

APPLICATION FOR
EMPANELMENT OF CONTRACTORS
(2014 - 2015)

- A. CONTRACTOR FOR CIVIL WORKS & COMPOSITE WORK INCLUDING EQUIPMENT & SERVICES ETC.**
- B. CONTRACTOR FOR ELECTRICAL & MECHANICAL WORKS ETC.**

Last date of submission July 15th 2014



HLL LIFECARE LIMITED
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APPLICATION FOR EMPANELMENT OF CONTRACTORS
(2014 – 2015)

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SECTION – 1
DETAILED NOTICE FOR EMPANELMENT



NOTICE FOR INVITING APPLICATIONS FOR EMPANELMENT

HLL Lifecare Limited (HLL) invites applications from reputed, experienced and Indian registered contractors / firms for Empanelment on “All India Basis” for the following categories & Classes.

Table-1:- Category: - Civil Works & Composite work including equipment & services etc.

S.No	Class	Financial limit
1.	G	Project with Estimated Cost upto Rs.5 Crores
2.	F	Project with Estimated Cost above Rs. 5 Crores & upto 10 Crores
3.	E	Project with Estimated Cost above Rs. 10 Crores & upto 25 Crores
4.	D	Project with Estimated Cost above Rs. 25 Crores & upto 50 Crores
5.	C	Project with Estimated Cost above Rs.50 Crores & upto 100 Crores
6.	B	Project with Estimated Cost above Rs. 100 Crores & upto 300 Crores
7.	A	Project with Estimated Cost above Rs. 300 Crores

Table-2:- Category: - Electrical & Mechanical Works

S.No.	Class	Financial limit
1.	G(E&M)	Project with Estimated Cost upto Rs.5 Crore
2.	F(E&M)	Project with Estimated Cost above Rs. 5 Crores & upto 10 Crores
3.	E(E&M)	Project with Estimated Cost above Rs. 10 Crores & upto 25 Crores
4.	D(E&M)	Project with Estimated Cost above Rs. 25 Crores & upto 50 Crores
5.	C(E&M)	Project with Estimated Cost above Rs.50 Crores & upto 100 Crores
6.	B(E&M)	Project with Estimated Cost above Rs. 100 Crores & upto 200 Crores
7.	A(E&M)	Project with Estimated Cost above Rs. 200 Crores

The contractors should meet the minimum qualifying criteria as mentioned in Empanelment Document for the respective disciplines & category under different monetary groups for getting empanelled.

The detailed NIT and Empanelment document can be downloaded from websites www.hlllifecare.com. The contractors should according to their eligibility apply for the specific discipline & category of works only.

Application complete in all respects should reach the office of Vice President (ID), HLL Lifecare Limited, B-14A Sector – 62, Noida along with non-refundable processing fees of Rs.15, 000/-(Fifteen Thousand only) payable in the form of Demand Draft/ Pay Order in favour of “HLL Lifecare Limited”, Payable at Noida). Contractors who want to apply for more than one discipline & category should do so through separate application including processing fee.

No joint venture or Consortium of firms shall be allowed and the Contractors should meet the above criteria by themselves.

The contractors should apply on the prescribed document as per the notice inviting for empanelment of contractors alongwith documentary evidence for the following:

1. Audited Balance Sheet for the last three years i.e. 2011-12, 2012-13, 2013-14.
2. Completion Certificates from Clients / Owners,
3. Plant & Machinery details.
4. Manpower details.
5. Details of pending litigation etc.
6. Valid Electrical License, if applicable
7. EPF Regn. No. along with copy of challan for the month of March - April 2014.
8. PAN.
9. VAT Regn. No. along with Valid Clearance Certificate.
10. Bank Solvency Certificate issued by the designated Bank not prior to 1st April 2014.
11. Certificate of Incorporation in India.

Last date of receipt of Empanelment application is **July 15th 2014 upto 5:00 pm**. The application after the above time and date shall not be considered.

The list of empanelled contractors shall be valid for three years. However, HLL Lifecare Limited reserves the right to curtail or extend this period at its sole discretion.

Corrigendum / addendums, if any to this NIT shall only be posted on HLL Lifecare website.

Vice President (ID)
HLL Lifecare Limited
B-14A, Sector 62, Noida

SECTION – 2
INFORMATION & INSTRUCTIONS FOR APPLICANTS

INFORMATION & INSTRUCTIONS FOR APPLICANTS



EMPANELMENT OF CONTRACTORS

1.0 INTRODUCTION

- 1.1 HLL Lifecare Limited (HLL) invites applications from reputed, experienced and Indian registered contractors / firms for empanelment on “All India Basis” for the following disciplines & categories.
- 1.2 The different disciplines, categories and Monetary limits for Empanelment shall be as under :

Table-1:- Category: - Civil Works & Composite work including equipment & services etc.

S.No	Class	Financial limit
1	G	Project with Estimated Cost upto Rs.5 Crore
2	F	Project with Estimated Cost above Rs. 5 & upto 10 Crores
3	E	Project with Estimated Cost above Rs. 10 & upto 25 Crores
4	D	Project with Estimated Cost above Rs. 25 & upto 50 Crores
5	C	Project with Estimated Cost above Rs.50 & upto 100 Crores
6	B	Project with Estimated Cost above Rs. 100 & upto 300 Crores
7	A	Project with Estimated Cost above Rs. 300 Crores

Table-2:- Category: - Electrical & Mechanical Works etc.

