFICERS CABIN & RECEPTION

Sl.	Area / Items to be cleaned & cleared	Frequency
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No		
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provides at the wash basins	For each wash
10	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

8. SECURITY CABINS

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Once in a week
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily

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7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provided at the wash basins	For each wash
10	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

9. FIRST AID ROOM

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, tables, Surfaces of all equipments, .	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provides at the wash basins ,	For each wash
10	Any other work with same purpose	As and when required
11	Medical equipments may be cleaned	Daily

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

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(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
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10. CORRIDORS

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, , Surfaces of all equipments,	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipment	Daily
8	Wall and Wall tiles	Daily
10	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipment and good Quality solution used for and cleaning materials used for above work

11. ADMINISTRATION AREA 1st FLOOR

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipment, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily

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5	Approach areas to the section	Daily
6	Other Office equipment	Daily
7	Amirah top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provided at the wash basins	For each wash
10	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipment's and good Quality solution used for and cleaning materials used for above work

12.CONFERENCE HALL

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Twice in a week
2.	Cabins, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments,	Daily
5	Approach areas to the conference room	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks, cleaning	Once in a week
8	Wall	Daily
10	Any other work with same purpose	As and when required

13. REST ROOM HOUSEKEEPING

The following equipments and consumables shall be used for Housekeeping of Rest Rooms and all kinds of its attached rooms in the Sector.

(a) Equipments :-

1. Cotton Mopes
2. Hand brushes
3. Closet brushes

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4. Washbasin brushes
5. Nylon brooms
6. Wipers
7. Scrubbing machine, Vacuum cleaner etc.
8. Other superior Equipments.

(b) Consumables :-

1. Urine Cake
2. Naphthalene balls (for all wash basins)
3. Stain remover (to be used once in a week in all areas)
4. Bleach water (to be used Fortnightly in all areas)
5. Room Freshener (to be used daily)
6. Odonil (to be kept in the innovated areas of the Company always)
7. Soap solution (to be used for every wash in all areas.

Workers will be engaged for following shifts/Timing separately

General Shift 8.00 am to 5.00 pm	Administration Area in 1 st Floor , Reception and Officers cabin, QA Department. Staff Lunch Room.
Round the clock (1 st shift, 2 nd Shift,)	All Plant area, Gents and Ladies Rest room

Methods

1. All the rest rooms and it's all kind of attached rooms in the Sector should be maintained in good condition by hourly cleaning unhygienic appearance is disturbing the areas. The house keeping activities in the above said areas will be performed by using the above said materials and equipment. The entry of the above said items brought in to the Company will be made in the entrance gate register in order to ensure its use.
2. All kind of steel and wooden Furniture and Glasses, Doors, windows should be maintained in good appearance by appropriate housekeeping methods.
3. Cobwebs should be removed from the areas.

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14. REFILLING OF DRINKING WATER IN WATER COOLERS

1. Provide drinking water to all the water coolers.
2. Ensure that the sufficient drinking water is available in the drinking water coolers during working hours in the sections without any time limit.

15. FOOD SUPPLY

1. Provide one Housekeeping Staff at Staff Lunch room on daily basis from 9.30 am to 4.30 pm for the Cleaning, arrangement and Supply of food.

16. Disposal of wastes from respective waste bins and the cleaning of waste bins.

1. The wastes are to be kept in respective waste bins kept inside the factory Premises.
2. All the waste kept in the bins should be cleared once in a day in General Shift and should be taken to the respective waste yards and kept them in order and the Yards should be maintained in good appearance.

LIST OF HOUSE KEEPING MATERIALS AND MINIMUM QUANTITY TO BE USED WITH CONSUMPTION PER MONTH

Sl no	NAME/DESCRIPTION	UNIT	QTY
1	Floor Cleaner	10	Liter
2	Glass Cleaner	2	Liter
3	Liquid Odour Counteractant	5	Liter
4	Toilet Bowl cleaner	8	Liter
5	Steel Polish	1	Liter
6	Cleaning Tools (Floor, Glass, Walls Etc)	As required	
7	Cleaning Consumables (Mop, refills, Odonil , Naphthalene balls etc)		
8	Hand wash	10	Liter
9	Soap Oil (For Canteen Purpose)	15	Liter

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10	Soda Ash	5	KG
11	Dish Washer	5	KG
12	Urinal Cakes	30	Nos
13	Harpic	15	Liters

All the cleaning material required for the house keeping work as detailed above shall be procured by the applicant / firm. The applicant / firm shall use only good quality cleaning chemicals manufactured by leading manufacturer and shall obtain HLL's approval for its usage. The brand name /details of cleaning solutions and chemicals proposed to be used shall be specified in the tender. The applicant shall change the cleaning solution/chemicals as suggested by HLL without any financial implication to HLL.The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the above. The contractor has to procure and use material as per actual requirement after due approvals from HLL officials.

