

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O,
तिरुवनन्तपुरम-६९५००५ THIRUVANANTHAPURAM-695005
PHONE NO: 0471 2437270, **FAX NO:**0471 2435013;
EMAIL: salespft@lifecarehll.com

TENDER NOTICE FOR SALE OF SCRAP ITEMS

Tender No: HLL/PFT/SALES/SCRAP/23/2019-20

Dated: 04.01.2020

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Sealed and superscribed Tenders are invited for the sale of following items in as is where condition from HLL Lifecare Limited, **Peroorkada Factory** The details and tender form can be downloaded from our website www.lifecarehll.com. The last date and time of submission of tender is **16.01.2020**. The details of the scrap items are given below.

SL NO	DESCRIPTION OF SCRAP ITEM	LOCATION	TENDER QUANTITY	UOM	EMD (Rs.)
1	NEWSPAPER WASTE, MAGAZINE, OBSOLETE DOCUMENTS	PEROORKADA BALARAMAPURAM	15000	Kg	1000/-
2	CARTONS/WALLETS	PEROORKADA BALARAMAPURAM	15000	Kg	1000/-

DEPUTY GENERAL MANAGER (SALES)

GENERAL INSTRUCTION TO TENDERERS

1. Sealed and superscribed tenders are invited for the sale of scrap items from HLL Lifecare Limited, Peroorkada Factory, Trivandrum – 695 005.
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 **16.01.2020, 2.00 PM**, 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 Deputy General Manager (Sales); HLL Lifecare Limited, Peroorkada P.O., Trivandrum – 695 005, and should reach the undersigned or before **2.00 P.M. on 16.01.2020** The tender will be opened at **2.30 P.M.** 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.

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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 Postal delays.
6. HLL reserves the right to accept or reject any tender without assigning any reason.
7. HLL reserves the right to split up the order on more than one bidder and also reserves the right to accept or reject the offer without assigning any reason.
8. The tender documents can also be downloaded from our Website: www.lifecarehll.com.
9. The bidder should submit the duly filled tender document along with EMD by DD in favour of M/s. HLL Lifecare Limited, payable at Trivandrum or by Online Payment to Current Bank Account of HLL Lifecare Ltd. Tender received without EMD shall be rejected.
10. 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 the tender is likely to be rejected.
11. For any clarifications connected to the tender, please contact Sales Department Phone No.0471 2437270, Email: salespft@lifecarehll.com.
12. The intending bidder or his authorized representative may inspect the materials as per the schedule mentioned above, between 09 AM to 05 PM on any working day at the location specified against each lot with the prior permission from the factory.
13. Goods / Equipment will be sold in as is where condition is and the whole items shall be taken delivery from the site by the successful bidders with its faults, errors in description if any.
14. The contractor shall arrange the lifting of the material and all the expenses for dismantling, loading/transportation etc. will be borne by the contractor.
15. The Materials should be lifted immediately/as per intimation from the Company on receipt of Sale Order.
16. In case of sold / confirmed lots, the payments (Material value plus taxes and duties, if any) to be made by the successful bidder by way of DEMAND DRAFT drawn in favour of HLL Lifecare Ltd., Thiruvananthapuram payable at Thiruvananthapuram directly to the O/o of Deputy General Manager (Sales) HLL Lifecare Ltd., Peroorkada, Thiruvananthapuram for issuance of Delivery Order/Sale Invoice.

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TENDER SPECIFIC INSTRUCTIONS TO THE HIGHEST BIDDING PARTY

- 01.** The party acquiring the tender for the above items will have to install a Fully Functional Paper Shredding Machine inside the company at the space allotted by the company for the same at the Party's expense and responsibility.
- 02.** The power supply required to operate the machine inside the company will be provided by the company.
- 03.** It is the responsibility of the Party acquiring the Tender to supply the manpower required to operate the Shredding Machine inside the company and also bear the expenses of man power supplied. The manpower supplied should have PF, ESI Registration and it is the responsibility of the Party to ensure the same.
- 04.** The safety equipments for the Manpower supplied by the party working inside the company (shift wise) and the safe operating and working environments needed for the Manpower/ Machine Operator is the sole responsibility of the Party.
- 05.** It is the responsibility of the party to take care of all the Safety Aspects of the Machine Operator/ Man Power Supplied by the party inside the company.
- 06.** As per mentioned conditions in tender the party should finish the shredding of paper wastes within the date. It is the responsibility of the party to take back the machine installed inside the company after the tender quantity is exhausted at the expense of the party.
- 07.** The Shredded Paper Wastes, cartons, wallets wastes will be inspected by the company employee. The weight of the shredded paper wastes loaded onto the vehicle will be recorded at the Weigh Bridge. The invoice generated based on the weight will have to be collected from Sales Department. The vehicle will be only allowed to leave the premises after intimation from Sales department.
- 08.** Within 90 days after receiving the sale order the party should complete the shredding and lifting of paper wastes from PFT Campus.

DEPUTY GENERAL MANAGER (SALES)

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SCHEDULE – I

- 1) Name of the Bidder:
- 2) Complete Address of the Bidder:
- 3) Mobile/Contact No:
- 4) E-mail ID:
- 5) Details of DD Enclosed against EMD:
- 6) GSTIN:
- 7) Income Tax PAN NO. (Copy to be submitted):

SL NO.	DESCRIPTION OF SCRAP ITEM	TENDER QUANTITY	UOM	RATE /UOM ***
1	NEWSPAPER WASTE, MAGAZINE, OBSOLETE DOCUMENTS	15000	Kg	
2	CARTONS/WALLETS	15000	Kg	

***The rates quoted should be exclusive of all taxes. The existing GST on all the above scrap items is as applicable. Also TCS and Flood CESS as applicable has to be remitted by the contractor.

Last Date and Time of Receipt of Tender: **2.00 P.M. on 16.01.2020**

Date and Time of Opening of Tender: **2.30 P.M. on 16.01.2020**

PLACE:

NAME & SIGNATURE OF THE TENDERER

DATE:

(WITH COMPANY SEAL)

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