S.No.	Class	Financial limit
1	G(E&M)	Project with Estimated Cost upto Rs.5 Crore
2	F(E&M)	Project with Estimated Cost above Rs. 5 & upto 10 Crores
3	E(E&M)	Project with Estimated Cost above Rs. 10 & upto 25 Crores
4	D(E&M)	Project with Estimated Cost above Rs. 25 & upto 50 Crores
5	C(E&M)	Project with Estimated Cost above Rs.50 & upto 100 Crores
6	B(E&M)	Project with Estimated Cost above Rs. 100 & upto 200 Crores
7	A(E&M)	Project with Estimated Cost above Rs. 200 Crores

- 1.3 Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for empanelment as a contractor in HLL under these Rules provided the

eligibility criteria and other conditions are satisfied The empanelled contractors have to abide by all the rules made herein and as amended from time to time during the currency of their empanelment.

- 1.4 If two or more individuals form a partnership firm and if any of the partners is having required work experience to become eligible for empanelment in any category in which empanelment is sought, their case shall be considered for empanelment of the partnership firm subject to fulfillment of other laid down criteria.
- 1.5 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; having business banned/ suspended by any government department in the past; or convicted by a court of law shall be entitled for empanelment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for empanelment can be considered.
- 1.6 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India is allowed to work in the HLL either as contractor or as employee of a contractor for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after empanelment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the contractor shall be removed from the list of empanelled contractors.
- 1.7 A contractor is permitted to have empanelment in more than one category but not in more than one class of the same category in HLL.
- 1.8 A contractor is not permitted to have empanelment in more than one name.
- 1.9 A partner of a firm or a Director of a company empanelled as a contractor cannot be a partner/ director in any other empanelled firm/ company in HLL.
- 1.10 The empanelment of a contractor in HLL shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work. All eligible contractors wishing to be empanelled are to complete the application in prescribed form

(Form 'A') and submit it along with all the documents indicated in Section-3 to the empanelling authority.

- 1.11 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
- 1.12 The empanelment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary.
- 1.13 If the empanelment authority finds the contractor suitable for empanelment, it shall issue the empanelment order and, otherwise, send a letter of rejection of the application to the contractor. The decision of the empanelment authority shall be final and binding on the contractor.
- 1.14 The empanelling authority reserves right to limit number of contractors to be empanelled in any class or category on All India/ Regional/ State/ Location basis or any other manner decided by the HLL.
- 1.15 Empanelment of contractors in the HLL may be closed at any point of time. While closing the empanelment, HLL may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be empanelled depending on requirement in a particular area or for the country as a whole.
- 2.0 Period of empanelment:** - The empanelment shall be valid for a period of three years. However, HLL Lifecare Limited reserves the right to curtail or extend this period at its sole discretion. The empanelment shall be open to review by the empanelment authority and liable to termination, suspension or any other such action at any time if considered necessary by the empanelment authority, after issue of show cause notice. The short-list of empanelled contractors shall be valid for three years.
- 3.0 Categories & Classes** – The empanelment shall be done in the categories and classes mentioned in Table–1 & 2.
- 4.0 Eligibility Criteria:** - The contractors shall have to satisfy the minimum eligibility criteria specified in Table – 3 below, before they can be considered for empanelment.

Table-3 (i) (Category: - Civil Works & Composite work including equipment & services etc.)

Group			Average Annual Turnover during last 3 years ending 31.03.14	Past experience in completed similar works during last 7 years ending on 31.03.2014 (To fulfill any one of three options)			Bidding capacity	Latest Bank Solvency
Sl. No	Class	Financial limit		Single Project	Two Project each at least	Three projects each at least		
1.	G	Project with Estimated Cost upto Rs.5 Crore	Rs.2.50Cr.	Rs.2.00Cr.	Rs.1.50Cr.	Rs.1.00Cr.	Rs.2.50Cr.	Rs.2.50Cr.
2.	F	Project with Estimated Cost above Rs. 5 & upto 10 Crores	Rs.7.50Cr.	Rs.6.00 Cr.	Rs.4.50Cr.	Rs.3.00Cr.	Rs.7.50Cr.	Rs.7.50Cr.
3.	E	Project with Estimated Cost above Rs. 10 & upto 25 Crores	Rs.17.50Cr.	Rs.14.00Cr.	Rs.10.50Cr.	Rs.7.00Cr.	Rs.17.50Cr.	Rs.17.50Cr.
4.	D	Project with Estimated Cost above Rs. 25 & upto 50 Crores	Rs.37.50Cr.	Rs.30.00Cr.	Rs.22.50Cr.	Rs.15.00Cr.	Rs.37.50Cr.	Rs.37.50Cr.
5.	C	Project with Estimated Cost above Rs.50 & upto 100 Crores	Rs.75.00Cr.	Rs.60.00Cr.	Rs.45.00Cr.	Rs.30.00Cr.	Rs.75.00Cr.	Rs.75.00Cr.
6.	B	Project with Estimated Cost above Rs. 100 & upto 300 Crores	Rs.200.00 Cr.	Rs.160.00 Cr.	Rs.120.00 Cr.	Rs.80.00 Cr.	Rs.200.00 Cr.	Rs.200.00 Cr.
7.	A	Project with Estimated Cost above Rs. 300 Crores	Rs.300.00 Cr.	Rs.240.00 Cr.	Rs.180.00 Cr.	Rs.120.00 Cr.	Rs.300.00 Cr.	Rs.300.00 Cr.

