

HLL LIFECARE LIMITED
(A Government of India Enterprise)
REGISTERED & CORPORATE OFFICE, POOJAPPURA
THIRUVANANTHAPURAM – 695012
PH :+91 471-2354949

TENDER NO.HLL/CHO/HR/SALES/SCRAP/2024-25

DATED: 27.11.2024

TENDER FOR THE SALE OF SCRAP ITEMS



HLL Lifecare Limited
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TENDER NOTICE

Sealed tenders bid invited from interested parties for the removal of unusable asset and scrap material at HLL Lifecare Limited. Corporate Head Office, Poojappura, Thiruvananthapuram. The details and tender form can be downloaded from our website www.lifecarehll.com .The last date and time of submission of tender is 04.12.2024.The details of the scrap items are given below .

SI No	Description	Schedule
a	Tender Processing Fee	Rs.590/-
b	EMD	Rs.2000/-
c	Date of Publication of Tender	27.11.2024
d	Closing date & time for submission of online bids	09.12.2024, 15:00 hrs
e	Time and date for opening bids	09.12.2024, 15:30 hrs
f	Venue for:- opening of Commercial Bid	HLL Bhavan- Corporate Head Office, Poojappura P O, Thiruvananthapuram 695012, Kerala

The details of scrap items, approximate quantities and other terms and conditions etc. are as given in the document.

SI No	DESCRIPTION	Approximate Quantity	Location
1	Scrap Air-condition units	400 Kg	HLL Lifecare Limited HLL Bhavan- Corporate Head Office, Poojappura P O
2	AC Stabilizer	50 Kg	
3	Electric Scrap	500 Kg	
4	Metal Scrap (Wall drobe & Table)	900 Kg	
5	GI Sheet channel	200 Kg	
6	Aluminium scrap	180 Kg	
7	PVC (Chair & etc)	120 kg	
8	Chairs with wheels(50 nos)	250 Kg	
9	AC duct (GI)	300 Kg	
10	Wooden items	400Kg	
11	Paper waste	600 kg	
13	Base board	100 kg	
14	UPS Battery	50 nos	

SENIOR VICE PRESIDENT (HR) i/c

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GENERAL INSTRUCTION TO TENDERERS

1. Sealed and super scribed tenders are invited for the removal of unusable scrap and assets items from HLL Corporate Head Office, Poojappura, and Trivandrum.
2. The tender documents giving the details and other terms and conditions can be had from the office of the undersigned during the office hours on any working day on or before 04.12.2024, on submission of a written application.
- 3 The tender should be submitted in a single sealed cover with the Tender No. mentioned thereon, complete in all respect , addressed to the **SVP (HR)/i/c ; HLL Lifecare Limited , Corporate Head Office Poojappura, PO, Trivandrum – 695012** , and should reach the undersigned or before **09.12.2024 , 3.00 PM**.The tender will be opened on **09.12.2024 at 3:30 PM** . On the same day in the presence of bidders.
4. In case, the date mentioned above is declared subsequently as holiday for the Company's Office , the due date for submission and opening of tender will be the next office working day at the same venue and time , Tender received after the dead line for submission shall not be considered.
5. HLL Lifecare Limited shall not be liable for the delay in submission of tenders after the due date specified above due to any reason including post delays.
6. HLL reserves the right to accept or reject any tender without assigning any reason.
7. The tender documents can also be downloaded from our website www.lifecarehl.com
8. The bidder should submit the duly filled tender document along with Bid Security Declaration (to be submitted in Bidder's Company Letterhead) Format enclosed in the last page. Tender received without Bid Security Declaration shall be rejected.
9. The bidder should affix their signature with official seal in all the pages of the tender and attach all the details called for in the tender documents, failing which is tender is likely to be rejected,
10. Agencies/individuals are permitted to form a consortium to participate in this tender for the disposal/handling of scrap items, subject to the following conditions:
 - a. A copy of the consortium agreement, duly signed by all members, must be submitted along with the tender documents
 - b. No agency shall participate in more than one consortium or submit an individual bid in addition to being part of a consortium.
 - c. All members of the consortium shall be jointly and severally liable for the performance of the contract, including any financial obligations arising there from.

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d. The Lead Member shall be authorized to act on behalf of the consortium and shall be solely responsible for all communication, coordination, and performance under the contract.

11. The above specified scarps are to be removed entirely from the site without any pick and choose option.

12. Validity of bid; All bids will be valid for for acceptance for a period of sixty days from the days from the date of opening of bids excluding the date of opening the bid. In case the 60 th day falls on a holiday or remain closed for HLL, such bids will be deemed to be automatically extended to be valid up to next working day of HLL.