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The rates for housekeeping equipment shall be provided on rental basis, however all the equipment shall be stationed at respective locations to facilitate the cleaning schedule.

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SCHEDULE -J

SPECIAL CONDITIONS

1. If any of the persons engaged by the applicant misbehaves with any of the officials of HLL or commit any misconduct with regard to the property of the HLL or suffers from any serious communicable disease, the Applicant shall replace them immediately. In case Authority of HLL feel that the conduct of any of Applicant's employees is detrimental to the interests of HLL, the competent authority of HLL shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehaviour, security reasons etc., while on or off the job. The Applicant shall comply with any such request to remove such personnel at Applicant's expense unconditionally within the time limit allowed by HLL.
2. The applicant shall not engage/employ persons below the age of 20 years and above the age of 60 years.
3. The applicant shall get the antecedents of the persons engaged by him verified from police station concerned and produce a certificate in this regard to HLL.
4. The Applicant shall pay wages directly to his workmen through bank accounts only. The applicant shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages.
5. The applicant shall provide necessary insurance coverage to his workmen engaged in the execution of this contract so as to hold the HLL non liable for any act from applicant's workmen in case of any accident mishap including death. The insurance cost of personnel working for the applicant at the site shall be borne by the applicant.
6. The applicant shall deploy adequate number of persons for execution of the work/service undertaken on contract regulating their working hours and weekly off within the statutory limits. The applicant shall be responsible for payment of Overtime wages to his workmen if any, in case they are required to work/service beyond the prescribed hours under law. The manpower shall be provided in First, general & second shift as directed by HLL's authorised person.

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7. The applicant should maintain daily housekeeping track records duly signed by the concerned person authorized by HLL Lifecare Ltd. Settlement of bills will be against the consolidated housekeeping track records.
- 8(a) Applicant shall provide proper identification cards to his employees to be deputed by him for work/service as per the prescribed format.

b) The applicant shall provide uniforms, shoes and other safety equipment to the employees engaged by him.
9. The personnel deployed by the applicant for the job shall meet the following requirements:
 - i) Should be medically fit.
 - ii) Should possess good conduct and discipline.
 - iii) Should not have a criminal record.
10. Applicants are advised to inspect and examine the site and assess the manpower required in a professional manner. In case HLL feels that work/service is not performed in a satisfactory manner after commencement of operations, the successful applicant shall be asked to increase the manpower as required at their own cost.
11. The applicant will be entirely responsible for any loss, damage, theft etc. suffered by or injury sustained by the labourers of the tenderer within HLL premises and in any circumstances
12. The applicant shall be solely responsible for any loss, damage, theft etc. caused to HLL Lifecare Ltd. by their laborer and HLL Lifecare Ltd. will charge all the damages to the tenderer.
13. The applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work/service
14. The requirement given in the scope of work/service is only indicative. HLL reserves the right either to increase or decrease it as per requirement. The decision of HLL in this regard shall be final and binding on the Applicant. The payment to applicant will be based on the actuals measured at site.

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15. All the equipment and materials brought by the applicant should be kept under their safe custody. HLL Lifecare Ltd. will not be responsible for any loss, damage or theft of the materials or equipment of the applicant. The applicant has to obtain safety permit from HLL for the equipment /consumables used for the house keeping work, prior to the execution of the work.
16. The rate quoted by the applicant should be enough to cover the wages and all the statutory payments as mentioned above, administrative charges, the cost of materials, consumables and equipment, its maintenance charges, transportations charges if any, all taxes, duties, cess, levies, etc. and other charges if any.
17. During contingency, the additional manpower requirements shall be provided promptly by the applicant based on intimation from the concerned authority in HLL Lifecare Ltd and HLL will make additional payment for the same. If HLL reduces its operation due to order position / other reason, the company will communicate the same to the applicant and applicant shall reduce the house keeping manpower for which only HLL make payment.
18. HLL Lifecare Ltd. will not have any Employer-Employee relationship with the labourers engaged by the applicant.