Table-3 (ii) (Category: - Electrical & Mechanical Works etc.)

Group			Average Annual Turnover during last 3 years ending 31.03.14	Past experience in completed similar works during last 7 years ending on 31.03.2014 (To fulfill either of three options)			Bidding capacity	Latest Bank Solvency
Sl. No	Class	Financial limit		Single Project	Two Project each at least	Three projects each at least		
1.	G(E&M)	Project with Estimated Cost upto Rs.5 Crore	Rs.2.50Cr.	Rs.2.00Cr.	Rs.1.50Cr.	Rs.1.00Cr.	Rs.2.50Cr.	Rs.2.50Cr.
2.	F(E&M)	Project with Estimated Cost above Rs. 5 & upto 10 Crores	Rs.7.50Cr.	Rs.6.00 Cr.	Rs.4.50Cr.	Rs.3.00Cr.	Rs.7.50Cr.	Rs.7.50Cr.
3.	E(E&M)	Project with Estimated Cost above Rs. 10 & upto 25 Crores	Rs.17.50Cr.	Rs.14.00Cr.	Rs.10.50Cr.	Rs.7.00Cr.	Rs.17.50Cr.	Rs.17.50Cr.
4.	D(E&M)	Project with Estimated Cost above Rs. 25 & upto 50 Crores	Rs.37.50Cr.	Rs.30.00Cr.	Rs.22.50Cr.	Rs.15.00Cr.	Rs.37.50Cr.	Rs.37.50Cr.
5.	C(E&M)	Project with Estimated Cost above Rs.50 & upto 100 Crores	Rs.75.00Cr.	Rs.60.00Cr.	Rs.45.00Cr.	Rs.30.00Cr.	Rs.75.00Cr.	Rs.75.00Cr.
6.	B(E&M)	Project with Estimated Cost above Rs. 100 & upto 200 Crores	Rs.150.00 Cr.	Rs.120.00 Cr.	Rs.90.00 Cr.	Rs.60.00 Cr.	Rs.150.00Cr.	Rs.150.00 Cr.
7.	A(E&M)	Project with Estimated Cost above Rs. 200 Crores	Rs.200.00 Cr.	Rs.160.00 Cr.	Rs.120.00 Cr.	Rs.80.00 Cr.	Rs.200.00Cr.	Rs.200.00 Cr.

- 4.1 The value of free issue materials shall not be taken while evaluating completion cost of project. The value of such materials incorporated in the project should be certified by the chartered accountant/owner.
- 4.2 The value of executed works shall be brought to the current level by enhancing the actual value of work done at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of application for empanelment.
- 4.3 The Contractor should not have incurred loss in more than one year during the last three consecutive financial years under consideration.

5.0 Financial Soundness: - The financial soundness shall be judged on the basis of the Banker's certificate, as the case may be, issued by the Bankers of the contractor on the format prescribed in Form 'I'. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a sealed cover, addressed to the empanelment authority.

- 6.0 Processing fee** – The contractor shall have to pay a non-refundable processing fee of Rs.15,000/- (Rupees Fifteen Thousand only) payable in the form of Demand Draft/ Pay Order in favour of “HLL Lifecare Limited”, Payable at Noida). Contractors who want to apply for more than one discipline & category should do so through separate application including processing fee.
- 7.0 Electrical License** - The contractors for Electrical & Mechanical Works shall have to produce valid electrical license from the competent authority in the name of the contractor. They shall keep valid license throughout the period of empanelment by getting it renewed at suitable intervals and submit an attested copy of the same to the empanelment authority after each renewal. In event of any discontinuity in validity of electrical license of the contractor, its empanelment and authority to work with HLL will also automatically cease to be valid. For applying for tenders for a work in any state they shall have to possess electrical license of appropriate voltage issued by any State Govt. under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.
- 8.0** The desired contractors should apply on the prescribed document as per the notice inviting for empanelment of contractors along-with documentary evidence for the following
1. Audited Balance Sheet for the last three years i.e. 2011-12, 2012-13 and 2013-14.
 2. Completion Certificates from Clients /Owners.
 3. Plant & Machinery holding.
 4. Manpower details.
 5. Details of pending litigation etc.
 6. Valid Electrical License, if applicable.
 7. EPF Regn. No. along with copy of challan for the month of March 2014.
 8. PAN.
 9. VAT Regn. No. along with Valid Clearance Certificate.
 10. Bank Solvency Certificate as per Table 3 (i) & 3 (II)
 11. Certificate of Incorporation in India.
- 9.0** The past experience in similar nature of work should be supported by certificates issued by an officer not below the rank of Executive Engineer or equivalent. In case the work experience of other than Govt. / Semi Govt. / PSUs, the completion certificate shall be supported with copies of work order and full payment TDS Certificates issued by owner for the work executed.