13.INSPECTION : The intending bidder or his authorized representative may inspect the site as per the schedule mentioned above, between 11 AM to 3:30 PM (lunch-break from 1 PM to 1:30 PM) on any working day at the location specified against each work with the prior permission from the respective contact person .

14. CONTACT PERSON FOR INSPECTION OF MATERIAL: The intending bidder can contact the following person for inspection of material: **VIPIN RAJ R - Senior Manager (HR)** -9846035034.

15. The bidders are advised to visit the site before quoting the rates and clarifications if any required can be had from the contact person before submitting the bid.

16. The contractors / bidders should furnish Tender FEE/EMD for the work in the form of DD from a Scheduled bank drawn in favour of **HLL Lifecare Ltd, Corporate Head office, Thiruvanathapuram** payable at Thiruvananthapuram. The EMD has to be submitted along with bid.The bid received without EMD will be rejected. The EMD remitted by the bidders other than the highest bidder will be refunded after finalization of bid.The EMD of the highest bidder will be released on completing the work.

17. The successful bidder has to be remitting the bid amount including taxes within seven days on receipt of the work order in the bank account of HLL Lifecare Limited or through DD in favor of HLL Lifecare Limited, Thiruvananthapuram. Payable at Thiruvananthapuram.

18. Completion Period: The work has to be completed within 7 days from the day of work order. In case of, LD at 1% per week or part thereof will be charged up to two weeks only and there after the EMD stands forfeited.

19. Permission will be given only to the successful bidder or their authorized representative against presentation of identity card issued by HLL for entry.

20.Taxes and Duties : The rate of GST ,Income Tax , or any other statutory Duty / Tax/ Levy Charge etc. will be applicable and payable by the Buyer as prevailing on the date of actual physical delivery of materials.

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21. PAN Card is mandatory.

22. Income Tax: Successful Bidders shall have to pay Income Tax of TCS @1% on all Scrap items. The TCS will be calculated on the gross Sale value i.e. material Value & GST.

23. Obtaining necessary permit for transportation of the scrap will be the responsibility of the bidder.

24. The Contractor shall arrange the lifting of the materials and all the expenses for loading/ transportation etc. will be borne by the contractor.

25. All safety measures has to be taken by the successful bidder while removing the scrap items. HLL will not at any point of time be responsible for any injury caused due to accident within the premises or at the workplace and the bidder will make proper arrangement for medical attention and treatment to the labourers. The bidder will be solely responsible for any claim arising out of the work, injuries to the labourers in the course of the work under any statute. It is the responsibility of the bidder to provide necessary safety appliances like hand gloves, tools, helmet, boots etc.

26. The Scrap should be carried out without causing any inconvenience to the public and shall ensure that no damages are caused..

27. The bidder should ensure the disposal/handling of scrap items in accordance with applicable statutory and government guidelines.

28. In the event of any disputes or differences in connection with the contract, the decision of HLL shall be final and binding on all parties and will be settled as per the Indian Law of Court Jurisdiction of Thiruvananthapuram.

SENIOR VICE PRESIDENT (HR)/c

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SCHEDULE -1

- 1) Name of the Bidder
- 2) Complete Address of the Bidder:
- 3) Mobile/Contact No:
- 4) Email ID:
- 5) GSTIN
- 6) Income Tax PAN NO. (Copy to be submitted) :
- 7) Tender Fee/EMD Payment Details.....

PRICE BID

SI No	DESCRIPTION	Unit	RATE
1	Scrap & Furniture Items		
2	Electronic Scrap Items		
3	Electric Scrap		
4	Metal Scrap (MS)		
5	Metal Scrap (GI)		
6	Metal Scrap(Aluminum)		
7	Wooden Scrap		
8	Paper waste		
9	PVC (Chair & etc)		
10	Paper waste		
11	Base board		
12	UPS battery		

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***The rates quoted should be exclusive of all taxes. The existing GST on all the above is as applicable.

Last Date and Time of Receipt of Tender: 09.12.2024 15:00 pm

Date and Time of Opening of Tender : 9.12.2024 15:30 pm

Date:

NAME & SIGNATURE OF THE TENDERER
(WITH COMPANY SEAL)

(PLEASE NOTE ALL FIELDS ARE MANDATORY. INCOMPLETE FORMS WILL BE DISQUALIFIED)

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BID SECURITY DECLARATION

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

From,
Name of the Firm :
Full Name & Address :
GSTIN
Tele No:
Fax No:

To,
SVP (HR)
HLL Lifecare Limited
Corporate Head office
Poojappura, Thiruvananthapuram- 695017

Dear Sir,

I/We, hereby declare that if we withdraw or violate any tender conditions during the period of validity, we agree to be suspended for the time specified in the Tender Documents, Security Deposit may be forfeited.

Your's faithfully,

SIGNATURE OF THE BIDDER WITH SEAL