SUBMISSION OF PRICE BID

- 1) The price bid shall clearly mention the amount quoted for the service (including all taxes and duties as applicable) in both words and figures. In the event of any difference between the figures and words, the amount indicated in words shall be taken into account. Similarly, if there is any difference between the rates quoted and total amount, the rate quoted shall be taken into account.

The applicant should indicate the rate quoted for each person per month for the activity for which they have applied.

- 2) Income Tax: Any payment to the applicant as per contract will be made after deducting income tax as per the rules and regulations.
- 3) The tendered rate shall remain firm and free from variation due to rise in the cost of materials/equipment, or any other reasons whatsoever during the contract period of two years and valid extension.

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Dated: 10.08.2026

SCHEDULE -K

LETTER OF TRANSMITTAL

From:

To

UNIT CHIEF
HLL Lifecare Limited,
Irapuram Factory
Plot no 1& 2, Rubber Park
Valayanchirangara P.O
Eranakulam 683556

Subject: Submission of Tender for *Providing Housekeeping services at HLL Lifecare Limited, Irapuram Factory.*

Sir,

Having examined the details given in the tender documents for the above work, I/we hereby submit the tender document along with the price.

- 1.I/We hereby certify that all the statements made and information supplied are true and correct.
- 2.I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- 3.I/We also authorize HLL Lifecare Limited to approach individuals, employers, firms and corporation to verify our competence and general reputation
- 4.I/We hereby certify that the price quoted are firm for the contract period of two years and will not vary for the above work.

Name of work
Enclosures

Certificate from

HLL Lifecare Limited
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Irapuram Factory, Cochin - 683556
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Seal of Applicant
Date of submission

Signature(s) of Applicant

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Dated: 10.08.2026

SCHEDULE-L

FINANCIAL INFORMATION

1. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last two years duly certified by the chartered Accountant (Copies to be attached).

Profit/Loss for the year	2024-25	2025-26

2. Gross Annual turn Over

2023-24	2024-25	2025-26	Average Annual turn Over

3. The following certificated are enclosed

1. PAN
2. Goods & Service tax Registration copies

Signature of Chartered Accountant with Seal

Signature of Applicant

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ANNEXURE- 1

**DETAILS OF SERVICES EXECUTED DURING THE LAST TWO YEARS ENDING LAST DAY OF
THE MONTH OF **MARCH 2026****

Sl. No	Name of work/ and location	Owner or sponsor	Type of Activity**	Area in Sq. ft.	Total Charges per annum	Date of commencement as per contract and duration of the contract executed	Whether performance report attached on behalf of Client in form D	Litigation /arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

* Indicate gross amount claimed and amount awarded by the Arbitrator.

** Indicate whether service provided for PSU/GOVT. Establishment/other

Date:

Signature of Applicant

HLL Lifecare Limited
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Dated: 10.08.2026

SCHEDULE- M

**FORM OF PERFORMANCE SECURITY
BANK GUARANTEE BOND**

1. In consideration of the HLL Lifecare Limited (hereinafter called "HLL") having agreed under the terms and conditions of agreement No..... dated..... made between and (herein after called "the said applicant(s)") for the work (herein after called "the said agreement") for compliance of his obligation in accordance with the terms and conditions in the said agreement.

We (indicate the name of the Bank) (herein after referred to as "as Bank) hereby undertake to pay to the HLL and amount not exceeding Rs..... (Rupees..... only) on demand by the HLL.

2. We (Indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demure, merely on a demand from the HLL stating that the amount claimed is required to meet the recoveries due or likely to be due from the said applicant(s). any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees..... only).

3. We undertake to pay to the HLL any money so demanded notwithstanding any dispute or disputes raised by the applicant (s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment made by us under this bond shall be valid discharge of our liability for payment to there-under and the applicant(s) shall have no claim against us making such payment.

4. We (Indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the HLL under or by virtue of the said agreement have been fully paid and it is claims satisfied or discharged or till Engineer-in-charge on behalf of the HLL. Certified that he terms and conditions of the said Agreement have been fully and properly carried out by the said applicant(s) accordingly discharges this guarantee.

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5. We..... (Indicate the name of Bank) further agree with the HLL that he HLL shall have the fullest liberty without our consent and without affecting any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said applicant(s) from time to time or to postpone for any of the powers exercisable by the HLL against the said applicant(s) and to forebear or enforce any of the terms and conditions relating to the said agreement we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said applicant(s) or for any forbearance act or omission on that part of the HLL or any indulgence by HLL to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effected or so relieving us.
6. The guarantee will not be discharged due to the change in the constitution of the Bank or the applicant(s).
7. We..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the HLL in writing.
8. This guarantee shall be valid up to Unless extended on demand by HLL. Notwithstanding anything mentioned above our liability against this Guarantee is restricted to Rs..... (Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under the Guarantee shall stand discharged.