- 10.0** The gross annual turnover should be certified by the Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- 11.0** The applicant should own sufficient construction equipment for the proper and timely execution of the work. The applicant should submit details of same with Empanelment Application.
- 12.0** The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit details of same with Empanelment Application.
- 13.0 Performance Reports:** The Contractor should fill up the details of each work, of appropriate magnitude, secured by him during the last 7 years period, in the pro forma as given in Form 'F'.
- 14.0 Contractor's obligations** - The contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-
1. Prior approval shall be obtained from the empanelling authority before changing the name or constitution of the firm/company.
 2. Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authorities.
 3. He shall continue to possess, throughout the period of empanelment, a valid electrical license of appropriate voltage issued by appropriate authority.
 4. He should secure works of specified magnitude during the period of empanelment.
 5. He shall abide by these rules.
 6. He should not indulge in unethical practices and maintain good conduct.
 7. He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
 8. Contractor shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to empanelling authority.
- 15.0 Disciplinary Actions** -The contractor shall have to abide by all the rules of empanelment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The empanelling authority shall have the right to demote a contractor to a lower class, suspend business with him for any

period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by empanelling authority after issue of show cause notice. Decision of the empanelling authority shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions:-

15.1 Demotion to a lower class -The contractor shall be liable to demotion to a lower class, by the empanelling authority, if he:

1. Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
2. No longer has adequate equipment, technical personnel or financial resources; or
3. Litigious by nature; or
4. Violates any important condition of contract; or
5. His staff misconducts or misbehaves with HLL officials is responsible for a conduct which may justify his demotion to a lower class; or
6. Any other reason which in view of empanelling authority is adequate for his demotion to a lower class.

15.2 Removal from the approved list: The name of the contractor may be removed from the approved list of contractors, by the empanelling authority, if he:

- a) Has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- b) Is proved to be responsible for constructional defects in two or more works; or
- c) Persistently violates any important conditions of the contract; or
- d) Fails to abide by the conditions of empanelment; or
- e) Is found to have given false particulars at the time of empanelment; or
- f) Has indulged in any type of forgery or falsification of records; or
- g) Changes constitution of the firm or Individual or changes the name of the firm without prior approval of the empanelment authority; or
- h) Changes permanent address / business address without intimation to the empanelment authority; or
- i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) Persistently violates the labour regulations and rules; or
- k) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- l) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties

etc.; or

m) Has already been demoted for other reason(s); or

n) Is considered not required to be in list of HLL for any other reason considered fit by empanelment authority.

16.0 Cancellation of Empanelment: - The Empanelment of contractor shall be cancelled by HLL in case of their poor performance, abandoning of the allotted work and abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of HLL. The decision of HLL in this regard shall be final and binding on the contractor.

17.0 HLL reserves right to restrict the number of contracts to be awarded to the empanelled contractor at a time/stage. For example; if a firm already has one or two works with HLL in progress then the HLL reserves the right to award second or third work to the same contractor. Similarly if more than two works are tendered at a time then HLL reserves the right to award one work even if the contractor may be lowest in more than one of them.

18.0 Change of Constitution: - The empanelled contractor / firm shall not affect any change in the constitution of the firm without the prior approval of HLL. Such proposal, if any shall be submitted in advance furnishing full details of the proposed change along with all supporting documents. Any change in the constitution of the firm / company without the prior approval of HLL will render the contractor / firm liable for removal from the approved list of contractor. The discretion to allow / disallow the proposed change shall vest solely with HLL. In case, the original partners/ constitution change by more than 50% either due to substitution or due to retirement or death the empanelment of the firm / contractor by that name shall be cancelled.

19.0 Change of Name: - In case of change of name of the empanelled firm / contractor without change of constitution / partners the same shall be intimated along with proof of such change to HLL immediately but in no case later than 30 days from the date of such change occurs failing which the empanelment of the firm / contractor by that name shall be cancelled.

20.0 Change in Address - While applying for empanelment, the contractor should mention address of his registered office as well as Head Office, if different. All documents i.e., Bankers' Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted.

The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

21.0 General:-

- 21.1 Under no circumstances the processing fees can be adjusted against the pending dues of contractors working with HLL and the processing fee is required to be submitted in the form as mentioned in Notice for Empanelment.
- 21.2 A contractor empanelled for higher Group (monetary limit) can also participate for tenders of lower Groups (monetary limits) for the same Discipline and Category.
- 21.3 Empanelled contractors shall be required to submit bids against tendered works and for forming pre-tender tie-ups/ association on the Terms & Conditions of Tender Documents to be issued by HLL on project to project basis.
- 21.4 The empanelled contractors shall be required to submit EMD for each tender separately details of which shall be stipulated in Tender Documents.
- 21.5 It is intended to call bids for different disciplines, categories of works and groups from the contractors who are empanelled.
- 21.6 HLL reserves the right to call open tenders in which contractors / agencies not empanelled in this process but meeting the minimum qualification criteria for the tender can participate. For such tenders, the empanelled contractors under this process meeting the stipulated criteria of tender can also participate.
- 21.7 The empanelled contractors are advised to check the details from HLL's website regularly and no claim of empanelled contractors shall be entertained whatsoever, due to non-receipt of information about the tender of HLL.
- 21.8 The empanelled contractors are advised to remain active by participating in the tenders invited by HLL and perform well.