Dated the Day of 20....

For
(Indicate the name of Bank)

HLL Lifecare Limited
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Dated: 10.08.2026

SCHEDULE-N

PERFORMA FOR AGREEMENT
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

CONTRACT AGREEMENT FOR THE WORK OF ----- DATED ----- Between
M/s----- in the town of ----- hereinafter called the applicant (which
term shall unless excluded by or repugnant to be subject or context include its successors and permitted assigns)
of the one part and the HLL Lifecare Limited hereinafter called the HLL (which term shall unless excluded by or
repugnant to the subject or context include its successes and assigns) of the other part.

WHEREAS

- a. The HLL is desirous that the _____ (name of work) at _____ should be executed as mentioned, enumerated or referred to in the tender documents including Press Notice Inviting Tender, other documents, has called for Tender.
- b. The applicant has inspected the site and surroundings of the work specified in the tender documents and has satisfied himself by carefully examination before submitting his tender as to the nature of the site and local condition, the quantities, nature and magnitude of the work the availability of labour and materials necessary for the execution of work, the means of access to site, and the accommodation he may require and has made local and independent enquiries and obtained complete information as to the matters and things referred to or implied in the tender documents or having any connection therewith, and has considered the nature and extent of all the probable and possible situations, hindrances or interferences to or with the execution and completion of the work to be carried out under the contract, and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and ancillary thereof affecting the execution and completion of the work and which might have influenced him in making his tender.
- c. The tender documents including the HLL's Press Notice Inviting Tender, rates, General obligations, period of completion of work. Letter of Acceptance of tender and any statement of agreed variations with its enclosures copies of which are hereto annexed form part of this contract though separately set out herein and are included in the expression Contract wherever herein used.

AND WHEREAS

HLL Lifecare Limited
(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
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email: ifchll@lifecarehll.com

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Dated: 10.08.2026

The HLL accepted the tender of M/s ----- (Applicant) for the -----
----- (name of work) at -----and conveyed vide letter No.----- dated -----
at the rates stated in the LOA for the work and accepted by the HLL (hereinafter called the Rates) upon the
terms and subject to the conditions of the contract.

NOW THIS AGREEMENT WITNESSTH & IT IS HEREBY AGREED AND DECLARED AS FOLLOWS.

1. In consideration of the payment to be made to the contract for the work to be executed by him, the applicant hereby covenant with the HLL that the applicant shall and will duly provide, execute, complete and maintain the said work and shall do and perform all other acts and things in the contract mentioned or described or which are to be implied and there-from or may be reasonably necessary for the completion of the said works and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract, AND
2. In consideration of the due provisions execution of the said work, the HLL does hereby agree with the applicant that the HLL will pay to applicant the respective amounts for the work actually done by him and approved by the HLL at the Schedule or Rates and such other sum payable to the applicant under provision of the contract, such payment to be made at such time in such manner as prescribed for in the contract.

It is specifically and distinctly understood and agreed between the HLL and the applicant that the applicant shall have no right, title or interest in the site made available by the HLL for execution of the works or in the building, structures or works executed on the said site by the applicant or in the goods, articles, materials, etc. brought on the said site (unless the same specifically belongs to the applicant) and the applicant shall not have or deemed to have any lien whatsoever charge for unpaid bills will not be entitled to assume or retain possession or control of the site or structures and the HLL shall have an absolute and unfettered right to take full possession of site and to remove the applicant, their servants, agents and materials belonging to the applicant and lying on the site.

In Witness whereof the parties hereto have here-into set their respective hands and seals in the day and the year first above written.

Signed and delivered for and on behalf of
HLL

Signed and delivered for and on behalf of the
applicant

(HLL LIFECARE LIMITED)
OFFICIAL ADDRESS

(Applicant)

Date

Date

HLL Lifecare Limited
(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
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email: ifchll@lifecarehll.com

Tender No. HLL/IFC/HK/CPP/2026-28

Dated: 10.08.2026

Place

Place

IN PRESENCE OF TWO WITNESSES

SIGNATURE
NAME

SIGNATURE
NAME

SIGNATURE
NAME

SIGNATURE
NAME

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Dated: 10.08.2026

SCHEDULE -O

DECLARATION

I / We confirm having read and understood the work requirements, terms & conditions and all relevant information regarding the tender Notification No.**HLL/IFC/HK/CP/2026-28** **Dated:10.08.2026** and agree to abide by all without any deviation from what are stated above and contained therein in the Tender Notification.