22.0 All the applications received, will be evaluated on the basis of information and documents provided by the applicant. In case the applicant is not found suitable for the Group, his application shall be considered for the empanelment in lower monetary group (if available). In case the applicant is found suitable for lower monetary group, he shall be empanelled for lower group.

23.0 All contractors are expected to keep abreast with empanelment rules modified from time to time.

SECTION 3

PROFORMA FOR SEEKING INFORMATION & DETAILS OF APPLICANTS (FORMS 'A' TO 'L') & LETTER OF TRANSMITTAL



PROFORMA FOR SEEKING INFORMATION & DETAILS OF APPLICANTS

- 1.0 DEFINITIONS:-** In this document the following works and expressions have the meaning hereby assigned to them:
- (i) **“EMPLOYER” OR “HLL”:** HLL Lifecare Limited.
 - (ii) **“APPLICANT”** Means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.
 - (iii) **“YEAR”** Means “Financial Year” unless stated otherwise.
- 2.0** Forms for giving details for Empanelment and Letter of transmittal are given in this section.
- 3.0** NITs will be sent to the eligible empanelled contractors through E-mail. Responsibility of correctness of your E-mail address shall depend on the empanelled contractor only.
- 4.0** All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column a ‘NIL’ or “NO SUCH CASE’ entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the prescribed forms or deliberately suppressing the information may result in the applicant being rejected. Applications made by the E-mail and those received late or without processing fees will not be entertained.
- 5.0** The application should be type-written. The applicant should sign and stamp each page of the application.
- 6.0** Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the Empanelment documents are numbered. Additional sheets, if any, added by the contractor should be also numbered by him. They should be submitted as a package with signed letter of transmittal.
- 7.0** References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.

- 8.0** The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of Empanelment documents unless it is called for by the HLL.
- 9.0** Any information furnished by the applicant found to be incorrect either immediately or at a later date would render him liable to be debarred from Empanelment /tendering / taking up of work in HLL. If such applicant happens to be empanelled / empanelled contractor in more than one Group/Category his name shall be removed from all the Groups / Categories of the empanelment list of contractors.
- 10.0** Prospective applicants may request clarification on the Empanelment document within seven days prior to the last date submission of Empanelment application as mentioned in Notice for Empanelment. No request for clarification will be considered after that date.
- 11.0** Empanelment letters will be sent to only those successful applicants who meet the qualifying criteria.
- 12.0 METHOD OF APPLICATION:**
- (i)** If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
 - (ii)** If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
 - (iii)** If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
 - (iv)** If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

13.0 FINAL DECISION MAKING AUTHORITY

HLL reserve the right to modify the eligibility criteria, to decide on cutoff date of implementation, to accept or reject any application, to annul the empanelment process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

14.0 EVALUATION CRITERIA FOR EMPANELMENT**14.01** Criteria for Evaluation of the Performance of Contractors.

	Attributes	Evaluation				
(a)	Financial Strength (30 marks) (i) Average annual (24 marks) Turnover (ii) Solvency certificate (6 marks)	(i)60% marks for minimum eligibility criteria (ii)100% marks for twice the minimum eligibility criteria or more In between (i) & (ii)-on pro-rata basis				
(b)	Experience in similar class of works (30marks)	(i)60% marks for minimum eligibility criteria (ii)100%marks for twice the minimum eligibility criteria In between (i) & (ii)-on pro-rata basis				
(c)	Performance on works (time over run) (20marks)					
	Parameter	Calculation for points			Score	Maximum Marks
		If TOR=			1.00 1.5 2.00 >2.50	20
	(i) Without levy of compensation				20 15 10 5	
	(ii) With levy of compensation				20 5 0 -5	
	(iii) Levy of compensation not decided				20 10 5 0	
TOR= AT/ST, where AT=Actual Time; ST=Stipulated Time.						
Note:- Marks for value in between the stages indicated above is to be determined by straight line variation basis.						
(d)	Performance of works (Quality)		(20 marks)			
	(i)Very Good		20			
	(ii)Good		14			
	(iii)Fair/ Satisfactory		7			
	(iv)Poor		0			

14.02 For the purpose of Empanelment applicant will be evaluated on the basis or minimum stipulated financial and past experience criteria.

14.03 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (i) Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works, or financial failures/ weaknesses etc.
- (ii) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EMPANELMENT documents.

15.0 FINANCIAL INFORMATION

Applicant should furnish the following information:

- (a) **Annual financial statement for the last three years (in Form "C")**. This should be supported by audited balance sheets and profit and loss accounts (with all schedules attached) alongwith details required for assessing the net worth duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- (b) Name & Address of the bankers.

16.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

16.01 Applicant should furnish the following:

- (a) List of all similar works successfully completed during the last seven years (in form "D").
- (b) List of the projects under execution or awarded (in Form "E").

16.02 Similar works for various category/class shall mean as follows:-

- (a) **For Category-Civil Works & Composite work including equipment & services etc. for Class A to D**, shall mean a Project comprising Construction of any Multistoried RCC framed structure and height more than 15 meters above ground level or any Multistoried RCC framed structure with minimum four storied above ground level including finishing complete including internal & external services like Plumbing, Electrical, HVAC & Fire Fighting System etc.
- (b) **For Category-Civil Works & Composite work including equipment & services etc. for Class E to G**, shall mean a Project comprising Construction of any Multistoried RCC framed structure and height more than 15 meters above ground level or any Multistoried RCC framed structure with minimum four storied above ground level including finishing complete including internal & external services like Plumbing, sanitary installation etc.
- (c) **For Category- Electrical & Mechanical Works etc. for Class A to E** shall mean a Project comprising Construction of Electrical (External & Internal), Substation, LV System, HVAC & Fire Fighting System etc. for any Multistoried RCC framed structure with minimum four storied above ground level.
- (d) **For Category- Electrical & Mechanical Works etc. for Class F & G** shall mean a Project comprising Construction of Electrical (External & Internal), Substation, LV System, HVAC & Fire Fighting System etc. for any Project.

16.03 Particulars of completed works and performance of the applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress (preferably in Form "F" or as per Performa of concerned Clients covering the required information as asked for in Form "F"). The work completion /experience certificates issued by other than Govt. Deptt. /PSU shall be supported by the copies of the TDS certificates issued by the owner of the project.

17.0 AVAILABILITY OF EQUIPMENT RESOURCE: - Applicant is required to furnish the details of Plants & Machineries available with the applicant as on date in Form "G".

18.0 ORGANIZATION INFORMATION: - Applicant is required to submit the following information in respect of his organization.

- (a) Name & Postal Address, including Telephone and mobile no., Fax number, E-mail address etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (c) Name of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (e) Authorization of HLL to seek detailed references.

19.0 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with Empanelment document duly signed by him.

20.0 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 prohibited.

21.0 Empanelment documents should be submitted in Bound manner. Order in which the documents to be submitted is as under. Empanelment applications are liable to discarded if the applications are not submitted in the desired manner.

Sr.NO	Description
1.	Application for Empanelment of contractor (Form 'A')
2.	Structure and Organization (Form 'B')
3.	Financial information (Form 'C')
4.	Details of similar works completed during the last 7 years (Form 'D')
5.	Project under execution or awarded (Form 'E')
6.	Performance report (Form 'F')
7.	Plant & Machinery (Form 'G')
8.	Affidavit (Form 'H')
9.	Bankers Certificate (Form 'I')
10.	Affidavit to be submitted by applicant Contractor/Firm (Form 'J')
11.	Affidavit to be submitted by Individual Technical staff (Form 'K')
12.	Litigation Details (Form 'L')
13.	Letter of Transmittal
14.	EPF registration no. along with copies of challan up to March 2014
15.	PAN
16.	Vat registration along with valid clearance certificate
17.	Certificate of incorporation
18.	Power of Attorney
19.	Memorandum of Articles of Association
20.	Service Tax registration
21.	Document in support of Applicant legal status
22.	Any other documents

FORM 'A'

APPLICATION FOR EMPANELMENT OF CONTRACTORS

TYPE OF ENLISTMENT:

CLASS:

CATEGORY:

- 1. Name of the Applicant :
 - 2. Nationality :
 - 3. Address:
 - i) Registered Office :
 - ii) Head Office :
 - 4. Contact Details
 - i) Telephone Number :
 - ii) Fax Number :
 - iii) Mobile Number :
 - iv) Website URL (if any) :
 - v) Email Id :
 - 5. PAN Number (Individual/Firm/Company) :
 - 6. Constitution :
- (Proof of Constitution enclosed)

7. Name, scanned passport size photo and scanned signature of the individual(s)/Partner(s)/Director(s) (Size of photo should be (2.5X3.5) cm having white background and printed name at bottom)

1.	2.	3.	4.
Paste Photo	Paste Photo	Paste Photo	Paste Photo
Name	Name	Name	Name

8. Is the Individual /Sole Proprietor/any Partner/ Director of Company:

- a) Dismissed Government Servant: Yes No.....
- b) Removed from approved list of contractors in any other Dept.(if applicable): Yes..... No.....
- c) Demoted to a lower class of contractors: Yes..... No.....
- d) Having business banned/suspended by any Government in the past: Yes..... No.....

- e) Convicted by Court of Law:
- f) Retired Engineer/official from Engineering Department of Government of India within Last one year: Yes..... No.....
- g) Director or partner of any other company/firm Enlisted with any other department: Yes..... No.....
- h) Member of parliament or any State legislative assembly: Yes..... No.....

If answer to any of the above is 'Yes' Furnish details on a separate sheet:

9. a) Name of person holding power of attorney (if any):
- b) Nationality :
- c) Liabilities (if any) :

The requisite processing fees of Rs. 15,000/- (Rupees Fifteen Thousand only) is herewith submitted in Demand Draft/pay Order No.....dated.....

Note:-

- *In case of sole proprietorship/HUF: an affidavit executed before a 1st class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.
- *In case of partnership firm: (Submit attested copies)
- *Partnership deed attested by Notary Public.
- *In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.
- *Power of attorney, if any attested by Notary public.