PLACE:

NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

HLL Lifecare Limited
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SCHEDULE -P

INDEMNITY CLAUSE-P

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of equipment at agreed quantity and rate within the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the conditions stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:

NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

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Irapuram Factory, Cochin - 683556
Ph: 0484- 2597200
email: ifchll@lifecarehll.com

Tender No. HLL/IFC/HK/CP/2025-26

Dated: 16.02.2026

SCHEDULE -Q

ACCEPTANCE LETTER

I/We confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of the above tender (both expressed and implied) in full and the offer being abide by all without any deviation.

I / We am/are fully aware of the statutory obligations to be complied with respect to this offer and on awarding the work to me/us, I/We will be responsible for all the statutory/legal aspects like Labour, GMP etc. I/We have also fully understood the nature of work and costs involved. The service charges quoted by me/us in this bid are all inclusive and in case work is awarded, during the period of contract I/We will not claim any upward revision in the rate.

PLACE:

NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

HLL Lifecare Limited
(A Government of India Enterprise)
Irapuram Factory, Cochin - 683556
Ph: 0484- 2597200
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Schedule – R

Bid Security Declaration Form (FOR MSE Bidders)

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)
Name: (insert complete name of person signing the Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)
Dated on _____ day of _____ (insert date of signing)

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SCHEDULE – S

REQUISITION FORM FOR E-PAYMENT

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

Certified that I am having a Savings / Current Account in <Name of Bank> -----
----- at <Name of Branch>----- with
<IFSC Code> _____

The Account Number is: _____

I wish to receive all payments in this account through NEFT and RTGS systems, as the case may be, for all payments relating to this Tender / order.

A scanned copy of cancelled cheque is also to be enclosed.

PLACE:

NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

(Attach Scanned copy of Cancelled cheque of above bank)

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Dated: 16.02.2026

PRICE BID

Sl. No.	Service	Details	No. of Personnel	Unit Rate per month(Rs.)	Amount (Rs.)
1	Housekeeping Services	Supervisor	1		
		Housekeeping Staff	11		
	Total Amount per Month in Rs.				
	Total Amount per Annum in Rs. (A)				
Consumables and Chemical cost per month (B)					
Sl.No	Description/ Name	Unit	Qty	Unit Rate	Amount
1	Floor Cleaner	Liters	30		
2	Glass Cleaner	Liters	1		
3	Liquid Odour Counteractant	Liters	5		
4	Toilet bowl Cleaner	Liters	8		
5	Steel Polish	Liters	1		
6	Cleaning Tools (Floor, Glass, Walls etc)		As required		
7	Cleaning consumables (Mop refills, odonil, Naphthalne balls etc)		As required		
8	Soap Oil	Liters	15		
9	Soda Ash	KG	5		
10	Dish Washer	KG	5		
11	Urinal Cakes	Nos	30		
12	Harpic	Liters	1		
13	Hand wash	Liters	10		
Equipment rental cost per month					
13	Walk Behind Manual sweeper	no	1		

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14	Wet and Dry Vacuum Cleaner	no	1		
15	High Pressure Jet Machine	no	1		
16	Back Pac Vacuum cleaner	no	1		
	Total Amount per Annum in Rs. (B)				
	Grand Total per Annum (A+B)				

I. As detailed in Section III (Scope of work)

Note: if any other requirement arises other than above items during the contract period same may be provided by the contractor in the tender document.

Signature of Applicant

II. Price breakup for manpower cost:

	Housekeeping Staff	Supervisor
BASIC+DA		
*EPF @ <u>13</u> %		
*ESI@ <u>3.25</u> %		
Any other charges (to be specified)		
**Service Charges @ _____ %		
TOTAL		
GST @ <u>18</u> %		
TOTAL PER MONTH		
No.of persons	8	1
Monthly rate in Rs.		

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Dated: 16.02.2026

* EPF and ESI rates given shall include employer contribution (Including admin& EDLI charges)

** Service charges shall include administration OHs, Uniform expenses, Profit margin and all other Charges.

PROVIDING HOUSEKEEPING SERVICES AT HLL LIFECARE LIMITED , IRAPURAM FACTORY,			
SI no	Particulars	Period of contract	Total cost for Two years
1	Housekeeping Services for HLL Lifecare Limited, Irapuram Factory	2 years	In figures Rs.
			In words Rupees
			Only

Date :

Signature of Applicant along with seal