(Signature & Seal of the Applicant)

FORM 'B'**STRUCTURE AND ORGANIZATION**

1.	Name and address of applicant	
2a.	Telephone No. / fax No./ Mobile No.	
2b.	Working E-mail ID*	
3.	Legal status of the applicant (attach copies of original documents defining the legal status)	
	The Applicant is :	
	a) An individual.	
	b) Proprietary Firm.	
	c) Firm in Partnership.	
	d) A Limited Company (Private or Public) or Corporation.	
4.	Particular of Registration with various Government bodies/Organization. (attach attested Photocopy)	
5.	Name of Directors/ Partners with their addresses, Telephone numbers, Fax, Email.	
6.	Designation of individuals authorized, to act for the Organization.	
7.	Was the applicant ever required to suspend any construction for a period of more than six months continuously after Commencement of the construction? If so, give the name of the project & reasons of suspension of work.	
8.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reason for abandonment.	
9.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.	
10.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11.	Other Details:	
	a) EPF No. valid upto	
	b) Sales Tax No. valid upto	
	c) Clearance of Sales Tax upto	
	d) Pan No.	

	e) Service tax Registration No. (Copies to be enclosed)	
12.	Any other information considered necessary but not included above.	

(Signature & Seal of the Applicant)

- Note: a) In “ Other details” if any of the registration/clearance is not applicable/ exempted/not available with applicant the applicant shall submit an affidavit/undertaking stating that the same will be obtained before participating in tender/award of work.
- b) (*) E-mail Address is mandatory. As the NITs will be sent to the empanelled contractors through E-mail only, responsibility of correctness of E-mail address shall rest on them only.

FORM 'C'**FINANCIAL INFORMATION**

Sr. NO	Financial Year	Turnover (in Rs. Lacs)	Profit/Loss(-) in Rs. Lacs
1.	2011-2012		
2.	2012-2013		
3.	2013-2014		

Note: Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Signature of Chartered Accountant with Seal

Seal and Signature of Applicant

FORM 'D'**DETAILS OF ALL SIMILAR WORKS COMPLETED
DURING THE LAST SEVEN YEARS**

S. No.	Name of work/Project & Location	Owner or Organization	Value of work in lakhs at completion	Date of commencement as per contract	Stipulated date of completion as per contract	Actual date of completion	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)

Place:

Date:

(Signature & Seal of the Applicant)

FORM 'E'**PROJECT UNDER EXECUTION OR AWARDED**

S. No.	Nam of work/Project & Location	Owner or Organization	Value of work in lakhs at completion	Date of commencement as per contract	Stipulated date of completion as per contract	Actual date of completion	Litigation/Arbitration ending/ 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)

Place:

Date:

(Signature & Seal of the Applicant)

FORM 'F'**PERFORMANCE REPORT IN RESPECT OF M/S. _____**

1.	Name of work/Project & Location				
2.	Agreement Amount				
3.	Estimated Cost				
4.	Tendered Amount				
4.a	Completed Cost of work				
5.	Date of Start				
6.	Date of completion				
	i. Stipulated date of completion				
	ii. Actual date of completion / likely date of completion				
7.	Amount of compensation levied for delayed completion, if any.				
8.	Performance report				
	a) Quality of work.	Very good	Good	Fair/Satisfactory	Poor
	b) Resourcefulness	Very good	Good	Fair/Satisfactory	Poor
	c) Financial Soundness	Very good	Good	Fair/Satisfactory	Poor
	d) Technical Proficiency	Very good	Good	Fair/Satisfactory	Poor
	e) General Behavior	Very good	Good	Fair/Satisfactory	Poor

Signature of**Dated:****Executive Engineer/ Project Manager or Equivalent****Note:**

1. The Performance report is to be submitted separately for each work mentioned in form 'D' & 'E' This report should be signed by the authority of owner not less than the rank of Executive Engineer or equivalent.
2. The Performance report is to be submitted separately for each work executed/under execution for HLL duly signed by Executive Engineer or Equivalent
3. The Performance report is submitted in the above format. In case, different Performa is used the applicant shall ensure that the report/certificate shall contain the above information.

FORM 'G'

**Affidavit to be filed by applicant contractor / firm
(To Be Submitted On NON-JUDICIAL Stamp OF Minimum of Rs.10/- or as applicable for
affidavit as per respective state Government rule)**

I,..... Sole proprietor/Director/Partner of M/s/Shri.
..... Regd. Office at ,
do hereby solemnly affirm and declare that our firm is in possession of following Tools & Plants of
Machinery.

(Applicable for Civil Works & Composite work including services)*

S.No.	Description of Item	Quantity
1.	Total Station No.
2.	Builders Hoist/Tower Crane No.
3.	Concrete Mixers of full bag capacity No.
4.	Steel shuttering Sqm
5	Out of total quantities of steel shuttering at 4 above, quantities procured during last 2 years Sqm
6.	Steel props cum space
7	Out of total quantities of Steel props at 6 above, Quantities procured during last 2 years cum space
8.	Mortar Mixers No.
9	Vibrators (a) Needle vibrators (i) Oil (ii) Electric (b) Beam vibrators (c) Slab vibrators (d) Shutter vibrators No. No. No. No.
10.	Vibro compactor No.
11.	Batching Plant (fully automatic minimum m3 capacity) with pump No.

(Applicable for Electrical & Mechanical Works)*

S. No.	Description of Item	Quantity
1.	Steel/Aluminium Ladder 1.5 m to 8 m 1.5 m 3.0 mm Sets Sets Sets Sets
2	Chase cutting machine Sets
3	Electrical wire drawing equipment Sets
4	Torque wrench for nut/bolt/screws Sets
5	Conduit Die Set Sets
6	Pipe Vice Sets
7	Bench Vice Sets
8	LT Meggar - 1000 Volts Sets
9	LT Meggar - 500 Volts Sets
10.	Tong Tester Sets
11.	Multimeter Sets
12.	Hydraulically operated crimping machine Sets
13.	Hand operated crimping machine Sets

14.	Earth Tester Sets
15.	Portable Drilling machine Sets
16.	Overhead conduit puller Sets
17.	Core cutting machine Sets

(Details of other Tools & Plants of Machinery)

S. No.	Description of Item	Quantity
1		
2		
3		
4		
5		
6		

* Strike out whichever is not applicable

Deponent

Verification:-

Verified that my above statement are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Date:-

Place:

Deponent

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

FORM 'H'

AFFIDAVIT

(To Be Submitted On NON-JUDICIAL Stamp OF Minimum of Rs.10/- or as applicable for affidavit as per respective state Government rule)

Affidavit of Mr.....S/o.....R/o.....

The deponent above named do hereby solemnly affirm and declare a under:

1. That I am the Proprietor /Authorized/ signatory of M/s..... having its Head office/Regd. Office at.....
2. That the information/ documents/ Experience certificate submitted by M/s..... along with this application for empanelment of contractors to HLL Lifecare Ltd. are genuine and true and nothing has been concealed.
3. I shall have no objection in case HLL verifies them from issuing authorized (ies).I shall also have no objection in providing the original copy of the documents, in case HLL demand so for verification.
4. I hereby confirm that in case, any documents, information & /or certificate submitted by me found to be incorrect/false/fabricated, HLL at its discretion may disqualify reject my application for empanelment out rightly and debar me/M/s..... From participating in any future tenders/Empanelment.

DEPONENT

I....., the Proprietor/ Authorized signatory of M/s, do hereby confirm that content of the above Affidavit are true to my Knowledge and nothing has been concealed there from and that no part it is false.

Verified atthis.....day of

DEPONENT

Form "I"

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s./Sri.....having marginally noted address, a costumer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....).
This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

This certificate is issued in the request of Shri/Smt./M/s.....for obtaining empanelment of Empanelment in HLL in..... (Name of category) Class.....

**(Signature)
For the Bank**

- Note: 1) Banker's certificates should be on letter head of the Bank, sealed in cover addressed to empanelment authority.
2) In case of Partnership firm, certificate to include names of all partners as recorded with the Bank.

Form 'J'

Affidavit to be submitted by applicant Contractor/Firm
(To Be Submitted On NON-JUDICIAL Stamp OF Minimum of Rs.10/- or as applicable for affidavit as per
respective state Government rule)

AFFIDAVIT

I,.....S/o Sh.....Aged.....Years R/o.....Sole proprietor/
 Partner/ Director (as the case may be) of M/s/Shri.....(Name of firm/contractor with
 address).....do hereby solemnly affirm and declare that the following Technical staff (Engineers/
 interior designer) are working as full time staff with me/us/our firm.(Strike out whichever not
 applicable)

S.No	Name of Engineers/interior designers	Qualification	Passed out in Year	Working with we/us firm since	Experience in Bldg. work
1.					
2.					
3.					
4.					
5.					

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Date:

Place:

Deponent

Identified by me

Dated signature with seal of 1st class Magistrate/Notary Public

Form 'K'
(Affidavit to be filled by individual Technical /Administrative Staff)

(To Be Submitted On NON-JUDICIAL Stamp OF Minimum of Rs.10/- or as applicable for affidavit as per respective state Government rule)

I,.....S/o Sh.....Aged.....Years.....R/o.....do hereby solemnly affirm and declare that:-

1. I have passed degree/diploma in civil Engineering/Electrical (as the case may be) during year from.....University/Board.
2. I am working full time under M/s/ Shri..... as.....Engineer since(Month & Year) till date.
3. I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and not nothing is concealed therein.

Date:

Place:

Deponent

Identified by me

Dated signature with seal of 1st class Magistrate/Notary Public

Form'L'**LITIGATION DETAILS****Court cases/ Arbitration**

Bidder should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Name of Bidder:-							
Year	Name of Work	Name of Client with Address	Title of the Court case / Arbitration	Detail of the Court case / Arbitration	Status (Pending/ Decided)	Disputed amount (current value in INR)	Actual Awarded Amount (in INR)

Place:

Date:

(Signature & Seal of the Applicant)

LETTER OF TRANSMITTAL

From

To,

HLL Lifecare Limited
B-14-A Sector-62
Noida-201307

Sub: EMPANELMENT OF CONTRACTORS (2014-2015)

Sir,

Having examined the details given in Notice for Empanelment and Empanelment Application documents for the above work, we hereby submit our qualification and relevant documents.

1. We here by certify that all the statement made and information supplied in the enclosed form 'A' to 'L' and accompanying statements are true and correct.
2. We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. We have submitted the requisite banker's certificate / performance reports and authorize the HLL Limited or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that we have read and understood all the stipulations given in this empanelment documents and the decision of HLL with regard to our empanelment shall be final and binding on us.
5. We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed works specified in Table-3 (i)/3(ii) for having successfully completed the following works.

Sr.No	NAME OF WORK	CERTIFICATE FROM
1.		
2.		
3.		

Date of submission:

(Signature & Seal of the Applicant)

Enclosures: